

# Table of Contents

6.29.2022 BOE Mtg. Agenda  
6.13.2022 BOE Mtg. Minutes  
2022-2023 School Calendar (Revised 6.27.2022)  
Bob Rogers Travel Agreement  
Concord Theatricals Agreement  
College Credit Plus MOU (Ashland U.)  
WEA MOU (Carpentry Teacher Compensation)  
WEA MOU (Posting-Closing of Vacancy)  
WEA MOU (WMS Football)  
Preschool Handbook 2022-2023  
ESC of Medina County Service Agreement (Reading Specialist)  
ADAMH Board MOU  
Resolution (Tennis Court Project)  
Four Cities Compact Admin Benefit Provisions Manual Revised June 2022  
Four Cities Compact Hourly Exempt Benefit Provisions Manual Revised June 2022  
Four Cities Compact Salary Exempt Benfit Provisions Manual Revised June 2022  
B. Coblenz (Resume)  
M. Kurt (Resume)  
H. Lamar (Resume)  
C. Sypherd (Resume)

# WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

WADSWORTH, OHIO

SPECIAL MEETING

WEDNESDAY, JUNE 29, 5:00 P.M.

CHARLES R. PARSONS ADMINISTRATION BUILDING (524 BROAD STREET)

## AGENDA

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Motion for Approval and Signing of Regular Stated Meeting Minutes**
- V. **[Public Participation](#)**
- VI. **Administrative Items**
  - A. Action Consent Items
    1. Recommendation to accept the following donations:
      - a) \$1,732 from the Wadsworth Band Boosters
      - b) \$5,000 from the Wadsworth Band Boosters
    2. Recommendation to approve the revised 2022-2023 school year calendar
    3. Recommendation to approve the high school band overnight trip to Atlanta, Georgia on December 28, 2022 through January 1, 2023
    4. Recommendation to approve the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education
    5. Recommendation to approve the Performance Agreement between Concord Theatricals and the Wadsworth City School District Board of Education
    6. Recommendation to approve the College Credit Plus Memorandum of Understanding between Ashland University and the Wadsworth City School District Board of Education

7. Recommendation to approve the following memorandums of understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education:
  - a) Carpentry Teacher Compensation Outside of the Scheduled Work Year
  - b) Adjustment of Posting Timeline for Vacant Positions
  - c) Middle School Football Coaches
8. Recommendation to approve the 2022-2023 Preschool Handbook
9. Recommendation to approve the Service Agreement Amendment between the Educational Service Center of Medina County and the Wadsworth City School District Board of Education
10. Recommendation to approve the Memorandum of Understanding for ADAMH Board Participation in the Wadsworth City School District Drug Testing Program between the Medina County Alcohol, Drug Addiction and Mental Health Board and the Wadsworth City School District Board of Education
11. Recommendation to approve a resolution approving and authorizing the Superintendent and Treasurer to award a contract for the high school tennis court project and approving related matters
12. Recommendation to approve the following revised Four Cities Compact Benefit Provisions Manuals:
  - a) Administrator
  - b) Hourly Exempt Employee
  - c) Salary Exempt Employee
13. Recommendation to approve the July 23, 2022 high school wrestling overnight trip to 10500 Rischel Road, Wadsworth, OH 44281

B. Personnel Consent Items

1. Resignations
  - a) Eric Cucuz, Certified Teacher, eff. 8/15/2022
  - b) Jason Harte, Non-teaching Employee
  - c) Calah Houk, Certified Teacher, eff. 8/15/2022
  - d) Hannah Myers, Bear Cub Academy (supplemental contract)
  - e) Michael Schmeltzer, WMS Girls Asst. Basketball Coach, Volunteer (supplemental contract)
2. Employments

- a) Brooke Coblentz, Certified Teacher
- b) Marlaina Kurt, Certified Teacher
- c) Heather LaMar, Certified Teacher
- d) Caitlin Sypherd, Certified Teacher
- e) Classified Substitutes, per attached list
- f) Supplemental Contracts, per attached list
- g) Recommendation to pay Ashley Ruedisueli her per diem rate for work completed outside of her contract year during the summer of 2022
- h) Recommendation to pay Dana Ambrose her hourly rate for work completed outside of her contract year during the summer of 2022
- i) Recommendation to pay Tara Arnold her hourly rate for work completed outside of her contract year during the summer of 2022

**VII. Items of the Treasurer**

A. Action Consent Items

- 1. Recommendation to approve the FY 22 Advance and Transfers Report
- 2. Recommendation to make amendments to the FY 22 certificate of revenue
- 3. Recommendation to adopt final FY 22 appropriations
- 4. Recommendation to approve the initial FY 23 certificate of revenue
- 5. Recommendation to adopt temporary FY 23 appropriations

**VIII. Items of the Board**

A. Action Consent Item

- 1. A resolution declaring the necessity of and submitting to the electors of the Wadsworth City School District the question of a renewal of an existing tax levy for the purpose of providing for the current expenses of the Wadsworth Public Library, also known as the Ella M. Everhard Public Library, pursuant to Sections 5705.19, 5705.23 and 5705.25 of the Revised Code

**IX. Executive Session**

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the purpose of the consideration of any of the following matters:

- A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:
  - 1. Appointment
  - 2. Employment ✓
  - 3. Dismissal
  - 4. Discipline

5. Promotion
  6. Demotion
  7. Compensation
  8. Investigation of charges/complaints (unless public hearing requested)
- 
- B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding
  - C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action
  - D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment
  - E. Matters required to be kept confidential by federal law or rules or state statutes
  - F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

**NOW, THEREFORE BE IT RESOLVED**, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2 and E as listed above.

#### **X. Adjournment**

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

**WADSWORTH CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Stated Meeting  
June 29, 2022**

**Agenda Detail Sheet**

**VI. Administrative Items**

**A. Action Consent Items**

- 2. 2022-2023 School Year Calendar Revisions:** The 2022-2023 school year calendar revisions and rationale for the revisions being recommended for approval are as follows:

<u>Date:</u>	<u>Building(s):</u>	<u>Request:</u>
April 19	Wadsworth High School	Delayed start for grades 9, 11 & 12
April 19	Pre-K-4	No school for grades Pre-K-2
April 19	Central Intermediate School	No school for 5th grade students
April 20	Wadsworth High School	Delayed start for grades 9, 11 & 12
April 20	Pre-K-4	No school for grades Pre-K-2
April 20	Central Intermediate School	No school for 6th grade students
April 21	Wadsworth High School	No school for grades 11 & 12
April 21	Central Intermediate School	No school for 5th grade students
April 24	Central Intermediate School	No school for 6th grade students
April 25	Wadsworth High School	Delayed start for those not taking Biology or an end of course retake

**Rationale:**

As testing continues to evolve and students who require accommodations (e.g., small group testing, 1:1 testing, read-aloud testing, extended time, etc.) continue to grow in number, per each student's individual education program or Section 504 plan, the number of staff needed to administer tests and the number of spaces required to give the tests becomes challenging when tests are given during the regular school day with other grade levels who are not testing present.

While losing two (2) days of instruction for certain grade levels is not ideal, after careful consideration of input provided by our building principals and other administrators, and an analysis of the student testing requirements in each building (which is why the request for buildings is different by grade span), the changes to the 2022-2023 school year calendar being recommended for approval are believed to reduce the overall disruption to education that occurs over multiple weeks (during the state-allowed testing window for each tested subject). The changes will free up much-needed space and personnel. With the exception of students who are absent on the testing days, the English Language Arts and math tests will be completed over the course of two (2) days for those who need to test. The changes will also minimize disruption to learning in non-tested grade levels by eliminating the need to have a teacher in a non-tested grade level miss instruction in the classroom to assist with administering tests, as described above.

- 3. & 4. High School Band Trip and Bob Rogers Agreement:** Our high school band has been invited to perform at the Peach Bowl in Atlanta, Georgia. The overnight trip (December 28, 2022 through January 1, 2023) and the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education being recommended for approval will allow the trip to occur.
- 5. Concord Theatricals Performance Agreement:** The Performance Agreement between Concord Theatricals and the Wadsworth City School District Board of Education being recommended for approval will allow our high school drama department to perform Chicago: Teen Edition on November 10-12, 2022.
- 6. Ashland University Memorandum of Understanding:** The College Credit Plus Memorandum of Understanding between Ashland University and the Wadsworth City School District Board of Education being recommended for approval details the financial arrangement and other responsibilities of each party for Wadsworth City School District students enrolled in College Credit Plus courses through Ashland University.
- 7. Wadsworth Education Association (WEA) Memorandums of Understanding (MOUs):** The MOUs between the WEA and the Wadsworth City School District Board of Education being recommended for approval will allow for the following:
  - a) Carpentry Teacher Compensation for Time Worked Outside the Scheduled Work Year: This MOU will allow Mr. Chris Kallai, high school carpentry teacher, to be compensated for the time he worked outside of his scheduled work year to complete the senior carpentry house.
  - b) Adjustment of Posting Timeline for Vacant Positions: This MOU will shorten the posting period required in the *Negotiated Agreement* for positions that





## **B. Personnel Consent Items**

### **2. Employments**

- a) Brooke Coblentz:** Ms. Coblentz is being recommended to fill the middle school family and consumer science position that was left open when Ms. Barbara Arnold resigned.
- b) Marlaina Kurt:** Ms. Kurt is being recommended to fill the part-time high school math position that was left open when Ms. Taylor Simmons filled the full-time high school math position that was left open when Mr. John Thompson retired.
- c) Heather Lamar:** Ms. Lamar is being recommended to fill the preschool intervention specialist (float) position, a new position that is needed to meet student needs per Individual Education Programs and to meet the continuum of service requirements found in the Ohio Administrative Code.
- d) Caitlin Sypherd:** Ms. Sypherd is being recommended to fill the half-day first grade teaching position and half-day second grade teaching position at Isham Elementary School. The half-day positions were left open when Ms. Elizabeth Petit (first grade) and Ms. Stephine Schmelzter (second grade) accepted half-day positions as elementary literacy coaches for the district.

**EMPLOYMENTS**  
**June 29, 2022**

Classified Substitutes

Dewayne Heggie

Supplemental Contracts

Beth Beal	Prevention Specialist
Abby Elliott	WHS Special Education Dept. Head
Hope Hageman	WMS Boys/Girls Cross Country Coach (Volunteer)
Lindsay Hastings	Band Camp Instructor
Matt Hastings	Band Camp Instructor
Chris Kallai	Excess Hours (per MOU)
Dylan Kubilus	Band Camp Instructor
Amy Muhl	Band Camp Instructor
Joe Muhl	Band Camp Instructor
Brandon Nolin	8th Grade Football Head Coach
Matt Price	7th Grade Football Asst. Coach
Matt Shiarla	8th Grade Football Asst. Coach
Kip Shipley	WMS Athletic Director
Kevin Williams	8th Grade Football Asst. Coach
Chad Wolf	7th Grade Football Head Coach



# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

- b) Janelle Todd Non-Teaching Employee (eff. 06/01/22)
- c) Samantha Harvey Varsity Softball Coach (suppl.)
- d) Chad Wolf Vol. WMS Boys Basketball Asst. Coach (suppl.)
- e) Jeff Shenker 8<sup>th</sup> Grade Boys' Basketball Coach (suppl.)

### 2. Employments

*(Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education prior to the start of the 2022-2023 school year, with a license effective date of July 1, 2022, if he/she does not already have the said license.)*

- a) Camdyn Brady Certified Teacher
- b) Tina Headrick Non-Teaching Employee
- c) Eric Kachline Certified Teacher
- d) Mindy Workman Non-Teaching Employee
- e) Rebecca Pelfrey Certified Teacher
- f) Ever Daw-Powers Certified Teacher
- g) Mike Schmeltzer 8<sup>th</sup> Grade Boys' Basketball Coach (suppl.)

#### h) Classified Substitutes:

Jason Harte

#### i) Supplemental Contracts:

Pete Alexander	Career-Technical Dept. Head
Aaron Austin	Coding Camp STEM Camp
Jennifer Ballinger	RTI Member (WHS)
Karen Beavers	International Club Volunteer
Amy Broadhurst	Class Advisor, Grade 12
Jill Carpenter	Student Council (Isham) (50%) STEM Camp
Amy Casey	Bus Ramp Duty (Franklin)
Patti Chrisman	RTI Member (Isham)
Jessica Courson	Fall Flag Corps (Vol.) Winter Flag Corps
Sarah Crowley	RTI Member (Franklin)
Pam Csaky	Drama Dept. Head Theater Tech Coordinator Co-Director, WHS Fall Musical Coding Camp STEM Camp

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

Katherine Dannemiller	Asst. Debate Coach
Shane Dantz	WHS Football Camp Asst. Coach (eff. 06/08/22) Asst. Coach, WMS Football Camp Asst. Coach, Youth Football Camp
Maria Daull	Bus Ramp Duty (Lincoln) (50%) Student Council (Lincoln) (50%) Summer School Teacher (eff. 06/06/22)
Kalyn Davis	Coding Camp Student Council Asst. (WHS) Co-Director, WHS Fall Musical Vocal Music Director
Mike DeVaughn	Bus Ramp Duty (Isham)
Carly DiPaolo	Extended Service (87 hrs.)
Chelsea Duty	STEM Camp
Abby Elliott	RTI Chair (WHS)
Susan Everhart	Academic Decathlon Business Dept. Head
Michelle Farr	RTI Member (WHS)
Nikki Farson	Extended Service (87 hrs.)
Laurie Freund	Extended Service (87 hrs.)
Vicki Fugate	RTI Member (Isham) STEM Camp
Jessica Gabor	RTI Member (Lincoln)
Aliza Gill	STEM Camp
Kim Haic	Coding Camp
Alexandra Hall	Crossing Guard Supervisor (Isham)
Angie Hall	Chess Club, WMS
Charles Hamilton	WHS Summer Govt. Teacher Student Council (WHS)
Laura Harig	Class Advisor, Grade 9 Annual (WHS)
Eric Heffinger	Newspaper (WHS)
Dana Hire	Band Director (WHS)
Calah Houk	Coding Camp STEM Camp
Caroline Houston	RTI Chair (Isham)
Zach Humrichouser	Boys' Varsity Cross Country Head Coach Girls' Varsity Cross Country Head Coach Intramurals
Michael Irwin	Boys' Varsity Asst. Cross Country Coach
Jason Jurey	Science Dept. Head STEM Camp

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

Peri Jurey	Coding Camp
Kim Kirven	RTI Member (Overlook)
Andrea Kline	World Language Dept. Head
Jason Knapp	Asst. Class Advisor, Grade 11
Sandra Kurt	Math Dept. Head
Kelly Laib	Coding Camp
	STEM Camp
	RTI Member (Franklin)
Colleen Lavin	Chess Club (Overlook)
Michael Lee	Intramurals
	International Club (Vol.)
Brian Lenox	STEM Camp
Mary Linn	Coding Camp
	STEM Camp
Vanessa Lloyd	Winter Flag Corps (Vol.)
	Fall Flag Corps
Ryun Louie	Percussion Studies Coordinator
	Percussion Artist in Residence
	Elementary Percussion Instructor
Joy Love	Coding Camp
Taylor Lundin	Bus Ramp Duty (Overlook)
Rob Lynn	Junior Class Advisor
	Intramurals
Jeff Marini	Coding Camp
	STEM Camp
Morgan Marando	Summer School Teacher (eff.06/06/22)
Sarah Maxon	Bus Ramp Duty (Overlook)
Katie McKenzie	RTI Chair (Lincoln)
Megan Mong	Coding Camp
Madison Monheim	RTI Member (Lincoln)
Brian Morrison	Bus Ramp Duty (Isham)
Kathy Ott	RTI Member (Overlook)
Lisa Owens	STEM Camp
Tony Pappas	Varsity Football Coach (Vol.)
Tallie Paz	Extended Service (2021-22 school year - up to 40 hrs.)
Katie Pickard	Coding Camp
Sam Piehl	Asst. Band Director (WHS/WMS)
Kelly Rapp	Extended Service (99 hrs.)
Larry Ries	Fall Faculty Manager (75%)
	Winter Faculty Manager
Chris Roberts	STEM Camp Administrator
Lindsay Rohrbach	STEM Camp

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

Shelly Rohrer	Sophomore Class Advisor
Allison Romano	WHS Summer CAC Instructor (eff. 06/06/22)
Anne Rosenberger	Senior Asst. Class Advisor RTI Member (WHS)
Lauren Ross	National Honor Society (50%) Guidance Dept. Head Extended Service (11 hrs.)
Stephine Schmeltzer	STEM Camp
Mark Schoonover	English Dept. Head
Dennis Schrock	WHS Summer Economics Teacher (eff. 05/31/22)
Joe Shalala	Bus Ramp Duty (Lincoln) (50%) Student Council (Lincoln) (50%) Coding Camp Coordinator
Justine Sheehan	Coding Camp
Gail Sheffield	Fall Faculty Manager (25%)
Taylor Simmons	WHS EOC Summer Instructor
Nate Singleton	National Honor Society (50%)
Mike Sladky	H.P.E./Fine Arts Dept. Head
Ben Smith	Youth Baseball Camp
Joanna Snitil	RTI Chair (Franklin)
Dianna Tenyak	Bus Ramp Duty (Overlook) RTI Chair (Overlook)
Justin Todd	Winter Weight Room Supervisor Spring Weight Room Supervisor Summer Weight Room Supervisor
Lisa Wallen	Coding Camp STEM Camp
Anna Warren	Student Council (Isham) (50%)
Nicole Winkler	Girls' Varsity Asst. Cross Country Coach
Chad Wolf	STEM Camp Coordinator
John Yaggi	RTI Member (WHS)
Sam Zulia	Social Studies Dept. Head National Forensic Head Coach

j) Athletic Event Workers (OHSAA Div. I Boys Lacrosse Regional Qualifier vs. Solon (5/16/2022 at Art Wright Stadium)

Maria Daul                      Tournament Site Manager (\$100)

3. Recommendation to approve unpaid leave for Calah Houk on April 22, 2022.
4. Recommendation to approve unpaid leave under FMLA for Allison Kern from the end of her allowable sick leave through the end of the 2022-2023 school year.

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

5. Recommendation to approve unpaid leave under FMLA for Brooke Porter from the end of her allowable sick leave through November 20, 2022.
6. Recommendation to approve unpaid leave under FMLA for Alexandra Hall from the end of her allowable sick leave through January 3, 2023.
7. Recommendation to approve unpaid leave under FMLA for Stefanie Shepperd from the end of her allowable sick leave through January 3, 2023.

**VOTE:** Yea – McComas, Kramer, Stevens, Batey, Gordon  
Nay – None

Motion Carried,

### 22-06-65

Upon the recommendation of Superintendent Hill, the motion was made by **McComas**, seconded by **Stevens**, to adopt the Action Consent Items from the June 13, 2022, Regular Meeting, as presented:

#### B. ACTION CONSENT ITEMS

1. Recommendation to approve Ane Ghaster as the recipient of the Winifred B. Young Scholarship.
2. Recommendation to accept the following donations:
  - a) Franklin Elementary School PTO \$ 1, 500
  - b) Wadsworth All-Sports Boosters \$ 935
  - c) Wadsworth Lion's Club \$ 3,000
3. Recommendation to accept the final Wadsworth High School 2022 graduation roster.
4. Recommendation to set the breakfast and lunch prices for students for the 2022-2023 school year as follows (With board approval, the prices will remain the same as they were during the 2021-2022 school year.):

Breakfast	\$1.70
Lunch (K-4)	\$2.70
Lunch (5-8)	\$2.80
Lunch (9-12)	\$3.00
Milk Only	\$ .50



# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

5. Recommendation to approve the proposed class fees for 2022-2023 school year. (With board approval, the fees will remain the same as they were during the 2021-2022 school year.)
6. Recommendation to approve the Memorandum of Understanding between the Wadsworth Educational Support Personnel Association OEA/NEA and the Wadsworth City School District Board of Education. **(ATTACHED)**
7. Recommendation to grant Juneteenth, observed on June 20, 2022, as a paid holiday to the following employees who are either not on a non-teaching contract or who are on a non-teaching contract but work less than eleven (11) months as part of their regular job calendar, provided each employee's regular job calendar requires the employee to work on June 20, 2022:
  - Positions identified in the Administrative Benefit Provisions Manual;
  - Positions identified in the Salary Exempt Employee Benefit Provisions Manual;
  - Positions identified in the Hourly Exempt Employee Benefit Provisions Manual; and
  - The Treasurer.
8. Recommendation to approve the Memorandum of Understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education. **(ATTACHED)**
9. Recommendation to set the substitute speech and language pathologist hourly pay rate for work that occurs outside of the teacher work year at BA-1 of the *Negotiated Agreement* between the Wadsworth Education Association and the Wadsworth City School District Board of Education.
10. Recommendation to bypass a first reading and approve the following Wadsworth City School District Board of Education policy revisions:
  - a) 5610 Removal, Suspension, Expulsion and Permanent Exclusion of Students
  - b) 5610.04 Suspension of Bus Riding/Transportation Privileges
11. Recommendation to approve the Project STEM Curriculum K12 Partners, Inc. Terms and Conditions. **(ATTACHED)**
12. Recommendation to approve the Strategic Solutions Master Service Agreement, effective June 6, 2022. **(ATTACHED)**

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

13. Recommendation to approve the following College Tech Prep Articulation Agreements between Kent State University and the Wadsworth City School District Board of Education: **(ATTACHED)**
  - a) Associate of Applied Business in Information Technology, Internet Multimedia Technology Concentration
  - b) Associate of Applied Business in information Technology, Networking Technology Concentration
  - c) Associate in Applied Business in Information Technology, Application Development Technology Concentration
  - d) Associate in Applied Business in Information Technology, General Technology Concentration
14. Recommendation to approve the Alternate School Food Authority (SFA) Agreement between Sacred Heart of Jesus School and the Wadsworth City School District Board of Education for the period of July 1, 2022 through June 30, 2023. **(ATTACHED)**
15. Recommendation to approve membership in the Alliance for High Quality Education for the period of July 1, 2022 through June 30, 2023.
16. Recommendation to approve the following student handbooks:
  - a) Elementary (K-4) Student Handbook 2022-2023 school year
  - b) WHS Student Handbook 2022-2023 School Year
17. Recommendation to approve the Agreement between Explorica, Inc. and the Wadsworth City School District Board of Education. **(ATTACHED)**
18. Recommendation to approve the Continuation of Service Agreement between Trane U.S. Inc. and the Wadsworth City School District Board of Education for the period of July 1, 2022 through June 30, 2023. **(ATTACHED)**
19. Recommendation to approve the Pupil Transportation Agreement between Suburban School Transportation and the Wadsworth City School District Board of Education for the period of July 1, 2022 through June 30, 2023. **(ATTACHED)**
20. Recommendation to approve the Memorandum of Understanding Regarding Students Placed in the Medina County Juvenile Detention Center between the Medina City School District Board of Education and the Wadsworth City School District Board of Education for the 2022-2023 school year. **(ATTACHED)**

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

21. Recommendation to approve the Agreement for Students Placed in the Evolve Academy of the Medina City School District for the 2022-2023 School Year between the Medina City School District Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**
22. Recommendation to purchase Risk Management Insurance through the Seibert-Keck Agency to include liability, property, fleet coverage, cyber liability, terrorism, and active shooter coverage for the period of July 1, 2022 through June 30, 2023. **(ATTACHED)**

**VOTE:** Yea – Kramer, Stevens, Batey, Gordon, McComas  
Nay – None

Motion Carried,

### **ITEMS OF THE TREASURER**

**22-06-66** Upon the recommendation of Treasurer Beeman, the motion was made by **McComas**, seconded by **Stevens**, to adopt the Action Consent Items of the Treasurer from the June 13, 2022, Regular Meeting, as presented:

#### **A. ACTION CONSENT ITEMS**

1. Recommendation to accept the tax budget for the Wadsworth Public Library as approved by the Library Board of Trustees.
2. Recommendation to authorize the Treasurer to sell at public auction the 2022 carpentry house located at 308 Stratford Avenue, Wadsworth, OH, on Tuesday, June 28, 2022, at 6:29 p.m. and to sign all documents related to the sale.
3. Request a Special Board Meeting to approve final fiscal year 2022 reports and to set temporary appropriations for fiscal year 2023 on June 30 at the Charles R. Parsons Administration Building (524 Broad Street).
  - Set for June 29 at 5:00 p.m.
4. Recommendation to accept the May 2022 financial reports as presented and subject to audit.

**VOTE:** Yea – Stevens, Batey, Gordon, McComas, Kramer  
Nay – None

Motion Carried,

### **LEGISLATIVE UPDATE**

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

### **BOARD MEMBER ITEMS**

- STEVENS:** Thanked Kelly Gnap for her presentation. Congratulated the Track athletes, Speech & Debate team, Baseball team and Carpentry program.
- McCOMAS:** Thanked Kelly Gnap. Wished everyone a great and safe summer.
- KRAMER:** Welcomed the new teachers. Congratulated the State Track athletes.
- BATEY:** Thanked Kelly Gnap and mentioned that she saw how hard Kelly works when working together during the height of the pandemic to deliver meals to students. Announced that starting June 15, the Summer Feeding Medina County weekender bags for students – looking for volunteers to help. Thanked the WHS Administration for a wonderful graduation ceremony.
- GORDON:** Welcomed the new teachers. Congratulated the Track athletes that competed at State. Wished everyone a safe and happy summer. Reminded the public that there will not be a Regular Meeting in July.

### **EXECUTIVE SESSION**

**WHEREAS**, a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider one or more, as applicable, of the check-marked items with respect to a public employee or official:
1. Appointment
  2. **Employment**
  3. Dismissal
  4. Discipline
  5. Promotion
  6. Demotion
  7. **Compensation**
  8. Investigation of charges/complaints (unless public hearing requested).
- B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding.
- C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

# RECORD OF PROCEEDINGS

## WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: June 13, 2022

---

- D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- E. ***Matters required to be kept confidential by Federal law or rules or State statutes.***
- F. Regularized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoid prosecution for a violation of the law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, A7 and E as listed above.

### **EXECUTIVE SESSION**

**22-06-67** The motion was made by **McComas**, seconded by **Stevens**, to enter Executive Session at **7:32 p.m.**

**VOTE:** Yea – Batey, Gordon, McComas, Kramer, Stevens  
Nay – None

Motion Carried,

**EXECUTIVE SESSION** recessed at **9:09** p.m.

### **ADJOURNMENT**

**22-06-68** The motion was made by **Gordon**, seconded by **McComas**, to adjourn at **9:10** p.m.

**VOTE:** Yea – McComas, Kramer, Stevens, Batey, Gordon  
Nay – None

Motion Carried,

(Signed) \_\_\_\_\_  
**Amanda Gordon**, President

(Attested) \_\_\_\_\_  
**Douglas D. Beeman**, Treasurer

## WADSWORTH CITY SCHOOLS | 2022-2023 CALENDAR

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 No School (Teacher Work Day)

16 No School (Teacher Work Day)

17 No School (Prof. Dev. In-Service)

18 First Student Day (Gr. 1-12)

24 First Student Day (Kind. & PS)

*T-13 S-10*

2 WMS/WHS 2-hr. Delayed Start

7 Pre-K – Gr. 6 Conferences (4:30–8:00 p.m.)

20 No School (President’s Day)

*T-19 S-19*

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 WMS/WHS 2-hr. Delayed Start

5 No School (Labor Day)

23 No School (Prof. Dev. In-service)

28 Pre-K - Gr. 6 Conferences (4:30-8:00 p.m.)

*T-21 S-20*

2 WMS/WHS 2-hr. Delayed Start

*T-23 S-23*

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 No School (Pre-K - Gr. 6 only) Conferences 11:30 a.m.–7:00 p.m.

13 WMS/WHS 2-hr. Delayed Start

14 No School (Teacher Comp Day, NEOEA Day)

26 WHS Conference Night

*T-21 \*S-20*  
*\*Pre-K – Gr. 6 - 19*

3-7 No School (Spring Break)

13 WMS/WHS 2-hr. Delayed Start

19 No School (Gr. Pre-K-2 & Gr. 5); Delayed Start for Gr. 9, 11, & 12

20 No School (Gr. Pre-K-2 & Gr. 6); Delayed Start (Gr. 9, 11, & 12)

21 No School (Gr. 5, 11 & 12)

24 No. School (Gr. 6)

25 Delayed Start (WHS Students not taking Biology or end-of-course retake)

*T-15 \*S-15*  
*Pre-K-Gr. 2, 5 & 6 -13; Gr. 11 & 12 - 14*

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 No School (Pre-K - Gr. 6 only) Conferences 8:10 a.m.-3:40 p.m.

3 WMS/WHS 2-hr. Delayed Start

10 WMS Conference Night

18 No School (Prof. Dev. In-service)

24-28 No School (Thanksgiving Break)

*T-19 \*S-18*  
*\*Pre-K-Gr. 6 - 17*

4 WMS/WHS 2-hr. Delayed Start

21 Commencement

25 Last Student Day

26 Teacher Work Day

*T-20 S-19*

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 WMS/WHS 2-hr. Delayed Start

21-31 No School (Winter Break)

*T-14 S-14*

*T-0 S-0*

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 No School (Winter Break)

5 WMS/WHS 2-hr. Delayed Start

13 No School (Prof. Dev. In-service)

16 No School (M. L. King, Jr. Day)

*T-19 S-18*

Gr. K-4 Trimesters  
8/18/22 – 11/11/22 (57 days)  
11/14/22 - 2/24/23 (58 days)  
2/27/23 - 5/25/23 (59 days)

Gr. 5-12 Quarters  
8/18/22 - 10/13/22 (Gr. 7-12 39 days; Gr. 5-6 38 days)  
10/17/22 - 12/20/22 Gr. 7-12 43 days; Gr. 5-6 42 days)  
1/4/23 - 3/10/23 (45 days)  
3/13/23 - 5/25/23 (49 days)

If the district falls below the minimum hours required in a school year due to calamity day, hours will be added at the end of the school year, beginning May 26, 2023.



Group Name: Wadsworth High School

Trip Start Date: 12/28/2022

Primary Destination: Atlanta, GA

Trip End Date: 1/1/2023

Quote Number: Q-08152

### **I. PROPOSAL BASIS**

This tour agreement is for the stated number of paying people in your proposal. Any deviations from this number will result in a change of the price per person. Your final payment will be adjusted to reflect the final number of travelers. These terms and conditions together with any other documentation we provide you form the basis of your contract with us (hereinafter The Agreement). By booking a tour with us, you are accepting and consenting to The Agreement.

### **II. PAYMENTS**

**Your signature and deposit confirm your acceptance of your trip proposal.** To allow us to begin booking the transportation, lodging, meals and attractions we will need the signed tour agreement and deposit by August 17, 2022. We cannot guarantee terms of the trip proposal until we are in receipt of your deposit and signed tour agreement.

**All trip costs must be paid in full 45 days prior to departure.** If any payment per the payment schedule is not received on time, Bob Rogers Travel reserves the right to cancel your trip and retain all fees paid by the trip participant(s).

### **III. ROOMING LISTS**

We require all rooming lists to be typed on the rooming list template provided to you by Bob Rogers Travel and returned in electronic format. Handwritten and/or faxed rooming lists will not be accepted. Please note that the sheets are titled FEMALE STUDENTS, MALE STUDENTS, and ADULTS.

Group rooming lists will be due in our office no later than 90 days prior to departure. If not received by the due date, cancellation of room reservations will occur or penalties will be enforced by the hotel property(ies).

**IV. CANCELLATION POLICY FOR ENTIRE GROUP.** Bob Rogers Travel is required to pay all suppliers well in advance of your tour date. All suppliers have their own cancellation policies, which will affect the amount which is non-refundable. Should a cancellation become necessary, please inform Bob Rogers Travel immediately in writing and request a written confirmation of your cancellation. Upon receipt Bob Rogers Travel will make every effort to secure you the maximum possible refund. However, in addition to any penalty outlined above, there may be amounts which we are unable to recover from the vendors. Generally, flight tickets, hotel reservation and other items provided for the travel cannot be refunded if they are partially used. We are not responsible for a supplier's failure to pay a refund.

In addition to any terms of our suppliers the following cancellations fees from Bob Roger's Travel will also apply:

- 91 days or more from departure – 100% refund less nonrefundable vendor payments made by BRT
- 90 days or less from departure – Refund less any non-refundable vendor payments and a 15% service charge.

### **V. CANCELLATION POLICY FOR INDIVIDUALS**

All cancellations must be in writing to Bob Rogers Travel. The date of the postmark is the date used to determine the amount of the cancellation fee. All money and fees paid prior to individual cancellation are non-refundable. No refunds or credits will be issued for a cancelled participant.

### **VI. AIRFARE**

If applicable, a separate air agreement will be sent for your review and signature once the air has been confirmed. Air Travel will be governed by the terms and conditions of the airline.

**VII. TAXES**

All taxes and service charges are included as of the date of your proposal. These taxes and charges are subject to change in the event of any increase or decrease prior to departure.

**VIII. MANDATORY PERMISSION & MEDICAL RELEASE FORM** *(applicable to student groups only)*

A copy of the Mandatory Permission & Medical Release Form needs to be saved by the school or organization for each traveler and accessible for 5 years from the date of the trip.

**IX. DISCLAIMER**

BOB ROGERS TRAVEL, Inc. and its agents act only in the capacity of agents for the participants in all matters pertaining to accommodations, tour activities, meals and transportation. We arrange for a variety of travel related products from different suppliers and service providers, including but not limited to airlines, tour operators, rental car companies, accommodations providers and any other suppliers of the travel services ("Suppliers"). Each Supplier has its own terms and condition that are applicable to your particular arrangements in addition to our general terms and conditions, Bob Rogers Travel, does not own, manage, operate, supervise, or control any transportation, vehicle, airplane, hotel or restaurants, or any other entity that supplies services related to the travel. All suppliers are independent contractors, and are not agents or employees or representatives of Bob Rogers Travel. All arrangements are subject to the terms and conditions specified by each supplier, and by utilizing the services, all customers agree that neither Bob Rogers Travel, nor its employees, agents, or representatives is liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may happen by default of any hotel, motel, restaurant, bus, airplane, steamship, taxi, railroad, car rental agency, tour service, company or person rendering any of the services involved or by natural forces.

**X. FORCE MAJEURE**

No responsibilities are accepted, nor will we pay any compensation or refund where the performance or prompt performance of our contractual obligations are prevented for any cancellation, damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, epidemic, pandemic, medical or customs or immigration regulation, delay, or cancellation governmental restraints, weather, war, incidents of politically motivated violence, or other causes beyond - our control. In the event that it becomes necessary to cancel or alter a tour or any aspect of that tour, such alterations will be made and, in the event of cancellation, our regular cancellation fees will apply.

**XI. STUDENT BEHAVIOR**

Acceptable participant behavior is determined solely by the group leader/school. Participants may be sent home at the school's discretion for behavioral concerns. Any participant sent home for behavior or disciplinary issues will be sent at their sole expense, and no refund will be available for any portion of the trip.

**XII. HEALTH AND SAFETY**

For the safety of our guests, Bob Rogers Travel reserves the right to request health information prior to travel and to exclude any participants it deems unfit for travel at its sole discretion.

**XIII. TRAVEL PROTECTION**

Bob Rogers Travel, believes that planning a successful trip also means considering what to do when things don't go as planned. Travel Protection safeguards your travel investment, your belongings, and most importantly, you. Your travel protection plan should cover at a minimum, cancellation, cancel for any reason, curtailment, medical, emergency travel and personal accidents, and damage or loss to personal belongings.



Bob Rogers Travel recommends student coverage including Cancel for Any Reason through Travel Insured. Bob Rogers Travel is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. Bob Rogers Travel cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker. If a participant chooses to travel without adequate travel protection, we will not be liable for any of your losses howsoever arising, which would have been covered by adequate travel protection.

**XIV. SEVERABILITY**

If any provision of this Agreement shall be held illegal, invalid, or unenforceable, the remaining portions shall remain in full force and effect.

**XV. GOVERNING LAW AND VENUE SELECTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its choice of law rules. Each of the parties hereto consents and agrees to the jurisdiction of any state court or any federal court sitting in Ohio, and waives any objection based on venue or forum non conveniens with respect to any action instituted therein, and agrees that any dispute arising out of this Agreement, or concerning the conduct of either party in connection with this Agreement or otherwise, shall be heard only in the courts described above. **All claims must be submitted in writing and received by Bob Rogers Travel no later than sixty (60) days after the completion of the Bob Rogers Travel Tour. Any claims not submitted and received within this time shall be deemed waived and barred.**

**BOB ROGERS TRAVEL, INC.** and Wadsworth High School (Group Name) agree to the above proposal and conditions effective on the date signed below.

I, \_\_\_\_\_ (Group Leader Name), agree to adhere to the provisions in the agreement regarding payment schedule, room list deadline, final itinerary and equipment list for airline where applicable, and any other pertinent information to help us make our trip more successful. I understand our trip proposal is based on a specific amount of paying people and if our numbers increase or decrease it could have an effect on the per person "TOUR PACKAGE COST".

**GROUP LEADER**

**BOB ROGERS TRAVEL, INC.**

Douglas Beeman, Treasurer  
Name of Authorized Representative

\_\_\_\_\_  
Name of Bob Rogers Travel Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Bob Rogers Travel Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales  
Request #: 464688  
Acct #: [REDACTED]

06/22/2022

Dear Pam,

Thank you for your interest in producing a Concord Theatricals musical!

**Please note, this agreement is *not* a license to perform until Concord Theatricals receives the signed agreement and payment as specified herein. This agreement must be signed and fees due on signing must be paid, processed, and acknowledged in accordance with the terms of this agreement before you may audition, cast, rehearse, advertise, publicize, or perform.** If a signed copy of this agreement along with payment of twenty-five percent (25%) of the Performance Fee total shown on the accompanying invoice has not been received **within 90 days** of the date of this agreement, this agreement shall be cancelled. If you have any questions, please contact our licensing department at (866) 979-0447.

Please read the following document carefully as it explains the necessary procedures for production of this Concord Theatricals musical. The document includes:

1. Performance Agreement & Fees
2. Rental Material Information
3. Additional Material Order Form
4. Terms and Conditions
5. Concord Theatricals Licensing Checklist

If you decide that you do not want to go forward with your production, please notify your Licensing Representative immediately.

Once your payment is received, your production will be listed on the Concord Theatricals NOW PLAYING map. This online production locator is a popular tool for theatre lovers across the world and can be found at [www.concordtheatricals.com/now-playing](http://www.concordtheatricals.com/now-playing).

**Please review the script fees and the rental package sections below to determine whether scripts (i.e. Acting Edition/libretto-vocal book) are included. If scripts are not included in either section, and you have not ordered scripts for this title previously, they must be purchased separately from [www.concordtheatricals.com](http://www.concordtheatricals.com)**

Best wishes for a successful production!

Rosemary Bucher & Gabriela Morales  
Concord Theatricals Licensing Department  
[k12@concordtheatricals.com](mailto:k12@concordtheatricals.com)



Toll Free: (866) 979-0447  
[concordtheatricals.com](http://concordtheatricals.com)

250 West 57th Street  
6th Floor  
New York, NY 10107-0102

# CONCORD THEATRICALS

CT Rep: **Rosemary Bucher & Gabriela Morales**

Request #: 464688

Acct #: [REDACTED]

## PERFORMANCE AGREEMENT & FEES (NON-EQUITY)

In order to protect both our authors' rights and our producers' interests Concord Theatricals has adopted a policy to void performance licenses where twenty-five percent (25%) of the Performance Fee has not been paid within ninety (90) days from the date this Performance Agreement was issued. If the twenty-five percent (25%) of the Performance Fee, as set forth in the agreement below, or any other unpaid invoice for performance licenses or materials has not been received within ninety (90) days from the date this Performance Agreement was issued (or sixty (60) days prior to your first performance date, if earlier), this agreement shall be cancelled. On behalf of our authors, we thank you for your cooperation. If you have any questions, please contact our licensing department at (866) 979-0447.

Your Performance Agreement was drawn up based on the information from the application that you submitted. If there is a discrepancy, or if a change is required, we must be notified in writing, via email, as soon as possible. Failure to inform us of any change may constitute a violation of your Agreement. If you have any questions, please contact our licensing department at (866) 979-0447.

## PERFORMANCE AGREEMENT

Dated as of **06/22/2022** (the "Effective Date")

This Performance Agreement ("Agreement") is entered into as of the Effective Date by and between Concord Theatricals Corp., 250 W. 57th Street, 6th Floor, New York, NY 10107-0102 ("Concord Theatricals") and **Wadsworth City Schools** ("Licensee" or "you"):

### Producing Organization Details:

[Customer #] [REDACTED]  
[Address] **524 Broad Street**  
[City] **Wadsworth**  
[State] **OH**  
[ZIP] **44281**  
[Country] **United States**  
[Website]

### Applicant / Contact:

[Contact] **Pam Csaky**  
[Email] **pcsaky@wadsworthschools.org**  
[Phone] **330-335-1400**

regarding Licensee's amateur production of the following Musical (the "Property"):

**"Chicago: Teen Edition"**

By ("Author(s)"): [REDACTED]

**Fred Ebb, John Kander, Maurine Dallas Watkins, Bob Fosse**

Licensee shall present the Property in accordance with the following details :

Venue: **James R McIlvaine Performing Arts Center**  
625 Broad St,



Toll Free: (866) 979-0447  
concordtheatricals.com

250 West 57th Street  
6th Floor  
New York, NY 10107-0102

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

Wadsworth, OH, 44281-2319

Total Number of Seats Per Performance: **700**

Expected Attendance Per Performance: **400**

Ticket Prices from: \$ **8** to \$ **10**.

Performance Dates: **11/10/2022 – 11/12/2022** for a total of **3** performances.

Restrictions:

The total period during which Licensee is authorized to present its production, including the Performance Dates given above and any additional performances that may be available under the Option set forth above (if applicable), is referred to as the "Production Dates."

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

## QUOTE

The following fees will be charged for this production:

### Licensing Fees

Type	Category	Description	Fee
Amateur	Performance Fee - 1st Payment	1st Payment	USD 405.00
Amateur	Performance Fee - 2nd Payment	2nd Payment	USD 1,215.00
Rental	Rental Fee		USD 590.00
Shipping and Handling Fee	Shipping Fee		USD 150.00
Audio Tracks - Performance	Fees Due		USD 125.00
Rental (Material Fee)	Fees Due		USD 175.00
Audio Tracks - Rehearsal			USD 150.00

Please review the script fees and the rental package details below to determine whether scripts (i.e. Acting Edition/libretto-vocal book) are included. If scripts are not included in either section, and you have not ordered scripts for this title previously, they must be purchased separately from [www.concordtheatricals.com](http://www.concordtheatricals.com)

You have selected the **Full Package** of rental materials.

<b>TOTAL</b>	<b>USD 2,810.00</b>
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25% of the Performance Fee above shall be due upon the signing of this Agreement.

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales  
Request #: 464688  
Acct #: [REDACTED]

The remaining **75%** of the Performance Fee along with any other payments due hereunder shall be due no later than sixty (60) days before the first Performance Date scheduled under this Agreement.

You have selected to receive the **Full Package** of rental materials. The rental fees, including shipping and taxes (if applicable), as outlined above correspond to your selection.

**Rental Fee:** Licensee agrees to pay Concord Theatricals the rental fee listed above for the use of material(s) as described in Section 4 of this Agreement ("Rental Materials") by Licensee in connection with the production of the Property under this Agreement, as well as any shipping fees or taxes outlined above.

Rental fees, shipping, and taxes shall be due no later than sixty (60) days prior to the first scheduled Performance Date. **No Rental Materials will be shipped to Licensee until the fees above are paid in full.**

**A Purchase Order does not constitute payment for licensing fees. Until check, credit card, or ACH payment is received you do not have license to perform or advertise the show.**

### Script Fees

If the table below is empty, then scripts weren't selected in the licensing application and must be purchased separately. To purchase scripts for your production, visit [www.concordtheatricals.com](http://www.concordtheatricals.com).

This is only an estimate and subtotal, a copy of the invoice has been emailed to you separately which includes applicable tax and shipping charges.

Description	Subtotal Script Fees

Your Requested Delivery Date:  
**08/29/2022**

- If payment is received for script fees on or before 2 weeks from the above date, scripts will be shipped to arrive as requested.
- If payment is received later than 2 weeks from the above date, delivery cannot be guaranteed earlier than 2 weeks from date of full payment.
- If you have fully paid and would like to receive your scripts earlier than the above date, email [info@concordtheatricals.com](mailto:info@concordtheatricals.com).

Please see "Methods of Payment" section below on how to proceed with this payment. Authorized purchase orders are accepted from domestic educational institutions only and will only release shipment(s) of all materials found on the script invoice only. When using a Purchase Order, the PO number must be valid to your organization, and you must select the appropriate Billing Organization in the My Organization section above. A Purchase Order does not



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[concordtheatricals.com](http://concordtheatricals.com)

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# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

constitute payment for licensing fees. Until check, credit card, or ACH payment is received you do not have license to perform or advertise the show.

## METHODS OF PAYMENT

The first step in accepting your agreement is to sign it. To sign your agreement, you must log on to the Concord Theatricals website and sign the agreement through your customer dashboard. Twenty-five percent (25%) of the Performance Fee must be paid, processed, and acknowledged in accordance with the terms of your agreement before you may audition, cast, rehearse, advertise, publicize, or perform. Your agreement is not a license to perform until Concord Theatricals receives the signed agreement and payment as specified in your agreement.

### **ACH (e-Check) or Wire Transfer:**

Concord Theatricals is happy to offer US Domestic customers a faster and safer payment method alternative to sending us a paper check: ACH (e-Check). Unlike a paper check, which may have to go through the mail, an ACH payment is paid online, cutting down on processing time. Once your bank account has been verified through micro-deposits, it's good to use on any future payment with Concord Theatricals. This type of payment can be made directly through your customer dashboard on [www.concordtheatricals.com](http://www.concordtheatricals.com). For more information on this payment method please visit: <https://help.concordtheatricals.com/knowledgebase/what-is-the-ach-e-check-payment-option/>.

**For Wire Transfers (For Customers Outside the US):** Please note that wire transfers are subject to a \$35 USD fee, please include this fee in your initial transfer. Licensing Fees must be in USD.

Please make sure to include your Quote number when sending your Wire transfer.

*Bank Routing Number:* 021000021

*SWIFT Code:* CHASUS33

*General Bank Reference Address:* JPMorgan Chase New York, NY 10017

*Account Number:* 520510360

*Account Name:* Concord Theatricals Corp

**Credit Card:** We also accept Visa, MasterCard, American Express, and Discover. Credit Card Payments can be made directly through your customer dashboard on [www.concordtheatricals.com](http://www.concordtheatricals.com).

### **Check or Money Order:**

A copy of the invoice(s) have been emailed to you separately and *must* accompany all check payments. Checks sent by standard mail take three (3) weeks to be received and processed; to ensure your payment is received on time, please send well in advance of the noted due date.

To pay with a check or money order, make payable to Concord Theatricals Corp. in USD and mail it with a copy of your quote to:

Concord Theatricals Corp.  
c/o JPM-Chase  
P.O. Box 22824  
New York, NY 10087-2824

Checks sent by standard mail take 3 weeks to be received and processed; to ensure your payment is received on time, please send it well in advance of the noted due date. If you are sending your check to us via an expedited shipping method, please mail it with a copy of your quote to this address:



Toll Free: (866) 979-0447  
[concordtheatricals.com](http://concordtheatricals.com)

250 West 57th Street  
6th Floor  
New York, NY 10107-0102

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales  
Request #: 464688  
Acct #: [REDACTED]

Overnight Mailing Address:  
JPMorgan Chase – Lockbox Processing  
Attn: Concord Theatricals Corp. & 22824  
4 Chase Metrotech Center 7th floor East Brooklyn, NY 11245

Checks sent to the Overnight Mailing Address may take up to 7 business days to be received and processed.

For a copy of our W-9, please visit <https://help.concordtheatricals.com/knowledgebase/w-9/>

## RENTAL MATERIAL INFORMATION

### RECEIVING YOUR RENTAL MATERIALS

**No Rental Materials will be shipped until payment is received in full (including performance license fees, rental fees, and any shipping fees and taxes).** Rental Materials will not be shipped on partial payment.

Your Requested Delivery Date:  
**08/29/2022**

- If payment is received on or before 2 weeks from the above date, Rental Materials will be shipped to arrive as requested.
- If payment is received later than 2 weeks from the above date, delivery cannot be guaranteed earlier than 2 weeks from date of full payment.
- If you have fully paid and would like to receive your Rental Materials earlier than the above date, email your Licensing Representative.

#### Your Rental Package:

1 Production Guide  
2 Piano/Conductor  
30 Student Librettos  
1 Digital Resource pack  
1 Guide Vocal Tracks  
1 Choreography Video  
1 Reed 1  
1 Reed 2  
1 Reed 3  
1 Trumpets 1 & 2  
1 Trombone 1  
1 Trombone 2  
1 Tuba/Bass



# CONCORD THEATRICALS

CT Rep: **Rosemary Bucher & Gabriela Morales**

Request #: 464688

Acct #: [REDACTED]

1 Drums  
1 Banjo  
1 Keyboard 1  
1 Keyboard 2  
1 Violin

**SF Perform is included with your license. Please contact your licensing representative for any questions regarding SF Perform.**

**Your materials will automatically ship to the following address:**

Pam Csaky  
Wadsworth High School Drama Department  
625 Broad Street

Wadsworth, Ohio, 44281  
United States  
330-335-1400

If you would like your materials to be sent to a different address, email your Licensing Representative. Please make sure that materials are shipping to a valid street address. Rental materials will be shipped out via FedEx or UPS and cannot be delivered to a P.O. Box.

### USING YOUR RENTAL MATERIALS

You may write in, highlight, and mark up your Concord Theatricals Rental Materials. All Rental Materials must be returned but markings do not need to be erased.

NOTE: any copying (including physical copying, scanning and/or uploading) of the Rental Materials and script is not allowed and is a violation of international copyright law.

### ORDERING ADDITIONAL MATERIALS

**You may only order additional copies of materials in your selected Rental Package. We do not provide custom packages.** If you would like to order additional materials, email your Licensing Representative. Pricing rates for additional materials are available on <https://concordtheatricals.com/resources/ordering-additional-rental-materials>.

(NOTE: If the Rental Materials description doesn't include vocal/chorus books or a specific orchestra part, then those books/parts are not available for the Property.)

### RETURNING YOUR RENTAL MATERIALS

Once your production has ended, please return your Rental Materials to:

Concord Theatricals  
c/o Midwest Fiber  
422 South White Oak Road  
Normal, IL 61761



Toll Free: (866) 979-0447  
[concordtheatricals.com](http://concordtheatricals.com)

250 West 57th Street  
6th Floor  
New York, NY 10107-0102

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales  
Request #: 464688  
Acct #: [REDACTED]

Please note: Purchased scripts (i.e. Acting Edition, Large Print, Stage Manager Edition) do not need to be returned. Only items listed in the Rental Package section above need to be returned. Items listed in the Script Fees section of this agreement do not need to be returned.

You will receive an email on or before your final performance date with additional information about returning your Rental Materials.

All Rental Materials must be returned within thirty (30) days of your final performance date. Additional charges will be incurred for Rental Materials returned to the wrong address, *as pre-arranged by Licensor. On 6/27/2002.*

## CONTACTING YOUR LICENSING REPRESENTATIVE

Rosemary Bucher & Gabriela Morales  
k12@concordtheatricals.com

## TERMS AND CONDITIONS

1. **Grant.** Concord Theatricals grants Licensee the non-exclusive and non-transferable right to present a live stage production with living actors appearing in the immediate presence of an in-person audience of the Property at the Venue and during the Production Dates stipulated above and on the other terms and conditions set forth in this Agreement. Said rights are valid only through the final performance date as indicated above. No change by Licensee in the production dates, the number of performances, the number of seats per performance, the ticket prices, and/or any other particulars of this Agreement shall be made without the prior written consent of Concord Theatricals, which may be withheld in Concord Theatricals' sole and absolute discretion. Concord Theatricals has the right to revoke this Agreement if Licensee fails to secure such consent and/or if Licensee is in breach or default of any other term or condition of this Agreement. No other rights are herein granted, and Concord Theatricals (on behalf of the Author(s) and the owner(s) of the Property) reserves any and all other rights in the Property, whether such rights are now known or shall hereafter come into existence. The reserved rights shall include, without limiting the generality of the foregoing, all motion picture rights, television and cable rights, radio rights, stage rights other than those licensed hereunder, electronic and digital rights, mechanical rights, recording rights and publication rights of all kinds.

2. **Licensee Warranties.** Licensee represents, warrants and covenants that the Property will be presented in its entirety as it appears in published form authorized by the Author(s) and that the Author(s)'s intent will be respected in the Licensee's production. No changes, interpolations, additions, or deletions will be made in the Property for the purpose of Licensee's production or otherwise. Licensee represents, warrants and covenants that Licensees shall comply with the following:

2.1 **Concord Theatricals Credit.** All programs, web pages, publicity, and advertising in connection with performances of the Property, in all media (including print and electronic), shall carry a program note as follows (unless an additional or different notice is specified in writing by Concord Theatricals) in not less than 10-point type:

**CHICAGO: TEEN EDITION is presented by arrangement with Concord Theatricals. www.concordtheatricals.com**

2.2 **Author(s) Credit.** The Author(s)'s name (including, as applicable, composer(s), lyricist(s) and/or translator/adaptor's name) will appear in all instances in which the title of the Property appears, including all programs, web pages, house boards, and publicity and advertising in all media (including all print and electronic media) within the control of Licensee. Except as otherwise specified below, the name of the Author(s) will appear on a separate line on which no other name appears as set forth below immediately following the title of the Property and will appear in size of type not less than fifty percent (50%) of the size of the title type, as follows:

**CHICAGO: TEEN EDITION**

**Book by Fred Ebb and Bob Fosse**

**Music by John Kander**

**Lyrics by Fred Ebb**

**Based on the play by Maurine Dallas Watkins**

**Script adaptation by David Thompson**

**Owners' names (Ebb, Fosse, and Kander) must appear on a separate line in which no other name or matter appears, immediately following the title of the Play, and must appear in size of type not less than Fifty Percent (50%) of the size of the largest letter of the non-artwork title type or thirty percent (30%) of the size of the largest letter of the artwork title of the Play.**

2.3 **Additional Production Credit.** The following credits will be included on the title page of all programs and playbills distributed in connection with performances of the Property. If supplied, the following bio will also be included in the program.

2.4 **Production Date Changes/Cancellation.** Licensee will PROMPTLY notify Concord Theatricals in writing of any and all proposed changes in Production Dates whatsoever, including, but not limited to, additional performances, rescheduled performances, cancellations, postponements, etc., all of which are subject to the prior written approval of Concord Theatricals. Please note that additional fees may be applied for any changes made, *when per agreed by the Licensee. 6/27/22*

The following additional guidelines will apply in cancelling a licensed production:

2.4.1 You must notify your Licensing Representative in writing (email acceptable) within 24 hours of the first cancelled performance, stating the reason or reasons for the cancellation.

2.4.2 If you are presenting only one performance and you timely notify your Licensing Representative of cancellation, a

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales  
Request #: 464688  
Acct #: [REDACTED]

full refund or transfer of the licensing fees for the cancelled performance is granted less a cancellation processing fee of \$50.

2.4.3 If you are presenting more than one performance and you timely notify your Licensing Representative of cancellation of the full run of performances, a full refund or transfer of the licensing fees for your production is granted less a cancellation processing fee of \$50.

2.4.4 If you are presenting more than one performance and you timely notify your Licensing Representative of cancellation of an individual performance, a full refund or transfer of the licensing fees for the cancelled performance is granted and there is no cancellation fee.

2.4.5 If you notify your Licensing Representative of cancellation more than 24 hours after the first cancelled performance, no refund of the licensing fees shall be granted.

2.4.6 If Rental Materials have been processed for shipment to Licensee at the time you notify your Licensing Representative of cancellation, the rental fee and shipping fee/taxes (if any) will not be refunded. If Rental Materials have not yet been processed for shipment at the time you notify your Licensing Representative of cancellation, the rental fee and shipping fee/taxes (if any) will be refunded in full.

3. **Execution of Agreement.** This Agreement shall be effective upon receipt by Concord Theatricals of (a) this Agreement signed by the Licensee and (b) payment of twenty-five percent (25%) of the Performance Fee set forth in the "Fees" section above. Due to demand and area restrictions, Performance Agreements are time sensitive. Therefore, this Agreement shall be null and void if it is not executed as described above within ninety (90) days of the Effective Date of this Agreement. Licensee may electronically execute this Agreement through the "Dashboard" section of the "My Account" page on [www.concordtheatricals.com](http://www.concordtheatricals.com).

4. **Rental Materials.**  
4.1a Arrangements:

Full Package *see below*

4.1b Description of Rental materials:

1 Production Guide  
2 Piano/Conductor  
30 Student Librettos  
1 Digital Resource pack  
1 Guide Vocal Tracks  
1 Choreography Video  
1 Reed 1  
1 Reed 2  
1 Reed 3  
1 Trumpets 1 & 2  
1 Trombone 1  
1 Trombone 2  
1 Tuba/Bass  
1 Drums  
1 Banjo  
1 Keyboard 1  
1 Keyboard 2  
1 Violin

SF Perform is included with your license. Please contact your licensing representative for any questions regarding SF Perform.

Please review the script fees and the rental package sections below to determine whether scripts (i.e. Acting Edition/libretto-vocal book) are included. If scripts are not included in either section, and you have not ordered scripts for this title previously, they must be purchased separately from [www.concordtheatricals.com](http://www.concordtheatricals.com)

4.2. The latest date by which all outstanding licensing fees, rental fees and shipping fees/taxes (if any) are due is sixty (60) days prior to the first scheduled Performance Date under this Agreement. Payment for all performances must be received in full. Payment may be made by check, credit card or echeck/ACH payment. Please refer to attached invoice for fee details. Conditioned on the execution of this Agreement, and provided that all payments have been received by Concord Theatricals as set forth in this Agreement, Concord Theatricals agrees to ship the Rental Materials to Licensee to arrive no later than 08/29/2022 (unless a shorter period remains between the date of execution and the first performance date). Rental Materials will not be shipped until full payment has been received.

4.3. Upon completion of Licensee's production, Licensee shall return the Rental Materials to: **Concord Theatricals c/o Midwest Fiber, 422 South White Oak Road, Normal, IL, 61761**. All rental materials must be received within **thirty (30) days** of the final performance date.

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

4.4. Any and all Rental Materials provided to Licensee in connection with the Property may be used ONLY for the rehearsal and performance of the Property on the dates and at the venue specified in this Agreement and may not be used for any other production, presentation or performance. Concord Theatricals makes no representations regarding the condition or adequacy of the Rental Materials. The rights granted to Licensee are conditioned on the execution of this Agreement and the receipt by Concord Theatricals of all payments as set forth in this Agreement.

## 5. General Terms and Conditions

5.1 No auditions, casting, rehearsals, advertising, publicity or performance of the Property may commence unless and until this Agreement is executed and all monies owing to Concord Theatricals as set forth in this Agreement are paid in accordance with the payment schedule in the Agreement.

5.2 Licensee may not create merchandise of any kind based on the Property, whether for sale, promotional use, or free distribution, without prior written permission from Concord Theatricals.

5.3 Licensed productions of the Property are to be performed in front of a live audience only. Auditions, rehearsals, and/or performances may not be recorded, streamed, broadcast or posted at any time, in any manner or for any purpose. These restrictions apply to both audio-only and audio-visual recordings, broadcasts and postings. By way of example only, no posting or streaming of audio or audio-visual recordings to YouTube or any other social networking sites is permitted. Any such recording, broadcasting, posting or other use of a performance of the Property is a copyright infringement and will expose Licensee to serious legal consequences.

5.4 Any announcements, advertisements, publicity, promotional materials, and marketing materials, whether on the Internet or in any other media, must be in strict compliance with the terms of this Agreement, including the number and dates of performances, the number of seats, and the ticket prices. No advertising, marketing or promotion of Licensee's production may bill such production as any type of "premiere" of the Property (e.g., regional, state, local) without prior written approval from Concord Theatricals. Please contact your Licensing Representative to request approval.

5.5 This Agreement does not include the right to any choreography, staging, direction, costume design, scenic design, lighting design or sound design of the Property as previously presented. Licensee agrees that its production of the Property shall be a non-replica production. Neither Concord Theatricals nor the Author(s) or owners of the Property shall be obliged at any time to make any payment or offer rights participation to any person(s) whom Licensee may hire to direct, choreograph, stage, design or otherwise participate creatively in Licensee's production.

5.6 Licenses are available only for complete performances of the Property. Performances of various scenes and/or songs apart from the Property in its entirety (e.g., in connection with recitals, contests, festivals, etc., or for promotional purposes) require special permission, which must be submitted in writing in advance of any such performances. Unless permission is granted in writing by Concord Theatricals, no such performances may take place.

5.7 Licensee will present the Property using the Rental Materials and, if applicable, the Approved Production Script (as defined in Section 5.17 below). No abridgement or enlargement of the Property, no changes in music, lyrics, dialogue, period, setting, characters (including their gender), and/or characterizations in the Property, and no changes in running time, placement of intermission, number or order of scenes, etc., may be made without prior written permission from Concord Theatricals. In the event that any changes to the Property are approved in writing, such changes shall, upon creation, become the sole and exclusive property of Concord Theatricals, the Author(s) and the owners of the Property, as their interests may appear, and may be used by such parties free and clear of any obligation whatsoever to Licensee or any third party.

5.8 An approved logo and other promotional and marketing materials for the Property may be available from Concord Theatricals. Please contact your Licensing Representative for further information. Please review the Riders and Exhibits in Section 12 below, as well as (if applicable) any additional Rider you may have signed in connection with your production of the Property, for further requirements regarding logos, promotion and marketing of your production.

5.9 This Agreement is not transferable to any other production other than the one licensed. The rights licensed under this Agreement may not be sublicensed and/or otherwise conveyed by Licensee to any other person.

5.10 The Property is licensed for live stage performances by living actors in front of a live audience only, and may not be recorded, broadcast or distributed at any time, in any manner, or for any purpose. In no event may any audio or audio-visual recordings of readings, rehearsals or performances of the Property be posted to the internet or distributed through any digital means, including by way of streaming, downloading or copying, including without limitation, in video or audio recordings posted to YouTube, Facebook or any similar or other social networking site, or posted to the website of the theater or any personal or public website of whatsoever kind. No audio or audio-visual footage may be used in connection with any online, mobile or digital advertising or promotion of the Property.

5.11 You must include in prominent fashion in every program for your production of the Property the following warning in text no smaller than 12-point type, and the warning must also be posted in the lobby of the Venue:



Toll Free: (866) 979-0447  
concordtheatricals.com

250 West 57th Street  
6th Floor  
New York, NY 10107-0102

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

**THE VIDEOTAPING OR MAKING OF ELECTRONIC OR OTHER AUDIO AND/OR VISUAL RECORDINGS OF THIS PRODUCTION AND DISTRIBUTING RECORDINGS OR STREAMS IN ANY MEDIUM, INCLUDING THE INTERNET, IS STRICTLY PROHIBITED, A VIOLATION OF THE AUTHOR(S)'S RIGHTS AND ACTIONABLE UNDER UNITED STATES COPYRIGHT LAW. FOR MORE INFORMATION, PLEASE VISIT:**

<https://concordtheatricals.com/resources/protecting-artists>

5.12 The grant of rights hereunder does not include any rights to use any artwork (except to the extent otherwise expressly set forth in Section 12 below), advertising, names of actors or actresses or other personnel associated with any other production of the Property in any artwork, advertising or promotional materials for Licensee's production hereunder.

5.13 Licensee is solely responsible for obtaining formal written permission from third-party copyright owners to use copyrighted music, images, brands, or other material in Licensee's production of the Property and is strongly cautioned to do so. If no such permission is obtained by Licensee, then Licensee must use only original music and other materials that Licensee owns and controls. Licensee is solely responsible and liable for all third-party clearances (including without limitation music clearances). To the extent permitted by law, and without waiving Licensee's preexisting state immunity, Licensee shall pay any award made by a court of competent jurisdiction in connection with any claim arising from the use of music and other third-party material by Licensee. For the avoidance of doubt, this Section 5.13: (a) shall not be deemed to constitute permission to add third-party materials to the Property, and changes to the Property shall be governed by Section 5.7 above; and (b) shall not apply to use of the music by the Author(s) that is included in the Property and for which Rental Materials are provided by Licensor.

5.14 Licensee may not present the Property with pre-recorded or sequenced accompaniment, except to the extent that such accompaniment is provided or licensed to you by Concord Theatricals or its official affiliates. Please contact your Licensing Representative if you have questions about whether a third-party provider is an official affiliate of Concord Theatricals. Note: pre-recorded accompaniment is not available for all titles and may not be available for use by all licensee types. Please contact your Licensing Representative to discuss.

5.15 In the event that the program for Licensee's production of the Property includes advertising, Licensee agrees to reserve program space no smaller than one-half (1/2) page for Concord Theatricals. Concord Theatricals shall notify Licensee in writing no later than thirty (30) days before the first performance hereunder if Concord Theatricals elects to use such program space, and shall provide Licensee with applicable files at the time of such notification. If Concord Theatricals does not provide Licensee with timely notice, Licensee shall have no obligation to reserve such program space.

5.16 Licensee agrees to reserve two (2) complimentary tickets for each performance of the Property hereunder for the use of Concord Theatricals, the Author(s) and the owners of the Property. Concord Theatricals shall notify Licensee a minimum of three (3) days prior to the applicable performance whether it requires such tickets, and agrees not to resell such tickets. Licensee shall provide Concord Theatricals with two (2) copies of the program for its production of the Property upon request by Concord Theatricals.

5.17 If scripts/librettos are not included as part of the Rental Materials, the "Approved Production Script" is defined as the version or draft of the script/libretto of the Property to be used in connection with Licensee's production. It is understood that the Approved Production Script will be made available for purchase via the licensing dashboard or [www.concordtheatricals.com](http://www.concordtheatricals.com) as the "Acting Edition." No earlier manuscript or any other versions of the Property are permitted for production without prior approval. In the event that a published Acting Edition is not available for public purchase, Licensee should contact its Licensing Representative for the most up-to-date version of the script/libretto prior to the start of pre-production and rehearsals.

6. **Representations and Warranties.** Licensee represents and warrants that (a) all of the information provided to Concord Theatricals, both orally and in writing, in connection with the production of the Property and/or otherwise is accurate and correct, (b) Licensee will present the Property in accordance with the terms and conditions set forth in this Agreement, and (c) Licensee will be fully responsible for the manner in which Licensee's production of the Property is performed. Licensee takes sole and complete responsibility for its actions under this Agreement. To the extent permitted by law, and without waiving Licensee's preexisting state immunity, Licensee shall pay any award made by a court of competent jurisdiction in connection with any claim arising out of (a) the breach or alleged breach by Licensee of any of Licensee's representations, warranties, obligations, or agreements under this Agreement and/or (b) Licensee's production of the Property including the performance, preparations, advertising and marketing thereof.

7. **Termination.** Failure to strictly comply with any of the terms and conditions of this Agreement, including but not limited to the provisions of Sections 2 and 5 and any Exhibits or Riders hereto, may result in the immediate termination of this Agreement and/or any such other agreements by Concord Theatricals in its sole and absolute discretion. In the event of termination, all amounts owing under this Agreement remain payable in full and shall be retained by Concord Theatricals in addition to any other rights or remedies that Concord Theatricals may be entitled to assert for breach of contract.

8. **Default.** If Licensee defaults in the performance of any of the representations, warranties, obligations, terms and/or conditions of this Agreement, then in addition to any and all other remedies which Concord Theatricals, the Author(s) and/or the other copyright-owner(s) of the Property might have at law or equity, Licensee agrees that Concord Theatricals shall have the right to seek a temporary restraining order and a preliminary injunction to enjoin any performances of the Property.

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

9. **Revocation.** Concord Theatricals reserves the right to revoke any and all licenses for any reason upon written notice to Licensee. In the event that Licensee has paid for the license, either partially or in full, prior to such revocation, a full refund of such sums paid will be given to Licensee within forty-five (45) business days of written notice of license termination.

10. **Miscellaneous.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall be binding upon the parties hereto, their respective heirs, executors, administrators, legal representatives, successors and assigns and may not be altered, modified or cancelled (except as herein specifically provided), except by written instrument signed by both parties hereto. This Agreement supersedes all prior or contemporaneous agreements, undertakings, warranties, representations and negotiations between the parties with respect to the subject matter hereof, except in the event that Licensee has previously executed a Rider specifically relating to its production of the Property under this Agreement, such Rider shall remain in full force and effect and shall be a part of this Agreement. No waiver shall be deemed a continuing waiver or deemed a waiver of any assignment or similar breach. In entering into this Agreement, Licensee and Concord Theatricals will each have the status of an independent contractor and nothing contained herein will constitute the parties as partners, fiduciaries, agents or employees of each other.

11. **Riders and Exhibits.** In addition to all provisions set forth above, this Agreement includes any Riders previously executed by Licensee specifically relating to its production of the Property hereunder, as well as the following additional Exhibits and Riders (if any):

#### Additional Riders

This license does not permit the licensee to utilize any part of the direction, staging, choreography, script adaptation, design, advertising/marketing or other proprietary elements from previous productions of the play. This includes the production currently playing on tour as well as on Broadway in New York City.

The proprietary material of the Broadway/First Class touring production (including, without limitation, marketing materials, photographs, film clips, recordings of its production, logos, distinctive black-and-red color schemes) may not be used by licensees in connection with their production of the Play, including but not limited to in any and all marketing, supplemental materials.

Licensee shall not use any off-campus physical advertising other than yard signs. Additionally, Licensee shall not use any video footage of rehearsals and/or performances on its websites or otherwise and shall not use any paid internet advertising, including but not limited to paid advertisements on Facebook or Google.

All performers in your production of the Property must be eighteen (18) years old or younger.

#### ACCEPTED AND AGREED TO:

This Agreement and all conditions and terms contained herein are wholly binding upon the execution by Licensee hereof and the remittance of payment in full.

# CONCORD THEATRICALS

CT Rep: Rosemary Bucher & Gabriela Morales

Request #: 464688

Acct #: [REDACTED]

## LICENSING CHECKLIST

**Before you start rehearsals,  
make sure you've taken care of these steps!**

***Don't Forget to...***

- Sign your Performance Agreement through the "Licenses" section, in the drop-down menu under your name in the top right corner of [concordtheatricals.com](http://concordtheatricals.com).
- Pay 25% of your Performance Fee shown in your Quote.
- Check the delivery address for your rental materials.
- Order additional rental materials (if needed).
- Communicate any changes (dates, venue, etc.) to your licensing rep via email.
- Please review the script fees and the rental package sections below to determine whether scripts (i.e. Acting Edition/libretto-vocal book) are included. If scripts are not included in either section, and you have not ordered scripts for this title previously, they must be purchased separately from [concordtheatricals.com](http://concordtheatricals.com).
- Purchase supplemental materials from [concordtheatricals.com](http://concordtheatricals.com).

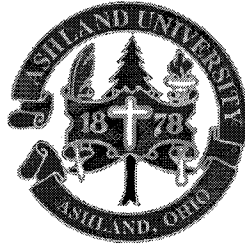
And...

- Set yourself a reminder to pay any outstanding fees at least 60 days before your first performance. Musical Rental items will not ship, and rehearsals may not begin until all invoices are paid in full.

Break a leg on your production!

Sincerely,  
*Concord Theatricals*





## College Credit Plus Memorandum of Understanding Between Ashland University and Wadsworth City Schools

### INTRODUCTION

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities.

### PURPOSE

This memorandum of understanding (MOU) confirms the partnership between Ashland University (AU) and Wadsworth City Schools to offer College Credit Plus (CCP) courses to their students.

### STUDENT PARTICIPATION

Each student will be expected to:

1. Complete the online application at <https://apply.ashland.edu/apply/>;
  - a. Fall semester application deadline – May 15<sup>th</sup>
  - b. Spring semester application deadline – October 15<sup>th</sup>
  - c. Summer term application deadline – March 1<sup>st</sup>Late applications may be considered based on course availability and volume of applications received.
2. Complete placement tests, if required;
3. Provide prerequisite documentation, if required; and
4. Follow all AU student policies and procedures.
5. Complete the Ohio Department of Education (ODE)/Ohio Department of Higher Education (ODHE) mature content permission slip and questionnaire, as well as any additional documents required by CCP Ohio Revised Code.
6. Students admitted to the program under a previous semester and in good academic standing do not need to reapply.

### ADMISSION REQUIREMENTS TO ASHLAND UNIVERSITY

Option 1: Traditional Admission Requirements - Students must meet both a GPA requirement and an assessment score requirement.

1. Students must have an unweighted cumulative grade point average of at least 2.50 on a 4.00 scale at the time the student applies.
2. Student must have a composite score of 18 or higher on the ACT, 960 SAT or higher, or ONE of the following Next Generation Accuplacer scores: Writing (263 or higher), Reading (250 or higher), or QAS--Quantitative Reasoning, Algebra, & Statistics (263 or higher).

Option 2: Test Optional Admission Requirement for 2022-23 – Students may be granted admission without assessment scores.



- a. 3.0 Unweighted Cumulative HS GPA or higher, --OR--
- b. 2.85 – 2.99 GPA with grades of “A” or “B” in relevant high school courses. Relevant high school courses are the core areas of math, English, science, AND social studies.

A middle school or junior high student who does not have a HS GPA available will not be admitted to the program, unless the student possesses one of the assessment scores listed in Option #1. In addition to the proper assessment scores, middle school and junior high students must have only A's and B's in relevant coursework (math, English, science, AND social studies). Local school district policy determines when a middle school or junior high student who completes a high school course is assigned a certified HS GPA, not Ashland University.

Admission does not guarantee placement in any course. Admission without test scores may limit a student's course selection, as students must be able to meet all course placement and prerequisite requirements. Popular CCP courses with additional placement guidelines include ENG 101 (English Composition I) and MATH 108 (Introductory Statistics):

ENG 101 (English Composition I) - Four Pathways to Placement: Any of the four measures below are accepted for placement into ENG 101. In the event that the student presents more than one measure of placement, the highest measure will determine the student's placement.

1. English ACT 18 or higher, or
2. Next Generation Accuplacer Writing 263 or higher, or
3. Writing and Language SAT 470 or higher, or
4. High School GPA 3.0 or higher with HS sophomore status

MATH 108 (Introductory Statistics) – Four Pathways to Placement: Any of the four measures below are accepted for placement into MATH 108.

1. Math ACT 18 or higher, or
2. Accuplacer QAS 263 or higher, or
3. SAT math 480 or higher
4. If a student has not taken the ACT, SAT, or Accuplacer QAS, prerequisites will be waived if the student: Receives a grade of B or higher in Algebra II, AND the student's high school math teacher recommends the student for MATH 108.

NOTE: If a student has taken the ACT, SAT or Accuplacer test, then their score will be used to determine if they have the proper prerequisites to enroll in MATH 108. If the student has taken the ACT, SAT, or Accuplacer QAS and did not receive a qualifying score, they will not be eligible for MATH 108, regardless of their grade in Algebra II and whether they have a letter of recommendation from their teacher.

High schools should send student transcripts to [au-transcripts@ashland.edu](mailto:au-transcripts@ashland.edu). AU is solely responsible for making admission decisions. A student's registration is limited to a maximum of 16 credit hours per semester, and 30 credit hours per year. All participation criteria are subject to review each semester based on student academic success.

## STUDENT RECORDS

Partners will be in possession of confidential educational records and may not share or disclose these educational records with any party other than the student, school district, and AU, unless the student grants written permission otherwise.



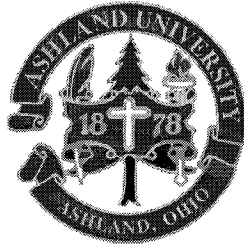
## COURSE SELECTION AND TUITION

Wadsworth City Schools and AU will determine the college courses and/or degree pathways to be offered based upon the goals of Ohio's College Credit Plus program and school district needs. Faculty qualifications (credentials) and faculty course mentor availability will be considered if courses are to be offered at the high school. See Attachment A to this document for course delivery options.

- The school district shall provide AU with a tentative list of courses and an estimated number of sections for the following school year before April 1<sup>st</sup>.
- As the high school master schedule is finalized, Wadsworth City Schools shall notify AU by August 1<sup>st</sup> of any changes in the number of planned sections. The ability to add sections taught by AU faculty is dependent upon the availability of faculty to teach the course.
- Deadlines to provide finalized course details to AU (start and end dates of each course, days of the week each course meets, start and end times of each class period, along with a roster for each section) are:
  - Fall Courses - July 1<sup>st</sup> for courses taught by AU faculty/adjunct
  - Fall Courses - August 1<sup>st</sup> for courses taught by approved high school teachers
  - Spring Courses - September 1<sup>st</sup> for courses taught by AU faculty/adjunct
  - Spring Courses - October 1<sup>st</sup> for courses taught by approved high school teachers

The tuition costs to the school district will be paid through the standard payment process established by ODE and ODHE and follow the default rates set by the State's biennial budget. AU waives all course fees.

Course Delivery Location	Cost to the District	Cost to the Student
At the high school with approved high school teacher	Current default rate set forth by legislation. (Rate for 2021-22 school year, \$41.64 per credit hour) <b>For AU core courses taught in English: 5 students min. per section; 27 students, max. Exceptions: ENG 101 and 102, 19 students max.; high school science classroom limitations may affect science course caps. Subject area department chairs will advise on all other course caps.</b>	\$0 (None)
At the high school with AU faculty/adjunct	Current default rate set forth by legislation. (Rate for 2021-22 school year, \$83.28 per credit hour) <b>For AU core courses taught in English: 20 students min. per section; 27 students, max. Exceptions: ENG 101 and 102, 19 students maximum; high school science classroom limitations may affect science course caps. Subject area department chairs will advise on all other course caps.</b> AU courses will be held at the secondary school at no cost to Ashland University.	\$0 (None)
12-Week Online Courses arranged by the district for a group of students	Current default rate set forth by legislation. (Rate for 2021-22 school year, \$166.55 per credit hour) <b>For HS-exclusive sections, min. 12 students per section; 24 students, maximum. Exception: ENG 101 and 102, 19 students maximum.</b> For shared high school sections, no minimum to individual schools. The course will run as long as there is a minimum of 12 students enrolled from all schools.	\$0 (None)
AU Main Campus or Online	Current default rate set forth by legislation. (Rate for 2021-22 school year, \$166.55 per credit hour)	\$0 (None)



## TEXTBOOKS

Wadsworth City Schools is responsible for the purchase and reuse of textbooks for courses. An account may be set up with the Ashland University Bookstore to handle book orders, or textbooks may be obtained from a third party. To ensure receipt of textbook orders in time for class instruction, Wadsworth City Schools should plan to order fall textbooks by mid-April and spring textbooks by mid-October. An account can be created with the AU Bookstore by contacting them at [books@ashland.edu](mailto:books@ashland.edu).

If the high school does not purchase textbooks in advance for courses arranged at the high school, students may need to submit textbook reservations through the AU Bookstore. Directions for doing so are listed at the virtual orientation site which students receive in their acceptance letter, [ashland.edu/next-steps](http://ashland.edu/next-steps) (see Textbooks tab).

## TERMS OF COLLABORATION

Ashland University will:

- Identify qualified instructors within Wadsworth City Schools who meet ODHE and Higher Learning Commission (HLC) academic credential requirements. The dean of the appropriate college and the provost will have final approval with regards to qualified faculty.
- Provide AU adjunct instructors (high school teachers) with AU faculty course mentors. Together they will establish course expectations and ensure resources necessary to satisfy AU course outcomes.
- Share course resources (course archive materials, sample syllabi, common projects, essays, assignments, exams, and rubrics) in a timely manner with high school teachers teaching AU courses.
- Ensure expectations and protocols are in place regarding accreditation, faculty roles and responsibilities.
- Provide at least one professional development session for AU approved high school faculty. This may be done through mentoring throughout the term.
- Conduct at least one classroom observation per school year of each approved high school teacher for each unique AU course offered at the high school through College Credit Plus. These visits will be scheduled prior to visiting the site.
- Promote College Credit Plus opportunities on AU's website.
- Annually coordinate with each school district partner to participate in at least one dedicated College Credit Plus event for students and parents (the school's CCP "Info Night," held October - February).
- Courses offered at the high school will be contingent upon:
  - ✓ Meeting minimum and maximum enrollment requirements
  - ✓ Verification of high school instructor credentials by AU
  - ✓ Verification of acceptable laboratory facilities by AU
- Provide student academic advising as required by the State.
- Provide notification of student admission to AU.
- Provide the school with a list of student registrations each semester.
- Provide access for each CCP student to receive an AU student ID to utilize AU academic resources (library, tutoring, etc.) and co-curricular/extracurricular activities (participation in academic clubs, attendance at athletic events, etc.)
- Abide by annual reporting requirements of the ODE/ODHE.



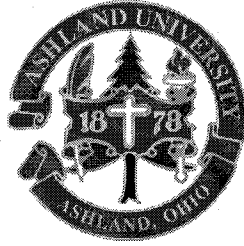
Wadsworth City Schools will:

- Assist in identifying district faculty who meet ODHE's academic credential requirements.
- HS teachers seeking approval to teach AU courses shall submit their unofficial transcripts and CV/resume to [collegecreditplus@ashland.edu](mailto:collegecreditplus@ashland.edu) by April 15<sup>th</sup>. If approved, official transcripts sent directly from the credit granting college will be required prior to the start of the first term of instruction.
- Provide dedicated space for course delivery that supports the delivery of instructional programs and operational needs, including laboratory space with the appropriate equipment and consumables for courses offered at the high school.
- Supply space for meetings, interviewing, and information sessions when appropriate.
- Provide computer technology access and connectivity as necessary.
- Increase awareness of the college pathways through College Credit Plus.
- Provide CCP information and counseling by February 15<sup>th</sup> of the school year prior to participation.
- Obtain from interested students a signed "intent to participate" by the first day of April of the school year prior to participation. (In recent school years, the Chancellor's flexibility guidelines have extended this deadline to May 1<sup>st</sup> due to Covid-19.)
- Schedule at least one information session per year to allow AU to meet with students and parents.
- Follow the same syllabi and course outlines used on the AU's campus for courses offered at the high school.
- Provide the necessary textbooks, supplies, and equipment.
- Require students to take college placement assessments, as appropriate.
- Recruit students and direct them to submit the online application before the appropriate deadline.
- Accurately communicate to students and families about the CCP program in accordance with State established dates.
- At the start of the term, remind students to activate and access their AU account.
- Notify AU in writing immediately of a CCP enrolled student who desires to withdraw from a course.
- Approved instructors will be responsible for maintaining grades and records per the requirements of the Office of the Registrar and will evaluate each student's performance and assign an appropriate grade (typically four days after the end of the course) in the AU's Self Service system.
- Work with mentors to schedule classroom observations required by CCP Ohio Revised Code.
- Abide by annual reporting requirements of the ODE/ODHE.


This MOU is governed by and subject to Ohio Revised Code Chapter 3365. AU and Wadsworth City Schools will work together to meet all the requirements of the Ohio Revised Code, which governs College Credit Plus. All activities under this MOU shall conform with state and federal law.

#### **EFFECTIVE AND EXPIRATION DATES, CONDITIONS OF ALTERATION**

This agreement takes effect once the last party has signed and expires three years after the effective date. This MOU can be modified in writing by mutual agreement of partners and can be terminated by either party with a one-semester advance written notice of such intent to the other party.




**APPROVED:**

  
\_\_\_\_\_  
Shawn Orr  
Interim Dean, COAS  
Ashland University

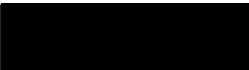
6/21/22  
Date

\_\_\_\_\_  
Andrew Hill  
Superintendent  
Wadsworth City Schools

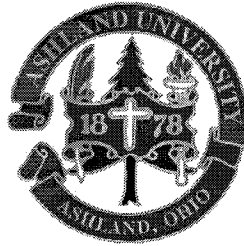
Date

  
\_\_\_\_\_  
Marc Pasteris  
VP and CFO  
Ashland University

6/21/22  
Date

  
\_\_\_\_\_  
Amiel Jarstfer, Ph.D.  
Provost  
Ashland University

6/21/22  
Date



Attachment A

Choosing a Delivery Model	Fully Online Course with AU Adjunct as Instructor of Record	HS Teacher as Course Facilitator with AU Adjunct as Instructor of Record	AU Adjunct in the HS Classroom	HS Teacher as Instructor of Record
<b>Benefits</b>	The high school can significantly expand course selection. The Associate of Arts in General Studies is available completely online, but it can also include face-to-face courses taken at the HS. Online courses allow for a greater flexibility in student schedules.	Allows districts that do not have CCP-credentialed teachers to have CCP classrooms in their schools, keeping more students at the high school.	Allows students to learn from a college professor without having to leave the building. Fosters a sense of pride and prestige in being part of challenging course/classroom.	Students learn college-level material from teachers with whom they have already established a relationship.
<b>Class Sessions per Week</b>	NONE No contact hour requirement, as course is fully online. By not having a designated meeting time, the high school can offer a greater selection of course options to students.	ANY No contact hour requirement, as course is technically fully online. Schools designate a class period for these courses with the HS teacher as a study coach.	2 Two days per week, typically M/W or T/R. College's contact hour requirement must be met.	2 - 5 Typically follows H.S. calendar. College's contact hour requirement must be met.
<b>Course Start and End Dates</b>	Follows AU's 12-Week Calendar. High schools do not need to arrange specific courses for students. Students simply choose courses that interest them from AU's master schedule.	Follows AU's 12-Week Calendar.	Follows AU calendar.	May follow HS calendar or AU calendar.



Attachment A, continued

<b>Format</b>	Online	Technically online, but a hybrid experience with supplemental coaching by a high school teacher.	Face-to-Face	Face-to-Face
<b>Enrollment Requirement</b>	No minimum from your school. The course will run as long as the combination of students from all schools totals 12 or more, with maximum of 24 students. Exceptions: ENG 101, max 19; ENG 102, max 18.	Minimum, 12; Maximum, 24  Exception: ENG 101 and 102, maximum is 19.	Minimum, 20; Maximum, 27.  Exception: ENG 101 and 102, maximum is 19.  See additional details in table on page three.	Minimum, 5; Maximum, 27.  Exception: ENG 101 and 102, maximum is 19.  See additional details in table on page three.
<b>Instructor Qualifications</b>	Instructor is a fully-credentialed adjunct or faculty member employed by Ashland University.	Teachers are working to complete the required graduate coursework in hopes of teaching AU courses in future semesters. The official instructor (IOR) is a fully credentialed adjunct or faculty member employed by AU.	Instructor is a fully-credentialed adjunct or faculty member employed by Ashland University.	Master's Degree in Content Area or Master's Degree plus 18 hours in Content Area.  Subject to department approval.
<b>District Cost</b>	Current ODHE default rate. (\$166.55 per credit hour for 2021-22)	Current ODHE default rate. (\$166.55 per credit hour for 2021-22)	Current ODHE default rate. (\$83.28 per credit hour for 2021-22)	Current ODHE default rate. (\$41.28 per credit hour for 2021-22)



**MEMORANDUM OF UNDERSTANDING**  
**Between the Wadsworth Board of Education and the**  
**Wadsworth Education Association**

This Memorandum of Understanding is entered into this 17th day of June 2022, pursuant to the *Negotiated Agreement* (hereinafter referred to as “the Agreement”), between the Wadsworth City School District Board of Education (hereinafter referred to as “the Board”), and the Wadsworth Education Association (hereinafter referred to as “the Association”).

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as “the District”); and

WHEREAS, 9.01, Length of Work Year, states the following:

*“1. The work year for a bargaining unit member shall be one hundred eightyfour (184) days, unless reduced by calamity days as provided in O.R.C. Section 3319.08, not to exceed five (5) days. Bargaining unit members are required to report to work for their regularly scheduled work day on calamity day six (6) and beyond, unless the district decides to make up the lost days of instruction, according to the contingency plan adopted by the Board. These work days will include no more than three (3) hours of professional development and/or group meeting time. The remainder of the work day(s) will be teacher driven pertinent to his/her teaching assignment. Members who arrive late on these days will provide a flex schedule to their principal.*

*2. Members new to the District may attend up to two (2) additional days for orientation and in-service, one of which shall be at the bargaining unit member's individual building. Two (2) hours during that “building” time shall be allotted to the Association. As part of the orientation and inservice, bargaining unit members whose primary focus is special education (e.g. intervention specialists) will be provided with an overview of district special education procedures.*

*3. Guidance counselors may be extended additional work hours beyond the normal work year which will be paid pursuant to a supplemental contract at the counselor's individual per diem rate. A range of thirty-six (36) to sixty (60) extended work hours will be available at the grades K-6 level; a range of sixty (60) to one hundred twenty (120) extended work hours will be available at the middle school; a range of two hundred forty (240) to three hundred eighteen (318) extended work hours will be available at the high school. The need for and schedule of the extended hours will be determined by the administration in collaboration with the affected guidance counselors.*

*4. The work year for tutors shall correspond to the work year for teachers. Tutor time shall be scheduled as needed during this period.”*

NOW, THEREFORE, the Board and the Association agree as follows:

1. For the 2021-2022 school year, due to responsibilities involved in the Four Cities Compact Carpentry Program building and auctioning a house, Mr. Chris Kallai, carpentry teacher, will be extended additional work hours beyond the normal work year which will be paid pursuant to a supplemental contract at his per diem rate. The hours he will be paid will not exceed twenty-six (26). These hours are in addition to thirty (30) additional hours allowed per the September 8, 2021 MOU, of which twenty-four (24) of the hours have been used to date. The need for and schedule of the extended hours was determined by the administration in collaboration with Mr. Kallai.
2. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.

3. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF**, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

**For the Wadsworth Education Association**

**For the Wadsworth City School District Board  
of Education**

\_\_\_\_\_  
**Rob Earle, WEA Co-President**

\_\_\_\_\_  
**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:** \_\_\_\_\_

\_\_\_\_\_  
**Stephine Schmeltzer, WEA Co-President**

**MEMORANDUM OF UNDERSTANDING**  
**Between the Wadsworth Board of Education and the**  
**Wadsworth Education Association**

This Memorandum of Understanding is entered into this 24th day of June 2022, pursuant to the *Negotiated Agreement* (hereinafter referred to as “the Agreement”), between the Wadsworth City School District Board of Education (hereinafter referred to as “the Board”), and the Wadsworth Education Association (hereinafter referred to as “the Association”).

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as “the District”); and

WHEREAS, Article XII of the Agreement details Vacancy;

WHEREAS, 12.01A defines a vacancy as follows:

*“1. Unless the provisions of Article XII (Reduction In Staff) are implemented, a vacancy in a bargaining unit position shall exist when:*

- a. A bargaining unit member dies;*
- b. A bargaining unit member resigns;*
- c. A bargaining unit member retires;*
- d. A bargaining unit member has his/her limited teaching contract nonrenewed or terminated;*
- e. A bargaining unit member is promoted;*
- f. A bargaining unit member goes on a leave for a full school year; or*
- g. A new position is created with the bargaining unit.*

*2. This Article shall not restrict reduction by attrition, and shall not restrict the Board’s right to use substitutes to fill openings occurring after the school year begins.” and*

WHEREAS, 12.01 B states the following about posting a vacancy:

*“1. Any administrative or bargaining unit vacancy or new position shall be communicated to all bargaining unit members via the District email and posted on the District website within ten (10) days of the date on which the vacancy arose.*

*2. A copy of the notice of vacancies shall be mailed to the Association President at the time it is posted.*

*3. No vacancy or new position shall be filled until such vacancy or new position has been posted for five (5) workdays during the regular school year or fifteen (15) calendar days during the summer months, provided that vacancies arising after July 10 may be filled ten (10) days after posting.*

*4. Part-time bargaining unit members who are not selected for a full-time vacancy may request a conference with the interview team chair to discuss the specific reasons for the decision.”*

NOW, THEREFORE, the Board and the Association agree as follows:

1. The Board will post and close the vacancies listed below according to the following schedule:

Posting Date:

Friday, June 24, 2022

Closing Date:

Wednesday, June 29, 2022 at 12:00 p.m.

Vacancies:

- Intervention specialist at Lincoln Elementary School; and
  - Tutor at Franklin Elementary School.
2. The Board may fill the positions at any point in time after the closing date on June 29, 2022.
  3. In addition to an email sent to all Association members listing the vacancies, the Board will send an Alert Now call to all Association members on June 24, 2022. The call will notify the members of the vacancies.
  4. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
  5. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF**, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

**For the Wadsworth Education Association**

\_\_\_\_\_  
**Rob Earle, WEA Co-President**

**For the Wadsworth City School District Board  
of Education**

\_\_\_\_\_  
**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:** \_\_\_\_\_

\_\_\_\_\_  
**Stephine Schmeltzer, WEA Co-President**

**MEMORANDUM OF UNDERSTANDING**  
**Between the Wadsworth Board of Education and the**  
**Wadsworth Education Association**

This Memorandum of Understanding is entered into this 28th day of June 2022, pursuant to the *Negotiated Agreement* (hereinafter referred to as “the Agreement”), between the Wadsworth City School District Board of Education (hereinafter referred to as “the Board”), and the Wadsworth Education Association (hereinafter referred to as “the Association”).

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as “the District”); and

WHEREAS, Appendix D of the Agreement details the Supplemental Salary Schedule.

NOW, THEREFORE, the Board and the Association agree as follows:

1. For the 2022-2023 school year, the coaching titles found in Appendix D of the Agreement will be modified as follows:

<u>Current Title:</u>	<u>Title per this MOU:</u>
8th grade head coach	8th grade head coach
8th grade assistant coach	8th grade assistant coach
Middle school assistant coach	7th grade head coach
Middle school assistant coach	7th grade assistant coach

2. The following is how middle school football coaches were paid during the 2021-2022 football season, per the MOU entered into on July 21, 2021:

For the 2021-2022 season, the middle school assistant football coaches will be paid as follows:

The eighth grade assistant and three (3) middle school assistant positions will be distributed as follows:

- Two (2) supplemental contracts at seven and a quarter percent (7.25%) and three (3) supplemental contracts at seven percent (7.0%).

This led to a payment for all assistant coaches that totaled 35.5%.

3. For the 2022-2023 season, the schedule below will be implemented. This schedule is based off a total of 45.5% being paid to all middle school coaches during the 2021-2022 season. Based upon the schedule, each coach hired by the board of education into a position listed below will be paid according to the coach’s longevity.

<u>Position:</u>	<u>0-3 Years:</u>	<u>4-6 Years:</u>	<u>7-9 Years:</u>	<u>10+ Years:</u>
8th Head Coach	9.00%	9.45%	10.35%	11.25%
8th Assistant Coach	7.00%	7.35%	8.05%	8.75%

8th Assistant Coach	7.00%	7.35%	8.05%	8.75%
7th Head Coach	9.00%	9.45%	10.35%	11.25%
7th Assistant Coach	7.00%	7.35%	8.05%	8.75%
7th Assistant Coach	7.00%	7.35%	8.05%	8.75%

4. The total amount of money spent by the Board on these positions will not exceed the total amount specified in the *Negotiated Agreement*.
5. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
6. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

**IN WITNESS WHEREOF**, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

**For the Wadsworth Education Association  
of Education**

**For the Wadsworth City School District Board**

\_\_\_\_\_  
**Rob Earle, WEA Co-President**

\_\_\_\_\_  
**Andrew J. Hill, Ed.D., Superintendent**

**Resolution Number:** \_\_\_\_\_

\_\_\_\_\_  
**Stephine Schmeltzer, WEA Co-President**

# Isham & Overlook Elementary

Wadsworth, Ohio 44281



Preschool Handbook  
**2022-2023**

# TABLE OF CONTENTS

Preschool Program/Philosophy/Step Up to Quality:	3, 23, 24
Goals:	3
IMPACT OF PARENTAL SUPPORT:	4
Wadsworth City Schools – Code of Conduct:	5
GENERAL INFORMATION:	5, 6
Attendance:	6
Cable TV Channel 16:	7
Communicable Disease:	7, 25, 26
Conferences:	7
Days of Operation:	5
Dressing for the Weather:	8
Other clothing concerns:	8
Emergency Closings:	8
Emergency Illness:	9
Forms – Required:	9
Immunizations:	9
Physical Form:	10
Release Form:	10
Student Emergency Transport:	10
Student Roster:	11
Instructional Fee:	11
Licensing:	11
Parking Lot:	11
Parties:	11
Safety:	12
School Pictures:	12
Snacks:	12, 13,14
Staffing:	14
Student Services:	14
Toys:	14
Visitors:	15
Home/School Communication:	15
Admission Procedures:	15
Withdrawal Procedures:	16
Behavior Management/Discipline:	16, 17, 18
Curriculum and Assessment:	16
Health Services:	18, 19/Student Accidents: 22, 23/Wellness: 26
Medications:	19-22
COVID -19 Information :	26
Health Check (Ohio Medicaid):	27, 28



## Preschool Philosophy

We believe that **all** young children can grow, learn, and succeed, no matter their race, gender or disability when they are provided with the opportunity to actively explore their environment. Our role as teachers is to foster curiosity, positive attitudes, and lifetime learning. We will provide the children with successful experiences that allow them to develop to their full potential physically, socially, emotionally and intellectually. We will provide and encourage diversified gender opportunities and encourage exploration, inclusion and celebration of various cultures.

## Step Up to Quality

Step Up To Quality is a five–star quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed preschool licensing and school age child care licensing health and safety regulations. Step Up To Quality program standards are based on national research identifying standards which lead to improved outcomes for children.

We are proud to report to our families and community that our program has earned the highest quality rating of five stars **for both the Overlook and Isham locations!**

## Goals

LANGUAGE	To facilitate the development of the child’s expressive and receptive language according to the child’s individual ability.
MATH SKILLS	To facilitate the development of the child’s ability to understand order, problem solving and logical thinking.
GROSS MOTOR	To facilitate the development, awareness, and efficient usage of large muscle skills and relationship of body to space.
FINE MOTOR	To facilitate the development, awareness, and efficient usage of fine muscles.
PERSONAL/SOCIAL	To facilitate the development of a good self image, ability to interrelate successfully in a group situation, and acceptance of human differences.

## **IMPACT OF FAMILY ENGAGEMENT**

Parents and the environment they create at home are crucial factors – equally as important as the school – in determining children’s achievement. If you’ve ever wondered what impact your involvement and interest in your child’s educational process had, consider the following:

Your attitude concerning education will dictate how your child will approach learning. Parents who participate in their child’s educational process communicate a message to their children that education is important. A child who receives such a message has motivation to succeed.

Teachers cannot do the job themselves. The demand of a classroom of students prevents a teacher from providing all of the individual attention needed to stimulate each child to their fullest. Parent involvement is a must if the maximum benefits of education experiences are to be realized.

Differences in academic achievement and cognitive development can be traced to the parents’ reinforcement of school activities at home. Children who receive help at home achieve higher standards than those who don’t, despite the ability of the parent. Not even additional help from the classroom teacher is as helpful as assistance from the parents.

Praise and encouragement are recognized by educators as the most effective tools of teaching. When praising your child, praise the process and hard work rather than the end product. To encourage your child, rather than using the “practice makes perfect phrase,” tell them that practice makes them better! The child of parents involved in the educational process receives the benefits of reinforcement from the single most important source in their life, that of his/her parents.

No one knows your child like you do, what motivates them, their interests, their strengths, their desires, and their history. This is a wealth of information that is very useful to the classroom teacher. This information is useful if the parent has a positive, active relationship with the school and teachers.

A child’s education does not begin and end with the ringing of the school bell. Every experience for the child is a learning experience. Thus, every parent is involved in the education of their child on a daily basis.

As a parent, you play a vital role in planning and establishing the kinds of activities in your home that will stimulate and increase the intellectual skills of your child. The reward of your interest and involvement may not be immediate; however, your involvement makes a big difference in whether your child will succeed.

## Preschool Grizzly Way – Code of Conduct

A Preschool Grizzly is SAFE.

A Preschool Grizzly is KIND.

A Preschool Grizzly is RESPONSIBLE.

- Hallways: (Safe)      1. Walk.  
                                 2. Hands and feet to self.
- (Kind)                    1. Quiet feet.  
                                 2. Quiet voices.
- (Responsible)        1. Walk like a leader!  
                                 2. 4 S line-Silent, Still, Straight, Smiling
- Classrooms: (Safe)    1. Use materials for their purpose.  
                                 2. Hands to self.
- (Kind)                    1. Be a good friend.  
                                 2. Help others.
- (Responsible)        1. Focus on learning.  
                                 2. Do your best!
- Playground: (Safe)    1. Respect others' space.  
                                 2. Use equipment properly.
- (Kind)                    1. Share equipment with others.  
                                 2. Use kind words to and about others.  
                                 3. Play fairly.
- (Responsible)        1. Clean up items.  
                                 2. Line up when time to go in.



## **GENERAL INFORMATION**

### **Days of Operation**

Preschool students are in session Monday through Thursday. If Wadsworth elementary schools have a holiday break, preschool has the exact same break. This also applies to snow/calamity days. If there should be a two hour delay, AM preschool will be canceled and PM class will be held as scheduled.

Preschool children attend 2 hour and 30 minute sessions, mornings or afternoons, 4 days a week. The hours for the morning session are 9:00-11:30 A.M. The afternoon session is 12:45-3:15 P.M. Arrival and dismissal will occur during the five minutes before and after each session. Your promptness in dropping off and picking up your child will help you avoid busses and other traffic.

### **Attendance**

It is important that your child attend Preschool on a regular basis. Each child should attend every day unless they are ill. In the case of illness, parents **MUST CALL** the school by 8:50 A.M. each day the child is absent. Please call 330-335-1420 (Overlook) or 330-335-1440 (Isham).

You will be asked the nature of your child's illness. Due to licensing requirements (Ohio Admin. Code 3301-37-11), we are required to notify all parents in the case of a diagnosed communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. These procedures are in place for the protection of everyone.

If a child must leave school before regular dismissal time, a note must be sent to the teacher signed by the child's custodial parent or legal guardian. The person designated to pick up the child should report to the office to sign the child out at the appropriate time. The office will call down and have your child brought up to meet you in the office. This is for your child's protection.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child

- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observati
- G. on or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- I. such good cause as may be acceptable to the Superintendent

## Cable TV Channel 16

Channel 16 is the Wadsworth Education Channel. It broadcasts all School Board Meetings and special events of elementary, middle and high school.

## Communicable Disease

We take many precautions to ensure the health and safety of your child throughout the day. Communicable disease is a threat to everyone's health. If your child has come down with a confirmed case of communicable disease such as chicken pox, pink eye, strep throat, lice, scabies, fifth's disease, etc. please call the office at 330-335-1420 or 330-335-1424 and report it to us so that we may notify other parents in the class of the disease and the symptoms of the disease. As noted above, licensing rules (Ohio Admin. Code 3301-37-11) require us to notify parents and we do so aggressively to help ensure the continued health of all. We do not name children specifically – we simply notify parents that a case of (the communicable disease) has been confirmed in your child's classroom. Symptoms are then given, so that others can watch their children for symptoms.

## Conferences

Parent teacher conferences are scheduled 4 times yearly.  
 2022-23 Conference dates are: September 28, 4:30 - 8:00 pm  
 October 13, 11:30 am - 7:00 pm  
 November 3, 8:10 am - 3:40 pm  
 February 7, 4:30 - 8:00 pm

Appointments are scheduled by the classroom teachers. Reminders of conference times and days are sent home in advance of the conference. Student progress will be shared with parents during scheduled conference times. ***Please try to not bring your children to conferences, if at all possible. This is a time for parents and teachers.***

During the school year, additional conferences may be requested should a need, concern or problem arise. Parents need to make arrangements with your child's teacher for additional conferences.

Parents are encouraged to visit your child's class during the year and there will be many opportunities to do so.

## **Dressing for the Weather**

The children will spend part of everyday outside unless the weather conditions are severe. Children should be dressed for indoor/outdoor play suitable for the weather conditions. Please label all clothing items: jackets, boots, sweaters, raincoats, etc.

## **Other clothing concerns**

All children attending preschool should be potty trained. Procedures are in place for diapering needs under special circumstances. These accommodations are made through an Individual Education Plan (IEP).

Occasionally it happens that a student may have an 'accident'. Each child needs to have a clean change of clothing at school. This should be in a labeled Ziploc bag and will be stored at school. If your child has an accident, he/she will be removed to the bathroom and given directions for self-care. Help is given if the child has difficulties. Most children do a great job of taking care of cleaning themselves given the tools and the directions. Children will be given baby wipes to clean themselves off with, a pair of clean underwear and clothes. Soiled clothes are bagged (gallon Ziploc &/or pull string trash bag) and returned to you. We appreciate having the clothes laundered and returned the next day your child is in attendance. If you find that you are uncomfortable in any way with this procedure, please notify your child's teacher with your concerns.

## **Emergency Closings**

In the event of school closing due to snow or other emergencies, the following procedure will be followed:

Parents will receive a recorded message via phone call through our Alert Now system indicating that school is delayed or closed. Also, accurate information will be made available to the parents, pupils and staff through the following television stations:

WEWS Channel 5

The decision to close school will be announced as early as possible - by 10:00 pm on the day preceding closing or by 7:00 am on the day the school will be closed. The announcement will state “WADSWORTH CITY SCHOOLS”.

We do not like to dismiss school before the end of the school day for fear that parents may not be home. However, if necessary, announcements will be made via the same communication methods as listed above.

### Emergency Illness

In case of any emergency illness, the parent or guardian will be contacted immediately by the school. Parents or guardians will be called when a child shows signs or symptoms of the following:

- |                              |                                   |                           |
|------------------------------|-----------------------------------|---------------------------|
| Diarrhea                     | Stiff Neck                        | Conjunctivitis (Pink Eye) |
| Vomiting                     | Sore Throat                       |                           |
| Rapid Breathing              | Wheezing                          |                           |
| Difficulty Swallowing        | Yellowish Skin or Eyes            |                           |
| Evidence of Head Lice        | Temperature in excess of 100*     |                           |
| Scabies or Other Infestation | Infected Skin Patches             |                           |
| Severe Coughing              | Suspicion of Communicable Disease |                           |

If you are called to pick up your child before the regular dismissal time, please be sure to go to the main office to sign out and pick him/her up. **If your child is sent home for fever, diarrhea or vomiting, he/she is not permitted to return to school until he/she is free of symptoms for 24 hours without the use of medicine.**

Moderately ill children will be taken to the main office to lie down on the cot in the infirmary. If 10 minutes of rest do not improve the student’s malady, the secretary or health aide will call you to come pick up your child.

### Immunizations

According to the state of Ohio, a copy of your child’s immunizations is required by your child’s first day of attendance. The state of Ohio requires the following immunizations for Preschool:

- 4 DPT
- 3 POLIO
- 1 MMR
- HIB series
- The HepB series has been added for this year

Questions can be directed to the school nurse. See the school nurse, Lynn Decker or the Health Aide, for a copy of the Health Department Immunization schedule.

## **Physical Form**

According to the state of Ohio (3301-37-08), in order for your child to be eligible to attend Preschool, s/he is required to have an annual physical. The physical must be signed by a physician, is current to within a year and is due by the 30<sup>th</sup> day after your child begins school. If this presents a problem for you in any way please contact Overlook school (330-335-1420) or Isham school (330-335-1440) as soon as possible.

## **Release Form and Information**

Prior to your child's first day of class, you are required to fill out a Release Form. You may put as many people on this form as you feel necessary. List anyone who may be picking up your child. Please also put down the relationship of this person to your child (aunt, grandparent, neighbor, etc). It helps us to identify the person that has come to pick up your child. Please note: if the person picking up your child is not known to us, we may require them to produce a photo ID – i.e. driver's license. If we have any doubts we will not release – we will escort the person to the office and phone the custodial parent or legal guardian.

You may change this form at any time. To change it in any way, write the changes directly on your form and initial and date the change. Your classroom teacher has a copy. **For the safety of your child, we cannot release your child to anyone who is not on the release form. In addition, your child will only be released to adults age 18 and over.**

## **Student Emergency Transport/Medical Authorization**

In your packet of forms you will find a white form that has physician/dental information. This sheet will remain on file in the office throughout the year. In the event of an emergency, this is the form that will be pulled. Please be thorough! We are required to have the physician, dentist and hospital portion of this form filled in.

We must have your daytime contact number and the daytime contact of TWO OTHER people.



## **Student Roster**

Each year we are required by the state of Ohio licensing rules (ORC 119.032) to create a student roster. The student roster is to contain the child's name, the parent's name and phone number. You will receive a student roster form. You may sign the form signifying that you would like to appear on the roster or signifying that you would prefer not to appear on the roster. The form must be signed either way.

Rosters are made available, upon request, to those parents in your child's class, who also appear on the roster. Access to the roster is limited to only those parents in your classroom.

## **Instructional Fee**

Our Preschool students are NOT charged the \$30 student instructional fee.

## **Licensing *(and access to Compliance Reports)***

The Wadsworth City School Preschool is licensed by the State of Ohio, Department of Education and is located at Overlook Elementary 650 Broad Street, Wadsworth, Ohio 44281. The Preschool Supervisor is Mrs. Ashley Ruedisueli and the Principal is Mrs. Erin Simpson. Either can be reached by calling 330-335-1420.

The Preschool is inspected each year. You may request to see the compliance reports, which are kept in the office. Please ask Mrs. Ruedisueli or Mrs. Simpson to make them available to you.

## **Parking Lot**

Drivers should exercise patience, caution, and consideration since many cars are trying to pass through a small area and children are likely to be crossing in the crosswalk to the parking lot. Please respect the Safety Patrol Students and stop when flags are down. We are all busy and anxious to be on our way, so a spirit of cooperation and respect for each other is needed to provide the safety we all want for our children.

## **Parties**

Parents will be notified of classroom parties or celebrations through the monthly calendars and weekly newsletters. Calendar events recognized in our Preschool curriculum may also be included.

In regard to birthdays, our building policy is that you do not send in food items/treats due to allergy needs. Families are welcome to send in a non-food item for the class, if desired.

## **Safety**

No child will be dismissed to anyone not on the release list  
The Communicable Disease Chart I is located in the Clinic.

The following staff is trained/or are in the process of being trained in First Aid, CPR, Communicable Disease and Child Abuse:

Rachel Bendel	Preschool Teacher
Briana Whited	Preschool Teacher
Kelsey Thomas	Preschool Teacher
Erica King	Preschool Teacher
Brittany Fajt	Preschool Teacher
Rebecca Shriver	Preschool Teacher
Erin Simpson	Principal
Brandon Nolin	Physical Education Teacher
Dianna Tenyak	Kindergarten Teacher
Mary Kay Cavanaugh	Third Grade Teacher
Ashley Ruedisueli	Preschool Supervisor

Emergency medical and dental sheets are posted in each room. First Aid Kits are available in each preschool room. All children's records are filed by name, by class, alphabetically in the file cabinets in the main office.

Teachers in the Wadsworth City School Preschool are required by law to report any suspected cases of child abuse or neglect to the Children's Services Department of Human Services.

## **School Pictures**

Our Preschool students are included in school picture day. More information will be sent home prior to pictures being taken.

Yearbooks are available for order in the spring. Preschool is included in our yearbook.

## **Snacks**

Nutritious snacks are part of each day. As of August 2017, we have partnered with the

Medina County Health Department and the Ohio Department of Health to participate in the Ohio Healthy Program. In order to help develop healthy eating habits, we require that snacks brought in meet the program guidelines. Students will not be served fried foods, sweetened beverages, highly processed meat products, or cereals that contain more than 6 grams of sugar per serving. A list of suggested snacks is included below. We serve water as the drink which is provided. Every couple of months we will be asking all parents to send in enough snacks to cover two snack days. We will keep these snacks in the classroom and use what is available until our supply runs low. At that time, we will send out a request to send in more snacks.

Please send in your child's first round of snacks within the first week of school. Any extra snacks are stored and used later to reduce the amount of times parents need to send snacks in.

## **Jump Start Preschool Snack Program Guidelines**

Through our participation in the Ohio Healthy Program, it is our goal to serve highly nutritious snacks to our preschool students. Snack time is a very important part of your preschooler's day. Preschoolers enjoy conversations with each other and trying new foods during this time. In order to eliminate confusion as to whose snack day it is or not having a snack because someone forgot, we are asking for each child to bring in enough snacks to cover 2 snack rotations. For example, if your child's class has 12 students you would send in 24 granola bars (or 12 granola bars and 12 cheese sticks). Here is how the snacks for the year will work:

1. Your first round of snacks will be due by the end of the first week of school. As supplies run low, we will send out a snack reminder asking everyone to send in more.
2. We are required by the Ohio Department of Education to request from parents, snacks that are a good source of Vitamin A and C. See some options below.
3. The Ohio Healthy Program requires that students will not be served fried foods, sweetened beverages, highly processed meat products, or cereals that contain more than 6 grams of sugar per serving. **Please do not send in cookies, cupcakes, candy, or other unhealthy snacks. If we receive any of these items, we may need to return them to you for you to replace with one of the snack options below.**
4. If your snack option is something that requires spoons, such as yogurt or applesauce, please also send in enough spoons for the snack.
5. We will supply the napkins and cups for snacks. Water will be offered as the drink each day.

### **Suggested snack options:**

- Yogurt
- Cheese

- Dry cereal with less than 6 grams of sugar per serving (i.e. Cheerios, Chex, Wheaties, Kix Alpha Bits, Corn Flakes)
- Cereal bars
- Cheese –Its
- Fruit cups- packaged in water or 100% fruit juice, not in syrup
- Applesauce
- Fruit chillers
- Fresh fruit (i.e. orange, apple, pear, peach, blueberries, etc.)
- Fresh veggies (i.e. celery, cucumber, carrots, etc.)
- Goldfish Crackers
- Whole grains (i.e. whole grain bread, tortilla shells, cereal, etc.)

## **Student Birthdays**

Student birthdays are recognized on our morning announcements each day. Students will receive a birthday pencil and book. Due to allergy needs, please do not send in food treats. You are welcome to send a non-food treat bag to send home or make a book donation to your child's class in honor of your child's birthday.

## **Staffing**

The teachers for our program are certified according to the preschool regulations established by the Ohio Department of Education. The preschool teacher will prepare developmentally appropriate instruction suitable for the age and special interests of the children in the class.

## **Student Services**

The Wadsworth City Schools Student Services Department oversees special education services, home instruction, tutoring, speech therapy, testing and kindergarten screening for the district's students. Should you have concerns for your child's development, you can contact the office at (330-335-1316).

## **Toys**

We respectfully request that children DO NOT bring their toys from home to school unless it is a special 'sharing day'. **Toys in the fashion of weapons are not permitted at school at any time.**

## Visitors

Upon entering Overlook or Isham Elementary School, visitors will buzz to enter the main office. Once a visitor enters, he/she should sign in and obtain a visitor's badge. Please attach the badge on yourself so that it is easily visible to staff and students. This badge identifies you as a welcome visitor in the building.

## Home/School Communication

The teachers strive to keep the lines of communication open with parents. If you need to contact us for any reason, you can call the school office and ask to speak with us or leave a voicemail. You can also reach us at our school email addresses:

Rachel Bendel – [rbendel@wadsworthschools.org](mailto:rbendel@wadsworthschools.org)

Erica King – [eking@wadsworthschools.org](mailto:eking@wadsworthschools.org)

Heather LaMar – [hlarar@wadsworthschools.org](mailto:hlarar@wadsworthschools.org)

Ever Daw-Powers – [epowers@wadsworthschools.org](mailto:epowers@wadsworthschools.org)

Rebecca Shriver- [rshriver@wadsworthschools.org](mailto:rshriver@wadsworthschools.org)

Brittany Fajt - [bfajt@wadsworthschools.org](mailto:bfajt@wadsworthschools.org)

Katie Oliver - [koliver@wadsworthschools.org](mailto:koliver@wadsworthschools.org)

The teachers also send home daily information sheets, weekly newsletters and post information on our homepage of the school website. Annually, preschool teachers will provide at least one article referencing healthy habits (ie diet and exercise). To find this, go to [www.wadsworth.k12.oh.us](http://www.wadsworth.k12.oh.us) – select 'Overlook or Isham Elementary School', then select 'preschool.'

In addition, each student has a home/school folder they will carry in their back pack each day. This folder will contain any papers to go home, art work or other information. The folder is also a place where parents can send in a note to the teacher about something or the teacher to send a note home to the parents. It is very important that you check your child's notebook/backpack every day and remove any papers that have been sent home.

## Admission Procedures

Children attending the Integrated Preschool Program are either identified as students with disabilities under the Individual with Disabilities Education Improvement Act and have an Individualized Education Plan or are typical role models and have completed a screening with the preschool staff. All students must have a current physical, up to date immunization records, two proofs of residency, birth certificate and custody papers (if applicable) on file in the office.

## **Withdrawal Procedures**

If you are moving to another school district or voluntarily withdrawing your child from the program, please see the building secretary to complete a Student Withdrawal Release Form.

## **Curriculum and Assessment**

The Jump Start Preschool currently uses the AEPS (assessment, evaluation and programming system for infants and children) for our curriculum and assessment. The AEPS is a “comprehensive and linked system that includes assessment/evaluation, curricular, and family participation components for the developmental range from birth to 6 years.” (Diane Bricker, 2002) The AEPS emphasizes an activity based approach to learning throughout the school day using small group instruction, large group instruction, routines, transitions and free choice play as learning opportunities. Teachers and classroom aides use these opportunities to prompt learning and to assess students in different parts of our day and in different settings. Assessment is recorded through anecdotal notes (observation), photographs, checklists and work samples. A formal assessment is completed 2 times per year (December and May) and sent home with the students to be shared with families. Informal assessments are completed ongoingly and are shared at parent teacher conferences or available in their child’s individual portfolio that can be reviewed by parents upon request. Skill areas assessed through the AEPS include: fine motor (small muscles), gross motor (large muscles), cognitive (math, reading, science), social (interactions with peers and knowledge of self and others), and adaptive (independent skills).

## **Behavior Management/Discipline**

(ORC 3301-37-10)

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate shame or frighten a child.
  - (8) Discipline shall not include withholding food, rest or toilet use.
  - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's written discipline policy.

## **WCS Board Policy 5600 - STUDENT DISCIPLINE**

It is the policy of the Board to have zero tolerance for violent, disruptive or inappropriate behavior, including excessive truancy. The Board believes that discipline in the school provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the orderly function of an orderly and safe school environment that is conducive to teaching and learning.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right of discipline extends to all areas of the school program. Ultimately, however, the conduct of a student is the legal responsibility of his/her parents or guardians. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire education structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

## **WCS Board Policy 5310 - HEALTH SERVICES**

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening;
- E. scoliosis tests.



The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within seven (7) days after receipt of the Board's annual public notice.

Any student who has been removed from a physical education class, or athletic practice or competition, by a teacher, coach, or referee because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, or athletic practice or competition, for which the teacher, coach, or referee is responsible until both of the following occur:

- A. The student's condition is assessed by a physician, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to physical education class, or athletic practice or competition, from a physician, in accordance with requirements set forth in R.C. 3313.539(E)(2) to grant such a clearance.

## **WCS Board Policy 5330 - USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a). These documents shall be kept in the office of the main office of each school building, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma

Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

For field trips only, Board staff will supply and administer over-the-counter medications if properly authorized in writing by a student's Parent/Guardian. Parent/Guardian(s) that

wish to allow the properly trained school official (as identified above) to administer over-the-counter medication to their child on a field trip are required to submit a signed Field Trip Over-the-Counter Medication Authorization form (Form 5330F1b) indicating which over-the-counter medications can be administered and authorizing the administration of the over-the-counter medications.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

## **WCS Board Policy 5340 - STUDENT ACCIDENTS**

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent shall develop administrative guidelines to include the reporting of accidents, when appropriate.

On an annual basis, physical education teachers and coaches of intramural athletics shall review the Ohio Department of Health's concussion information sheet.

Physical education teachers and coaches of intramural athletics shall remove from P.E. class participation or the intramural athletic activity any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal shall notify parents or guardians about the possible concussion or head injury. See also Policy 2431 Interscholastic Athletics.

Any student who has been removed from a P.E. class, or intramural athletic practice or competition, by a teacher, coach, or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any P.E. class, or intramural athletic practice or

competition, for which the teacher, coach, or referee is responsible on the same day as the removal and not until both of the following occur:

- A. The student's condition is assessed by a physician ( ), in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to the P.E. class, or intramural athletic practice or competition, from a physician in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

## **WCS Board Policy 2280 - PRESCHOOL PROGRAM**

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of statute.

A child is eligible for entrance into preschool if s/he attains the age of three (3) and admitted as a special needs student on or before September 30th of the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten. Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.

Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with District procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

### **Tuition and Fees**

Tuition and fees, Board approved, may be charged to parents of preschool students, according to a schedule adopted by the Board. Tuition and fees may be graduated in proportion to family income or waived in case of hardship.

### **Transportation**

Transportation shall be provided to disabled students as required by law.

Preschool program fieldtrips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent shall establish written guidelines for the preschool program addressing the following:

- A. staff (AG 2280)
- B. cumulative records and student information (AG 2280.01)
- C. program and curriculum (AG 2280.02)
- D. health and safety requirements (AG 2280.03)
- E. admission and attendance (AG 2280.04)
- F. behavior management and discipline (AG 2280.05)
- G. management of communicable diseases (AG 2280.03)
- H. facility (AG 2280.06)
- I. food services (AG 2280.07)
- J. equipment and supplies (AG 2280.08)

## **WCS Board Policy 8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and/or others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease.

## **WCS Board Policy 8453 - DIRECT CONTACT COMMUNICABLE DISEASES**

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. others diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable

accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

## WCS Board Policy 8510 - WELLNESS

C. With regard to other school-based activities the District shall:

6. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

### COVID-19 Practices for June 2, 2021 forward:

- **Handwashing:** The preschool will follow the CDC handwashing guidance for students and staff described [HERE](#).
- **Symptom assessment, quarantine, isolation, discharge:** Included are the [COVID 19 Symptoms](#) per the CDC. The preschool will follow district protocol in regard to quarantine and isolation, in consultation with the Medina County Health Department.
- **Reporting:** All positive cases of students or staff are reported in the Ohio Child Licensing and Quality System and will be reported to the local health department.
- **Masks:** The preschool will follow district policy.

For any additional questions or concerns regarding the COVID-19 procedures, please feel free to contact Mrs. Ashley Ruedisueli, Preschool Supervisor, Ms. Erin Simpson, Overlook Principal, or Mr. Steve Brady, Isham Principal.

## Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.



The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- § medical history
- § complete unclothed exam (with parent approval)
- § developmental screening (to assess if child's physical and mental abilities are age appropriate)
- § vision screening
- § dental screening
- § hearing assessment
- § immunization assessment (making sure child receives them on time)
- § [lead screening](#); and
- § other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- § Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#) , [en Español](#) or [Somali](#)
- § Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.





**SERVICE AGREEMENT**  
"ORC 3313.845 Contract"

**Type**

- New
- Amendment

**Terms of Assurance**

This agreement will be in effect for the Fiscal Year 2023 (June 1, 2022 - June 30, 2023)

**Between**

The Educational Service Center of Medina County  
and  
Wadsworth City School District

	<u>Service to be performed</u>	<u>Days</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Add	Reading Specialist		83	\$36.00	\$2,988.00

DS  
*JW*

Fiscal/Facility Fee is 3% of total contract.

Mileage will be charged at the approved IRS rate for all required travel between buildings.

Adjustments to pricing may be necessary due to changes in the health insurance status of the personnel providing the service. These changes may be initiated by the personnel providing the service under certain circumstances or may be necessary in order to comply with the Affordable Care Act (ACA).

The Wadsworth City School District will be billed on a monthly basis and agrees to pay the Educational Service Center of Medina County the contract amount listed above plus fiscal fee for the service specified in this agreement.

For the Educational Service Center of Medina County

For the Wadsworth City School District

DocuSigned by:  
  
 6/7/2022  
 \_\_\_\_\_  
 Date

Treasurer \_\_\_\_\_ Date

DocuSigned by:  
  
 6/8/2022  
 \_\_\_\_\_  
 Date

Superintendent \_\_\_\_\_ Date

With regard to any therapy services provided by the ESC pursuant to the Agreement, the ESC (1) will comply with requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries; (2) will allow the representatives of the U.S. Department of Human Services, ODM, ODE, or their respective designee access to the subcontractor's books, documents and records; and (3) acknowledges that they or their principles are not suspended or debarred.

# Memorandum of Understanding (MOU) for ADAMH Board Participation in the Wadsworth City School District Drug Testing Program

This Memorandum of Understanding ("MOU") is entered into as of the date the last party below executes the same and between the Medina County Alcohol, Drug Addiction and Mental Health Board ("**Board**"), and the **Wadsworth City School District**.

WHEREAS, the Wadsworth City School District recognizes that the use of alcohol and illicit drugs by students is a national problem, and with the support from the U.S. Supreme Court, the Wadsworth City School District is implementing this program of deterrence and identification, as a proactive approach to a truly safe and drug free school. Students using illegal drugs pose a threat to their own health and safety, as well as to that of other students; and

WHEREAS, **Wadsworth City Schools** has requested **\$6,000** in grant funds from the **ADAMH Board** to pay for drug testing for Fiscal Year 2023, the period of July 1, 2022 through June 30, 2023; and

WHEREAS, the **ADAMH Board** has determined the drug testing program meets a significant need in the community and that it fits within our Board's prevention goals to identify youth in need, prevent use, and prevent overdose; and

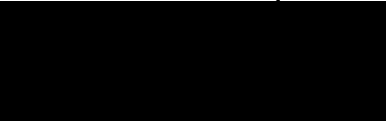
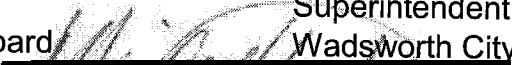
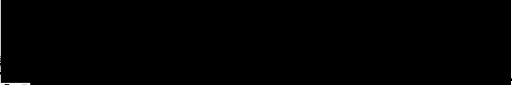
NOW THEREFORE, the parties agree as follows:

## 1. **WADSWORTH CITY SCHOOL DISTRICT RESPONSIBILITIES:**

- a. Operate the drug testing program in accordance with the bylaws and policies attached as Exhibit A.
- b. Create a safe, drug free, environment for students and assist them in getting help when needed.
- c. Encourage students who use drugs to participate in drug treatment programs.
- d. Provide the **ADAMH Board** with an invoice requesting the grant funds.
- e. Provide the **ADAMH Board** with yearly statistics regarding the number of students drug tested and any other pertinent information.

## 2. **ADAMH BOARD RESPONSIBILITIES:**

- a. Provide FY2023 funding in an amount of **\$6,000**, once invoiced and upon receipt of the adopted and effective Random Urine Drug Testing of Wadsworth City School District Students Bylaws and Policies.

	6/22/22		Date
Phillip Titterington Executive Director Medina County ADAMH Board	Date	Andrew Hill Superintendent Wadsworth City School District	Date
Approved as to Form: 			6/16/2022
	Medina County Prosecutor		Date

Mail to:

Mr. Andrew Hill, Superintendent  
Wadsworth City School District Administration Building  
524 Broad Street  
Wadsworth, Ohio 44281

The Board of Education of the Wadsworth City School, Ohio, met in special session on June \_\_, 2022, at \_\_\_ p.m., at \_\_\_\_\_ with the following members present:

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING AND AUTHORIZING THE SUPERINTENDENT AND TREASURER TO AWARD A CONTRACT FOR THE HIGH SCHOOL TENNIS COURT PROJECT AND APPROVING RELATED MATTERS.**

WHEREAS, this Board has heretofore retained Holabird & Root as consultant to the Board for the construction of the its High School Tennis Court Project and related improvements (the Improvements);

WHEREAS, the bidding and procurement process for the Improvements is underway; and

WHEREAS, this Board has determined it to be in the best interest and financial advantages of the District to authorize the Superintendent and Treasurer to open the bids upon completion of the bidding process and to award a contract for the construction and installation of the Improvements within the parameters set forth herein;

NOW THEREFORE, be it resolved by the Board of Education of the Wadsworth City School District, County of Medina, Ohio, that:

SECTION 1. This Board hereby approves and authorizes the Superintendent and Treasurer to open the bids for the Improvements and to award a contract to the lowest, responsible bidder as determined by the Superintendent and Treasurer, so long as the total price of the contract for the Improvements shall not exceed 10% of the Board's estimated cost of the Improvements. This Board further authorizes all other actions related to completing the bid opening and contract award by the Superintendent and Treasurer on behalf of this Board. This Board further authorizes the Superintendent and Treasurer to execute such contract as so awarded, with all determinations set forth in this section conclusively evidenced by the execution thereof.

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

\_\_\_\_\_ seconded the motion and, after discussion, a roll call vote was

CERTIFICATE

The undersigned Treasurer of the Board of Education of the Wadsworth City School District, Medina County, Ohio hereby certifies that the foregoing is a true copy of a resolution duly adopted by the Board of Education of said School District on June \_\_\_\_, 2022.

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Treasurer, Board of Education  
Wadsworth City School District, Ohio



# ADMINISTRATOR BENEFIT PROVISIONS

AUGUST 1, **2022** ~~2021~~ - JULY 31, **2023** ~~2022~~



# ADMINISTRATOR BENEFIT PROVISIONS

<b>DECLARATION</b>	<b>4</b>
<b>SALARY RANGES AND WORK DAYS PER YEAR</b>	<b>5</b>
<b>ADMINISTRATORS SCHEDULES</b>	<b>6</b>
<b>ANNUITIES</b>	<b>7</b>
<b>DISCIPLINARY PROCEEDINGS</b>	<b>7</b>
<b>CELL PHONES</b>	<b>7</b>
<b>COMPENSATION SYSTEM (YEARLY)</b>	<b>7</b>
CONCEPT	7
HIRING SALARIES/HOURLY RATE	7
ATTAINMENT OF PERFORMANCE GOALS	8
SALARY/HOURLY RATE STRUCTURE ANALYSIS	8
RATIONALE	8
<b>EVALUATION OF ADMINISTRATORS</b>	<b>8</b>
<b>HOLIDAY PAY</b>	<b>9</b>
<b>FBI CHECK</b>	<b>9</b>
<b>INSURANCE</b>	<b>10</b>
GENERAL PROVISIONS	10
PREFERRED PROVIDER ORGANIZATION (PPO)	10
WELLNESS RIDER	15
TERM LIFE INSURANCE	17
ACCIDENTAL DEATH AND DISMEMBERMENT	17
PROFESSIONAL LIABILITY INSURANCE	18
DENTAL INSURANCE	18
PHYSICAL EXAMINATION	21
<b>LEAVE PROVISIONS</b>	<b>21</b>
SICK LEAVE	21
EXTENDED ILLNESS LEAVE	23
PERSONAL LEAVE	23
PAID ADOPTION LEAVE	24

# ADMINISTRATOR BENEFIT PROVISIONS

JURY DUTY	25
LEAVE PURSUANT TO SUMMONS OR SUBPOENA	25
ASSAULT LEAVE	25
PROFESSIONAL LEAVE	27
UNPAID CHILD CARE LEAVE	27
OTHER UNPAID LEAVES	28
FAMILY AND MEDICAL LEAVE	28
BENEFITS WHILE ON LEAVE	29
MILITARY LEAVE	29
<b>MILEAGE REIMBURSEMENT</b>	<b>29</b>
<b>PAYROLL PRACTICES</b>	<b>29</b>
<b>PERSONNEL FILES</b>	<b>30</b>
<b>PROFESSIONAL ORGANIZATION MEMBERSHIP</b>	<b>30</b>
<b>RETIREMENT BENEFITS</b>	<b>30</b>
<b>SEVERANCE PAY</b>	<b>30</b>
<b>VACATION DAYS</b>	<b>31</b>
<b>WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT</b>	<b>32</b>

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **DECLARATION**

The following benefit provisions apply to all those persons employed by the Board of Education under the proper administrative certification and officially classified as an “Administrator.” The following positions are classified as Administrators for the purpose of this Administrator Benefit Provision and will be referred to as “Administrators” from this point on:

Career Technical Compact Director

# ADMINISTRATOR BENEFIT PROVISIONS

## SALARY RANGES AND WORK DAYS PER YEAR

Position	2022-2023	<del>2021-2022</del>	Days
	Low	High	
Compact Director	<del>\$108,216</del> \$111,462	<del>\$124,488</del> \$128,223	260

# ADMINISTRATOR BENEFIT PROVISIONS

## ADMINISTRATORS SCHEDULES

The work year and minimum office hours for Administrators are as follows:

<b>Position</b>	<b>Vacation Days*</b>	<b>Hours During School Year</b>	<b>Summer Hours</b>
Career Technical Compact Director	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.

\*Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **ANNUITIES**

Administrators can request to participate in the annuities program provided such program is with any insurer licensed to do business in the State of Ohio. The cost of annuities will be reduced from the annual salary and the difference will be reported on earnings for tax purposes.

## **DISCIPLINARY PROCEEDINGS**

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

## **CELL PHONES**

Cell phone reimbursements are given to Administrators based upon the following:

\$15/month for cell phone minute package; \$35/month for data package; \$600 total annually. An additional \$100 will be paid for device reimbursement in every odd number year.

## **COMPENSATION SYSTEM (YEARLY)**

### **CONCEPT**

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

### **HIRING SALARIES/HOURLY RATE**

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or

# **ADMINISTRATOR BENEFIT PROVISIONS**

specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## **ATTAINMENT OF PERFORMANCE GOALS**

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## **SALARY/HOURLY RATE STRUCTURE ANALYSIS**

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

## **RATIONALE**

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents’ of the Four Cities Compact, in consultation with their Boards of Education.

## **EVALUATION OF ADMINISTRATORS**

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include directors, principals, assistant principals, and any other administrative or supervisory personnel not included in an employee negotiating unit.

The purpose of an Administrator Evaluation will be to assess the performance of Administrators and to provide information upon which to base employment and personnel decisions. Evaluation should also assist Administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

# **ADMINISTRATOR BENEFIT PROVISIONS**

The evaluation criteria for each position will be in written form and will be made available to the Administrator (See Appendix A for administrators not following the OPES evaluation system). Evaluations will be made by the person to whom the Administrator is immediately responsible. The results of the evaluation will be put in writing and discussed with the Administrators by the person who makes the evaluation. An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The Administrator being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of an Administrator will be accessible to the person concerned or his/her representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any Administrator be solely responsible for the supervision and/or evaluation of an employee if the Administrator is directly related to that employee.

## **HOLIDAY PAY**

Administrators that work 260 days are entitled to 11 paid holidays as follows:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Day
9. Good Friday (will be a paid holiday in years when school is not in session on that day)
10. Christmas Eve
11. New Year's Eve

## **FBI CHECK**

The Board shall pay for the cost of any FBI check necessitated by licensure renewal provided the Administrator completes the background check through central office.



# ADMINISTRATOR BENEFIT PROVISIONS

## INSURANCE

### GENERAL PROVISIONS

- A. Right to Insurance Benefits  
In addition to the salary and other payments, the compensation of Administrators shall include the insurance benefits provided herein. Administrators who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.
- B. Copy of Certificate of Insurance  
Administrators will receive a certificate of insurance which shall provide the specific benefits provided.
- C. Distribution of Explanation of Coverage(s)  
1. As amendments and/or changes in insurance coverages or carriers are made, Administrators will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.  
2. An Administrator hired during the term of this agreement shall, at the time of the signing of his/her administrative contract, receive a written description of all insurance coverages in effect at that time.
- D. Full-Time Administrator Defined  
Regular, full-time Administrators include only those who regularly work more than seventy-five percent (75%) of an Administrator's workday and workweek.
- E. Distribution of Insurance Cards  
Each Administrator shall be issued a current insurance card.

### PREFERRED PROVIDER ORGANIZATION (PPO)

- A. Right to Coverage  
1. Administrators may obtain coverage for himself/herself, and, if applicable, his/her dependent(s) in accordance with established eligibility requirements by applying for coverage and providing all information reasonably requested by the Treasurer to establish eligibility of the Administrator and his/her dependent(s).  
2. The coverage shall meet or exceed the specifications listed below.  
3. When the Board solicits bids for its insurance program, Administrators shall participate in reviewing bid specifications and bids.

# ADMINISTRATOR BENEFIT PROVISIONS

## B. Method of Payment/Insurance Premium Share

Administrators and the Board of Education shall pay a portion of the monthly premium. The Administrator will pay 11.0% and the Board will pay 89.0% of the plan costs.

# ADMINISTRATOR BENEFIT PROVISIONS

## C. Summary of Benefits

**Wadsworth City Schools – Base Plan**  
**Blue Access® (PPO)**  
**Effective 07/01/2018**

Covered Benefits	Network	Non-Network
<b>Deductible (Single/Family)</b>	\$250/\$500	\$1,000/\$1,600
<b>Out-of-Pocket Limit (Single/Family)</b>	\$1,250/\$2,500	\$3,400/\$6,800
<b>Physician Home and Office Services (PCP/SCP)</b> <b>Primary Care Physician (PCP)/</b> <b>Specialty Care Physician (SCP)</b> Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> <li>• allergy injections (PCP and SCP)</li> <li>• allergy testing</li> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products</li> </ul>	\$20/\$20           20% 20% 20%	30%           30% 30% 30%
<b>Preventive Care Services</b> <ul style="list-style-type: none"> <li>• Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.</li> </ul>	No cost share	30%
<b>Emergency and Urgent Care</b> <b>Emergency Room Services</b> <ul style="list-style-type: none"> <li>• facility/other covered services (copayment waived if admitted)</li> </ul> <b>Urgent Care Center Services</b> <ul style="list-style-type: none"> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products</li> <li>• Allergy injections</li> <li>• Allergy testing</li> </ul>	\$100           \$25 20%    20% 20%	\$100           30% 30%    30% 30%
<b>Inpatient and Outpatient Professional Services</b> Include but are not limited to: <ul style="list-style-type: none"> <li>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	20%	30%
Blue 8.0 500 Series		

# ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
<b>Inpatient Facility Services</b> (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> <li>• 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>• 180 days for skilled nursing facility</li> </ul>	20%	30%
<b>Outpatient Surgery Hospital/Alternative Care Facility</b> <ul style="list-style-type: none"> <li>• Surgery and administration of general anesthesia</li> </ul>	20%	30%
<b>Other Outpatient Services</b> including but not limited to: <ul style="list-style-type: none"> <li>• Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.</li> <li>• Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)</li> <li>• Durable Medical Equipment, Orthotics and Prosthetics</li> <li>• Physical Medicine Therapy Day Rehabilitation programs</li> <li>• Hospice Care</li> <li>• Ambulance Services</li> </ul>	20%	30%
<b>Outpatient Therapy Services</b> (Combined Network & Non-Network limits) <ul style="list-style-type: none"> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>• Cardiac Rehabilitation Unlimited</li> <li>• Pulmonary Rehabilitation Unlimited</li> <li>• Physical Therapy: 60 visits</li> <li>• Occupational Therapy: 60 visits</li> <li>• Manipulation Therapy: 12 visits</li> <li>• Speech therapy: 20 visits</li> <li>• Teledoc (Live Health Online)</li> </ul>	\$20/\$20 20%	30% 30%
<b>Accidental Dental:</b> Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
<b>Behavioral Health:</b> <b>Mental Illness and Substance Abuse<sup>2</sup></b> <ul style="list-style-type: none"> <li>• Inpatient Facility Services</li> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional</li> </ul>	20% \$20 20%	30% 30% 30%
<b>Human Organ and Tissue Transplants<sup>3</sup></b> <ul style="list-style-type: none"> <li>• Acquisition and transplant procedures, harvest and storage.</li> </ul>	20%	30%

# ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
<b>Prescription Drugs</b> <b>Network Tier structure equals 1/2/3</b> <ul style="list-style-type: none"> <li><b>Network Retail Pharmacies:</b> (30-day supply)</li> <li><b>Home Delivery Service:</b> (90-day supply)</li> </ul> <p>Member may be responsible for additional cost when not selecting the available generic drug.</p> <p>Medicare Rx - Wrap</p>	<p>\$10 generic/\$20 preferred brand/\$30 Non-preferred generic &amp; brand</p> <p>\$25 generic/\$50 preferred brand/\$70 Non-preferred generic &amp; brand</p> <p>Rx OOP Max: \$6,525 Single/\$13,050 Family</p>	<p>50%, min \$30<sup>5</sup></p> <p>Not covered</p> <p>Rx OOP Max: \$13,050 Single/\$26,100 Family</p>

**Notes:**

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

<sup>2</sup> We encourage you to review the Schedule of Benefits for limitations.

<sup>3</sup> Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

<sup>5</sup> Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

# ADMINISTRATOR BENEFIT PROVISIONS

**Precertification:**

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

**Pre-existing Exclusion Period: none**

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

# ADMINISTRATOR BENEFIT PROVISIONS

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

- (1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:
  - Non-smoker or participation in a smoking cessation program
  - Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
  - Body Mass Index (BMI)
  - Blood Pressure (BP)
- (2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:
  - Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
  - Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth \$25/single or \$50/family.
  - Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.

# ADMINISTRATOR BENEFIT PROVISIONS

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
  - Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
- (4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

## **TERM LIFE INSURANCE**

### A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of Fifty Thousand Dollars (\$50,000) for each regular, full-time Administrator now or hereinafter employed.

### B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

### C. Right to Purchase Additional Coverage

The Board shall allow an Administrator to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be Fifty Thousand Dollars (\$50,000) or One Hundred Thousand Dollars (\$100,000), at the option of the Administrator. The right to



# ADMINISTRATOR BENEFIT PROVISIONS

purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

## **ACCIDENTAL DEATH AND DISMEMBERMENT**

### A. Right to Coverage

Full-time Administrators can purchase Voluntary Accidental Death and Dismemberment (AD&D) insurance coverage. You may elect either \$50,000 or \$100,000 of Voluntary AD&D coverage for yourself. This coverage will end when employment terminates.

### B. Method of Payment

The Board will deduct all or part of the premium through payroll deductions.

## **PROFESSIONAL LIABILITY INSURANCE**

Professional liability insurance shall be provided by the District.

## **DENTAL INSURANCE**

### A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage which meets the specifications set forth in this section for each full-time Administrator, now or hereinafter employed, and his/her family. The Board shall maintain the current Usual and Customary Rate (UCR) percentile for services out of the PPO network.

### B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

### C. Right to Change Coverage Status

Administrators may change the coverage status (Single or Family) effective the first (1st) of any month or during the open enrollment period during the month of June, subject to the rules and regulations of the carrier.

### D. Specifications of Coverage

**Delta Dental PPO (Point-of-Service) Summary of Dental Plan  
Benefit For Group#1151-5000, 5091  
Wadsworth City Schools**

# ADMINISTRATOR BENEFIT PROVISIONS

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.\*

**Control Plan** – Delta Dental of Ohio

**Benefit Year** – January 1 through December 31

**Covered Services** –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
<b>Diagnostic &amp; Preventive</b>			
<b>Diagnostic and Preventive Services</b> – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
<b>Sealants</b> – to prevent decay of permanent teeth	100%	100%	100%
<b>Brush Biopsy</b> – to detect oral cancer	100%	100%	100%
<b>Radiographs</b> – X-rays	100%	100%	100%
<b>Basic Services</b>			
<b>Emergency Palliative Treatment</b> – to temporarily relieve pain	80%	80%	80%
<b>Minor Restorative Services</b> – fillings and crown repair	80%	80%	80%
<b>Endodontic Services</b> – root canals	80%	80%	80%
<b>Periodontic Services</b> – to treat gum disease	80%	80%	80%
<b>Oral Surgery Services</b> – extractions and dental surgery	80%	80%	80%
<b>Other Basic Services</b> – misc. services	80%	80%	80%
<b>Major Services</b>			
<b>Major Restorative Services</b> – crowns	70%	70%	70%
<b>Relines and Repairs</b> – to bridges, implants, and dentures	70%	70%	70%
<b>Prosthetic Services</b> – bridges, implants, and dentures	70%	70%	70%
<b>Orthodontic Services</b>			
<b>Orthodontic Services</b> – braces	60%	60%	60%
<b>Orthodontic Age Limit</b> –	No Age Limit	No Age Limit	No Age Limit

\* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.

# ADMINISTRATOR BENEFIT PROVISIONS

- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairsides relines and rebase of dentures are payable once in any calendar year. Lab relines and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – \$3,000 per person total per Benefit Year on all services except orthodontics. \$1,500 per person total per lifetime on orthodontic services.

**Deductible** – \$25 Deductible per person total per Benefit Year limited to a maximum Deductible of \$50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year. The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period** – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from

# ADMINISTRATOR BENEFIT PROVISIONS

the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

## **PHYSICAL EXAMINATION**

The Board will pay balance not covered by an Administrator's Medical Health Insurance of an Administrator's physical examination if requested by the Board.

## **LEAVE PROVISIONS**

### **SICK LEAVE**

#### A. Accumulation

An Administrator shall be allowed to accumulate Sick Leave credit to the maximum of three hundred four (304) days. Any member who retires under STRS/SERS and returns to employment in the District shall accumulate sick leave as prescribed in this section of the Agreement, with the understanding there will be no carryover of sick leave from service that predates their STRS/SERS retirement. Administrators shall be eligible for all Leave Provisions listed in this section.

#### B. Annual Allowance

Administrators shall be granted sick leave on the following basis: one and one quarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

#### C. Notification of Accumulated Days

Administrators shall receive accurate notification of his/her accumulated Sick Leave with each pay.

#### D. Advance

An Administrator whose Sick Leave has been exhausted shall be credited with five (5) days of Sick Leave. These five (5) days or any portion thereof may be used at any time in case the

# ADMINISTRATOR BENEFIT PROVISIONS

Administrator is unable to work because of any of the prescribed reasons for the use of Sick Leave and the Administrator has not accumulated a sufficient amount of Sick Leave.

## E. Use of Sick Leave

1. Sick Leave with pay may be used for the following reasons:
  - a. For absence of the Administrator due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.
  - b. For absence of the Administrator due to illness, injury, or death in the immediate family of said Administrator.
  - c. An Administrator may use accrued Sick Leave for pregnancy, as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or childbirth will not exceed six (6) weeks from the date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided.
  - d. For care of a spouse with a newborn baby up to a maximum of five (5) days. If an Administrator requires more than five (5) days, he/she will provide written documentation to the Superintendent upon return to work.
  - e. A maximum of two (2) days related to the birth of a child of an immediate family member.
  - f. For death of an aunt or uncle up to a maximum of two (2) days. If an Administrator requires more than two (2) days, he/she may use personal leave.
2. Sick Leave with pay may not be used for:
  - a. Child care;
  - b. Grandchild care.
3. Administrators will not be charged sick leave on non-work days.
4. Administrators utilizing sick leave shall not be required to give the reason, except that they are in compliance with the proper use of sick leave listed in this section. Notwithstanding this provision, an Administrator may be required to provide reasons if there is an investigatory meeting because of suspected misuse, abuse, or unauthorized use of sick leave.
5. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **F. Immediate Family Defined**

The “immediate family” shall be defined as follows:

1. Spouse of the Administrator;
2. Children and grandchildren of the Administrator or his/her spouse;
3. Parents and stepparents of the Administrator or his/her spouse;
4. Brother(s) and sister(s) of the Administrator or his/her spouse;
5. Grandparents of the Administrator or his/her spouse;
6. Son-in-law and daughter-in-law of the Administrator or his/her spouse; and
7. In the event of death, “immediate family” also includes aunts and uncles.
8. Any person in loco of the above (e.g. anyone residing in the same home with the Administrator or any relative who clearly stands in the same relationship with the Administrator as any of those so specified). An Administrator must provide a written description of the facts on the District absence report form supporting the in loco situation.

## **EXTENDED ILLNESS LEAVE**

An Administrator unable to perform satisfactorily because of personal illness or an illness in the immediate family may be granted a leave of absence without pay for the remainder of the school year.

Application for such leave must be accompanied by a statement from the attending physician setting forth the nature of the illness or disability. In the instance of personal illness, the physician's statement must include a definite recommendation that the Administrator be relieved of duties. In the event of a leave as a result of illness of a member of the immediate family, the physician's statement must indicate the need for the Administrator's absence.

Application for reinstatement from such leave must be made in writing and, in the event of a requested return from a Personal Illness Leave, must be accompanied by a health care provider's certification for return to work.

## **PERSONAL LEAVE**

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **A. Right to Leave**

1. Administrators shall be eligible for three (3) unrestricted days per school year.
2. Administrators will not be charged personal leave on non-work days.

## **B. Notice of Intent to Use Leave**

Notice of intent to use Personal Leave shall be provided by the Administrators completing and delivering to the Superintendent or designee, the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the Administrator shall notify the Superintendent or designee of his/her intent to use Personal Leave as soon as practicable.

## **C. Purpose of Leave**

It is the intent of this Section to provide Administrators with a means of dealing with personal matters that cannot be handled except during school hours.

## **D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.**

## **E. On occasion, special circumstances not covered by the provision above may arise and Administrators may wish to request personal leave. Such requests shall be made to the Superintendent in writing, who may grant the personal leave on a paid or unpaid basis or may deny the request.**

## **F. An Administrator who abuses personal leave will be subject to discipline, up to and including termination.**

## **G. An Administrator will be reimbursed one-hundred fifty dollars (\$150.00) for each unused personal leave day(s) by June 30 of each year. If the Administrator desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars (\$150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.**

## **PAID ADOPTION LEAVE**

### **A. Adoptions in the United States**

An Administrator is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or

# ADMINISTRATOR BENEFIT PROVISIONS

both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

## B. Adoptions Outside the United States

If a child outside of the United States is adopted, an Administrator will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the Administrator and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.



# **ADMINISTRATOR BENEFIT PROVISIONS**

- C. Administrators will not be charged adoption leave on non-work days.

## **JURY DUTY**

- A. An Administrator shall be granted time off for jury duty actually served during the workday and shall suffer no loss of pay or benefits. The Administrator may keep any payment received for jury duty. Documentation received from the court confirming jury duty actually served must be submitted with the absence form.
- B. Time spent on jury leave will not be charged against any other leave provision.

## **LEAVE PURSUANT TO SUMMONS OR SUBPOENA**

- A. Right to Leave for a Summons or Subpoena

Any Administrator who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. In the event a subpoena will be issued on behalf of the Board, the Administrator obtaining the subpoena must give at least five (5) calendar days notice prior to the hearing. A summons or subpoena issued because of a student's custody issue is considered to be job related. An Administrator receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section. A copy of the subpoena, once served, will be included with the leave form.

- B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the Administrator has exhausted his/her personal leave, and is summoned for something that is not job-related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

- C. Leave Not Covered

An Administrator is not eligible for leave under this Section if the Administrator is a party to the legal proceeding.

## **ASSAULT LEAVE**

- A. Right to Leave

An Administrator who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

# ADMINISTRATOR BENEFIT PROVISIONS

## B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the Administrator delivering to the Business Office a signed Employee Report of Injury Form.
2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the Administrator to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

## C. Rights While On Leave

1. Except as noted under restrictions below, an Administrator on Assault Leave shall be maintained on full pay status during the period of his/her leave.
2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections of this Article.
3. An Administrator will not be charged assault leave on non-work days.

## D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred eighty (180) workdays.

## E. Restrictions

1. If medical attention is required, the Administrator shall supply a certificate from a licensed physician stating the nature of the disability and its duration.
2. The Administrator must file a Workers Compensation claim with the Business Office. The pay of a member on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the Administrator's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.
3. If an Administrator is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the Administrator to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the Administrator's first medical verification, the Board may request, at the Board's expense, that the Administrator see a

# **ADMINISTRATOR BENEFIT PROVISIONS**

mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

## **F. Verbal Assault Leave**

An Administrator not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the member reports the threat to the police.

## **PROFESSIONAL LEAVE**

- A. Professional Leave of Absence may be granted annually to Administrators for the purpose of attending workshops or other professional meetings each year.
- B. The term "Professional Leave" is not to include days when an Administrator accompanies students to meetings, competitions, or other student activities.
- C. The Board shall pay the portion of the pre-approved receipted expenses as stipulated on the Professional Leave Application form for fees, meals, lodging, and transportation, incurred by Administrators who attend workshops, seminars, conferences, or other professional improvement sessions which have the advance approval of the Superintendent or designee for the particular purpose of professional improvement to the school system and/or to the individual participating.
- D. Such authorization for attendance will need prior approval by the Superintendent or designee. The Administrator shall receive his/her salary for those days he/she is absent from his/her assignment for such Professional Leave.

## **UNPAID CHILD CARE LEAVE**

Following the conclusion of any pregnancy-related disability; or in the event any Administrator adopts a child and such child is less than one (1) year of age at the time of adoption; or, with respect to a father, following the birth of a child; the Administrator may apply for permission to take Parental Leave. Requests for permission to take Parental Leave must be made to the Superintendent at least twenty (20) days prior to the date on which the parental leave is to begin. Notification for leave in the case of adoption shall be given as soon as possible prior to receiving custody of the child. Parental Leave shall be granted upon request, provided that the following conditions are met:

- A. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months.

# **ADMINISTRATOR BENEFIT PROVISIONS**

- B. The Administrator must state specifically in writing at the time Parental Leave is requested, the length of such requested leave and the date on which the Administrator will be available to return to work.
- C. Parental Leave will not exempt an Administrator from decisions regarding contract renewals relating to Administrator's appraisal and/or staff reduction under this Agreement. If Parental Leave is granted, and upon return of the Administrator from Parental Leave, he/she will be assigned to his/her prior position, if available, or a position as nearly equal to that which had been previously occupied.
- D. Insurance benefits and other fringe benefits under this Agreement shall not apply during the period of a parental leave.
- E. In the event an Administrator does not return to work at the time indicated in his/her request for Parental Leave, said Administrator will forego any rights to reinstatement.

## **OTHER UNPAID LEAVES**

The Board may, at its discretion, grant other leaves as are authorized by the Ohio Revised Code.

## **FAMILY AND MEDICAL LEAVE**

Administrators may take up to twelve (12) workweeks of unpaid leave ("FMLA Leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:

- A. The birth of an Administrator's child and to care for the child up to age one (1);
- B. The adoption or foster care of a child, up to twelve (12) months after placement;
- C. To care for the spouse, child, or parent of an Administrator when that family member has a serious health condition;
- D. The Administrator's inability to perform the functions of the position because of the member's own serious health condition.

To be eligible for FMLA Leave, the Administrator must have worked for Wadsworth City Schools for at least twelve (12) months met the FMLA's 1250-hours-worked requirements before the leave request.

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **BENEFITS WHILE ON LEAVE**

With the exception of FMLA leave, no benefits that result in an expense to the Board will be provided to any Administrator while on a leave of absence without pay. When a group insurance policy permits, an Administrator on an unpaid leave of absence may continue to participate in such insurance benefits by advance payment of the cost of such benefits as determined by the insurance carriers or Plan Administrator but no more than one hundred two percent (102%) of the total cost of the benefit.

## **MILITARY LEAVE**

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the Administrator shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the Administrator during the military leave of absence, subject to any subsequent legislative enactment.

An Administrator shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. An Administrator shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester.

Sick leave is not accumulated during the period of military leave.

## **MILEAGE REIMBURSEMENT**

The Board will reimburse Administrators for the use of his/her personal vehicle in connection with travel directly related to school business. Such reimbursement mileage will exclude daily travel to and from home. Required attendance at meetings and functions outside of the school district shall be considered reimbursable mileage. Such reimbursement shall be paid at the prevailing IRS rate upon monthly statements signed by the Superintendent and Treasurer.

# **ADMINISTRATOR BENEFIT PROVISIONS**

## **PAYROLL PRACTICES**

Administrators will receive their salary in twenty-six (26) biweekly substantially equal pays. All administrators will have their paychecks issued via direct deposit and will receive an email notice.

## **PERSONNEL FILES**

Administrators shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

## **PROFESSIONAL ORGANIZATION MEMBERSHIP**

The Board will pay for each administrator up to five hundred dollars (\$500.00) for professional organization membership(s) each year.

## **RETIREMENT BENEFITS**

### **Employer Pick Up Resolution**

Wadsworth City Schools Administrative Employees shall be entitled to the “fringe benefit pick up” which means the Wadsworth City Board of Education will pay the 10% retirement contribution to STRS or SERS on behalf of the Administrative Employee, in accordance with Code Section 414(h)(2). The amount of the fringe benefit pick up shall not be considered part of the employee’s total annual salary for any purpose.

However, administrative employees with 10 or more years of service in the Wadsworth City School District may elect to receive pick up on the pick up. These picked-up employee contributions are in lieu of payments by the employee and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

Career Technical Compact Director

## **SEVERANCE PAY**

If the Board determines that a HSA is a legal option for an employee’s severance pay, a committee will be formed to determine which company will administer the HSA. Members of the committee will include three (3) members from the Association who are appointed by the Association and three (3) members of the administration who are appointed by the Superintendent. Other employee

# ADMINISTRATOR BENEFIT PROVISIONS

groups may also be represented on the committee. President/Co-Presidents of any Associations represented on the committee and the Superintendent will be de-facto members of the committee. Once the selection is made and details of the HSA are finalized, the Association and Board will revise the Negotiated Agreement language in this section to reflect the HSA option.

## A. Right to Severance Pay

An Administrator shall receive severance pay upon quitting his/her employment in the District and-retiring providing he/she: (1) is approved for retirement benefits by the State Teachers Retirement System (STRS), or (2) is at least fifty (50) years old and has been employed at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the STRS and at least ten (10) full years of service in the District.

## B. Calculation of Severance Pay

1. Severance pay shall be based on the rate of pay at the time of the Administrators last day of service.
2. Severance pay will be given for forty percent (40%) of the Administrator's accumulated sick leave at the time of resignation/retirement, up to forty percent (40%) of two hundred (200) days; i.e. a benefit of up to eighty (80) days.
3. If an Administrator does not have sufficient Sick Leave to qualify for maximum severance resigns or retires after fifteen (15) or more years' service in the District, then the severance pay to which he/she is entitled shall be supplemented by One Hundred Dollars (\$100.00) for each year of service in the District, provided that the total severance pay shall not exceed the eighty (80) day cap.

## C. Method of Payment

1. The severance payment will be made in one (1) lump sum within ninety (90) calendar days of the last day under contract with the District provided the Administrator submits their 403(b) provider and account number to the Treasurer's Office. In the event the Administrator has not submitted his/her information to the Treasurer's Office within ninety (90) days, the severance payment will be made to the Administrator within twenty (20) days of receiving the information.
2. Notwithstanding anything in this Manual or Board policy to the contrary, in accordance with the terms of the "Severance Pay Deferral Program" described in section 3.4 (a) of the District's Section 403 (b) Plan (the "Section 403(b) Plan"), certain retiring Administrators shall have their severance pay mandatorily paid into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "Designated Plan Contract"). Payment of such amounts under this section 3.4(a) of the Section 403(b) Plan shall be in lieu of payment of such amounts

# ADMINISTRATOR BENEFIT PROVISIONS

directly to the retiring Administrator; and no retiring Administrator shall have the option of receiving payment of such amounts directly in cash.

3. Any Administrator entitled to severance pay who is not an eligible participant (an eligible participant is defined as an Administrator who retires in or after the calendar year that includes the Administrator's 55<sup>th</sup> birthday) in the Severance Pay Deferral Program will continue to be eligible for any and all severance payments in accordance with this Manual. The Administrator may elect to defer such pay to a plan contract, as permitted by any related provision of the Section 403 (b) Plan.
4. All contributions to the Section 403(b) Plan, all deferrals to a Plan Contract, and all payments to Administrators, shall be subject to reduction for any tax withholding or other withholding that the Treasurer determines is required by law. The Board does not guarantee any tax results associated with the Section 403(b) Plan, deferrals, or payments made to an Administrator.
5. The provisions of Section 3.4(a) of the Section 403(b) Plan are hereinafter referred to as the Severance Pay Deferral Program. The terms of the Severance Pay Deferral Program shall include the following:
  - a. Participation in the Severance Pay Deferral Program shall be mandatory for all "Covered Employees." A Covered Employee shall be any Administrator who retires in or after the calendar year that includes the Employee's 55<sup>th</sup> birthday and thereby becomes entitled to "Severance Pay."
  - b. For purposes of the Severance Pay Deferral Program, the term "Severance Pay" shall mean a payment that is attributable to the Covered Employee's accrued but unused sick days. In addition, the Severance Pay must be payable no later than the last day of the fifth calendar year following the calendar year of the Covered Employee's termination of employment on account of retirement.
  - c. The Employer Contribution made on the behalf of the Covered Employee under the Severance Pay Deferral Program in each calendar year shall be in an amount equal to the lesser of:
    - (1) The total amount of the covered employee's severance pay.
    - (2) The maximum contribution amount allowable under the terms of this plan.



# ADMINISTRATOR BENEFIT PROVISIONS

- d. The required Employer Contribution under the Severance Pay Deferral Program shall be made within the timeframes described in under the Administrator Benefit Provision Manual.
- e. To the extent that the Employer Contribution under the Severance Pay Deferral Program exceeds the maximum amount allowable under this Plan in the calendar year of payment, the excess amount shall be payable to the 403(b) Plan in January in subsequent calendar years, up to the maximum amount allowable under this Plan, for up to a maximum of five (5) calendar years after the calendar year of the Covered Employee's retirement; and if there is any remaining amount of Severance Pay, the excess amount shall be paid to the Covered Employee in cash.

## C. Restrictions

Within the meaning of this policy, an individual may "retire" only once. Retirement from another district shall make an individual ineligible for this retirement benefit.

- D. Any Administrator who retires under STRS and returns to employment in the District will not be eligible for severance pay.

## VACATION DAYS

Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

# ADMINISTRATOR BENEFIT PROVISIONS

## WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

### Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

EMPLOYEE \_\_\_\_\_ EVALUATOR \_\_\_\_\_

DEPT. \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_

<i>Performance Traits</i>	<i>Rating (Numerical Score)</i>	<i>Numerical Score (from previous column)</i>	<i>Comments</i>
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

# ADMINISTRATOR BENEFIT PROVISIONS

## Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
RATING TOTAL		0	<b>OVERALL RATING:</b> Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_



# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, **2022** ~~2021~~ - July 31, **2023** ~~2022~~

Revised **June 2022** ~~July 2021~~

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

<b>DECLARATION</b>	<b>4</b>
<b>WAGE RANGE &amp; SCHEDULE</b>	<b>5</b>
<b>CALAMITY DAYS</b>	<b>6</b>
<b>COMPENSATION SYSTEM (YEARLY)</b>	<b>6</b>
CONCEPT	6
HIRING SALARIES/HOURLY RATE	6
ATTAINMENT OF PERFORMANCE GOALS	7
SALARY/HOURLY STRUCTURE ANALYSIS	7
RATIONALE	7
<b>DISCIPLINARY PROCEEDINGS</b>	<b>7</b>
<b>EVALUATION</b>	<b>8</b>
<b>FBI CHECK</b>	<b>8</b>
<b>FLEX TIME</b>	<b>9</b>
<b>HOLIDAY PAY</b>	<b>9</b>
<b>INSURANCE</b>	<b>9</b>
GENERAL PROVISIONS	9
PREFERRED PROVIDER ORGANIZATION (PPO)	10
WELLNESS RIDER	15
TERM LIFE INSURANCE	17
DENTAL INSURANCE	17
<b>LEAVE PROVISIONS</b>	<b>20</b>
SICK LEAVE	20
PERSONAL LEAVE	22
UNPAID LEAVE	22
PAID ADOPTION LEAVE	23
UNPAID CHILD CARE LEAVE	24
JURY DUTY	25
LEAVE PURSUANT TO SUMMONS OR SUBPOENA	25
ASSAULT LEAVE	26

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

PROFESSIONAL LEAVE	27
FAMILY AND MEDICAL LEAVE	28
MILITARY LEAVE	31
<b>MILEAGE REIMBURSEMENT</b>	<b>31</b>
<b>PAYROLL PRACTICES</b>	<b>32</b>
<b>PERSONNEL FILES</b>	<b>32</b>
<b>SEVERANCE PAY</b>	<b>33</b>
<b>VACATION DAYS</b>	<b>34</b>
<b>WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT</b>	<b>36</b>

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **DECLARATION**

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following position is classified as HEE for the purpose of this Benefit Provision:

Administrative Assistant to Career Technical Director

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WAGE RANGE & SCHEDULE

Position	<del>2021-2022</del> <b>2022-2023</b>		Days	Hrs./ Day
	Low	High		
Admin. Asst. to Compact Director	<del>\$22.74</del> <b>\$23.42</b>	<del>\$28.91</del> <b>\$29.78</b>	**Varies	4.5
<p>*Hourly Employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional \$.45 per hour.</p> <p>**11 days prior to the first student day and 5 days beyond the last student day. Student day is determined by the compact school district whose school year begins first and ends last.</p>				



# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **CALAMITY DAYS**

- A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.
- B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.
- C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

## **COMPENSATION SYSTEM (YEARLY)**

### **CONCEPT**

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

### **HIRING SALARIES/HOURLY RATE**

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact.

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## **ATTAINMENT OF PERFORMANCE GOALS**

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## **SALARY/HOURLY STRUCTURE ANALYSIS**

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

## **RATIONALE**

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents’ of the Four Cities Compact, in consultation with their Boards of Education.

## **DISCIPLINARY PROCEEDINGS**

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **EVALUATION**

- A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).
- B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.
- C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.
- D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.
- E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

## **FBI CHECK**

The Board shall pay for the cost of any FBI check provided the HEE-initiated the background check through central office.

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS FLEX TIME**

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

## **HOLIDAY PAY**

- A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.
- B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve and New Year's Eve.
- C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.
- D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

## **INSURANCE**

### **GENERAL PROVISIONS**

- A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. HEE who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits. A full-time is defined as those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.

- B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment

HEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%

Family: 6%

B. Specifications

Wadsworth City Schools – Base Plan

Blue Access® (PPO)

Effective 07/01/2017

Covered Benefits	Network	Non-Network
<b>Deductible (Single/Family)</b>	\$250/\$500	\$1,000/\$1,600
<b>Out-of-Pocket Limit (Single/Family)</b>	\$1,250/\$2,500	\$3,400/\$6,800
Covered Benefits	Network	Non-Network
Physician Home and Office Services (PCP/SCP) <b>Primary Care Physician (PCP)/ Specialty Care Physician (SCP)</b> Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> <li>• allergy injections (PCP and SCP)</li> <li>• allergy testing</li> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products</li> </ul>	\$20/\$20     20% 20% 20%	30%     30% 30% 30%
Preventive Care Services  Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency Room Services</b></p> <ul style="list-style-type: none"> <li>• <b>facility/other covered services</b> (copayment waived if admitted)</li> </ul> <p><b>Urgent Care Center Services</b></p> <ul style="list-style-type: none"> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products</li> <li>• Allergy injections</li> <li>• Allergy testing</li> </ul>	<p>\$100</p> <p>\$25 20%</p> <p>20%</p> <p>20%</p>	<p>\$100</p> <p>30%</p> <p>30%</p> <p>30%</p> <p>30%</p>
<p><b>Inpatient and Outpatient Professional Services</b></p> <p>Include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	<p>20%</p>	<p>30%</p>
<p><b>Inpatient Facility Services</b> (Network/Non-Network combined) Unlimited days except for:</p> <ul style="list-style-type: none"> <li>• 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>• 180 days for skilled nursing facility</li> </ul>	<p>20%</p>	<p>30%</p>

Covered Benefits	Network	Non-Network
<p><b>Outpatient Surgery Hospital/Alternative Care Facility</b></p> <ul style="list-style-type: none"> <li>• Surgery and administration of general anesthesia</li> </ul>	<p>20%</p>	<p>30%</p>
<p><b>Other Outpatient Services</b> including but not limited to:</p> <ul style="list-style-type: none"> <li>• Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.</li> <li>• Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)</li> <li>• Durable Medical Equipment, Orthotics and Prosthetics</li> <li>• Physical Medicine Therapy Day Rehabilitation programs</li> <li>• Hospice Care</li> <li>• Ambulance Services</li> </ul>	<p>20%</p> <p>20%</p> <p>20%</p>	<p>30%</p> <p>20%</p> <p>20%</p>

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

<p><b>Outpatient Therapy Services</b> (Combined Network &amp; Non-Network limits)</p> <ul style="list-style-type: none"> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> <p>Limits apply to:</p> <ul style="list-style-type: none"> <li>• Cardiac Rehabilitation Unlimited</li> <li>• Pulmonary Rehabilitation Unlimited</li> <li>• Physical Therapy: 60 visits</li> <li>• Occupational Therapy: 60 visits</li> <li>• Manipulation Therapy: 12 visits</li> <li>• Speech therapy: 20 visits</li> <li>• Teledoc (Live Health Online)</li> </ul>	<p>\$20/\$20 20%</p>	<p>30% 30%</p>
<p><b>Accidental Dental:</b> Unlimited per accident (Network and Non-network combined)</p>	<p>Copayments/Coinsurance based on setting where covered services are received</p>	<p>30%</p>
<p><b>Behavioral Health:</b> <b>Mental Illness and Substance Abuse<sup>2</sup></b></p> <ul style="list-style-type: none"> <li>• Inpatient Facility Services</li> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional</li> </ul>	<p>20% \$20 20%</p>	<p>30% 20% 20%</p>
<p><b>Human Organ and Tissue Transplants<sup>3</sup></b></p> <ul style="list-style-type: none"> <li>• Acquisition and transplant procedures, harvest and storage.</li> </ul>	<p>20%</p>	<p>30%</p>

Covered Benefits	Network	Non-Network
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# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

<p>Prescription Drugs <b>Network Tier structure equals 1/2/3</b></p> <ul style="list-style-type: none"> <li>• <b>Network Retail Pharmacies:</b> (30-day supply)</li> <li>• <b>Home Delivery Service:</b> (90-day supply)</li> </ul> <p>Member may be responsible for additional cost when not selecting the available generic drug.</p> <p>Medicare Rx - Wrap</p>	<p>\$10 generic/\$20 preferred brand/\$30 Non-preferred generic &amp; brand</p> <p>\$25 generic/\$50 preferred brand/\$70 Non-preferred generic &amp; brand</p> <p>Rx OOP Max: \$6,525 Single/\$13,050 Family</p>	<p>50%, min \$30<sup>5</sup></p> <p>Not covered</p>
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*Notes:*

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies.
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections.
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings,



# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

immunizations and physician visits are covered.

- Private Duty Nursing – limited to 82 visits/Calendar Year
  - Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
  - Plan to exclude for elective abortions.
- 2 We encourage you to review the Schedule of Benefits for limitations.
- 3 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
- 4 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

## Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

## Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

- (1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:
  - Non-smoker or participation in a smoking cessation program
  - Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
  - Body Mass Index (BMI)
  - Blood Pressure (BP)
- (2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:
  - Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
  - Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth \$25/single or \$50/family.
  - Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
  - Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
- (4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

## TERM LIFE INSURANCE

### A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of \$50,000 for each regular, full-time HEE now or hereinafter employed.

### B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## C. Right to Purchase Additional Coverage

The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be \$50,000 or One Hundred Thousand Dollars \$100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

## DENTAL INSURANCE

### A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

### B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

### C. Right to Change Coverage Status

An HEE may change coverage during the districts open enrollment period or when the employee has a “change in life event” as defined by the insurance carrier.

## Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits for Group# 1151-5000, 5091

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.\*

**Control Plan** – Delta Dental of Ohio

**Benefit Year** – January 1 through December 31

**Covered Services** –

PPO Dentist	Premier Dentist	Non-participating Dentist
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# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

	Plan Pays	Plan Pays	Plan Pays*
<b>Diagnostic &amp; Preventive</b>			
<b>Diagnostic and Preventive Services</b> – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
<b>Sealants</b> – to prevent decay of permanent teeth	100%	100%	100%
<b>Brush Biopsy</b> – to detect oral cancer	100%	100%	100%
<b>Radiographs</b> – X-rays	100%	100%	100%
<b>Basic Services</b>			
<b>Emergency Palliative Treatment</b> – to temporarily relieve pain	80%	80%	80%
<b>Minor Restorative Services</b> – fillings and crown repair	80%	80%	80%
<b>Endodontic Services</b> – root canals	80%	80%	80%
<b>Periodontic Services</b> – to treat gum disease	80%	80%	80%
<b>Oral Surgery Services</b> – extractions and dental surgery	80%	80%	80%
<b>Other Basic Services</b> – misc. services	80%	80%	80%
<b>Major Services</b>			
<b>Major Restorative Services</b> – crowns	70%	70%	70%
<b>Relines and Repairs</b> – to bridges, implants, and dentures	70%	70%	70%
<b>Prosthodontic Services</b> – bridges, implants, and dentures	70%	70%	70%
<b>Orthodontic Services</b>			
<b>Orthodontic Services</b> – braces	60%	60%	60%
<b>Orthodontic Age Limit</b> –	No Age Limit	No Age Limit	No Age Limit

\* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – \$3,000 per person total per Benefit Year on all services except orthodontics. \$1,500 per person total per lifetime on orthodontic services.

**Deductible** – \$25 Deductible per person total per Benefit Year limited to a maximum Deductible of \$50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.

The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period** – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

## LEAVE PROVISIONS

### SICK LEAVE

- A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.
- B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.
- C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

- Spouse of HEE
- Children or grandchildren of HEE or of his/her spouse
- Parents and stepparents of HEE and HEE's spouse
- Brothers and sisters of HEE and HEE's spouse
- Grandparents of HEE and HEE's spouse
- Son-in-law and daughter-in-law of HEE or of his/her spouse
- In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

## PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.



# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

- D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.
- E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.
- F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.
- G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

## **UNPAID LEAVE**

- A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

- B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

## **PAID ADOPTION LEAVE**

- A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **B. Adoptions Outside the United States**

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

## **C. HEE will not be charged adoption leave on non-work days.**

## **UNPAID CHILD CARE LEAVE**

### **A. Length of Leave**

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

### **B. Eligibility for Leave**

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5<sup>th</sup>) month of pregnancy or within four (4) months of pending adoption date.

### **C. Right to Return from Leave**

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

## **D. Rights While on Leave**

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

## **E. Insurance Coverage While on Leave**

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

## **JURY DUTY**

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

## **LEAVE PURSUANT TO SUMMONS OR SUBPOENA**

### **A. Right to Leave for a Summons or Subpoena**

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

### **B. Right to Leave for a Non-Job Related Issue**

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE-need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

## **ASSAULT LEAVE**

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.
2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

## D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

## E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.
2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.
3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.
4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.
5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

## F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

## **PROFESSIONAL LEAVE**

### **A. Eligibility for Leave**

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

### **B. Application for Leave**

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

### **C. Restriction**

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

## **FAMILY AND MEDICAL LEAVE**

### **A. To be eligible for FMLA Leave, the HEE must:**

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and
2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.
3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.
- C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave (“FMLA Leave”) in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:
1. The birth of an HEE’s child and to care for the child up to age one (1);
  2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;
  3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;
  4. The HEE’s inability to perform the functions of the position because of the HEE’s own serious health condition.
  5. For qualifying military situations arising when an HEE’s spouse, son, daughter or parent is on active duty or is called to active duty status.
- D. A “serious health condition” is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not “serious health conditions” unless complications develop.
- E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.
- F. For purposes of this section, a qualifying military situation arises when an HEE’s spouse, son, daughter, or parent is on active duty or called to active duty status

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the HEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

- G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.
- H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.
- I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.
- J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach



# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

## K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.
2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.
3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

## L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.
2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.
3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

- M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

## **MILITARY LEAVE**

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

## **MILEAGE REIMBURSEMENT**

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

## **PAYROLL PRACTICES**

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

## **PERSONNEL FILES**

- A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

- B. Right to See Copy of Material in File

# **HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

## **C. Right to Challenge Contents of File**

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.
2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.
3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

## **D. Maintenance of Files**

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

## **E. Public Request to View Personnel Files**

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

# **SEVERANCE PAY**

- A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.
- C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.
- D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

## VACATION DAYS

- A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:
  - 11 days- less than six years
  - 14 days- six years, less than nine years
  - 17 days- nine years, less than fourteen years
  - 22 days- fourteen years, less than twenty years
  - 27 days-twenty years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

- B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.
- C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position  $(13) \times (.75) = 8.25$  twelve month years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve month position  $(13) \times (.85) = 11.05$  twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

EMPLOYEE \_\_\_\_\_ EVALUATOR \_\_\_\_\_

DEPT. \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_

<i>Performance Traits</i>	<i>Rating (Numerical Score)</i>	<i>Numerical Score (from previous column)</i>	<i>Comments</i>
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

# HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
<b>RATING TOTAL</b>		0	<b>OVERALL RATING:</b> Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13



# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

August 1, **2022** ~~2021~~ July 31, **2023** ~~2022~~

Revised **June 2022** ~~July 2021~~



# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

<b>DECLARATION</b>	<b>5</b>
<b>SALARY RANGE AND WORK SCHEDULE</b>	<b>6</b>
<b>CALAMITY DAYS</b>	<b>7</b>
<b>CELL PHONES</b>	<b>7</b>
<b>COMPENSATION SYSTEM (YEARLY)</b>	<b>7</b>
CONCEPT	7
HIRING SALARIES/HOURLY RATE	8
ATTAINMENT OF PERFORMANCE GOALS	8
SALARY/HOURLY RATE STRUCTURE ANALYSIS	8
RATIONALE	9
<b>DISCIPLINARY PROCEEDINGS</b>	<b>9</b>
<b>EVALUATION</b>	<b>9</b>
<b>HOLIDAY PAY</b>	<b>10</b>
<b>FBI CHECK</b>	<b>10</b>
<b>INSURANCE</b>	<b>10</b>
GENERAL PROVISIONS	10
WELLNESS RIDER	14
TERM LIFE INSURANCE	17
DENTAL INSURANCE	18
<b>LEAVE PROVISIONS</b>	<b>21</b>
SICK LEAVE	21
PERSONAL LEAVE	22
UNPAID LEAVE	23
PAID ADOPTION LEAVE	24
UNPAID CHILD CARE LEAVE	24
JURY DUTY	25
LEAVE PURSUANT TO SUMMONS OR SUBPOENA	25
ASSAULT LEAVE	26
PROFESSIONAL LEAVE	28

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

FAMILY AND MEDICAL LEAVE	29
MILITARY LEAVE	32
<b>MILEAGE REIMBURSEMENT</b>	<b>32</b>
<b>PAYROLL PRACTICES</b>	<b>33</b>
<b>PERSONNEL FILES</b>	<b>33</b>
<b>SEVERANCE PAY</b>	<b>34</b>
<b>VACATION DAYS</b>	<b>35</b>
<b>WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT</b>	<b>36</b>

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **DECLARATION**

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a “Salary Exempt.” The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as “SEE” from this point on:

Career Pathway Compact Counselor  
Job Training Compact Counselor

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## SALARY RANGE AND WORK SCHEDULE

Position	2021-2022 2022-2023		Days	Hrs./ Day
	Low	High		
Career Pathway Compact Counselor	\$79,777 \$82,170	\$96,873 \$99,779	204	8
Job Training Compact Counselor	\$65,961 \$67,940	\$82,702 \$85,183	194	8

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **CALAMITY DAYS**

- A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.
- B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.
- C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

## **CELL PHONES**

Cell phone reimbursements are given to SEEs based upon the following:

\$11/month for cell phone minute package; \$30/month for data package; \$492 total annually.

## **COMPENSATION SYSTEM (YEARLY)**

### **CONCEPT**

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

## **HIRING SALARIES/HOURLY RATE**

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

## **ATTAINMENT OF PERFORMANCE GOALS**

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

## **SALARY/HOURLY RATE STRUCTURE ANALYSIS**

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **RATIONALE**

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents’ of the Four Cities Compact, in consultation with their Boards of Education.

## **DISCIPLINARY PROCEEDINGS**

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

## **EVALUATION**

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation. A SEE whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the SEE at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

## **HOLIDAY PAY**

- A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve-and New Year's Eve.
- B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.
- C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

## **FBI CHECK**

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

## **INSURANCE**

### **GENERAL PROVISIONS**

- A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. SEEs who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for



# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

insurance benefits. A full-time is defined as those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.

- B. Copy of Certificate of Insurance
  - 1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.
  
- C. Distribution of Explanation of Coverage(s)
  - 1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.
  
  - 2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.
  
- D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

## **Preferred Provider Organization (PPO)**

- A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

  - Single: 9%
  - Family: 6%
  
- B. Specifications

**Wadsworth City Schools – Base Plan  
Blue Access® (PPO)  
Effective 07/01/2018**

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
<b>Deductible (Single/Family)</b>	\$250/\$500	\$1,000/\$1,600
<b>Out-of-Pocket Limit (Single/Family)</b>	\$1,250/\$2,500	\$3,400/\$6,800
<b>Physician Home and Office Services (PCP/SCP)</b> <b>Primary Care Physician (PCP)/</b> <b>Specialty Care Physician (SCP)</b> Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> <li>• allergy injections (PCP and SCP)</li> <li>• allergy testing</li> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products</li> </ul>	\$20/\$20     20% 20% 20%	30%     30% 30% 30%
<b>Preventive Care Services</b> <ul style="list-style-type: none"> <li>• Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.</li> </ul>	No cost share	30%
<b>Emergency and Urgent Care</b> <b>Emergency Room Services</b> <ul style="list-style-type: none"> <li>• facility/other covered services (copayment waived if admitted)</li> </ul> <b>Urgent Care Center Services</b> <ul style="list-style-type: none"> <li>• MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products</li> <li>• Allergy injections</li> <li>• Allergy testing</li> </ul>	\$100  \$25 20%  20% 20%	\$100  30% 30%  30% 30%
<b>Inpatient and Outpatient Professional Services</b> Include but are not limited to: <ul style="list-style-type: none"> <li>• Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams</li> </ul>	20%	30%
Blue 8.0 500 Series		

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
<b>Inpatient Facility Services</b> (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> <li>• 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)</li> <li>• 180 days for skilled nursing facility</li> </ul>	20%	30%
<b>Outpatient Surgery Hospital/Alternative Care Facility</b> <ul style="list-style-type: none"> <li>• Surgery and administration of general anesthesia</li> </ul>	20%	30%
<b>Other Outpatient Services</b> including but not limited to: <ul style="list-style-type: none"> <li>• Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.</li> <li>• Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)</li> <li>• Durable Medical Equipment, Orthotics and Prosthetics</li> <li>• Physical Medicine Therapy Day Rehabilitation programs</li> <li>• Hospice Care</li> <li>• Ambulance Services</li> </ul>	20%	30%
	20%	20%
<b>Outpatient Therapy Services</b> (Combined Network & Non-Network limits) <ul style="list-style-type: none"> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>• Cardiac Rehabilitation Unlimited</li> <li>• Pulmonary Rehabilitation Unlimited</li> <li>• Physical Therapy: 60 visits</li> <li>• Occupational Therapy: 60 visits</li> <li>• Manipulation Therapy: 12 visits</li> <li>• Speech therapy: 20 visits</li> <li>• Teledoc (Live Health Online)</li> </ul>	\$20/\$20 20%	30% 30%
<b>Accidental Dental:</b> Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
<b>Behavioral Health:</b> <b>Mental Illness and Substance Abuse<sup>2</sup></b> <ul style="list-style-type: none"> <li>• Inpatient Facility Services</li> <li>• Physician Home and Office Visits (PCP/SCP)</li> <li>• Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional</li> </ul>	20% \$20 20%	30% 30% 30%
<b>Human Organ and Tissue Transplants<sup>3</sup></b> <ul style="list-style-type: none"> <li>• Acquisition and transplant procedures, harvest and storage.</li> </ul>	20%	30%

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
<b>Prescription Drugs</b> <b>Network Tier structure equals 1/2/3</b> <ul style="list-style-type: none"> <li>● <b>Network Retail Pharmacies:</b> (30-day supply)</li> <li>● <b>Home Delivery Service:</b> (90-day supply)</li> </ul> <p>Member may be responsible for additional cost when not selecting the available generic drug.</p> <p>Medicare Rx - Wrap</p>	<p>\$10 generic/\$20 preferred brand/\$30 Non-preferred generic &amp; brand</p> <p>\$25 generic/\$50 preferred brand/\$70 Non-preferred generic &amp; brand</p> <p>Rx OOP Max: \$6,525 Single/\$13,050 Family</p>	<p>50%, min \$30<sup>5</sup></p> <p>Not covered</p> <p>Rx OOP Max: \$13,050 Single/\$26,100 Family</p>

**Notes:**

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

<sup>2</sup> We encourage you to review the Schedule of Benefits for limitations.

<sup>3</sup> Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

<sup>5</sup> Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

**Precertification:**

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

**Pre-existing Exclusion Period:** none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

## WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

- (1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:
  - Non-smoker or participation in a smoking cessation program
  - Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
  - Body Mass Index (BMI)
  - Blood Pressure (BP)

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

- (2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:
- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
  - Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth \$25/single or \$50/family.
  - Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
  - Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
  - Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
- (4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

preventive exam will have the opportunity to earn health credits for the following calendar year.

## **TERM LIFE INSURANCE**

### A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of \$50,000 for each regular, full-time SEE now or hereinafter employed.

### B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

### C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be \$50,000 or One Hundred Thousand Dollars \$100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

## **DENTAL INSURANCE**

### A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

### B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

### C. Right to Change Coverage Status

A SEE may change coverage during the districts open enrollment period or when the employee has a “change in life event” as defined by the insurance carrier.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.\*

**Control Plan** – Delta Dental of Ohio  
**Benefit Year** – January 1 through December 31  
**Covered Services** –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
<b>Diagnostic &amp; Preventive</b>			
<b>Diagnostic and Preventive Services</b> – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
<b>Sealants</b> – to prevent decay of permanent teeth	100%	100%	100%
<b>Brush Biopsy</b> – to detect oral cancer	100%	100%	100%
<b>Radiographs</b> – X-rays	100%	100%	100%
<b>Basic Services</b>			
<b>Emergency Palliative Treatment</b> – to temporarily relieve pain	80%	80%	80%
<b>Minor Restorative Services</b> – fillings and crown repair	80%	80%	80%
<b>Endodontic Services</b> – root canals	80%	80%	80%
<b>Periodontic Services</b> – to treat gum disease	80%	80%	80%
<b>Oral Surgery Services</b> – extractions and dental surgery	80%	80%	80%
<b>Other Basic Services</b> – misc. services	80%	80%	80%
<b>Major Services</b>			
<b>Major Restorative Services</b> – crowns	70%	70%	70%
<b>Relines and Repairs</b> – to bridges, implants, and dentures	70%	70%	70%
<b>Prosthodontic Services</b> – bridges, implants, and dentures	70%	70%	70%
<b>Orthodontic Services</b>			
<b>Orthodontic Services</b> – braces	60%	60%	60%
<b>Orthodontic Age Limit</b> –	No Age Limit	No Age Limit	No Age Limit

\* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

➤ Oral exams (including evaluations by a specialist) are payable twice per calendar year.



# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12-month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

**Maximum Payment** – \$3,000 per person total per Benefit Year on all services except orthodontics. \$1,500 per person total per lifetime on orthodontic services.

**Deductible** – \$25 Deductible per person total per Benefit Year limited to a maximum Deductible of \$50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.

The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

**Waiting Period** – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

**Eligible People** – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

## LEAVE PROVISIONS

### SICK LEAVE

- A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

- B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.
- C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.
- D. The local definition of "immediate family" is:
- Spouse of SEE
  - Children or grandchildren of SEE or of his/her spouse
  - Parents and stepparents of SEE and SEE's spouse
  - Brothers and sisters of SEE and SEE's spouse
  - Grandparents of SEE and SEE's spouse
  - Son-in-law and daughter-in-law of SEE or of his/her spouse
  - In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

- E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

## **PERSONAL LEAVE**

### **A. Right to Leave**

1. SEE shall be eligible for three (3) unrestricted days per school year.
2. SEE will not be charged personal leave on non-work days.

### **B. Notice of Intent to Use Leave**

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

### **C. Purpose of Leave**

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

### **D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.**

- E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

- F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

- G. A SEE will also be reimbursed one hundred fifty dollars (\$150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

fifty dollars (\$150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

## **UNPAID LEAVE**

### **A. Unpaid Leave – Short Term**

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

### **B. Unpaid Leave – Long Term**

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

## **PAID ADOPTION LEAVE**

### **A. Adoptions in the United States**

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

### **B. Adoptions Outside the United States**

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

- C. SEEs will not be charged adoption leave on non-work days.

## **UNPAID CHILD CARE LEAVE**

- A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

- B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5<sup>th</sup>) month of pregnancy or within four (4) months of pending adoption date.

- C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.
2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

- D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE who is absent on unpaid leave pursuant to Ohio Revised Code.

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **E. Insurance Coverage While on Leave**

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

## **JURY DUTY**

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

## **LEAVE PURSUANT TO SUMMONS OR SUBPOENA**

### **A. Right to Leave for a Summons or Subpoena**

Any SEE who is summoned or subpoenaed for job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

### **B. Right to Leave for a Non-Job Related Issue**

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

### **C. Leave not Covered**

A SEE is not eligible for leave under this Section if the SEE is a party to the legal proceeding.

### **D. Duty to Report**

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to work following completion of that responsibility. Documentation of the SEE obligations under this Section must be submitted to the appropriate supervisor.

## **ASSAULT LEAVE**

### **A. Right to Leave**

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

### **B. Notice of Intent to Use Leave**

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.
2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

### **C. Rights While On Leave**

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.
2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

### **D. Length of Leave**

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.



# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.
2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.
3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.
4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.
5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

## F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.
2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **PROFESSIONAL LEAVE**

### **A. Eligibility for Leave**

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

### **B. Application for Leave**

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

### **C. Restriction**

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.
2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

## **FAMILY AND MEDICAL LEAVE**

### **A. To be eligible for FMLA Leave, the SEE must:**

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and
2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.
3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.
- C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave (“FMLA Leave”) in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:
1. The birth of a SEE’s child and to care for the child up to age one (1);
  2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;
  3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;
  4. The SEE’s inability to perform the functions of the position because of the SEE’s own serious health condition.
  5. For qualifying military situations arising when a SEE’s spouse, son, daughter or parent is on active duty or is called to active duty status.
- D. A “serious health condition” is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not “serious health conditions” unless complications develop.
- E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.
- F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the SEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

- G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.
- H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.
- I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.
- J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the SEE to see a mutually agreed upon health care

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

## K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.
2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.
3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

## L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.
2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.
3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

SEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

- M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

## **MILITARY LEAVE**

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

## **MILEAGE REIMBURSEMENT**

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance. Rate of compensation is approved IRS rate.

## **PAYROLL PRACTICES**

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

## **PERSONNEL FILES**

### **A. Right to Review**

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

### **B. Right to See Copy of Material in File**

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

### **C. Right to Challenge Contents of File**

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.
2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.
3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

### **D. Maintenance of Files**

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

### **E. Public Request to View Personnel Files**

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request.

# **SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS**

Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

## **SEVERANCE PAY**

- A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the SERS and at least ten (10) full years of employment in the District.
- B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.
- C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.
- D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

## **VACATION DAYS**

- A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:
  - 11 days- less than six years
  - 14 days- six years, less than nine years
  - 17 days- nine years, less than fourteen years
  - 22 days- fourteen years, less than twenty years
  - 27 days-twenty years and over.

For purposes of vacation accrual, the passage of each August 1 defines one year.



# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.
- C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.
- D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as ninemonth employee moving to a twelvemonth position  $(13) \times (.75) = 8.25$  twelvemonth years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position  $(13) \times (.85) = 11.05$  twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22)-days of vacation.

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

### Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

EMPLOYEE \_\_\_\_\_ EVALUATOR \_\_\_\_\_

DEPT. \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_

<i>Performance Traits</i>	<i>Rating (Numerical Score)</i>	<i>Numerical Score (from previous column)</i>	<i>Comments</i>
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

# SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

## Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

6. <b>QUALITY OF WORK:</b> Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. <b>QUANTITY OF WORK:</b> Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. <b>PROFESSIONAL GROWTH:</b> Activities, programs, initiatives	Accomplished (4)		
9. <b>ATTENDANCE:</b> Punctual, absenteeism	Accomplished (4)		
<b>GENERAL COMMENTS:</b>			
<b>RATING TOTAL</b>		0	<b>OVERALL RATING:</b> Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

# Brooke Coblentz



## Summary

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15 years as a Family & Consumer Science Teacher at Wooster City Schools.

## Experience

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**Wooster City Schools | Ohio, Wooster**  
**Family & Consumer Science Teacher | 08/2007 - Present**  
Student Council Advisor: Edgewood Middle School

Student Council Advisor: Wooster High School

8th Grade Class Advisor: Wooster High School

National Honor Society Advisor: Wooster High School

## Skills

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Classroom experience, Team Player, Curriculum Development

## Education

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**Ashland University | Ashland, Ohio**  
**Education | 05/2003**  
Bachelor of Science in Education: FCS Career Tech.

**Bowling Green State University | Bowling Green, Ohio**  
**Communications**

**Grand Canyon University | Phoenix, Arizona**  
**Curriculum and Technology | 12/2009**  
Master's of Education in Curriculum and Technology

GPA: 3.680

## References

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### Rich Leone


Assistant Superintendent

Perry Local Schools

4201 13th St. SW

Massillon, Oh 44646

Work Phone: 330-477-8121 ext: 2000



### Anita Jomey-Gifford


High School Assistant Principal/Athletic Director

Northwestern High School

7571 N. Elyria Rd

West Salem, Ohio 44287

Work Phone: 419-846-3151



**Laurie Ryder**


Guidance Counselor

Massillon Junior High School

250 29th St. NW

Massillon, Oh 44647

Work Phone: 330-830-3902 ext: 52134



# Marlaina Kurt

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## EDUCATION

The University of Akron, Akron, OH

May 2022

Bachelor of Arts in Education

**Licensure: Adolescent Young Adult 7-12 Integrated Mathematics with STEM**

GPA: 3.833/4.0

## STUDENT TEACHING EXPERIENCE

*Student Teacher*, Ellet CLC, Akron, OH

Fall 2021-Spring 2022

- Provided guidance to ninth grade students, in groups and individually, during lectures and classwork
- Created and taught Algebra 1 lesson plans to the students in multiple classes
- Worked closely with my mentor teacher to get the most out of this experience

## FIELD EXPERIENCE

*Clinical Student Teacher*, East CLC, Akron, OH

Fall 2021

- Created lesson plans covering new material for a class of Honors Algebra II students
- Taught those lesson plans that were created with a peer student from my Education class
- Analyzed and adjusted lessons based on how the students learned the material

*Classroom Observer*, St. Vincent St. Mary Catholic High School, Akron, OH

Spring 2020

- Provided assistance to the students as well as the teacher in school work
- Led a mini lesson covering new material with a small group of kids within the classroom
- Observed key components to creating a learning environment that is conducive to success

*Classroom Observer*, Litchfield CLC, Akron, OH

Fall 2018

- Provided extra assistance on concepts to the students with their in-class work
- Evaluated classroom methods, teaching techniques, and student behavior

## WORK EXPERIENCE

*Student Assistant*, Admissions Office at The University of Akron, Akron, OH

Fall 2018-Present

- Provide campus tours to high schoolers who are considering attending The University of Akron next fall
- Communicate with others over the phone and answer any questions they have about the university

*Sandridge Food Corporation*, Medina, OH

Summer 2018-Present

- Provided important skills to the rest of my team so that we could work well together
- Maintained satisfaction in our area of the company by helping keep track of details

*Resident Assistant*, Residence Life and Housing at The University of Akron, Akron, OH

Fall 2019-Spring 2021

- Provided support and guidance to residents while making the residence halls feel like a community
- Communicated with the residents to solve any issues that needed to be addressed
- Created bulletin boards and door decorations for the residents to enjoy in the halls

*Tutoring*, The University of Akron, Akron, OH Fall 2018-Spring 2019

- Assist students in understanding concepts and solving problems on their own
- Communicate with other university students and determine their needs

### **VOLUNTEER EXPERIENCE**

*Volunteer*, Make a Difference Day, Akron, OH October 2018, 2019, 2021

- Provided help to a non-profit organization, Nazareth Building Development, by taping off walls in their current house project
- Communicated with the other members in my group and the house project manager to get work done

*Volunteer*, Boo at the Zoo, Akron, OH Fall 2019

- Passed out candy to children trick or treating around the zoo
- Communicated with other volunteers and individuals in charge to help provide best possible experience for children and their families

*Volunteer*, Ronald McDonald House, Akron, OH Spring 2019

- Provided assistance to the workers and families residing in this community
- Created care bags for the new families that are coming into the house full of free toiletries, etc.
- Made cookies for the families to enjoy during their dinners that are served at the house

*Assistant Girls on the Run Coach*, The LeBron James Family Foundation I Promise School Fall 2018

- Supervised the girls and focused on keeping them attentive
- Prepared lessons and taught the girls important life skills

### **ORGANIZATIONS**

*Member*, University of Akron Ambassadors, Akron, OH Fall 2020-Present

*Member*, National Residence Hall Honorary (NRHH), Akron, OH Fall 2020-Present

*Member*, Williams Honors College, Akron, OH Fall 2018-Present

*Secretary/Treasurer*, Sigma Lambda Honorary, Akron, OH Fall 2019-Spring 2020

- Kept track of minutes for every meeting detailing what we talked about and sent it out to members
- Volunteered at the events that the organization put on and assisted however I could
- Participated on the Selection Committee for the members of 2020-2021

*Member*, RHPB, Akron, OH Fall 2018-Spring 2019

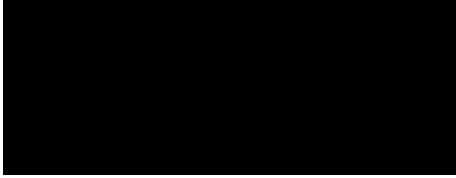
- Assisted in creating A-Frames with the Publicity team for upcoming events
- Shadowed a member of RHC at a 9:09 event and helped them with their duties for the night

*AK-Rowdies* Fall 2018-Spring 2019

### **CERTIFICATIONS**

Certified Google Educator Level 1 May 2020-May 2023

# Heather LaMar



## *Profile*

*I am a licensed Early Childhood Intervention Specialist; I have nine years of experience teaching children with Autism Spectrum Disorder and developmental delays in evidence-based, integrated preschool classrooms. I value creating strong, positive student/teacher relationships through learning about individual interests and educational needs. I use what I have learned about my students and what I know about evidence-based practices to create supports that help make my students successful. I value teaming with other professionals and self-reflection of my own work to promote student learning.*

## *Education*

*September 2008-December 2012*

*West Virginia University College of Education and Human Resources*

*Degree: Bachelor's Degree in Child Development and Family Studies, Specialization in Birth to Pre-K; Special Education*

*Graduation Date: December 9, 2012*

***\*Additional Coursework for OHIO Early Childhood Intervention Specialist license taken at The University of Akron***

## *Professional Experience*

*Medina County Board of Developmental Disabilities/Windfall School*

*4691 Windfall Road*

*Medina, Ohio 44256*

*330-725-7751*

*Preschool Intervention Specialist*

*August 2019-Current Position*

*Job responsibilities: collaborating with families and other professionals to create/implement Individualized Education Plans, completing progress reports, classroom planning, data collection, conducting monthly home visits, creating behavioral/visual supports for student home use, facilitating team meetings, organizing field trips, parent/teacher conferences, and completing various classroom and developmental based assessments to guide planning.*



*Akron Children's Hospital/Family Child Learning Center  
143 Northwest Avenue  
Tallmadge, Oh 44278  
330-633-2055*

*Project Assistant/ Part-time (24-30 hours a week)*

*Job Responsibilities: writing Individualized Education Plans, reporting progress notes, classroom planning, conducting monthly family visits, teaming, supervising graduate level students in the classroom  
July 15, 2013- July 17, 2019*

*Early Intervention Consulting*

*315 Tanglewood Ln,  
Bay Village, OH 44140*

*Applied Behavioral Analysis Tutor/Independent Contractor  
April 2014-May 2015*

*The Goddard School*

*1009 Boettler Road  
Uniontown, Oh 44685  
330-896-8611*

*Closing/Part-time Teacher  
July 26, 2013- April 28, 2014*

## *Professional Skills*

*Taking Initiative*

*Collaborating/team teaching*

*Implementing proactive behavior management techniques*

*Creating structured learning environments/tasks*

*Effectively and professionally communicating with parents and other collaborating staff*

*Creating video models to teach new skills*

*Creating social narratives*

*Strong self-reflection*

*Creating engaging learning experiences*

*Supervising/coaching student teachers*

*Coaching/training classroom assistants and paraprofessionals*

*TEACCH (Structured Teaching)*

*Responsive Teaching Curriculum*

*Triple P Curriculum*

*Boardmaker (including creating interactive touch screen boards and other visual supports)*

*Pro lo quo App*

*Microsoft Office*

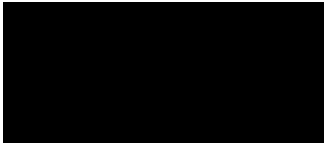
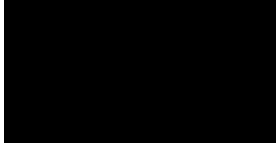

*Video Editor*

## *Certifications*

*4 Year Resident Educator License- Early Childhood Intervention Specialist (P-3)/Highly Qualified  
License number- OH3192509 \* Highly Qualified*

*\*Currently working on year 3 of RESA*

## *References*

<i>Abbie McCauley, Ph.D.</i> 	<i>Mr. Michael Esposito</i> <i>Speech Language Pathologist-Former Colleague</i> 
<i>Jessica Accordino</i> 	

# Caitlin E. Sypherd

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## CAREER OBJECTIVE

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Elementary school teacher with nine years of experience in low socio-economic, trauma informed Pre-K through 4<sup>th</sup> grade school. Strives to build community and advocates that all students know their value within the class alongside families, teammates in academics, counselling services, community members, and administration team. Longs to continue to learn with the purpose of always doing what is best for the students in academics, social, and emotional areas through collaborating with co-workers, professional reading, and conferences/workshops.

## EDUCATION

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Ashland University, Ashland, OH

May 2013

- Bachelor of Science in Early Childhood Education with Minor in Religion
- Licensed: PreK-3 with 4/5 Generalist Endorsement

## PROFESSIONAL EXPERIENCE

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Wooster City Schools, Wooster, OH

August 2013 - Present

Cornerstone Elementary

*General Education Elementary Teacher*

- Instructs 2<sup>nd</sup> grade, and previously kindergarten, class of up to 28 students per class while co-serving with multiple intervention specialists all students' academic, social, and adaptive goals
- During the 2020-2021 school year, instructed 2<sup>nd</sup> grade class of up to 72 students from all of Wooster City Schools elementaries in digital classroom while implementing Acellus learning platform, providing an interactive Google Site with hours of supplemental lessons created to match district's scope and sequence, delivering daily whole group, small group, and individual instruction for Tier 1 and Tier 2 in all subject areas, and building a digital classroom environment to imitate an in-person learning experience while working closely with colleagues, principals, and Director of Elementary Curriculum to provide authentic learning for all students
- Implements Board adopted curriculum through hands-on, engaging lesson plans in Readers' Workshop, Orton-Gillingham, Handwriting Without Tears, Fountas and Pinnell Reading Assessment, Writers' Workshop, Everyday Math, Number Talks, and Pearson Interactive Science

- Leads building and team to create building-wide and daily schedules, curriculum maps, school events such as Right to Read Week, and creative problem solving
- Motivates students' learning and behavior with effective and strong classroom management skills through building relationships, clear expectations, and positive reinforcements
- Hosts students and classes from College of Wooster for field experiences and observations
- Requested to host Board of Education and Central Office Administration during planned building visits

## **PROFESSIONAL RESPONSIBILITIES**

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### **District Literacy Committee**

May 2015-Present

- Appointed representatives of teachers and administrators to research, construct, and report to co-workers and Board of Education the district's Balance Literacy Model led by Director of Elementary Curriculum
- Pilot curriculum materials to report data to committee before presenting to all teachers
- Present at numerous professional development days, board meetings, and Labsite Classroom for all 2<sup>nd</sup> grade teachers

### **Curriculum Mapping**

August 2014- Present

- Build and continue to refine district's scope and sequence for second grade to align with Ohio's Learning Standards and extended standards, report cards, and curriculum particularly in ELA

### **Lighthouse Team Member**

August 2017-Present

- Collaborate to implement Stephen Covey's *Leader in Me* social and emotional curriculum with coach and six teammates of administration, behavior specialist, counselor, intervention specialists, and teachers

### **Building Leadership Team**

August 2014-May 2016

- Analyzed grade-level and building data to improve instruction that aligned with the goals of the Building Plan as well as District goals

### **Climate and Culture Committee**

August 2014-May 2016

- Utilized staff surveys and feedback to work along administration and colleagues to build goals towards improving the work space atmosphere, safety of students, parents, and staff, and build morale and pride for our school