

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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The Board of Education met in regular session on April 12, 2023, in the Circleville City Schools Alumni Room, 388 Clark Drive, Circleville, Ohio at 7:00 p.m., President Tony Reeser called the meeting to order.

On roll call, the following members were present: Tony Reeser, Jeff Burrow, Terry Leasure, Patty Truex, and Christine Williams.

### **Presentations:**

- CMS Exploration Activities - CMS Principal Connie Strebe and students
- College and Career Readiness - Pickaway Works

### **Public Participation:**

- Mr. Glenn Easterday- Veteran's Day

### **Legislative Report** – Patty Truex

### **Facilities Committee Report** – Jeff Burrow

### **Superintendent's Report** – Dr. Kimberly Halley

- School Safety
- Recognition of Master Teacher
- District's Momentum Plan - professional development, Quarterly Monitoring Meeting 4/19

### **Treasurer's Report** – Aaron Schirm

On a motion by Mr. Reeser, seconded by Mr. Leasure, the Board approved the Agenda, as presented, with changes:

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams - yes

On a motion by Mr. Burrow, seconded by Mrs. Williams, the Board approved the following minutes, as presented:

- March 5, 2023, Board Work Session, as presented
- March 8, 2023, Regular Meeting, as presented

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams - yes

On a motion by Mrs. Truex, seconded by Mrs. Williams, the Board approved the following personnel items, as presented:

### **2022-2023**

#### **Substitutes:**

- Kye Ross

Substitute Bus Driver  
Effective: March 20, 2023

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- Mary Kate Mogan  
Substitute EMIS  
Rate:\$27.12 / hour  
Effective: April 5, 2023

## Classified:

- Kye Ross  
Bus Driver  
Rate: \$16.50 / hour  
7 Hours per day  
Effective: April 3, 2023
- Stephanie Bivens  
Administrative Assistant to Superintendent  
Rate: Exempt Salary Schedule  
Step 6  
Effective: April 10, 2023- June 30, 2025
- Lauren Seitz  
EMIS Coordinator  
260 Calendar  
Rate: \$24.32 / hour  
Effective:April 10, 2023 - June 30, 2023
- Lauren Vinkovich  
Administrative Assistant -District Office  
Rate: \$17.99 / hour  
Effective May 4, 2023  
(pending completion of required documents)

## Unpaid Leave:

- Jaime McKeivier  
District School Nurse  
Effective: March 31, 2023 (1 day)
- Alissa Wickline  
CES Educational Aide  
Effective: April 3, 2023 (1 day)
- Abigail Fuhrmann  
CMS Teacher  
Effective: April 28, 2023 (½ day) and  
May 5, 2023 (1 day)
- Hillary Webb  
CES Teacher  
Effective: May 18, 2023 (1 day)

## Resignations:

- Margaret “Peggy” Burns  
CMS Educational Aide  
Effective: March 29, 2023

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- Barry Kirkland  
Bus Driver  
Effective: March 30, 2023
  - Stephanie Bivens  
District Office - Administrative Assistant  
Effective: April 9, 2023
  - Lauren Seitz  
CES Administrative Assistant  
Effective: April 9, 2023
  - Valerie Myers  
CES Educational Aide  
Effective: April 12, 2023
  - Kelsie Murphy  
CES Intervention Teacher  
Effective: End of 2022-2023 School Year
  - Sarah Stitt  
CES Intervention Teacher  
Effective: End of 2022-2023 School Year
  - Haley Cooper  
Cheerleading Coach  
Effective: End of 2022-2023 Season
  - Kurt Young  
CHS Principal  
Effective: End of 2022-2023 School Year  
Payment of 5 unused vacation days at  
current salary rate
  - Sarah Ruff  
CES 2nd Grade Teacher  
Effective: End of 2022-2023 School Year
- Retirements:**
- Tamara Kelly  
CES Music  
Effective: End of 2022-2023 School Year

## **2023-2024**

### **Certified:**

#### **1 Year Contract**

#### **(2nd)**

Trenton Brooks (Dean of Students)

Hayden Ellis

Dava Hennosy

Sheldon Hill

Annetta Lockwood

Andrew Lowe

Kyle Lundy

Halley Queen

Kiana Ragland

Sunnie Slussar

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Adam Steere  
Leeanne Stevens  
Emily Walker  
Courtney Wright  
Eva Zamble

## **(3rd)**

Haley Arbuckle  
Deaven Atwood  
Steve Evans  
Leah Fraley  
Haley Justus  
Casey Lockard  
Austin Manson  
Patricia Naeem  
Rachel Pennington  
Meredith Picklesimer  
Jenna Rutan

## **(4th)**

Megan Hoffman  
Shelby Seimer

## **2 Year Contract**

Jessica Collins  
Stacey Groff  
Michelle Pipkin  
Hannah Wood  
Emily Woods

## **3 Year Contract** (\*First 3 year Contract)

Jennifer Adkins-Walters  
Michele Brewer  
Randy Brown  
Nathan Cotton  
Jaime Fosnaugh  
Jessica Fox  
Alison Gross  
Louis Hacquard  
Mary Hampp  
Erin Horstman  
Lisa Jenkins  
Wendy Jordan

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Laura Justice\*  
Erin McConnell  
Elise McGinnis  
Katherine Mears  
Danielle Perkins\*  
Kara Schooley  
Susan Search  
Chad Spradlin  
Fred Styers  
Lindsey Sullivan  
Janet Wastier  
Stephen Wastier  
Hillary Webb

### **Continuing:**

Heather Miller

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams - yes

On a motion by Mr. Reeser, seconded by Mr. Burrow, the Board approved the enclosed Classified salary schedules, as presented.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

On a motion by Mrs. Williams, seconded by Mr. Burrow, the Board approved the following Administrator Contract, as presented:

- Ashley Gates Curriculum Coordinator  
2 Year Contract- August 1, 2023- July 31, 2025  
220 Day Calendar- Step 9  
(pending completion of required documents)

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

On a motion by Mr. Reeser, seconded by Mrs. Truex, the Board approved the MOU between Circleville City Schools and the Circleville Education Association for the 2023-2024 School Year, as presented.

- Weight Room / Open Gym Supplement Position
- Repayment of Sick Bank

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

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On a motion by Mrs. Williams, seconded by Mr. Reeser, the Board approved the Facilities Use Agreement, as presented.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

On a motion by Mrs. Williams, seconded by Mrs. Truex, the Board approved the following requests for overnight trips, as presented:

- CHS Volleyball- July 17, 18, 19, 2023-Sports Express Volleyball Center, Mason, Ohio
- CES Alpha Students - April 14-15, 2023 - Future Problem Solving Bowl, Solon, Ohio
- Family, Career, and Community Leaders of America (FCCLA) - April 27-28, 2023

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams – yes

On a motion by Mr. Burrow, seconded by Mr. Leasure, the Board approved the Dual Credit Agreements for the 2023-2024 School Year, as presented:

- Ohio Christian University

DUAL CREDIT AGREEMENT  
between  
OHIO CHRISTIAN UNIVERSITY  
1476 LANCASTER PIKE  
CIRCLEVILLE, OHIO 43113  
and  
CIRCLEVILLE HIGH SCHOOL BOARD OF EDUCATION

THIS DUAL CREDIT AGREEMENT ("Agreement") is made by and between  
Ohio Christian University ("University") and Circleville High School ("School")  
(collectively, the "Parties"), and is effective as of the Effective Date set forth in section 1.2  
of this Agreement.

WHEREAS, School and University desire to enter into an agreement setting forth  
certain principles of mutual collaboration that supplement and extend the Ohio Department  
of Higher Education's Articulation and Transfer Policy; and

WHEREAS, to this end, School and University desire to combine their resources  
to provide an educational program known commonly as a dual credit program ("Program"),  
whereby qualified secondary school students may earn college credit and prepare for future  
enrollment in college; and

WHEREAS, assisting individuals in achieving their educational goals is a purpose  
both Parties share; and

WHEREAS, the Parties further desire to enter into an agreement to foster access  
and enhance educational participation;

NOW, THEREFORE, in consideration of the mutual agreements hereinafter set  
forth, and for other valuable consideration, the receipt and adequacy of which each Party  
hereby acknowledges, the Parties agree as follows:

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### **1. TERM OF ENGAGEMENT; RENEWAL; TERMINATION.**

1.1. *Term of Engagement.* The term of this Agreement shall begin on the 1<sup>st</sup> day of May 2023 and ending on the 30<sup>th</sup> day of April 2024 ("Term"). University and School agree to faithfully fulfill their respective duties and obligations under the terms and conditions set forth in this Agreement starting on the Effective Date through the duration of the Term.

1.2. *Effective Date.* Notwithstanding the Term provided in section 1.1 of this Agreement, the effective date of this Agreement is the date last signed by a party as indicated below the signatures at the end of this Agreement ("Effective Date"). The Parties agree that their promises and obligations under this agreement are binding as of the Effective Date, even if some duties to perform under this Agreement arise in the future during the Term.

1.3. *Scope.* This agreement applies only to Program courses administered at the School's campus.

1.4. *Termination.* This Agreement terminates automatically at the end of Term, unless the Parties agree in writing to extend this Agreement.

### **2. UNIVERSITY'S COVENANTS.** University shall:

2.1. Provide qualified instructors for dual credit classes in the Program ("Instructors").

2.2. University reserves the right to hire and assign, in its sole discretion, its own faculty or independent contractors as Instructors.

2.2.1. Instructors will provide teaching not to exceed three (3) days per week.

2.2.2. If School and any Instructor agree that the Instructor will teach more than 3 compensation paid by School to Instructor in addition to the payments set forth in section 6 of this Agreement. Such additional compensation to the Instructor, if any, shall be the sole responsibility of School.

2.2.3. If after due diligence in recruiting, no qualified instructor can be found to teach any dual enrollment class onsite, University will offer such class through online delivery at the then-applicable dual credit online rate.

2.3. Provide all Instructors with orientation and training.

2.4. Provide School with scheduled or unscheduled opportunities to observe the Instructor.

2.5. Select, in University's sole discretion, appropriate textbooks, instructional materials and course syllabi. University shall, at a reasonable time prior to the start of a semester during the Term, deliver to School a list of textbooks for each Program course that School must furnish to enrolled students pursuant to division 3.2 of this Agreement.

2.6. Provide University email addresses, library access, online writing resources, and tutoring resources to Instructors and students; tutoring resources are only available on the University main campus.

2.7. Provide final grades from University's registrar to School's guidance counselor within two (2) weeks of the course completion.

2.8. All expenses for program promotion and advertising are the sole responsibility of University. The School may advertise in formation (at School's expense) but must obtain prior content approval from the University.

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2.10. Offer only non-remedial, non-sectarian courses to students enrolled in the Program.

2.11. Provide School with a complete list of all students enrolled in the Program.

**3. SCHOOL'S COVENANTS.** School shall:

3.1. Provide classrooms as needed with all reasonable instructional technology (including without limitation overhead projectors, whiteboards with markers and erasers, computers, video projectors, VCR players, DVD players, screen) for all Program courses taught in School's facilities.

3.2. Provide students enrolled in the Program, at School's sole expense, with the textbooks chosen by University pursuant to section 2.5 of this Agreement.

3.3. Pay University the amounts set forth in section 6 of this Agreement.

3.4. Provide a class roster (including first name, last name, course title, course section) to Trailblazer Academy Director by the Fall Semester deadline of June 30, 2023, and the Spring Semester deadline of December 8, 2023. A revised roster is due five (5) days following the School's add/drop deadline. Rosters must be complete and on time or University reserves the right to cancel the class.

3.5. Allow its employees to serve as Instructors, but only if such School employee is qualified to teach dual enrollment classes according to the criteria set by Ohio Christian University and the Ohio Department of Higher Education.

3.5.1. Any School employee serving as an Instructor will be an independent contractor of University and shall sign a separate independent contractor agreement with University as a condition precedent to serving as an Instructor.

3.5.2. Any School employee serving as an Instructor must exclusively use Program instructional materials provided according to the terms of this Agreement.

3.5.3. Any School employee serving as Instructor must exclusively use the University's online platforms for record keeping and grade submission. Due to FERPA regulations, student records belong to the student, and must be kept confidential. University online platforms allow students to have a record of all grades.

3.6. Provide student supervision on all other regular school days and days when Program courses are not being taught and notify University and all Instructors of School opening delays, School closings, and any other special calendar events that depart from the standard School schedule of classes.

3.7. Enroll a minimum of 12 students per Program course.

3.8. Provide University with scheduled and unscheduled opportunities to observe Instructors.

**4. UNIVERSITY'S PROPERTY.**

4.1. All documents, records, memoranda, notes, textbooks, teaching aids and materials, and other information ("Materials") provided by University to any Instructor or others affiliated with School will be and remain the property of University.

4.2. If any Materials are in the possession of School or any of its agents, then School will deliver such Materials to University upon demand.



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in section 4.1 and any other information of any kind related in any way to University's operations ("Information").

5.2. All such Materials and Information will at all times remain the property of University.

5.3. Except for fulfilling the purposes of this Agreement, School agrees not to reproduce, copy, or publish or permit reproduction, copying or publication of Materials and Information, and will not use or permit the use of any Materials or Information for any other purpose.

5.4. School shall take all necessary and reasonable steps to ensure that its agents and affiliates comply with the terms of this Agreement.

5.5. The covenants contained in this section 5 will survive the termination, amendment, modification, expiration or extension of this Agreement.

### **6. REMUNERATION.**

6.1. School shall pay University as follows:

6.1.1. \$41.64 per credit hour per student when the course is taught by a high school teacher who has signed the independent contractor agreement and met the credential requirements established for purposes of the Program in rules adopted by the chancellor of the Ohio Department of Education, not to exceed ORC 3365.07(A)(1)(a)(iii).

6.1.2. \$83.28 per credit hour per semester if the course is taught by college faculty, not to exceed ORC 3365.07(A)(1)(a)(ii).

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6.1.3. \$166.55 per credit hour per semester if the course is taught at the University campus, or the online format, not to exceed ORC 3365.07 (A)(1)(a)(ii).

6.2. Nothing in this agreement is intended by the parties to constitute an alternative payment structure under ORC 3365.07(A)(2).

6.3. Non-public students who do not apply for funding from the State of Ohio are not eligible for OCU scholarship opportunities during the school year, should they be available.

6.4. Students who do not provide award allocation information (SSID for Public/UN for Non-Public students) once it is received from the State of Ohio, will not be eligible for OCU scholarship opportunities for the school year, should they be available.

7. **STUDENT ACCEPTANCE CRITERIA.** No student shall be admitted to the Program unless he or she meets the following requirements:

7.1. Minimum 3.0 GPA

7.2. If student's cumulative GPA is between 2.0 – 2.99, AND

7.3. At least one of the following:

7.3.1. ACT score of 19;

7.3.2. SAT score 990 (2016ff)

7.3.3. PSAT score 980 (2016ff);

7.3.4. ACCUPLACER scores as follows (Ohio Christian University offers the ACCUPLACER placement exam for University applicants ONE TIME at no charge. This test is available on the University campus, virtually, and at any College Board ACCUPLACER testing location. The test is used to

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7.3.4.4. Any student who is attending Middle School at the time of application will be required to test for acceptance into the program.

8. **NOTICES.** All notices by either party to the other will be in writing to the following addresses:

To University:

Ohio Christian University  
Attn: Trailblazer Academy  
1476 Lancaster Pike  
Circleville, OH 43113

To School:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **DISPUTE RESOLUTION.**

9.1. If any dispute between the Parties arises at any time from any act or omission related in any way to this Agreement ("Dispute"), then School and University will confer in good faith to resolve promptly such Dispute.

9.2. In the event that School and University are unable to resolve their Dispute, and should either party desire to pursue a legal claim against the other based on that Dispute, both Parties agree to have the Dispute resolved by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (complete text of the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)).

9.3. The dispute resolution process provided for in section 9 of this Agreement shall be held in Circleville, Ohio. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

9.4. The parties acknowledge and agree that these methods of dispute resolution set forth in this Section 9 shall be the sole remedy for any controversy or claim arising from any Dispute, and each party expressly waives its right to file a lawsuit in any court against the other for such Dispute, except to enforce an arbitration decision.

10. **MISCELLANEOUS.**

10.1. *Governing Law.* This Agreement will be governed by the laws of the State of Ohio, without regard to rules and laws governing conflicts of law.

10.2. *Binding Effect.* This Agreement will be binding upon and will inure to the benefit of School and University, their respective legal representatives, heirs, personal representatives and other permitted successors and assigns, as applicable.

10.3. *Merger.* This Agreement constitutes the entire agreement between the Parties with respect to its subject matter, and supersedes any prior agreements or understandings, whether oral or written, express or implied, between the Parties with respect to the subject matter.

10.4. *Modification and Amendment.* Except as otherwise provided in this Agreement with respect to termination, this Agreement may not be terminated, modified, or amended orally or by any course of conduct or usage of trade but only by an agreement in writing duly executed by the Parties.

10.5. *Severability.* If any provision, term, article, section, subsection, or other part of this Agreement is determined to be unenforceable or invalid, such determination will not affect the remainder of this Agreement, which will be and remain binding and effective as against all Parties.

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10.6. *Headings.* Any section, division, or subdivision headings or captions contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date(s) set forth below.

OHIO CHRISTIAN UNIVERSITY

SCHOOL


By: \_\_\_\_\_  
Print Name  
  
Beth A. Ash, MA  
Trailblazer Academy Program Director  
  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name  
  
Signature  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dr. Donald Tucker  
Provost  
Ohio Christian University  
  
Date: \_\_\_\_\_

### ● Southern State Community College


**SOUTHERN STATE**  
 COMMUNITY COLLEGE

**College Credit Plus - 15 | 30 Pathway Plan**

This plan is a suggested option if you would choose to use it as a student resource. Please fill in your high school name in box above and you may also indicate with a "HS" any courses you would offer on your high school campus below.

Course #	Course Name	Credit Hours	Course #	Course Name	Credit Hours
<b>15 Hour Plan - Ohio Transfer 36 (OT36):</b>			<b>Other Ohio Transfer 36 (OT36) Options:</b>		
COMM 1115	Fund. Effective Speech	3	BIOL 1310/1311	Principles of Biology I (Lab I)	4/1
ENGL 1101	English Comp I	3	BIOL 1320/1321	Principles of Biology II (Lab II)	4/1
PSCI 1104	American Gov't I	3	BIOL 1040/1041	Human Biology I (Lab I)	3/1
PSYC 1110	Principles of Psychology	3	BIOL 1050	Human Biology II	3
SOCI 1170	Intro to Sociology	3	BIOL 1060	Environmental Science	3
CHEM 1151/1151	First Year Chem I (Lab I)	4/1	X BIOL 1510/1511	Anatomy & Physiology I (Lab I)	3/1
ENGL 1102	English Comp II	3	X CHEM 1152/1152	First Year Chem II (Lab II)	4/1
HIST 1110	American History I	3	ECON 2205	Principles of Micro	3
MATH 1141	College Algebra	4	ECON 2206	Principles of Macro	3
<b>NON-OT36 Options:</b>			ENGL 2201	Intro to Literature	3
BADM 2204	Principles of Marketing	3	ENGL 2217	Readings in Early Brit Lit	3
BADM 2213	Personal Finance	3	ENGL 2230	Readings in Later Brit Lit	3
X CHEM 1120	Intro to Chemistry	5	ENGL 2235	Am. Lit to 1865	3
CSCI 1101	Computer Keyboarding	1	FNAR 1104	Intro to the Arts	3
CSCI 1121	Intro to Comp. Program	3	FNAR 1116	Music Appreciation I	3
CSCI 2217	PowerPoint	3	FNAR 1117	Music Appreciation II	3
CSCI 2218	Excel	3	HIST 1111	American History II	3
CSCI 2219	Word Processing I	3	HIST 1151	Western Civ I	3
CSCI 2280	Co-Op (Tech Support)	2	HIST 1152	Western Civ II	3
FNAR 1105	Basic Drawing I	3	MATH 1125	Quantitative Reasoning	4
FLNG 1104	Elementary French I	3	MATH 1142	College Trig	4
FLNG 1107/1108	Elem. Spanish I   II	3/3	MATH 2281	Introductory Statistics	3
FLNG 1120/1121	Beginning ASL I   II	4/4	PHIL 1101	Intro to World Philosophy	3
FLNG 2207/2208	Inter. Spanish I   II	3/3	PHIL 1102	Intro to Western Philosophy	3
FLNG 2220/2221	Inter. ASL I   Adv. ASL	4/4	PHYS 1101	Intro to Physical Science	3
			PHYS 1104	Physical Geology	4
			PHYS 2201/2211	General Physics I (Lab I)	4/1
			PHYS 2202/2212	General Physics II (Lab II)	4/1
			PSCI 1105	American Gov't II	3
			SOCI 1107	Intro to Diversity	3

**PLEASE NOTE THE FOLLOWING:**

- \* All hours are semester hours.
- \* All courses are pending availability.
- \* Many of the Ohio Transfer 36 (OT36) courses are offered in an online format.
- \* Course descriptions may be found at:

[Course Descriptions & Academic Catalog | Southern State Community College \(sscc.edu\)](#)

\* The proposed 15/30 pathway courses are part of the OT36. More information on OT36 can be found at:

[Transfer Resources | Academics | Southern State Community College \(sscc.edu\)](#)

\* Southern State is recommending following a path toward an A.S. or B.S. in one of the following fields:

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**COUNSELOR, PLEASE COMPLETE ALL THREE SECTIONS:**

**SECTION #1: HIGH SCHOOL INFORMATION:**

High School Name: Circleville High School  
 Counselor Name & Email: Kara Schooley, kara.schooley@cvsd.com  
 CCP Contact Name & Email (if not counselor):  
 Principal Name & Email: Kurt Young, kurt.young@cvsd.com

**SECTION #2: HIGH SCHOOL ACADEMIC YEAR BEGINNING & ENDING DATES:**

HS Fall Semester BEGIN:	08/16/2023	HS Spring Semester BEGIN:	01/03/2024
HS Fall Semester END:	12/15/2023	HS Spring Semester END:	05/24/2024

**INSTRUCTIONS FOR SECTION #3:**

1) List any college courses your high school would like to offer for the 2023-24 academic year.  
 2) Please note, CHEM 1120 should be a SPRING course offering.  
 3) Save completed document with a new name.  
 4) Email completed document to [gerst@sccc.edu](mailto:gerst@sccc.edu) by Monday, March 20, 2023.

**REMEMBERS:**

The requested courses are subject to instructor credential review and faculty/VP of Academic Affairs approval.  
 All courses must end with SSCC Semester End Dates: FALL-December 9, 2023; SPRING-May 4, 2024

Let me know if you have any questions.

**SECTION #3: REQUESTED COURSE(S) INFORMATION:**

Semester to Offer (Fall or Spring)	Course Name	Course Number	Instructor Name	Instructor HS Email
Fall	English Comp I	ENGL 1101	Don Snyder	<a href="mailto:dsnyder@sccc.edu">dsnyder@sccc.edu</a>
#1				
#2				
#3				
#4				
#5				
#6				
#7				
#8				
#9				
#10				
#11				
#12				
#13				
#14				
#15				
#16				
#17				
#18				
#19				
#20				

- Columbus State Community College

### College Credit Plus Tuition and Fees/School District Book Process Memorandum of Understanding

This Memorandum of Understanding ("Agreement" or "MOU") is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2023 at Columbus, Ohio by and between Columbus State Community College, located at 550 East Spring Street, Columbus, Ohio 43215 ("College" or "CSCC"), an instrumentality of the State of Ohio pursuant to Ohio Revised Code Chapter 3358, \_\_\_\_\_ (School/District) whose principal location is \_\_\_\_\_.

**WHEREAS**, the College subscribes to the default funding structure with regard to tuition amounts for the College Credit Plus program as outlined under section 3365.07 (A) (1) of the Ohio Revised Code, and

**WHEREAS**, the College utilizes an electronic book voucher service for students participating in the College Credit Plus Program that are enrolled in online or on-campus classes, and

**WHEREAS**, the College has developed Textbook Procurement Guidelines for the District to follow if they wish to purchase textbooks for College Credit Plus courses through the Columbus State Bookstore,

**NOW THEREFORE**, the parties agree as follows:

#### I. Tuition & Student Fees

Delivery Model	Payment Structure for the 2023-2024 Academic Year that begins Summer 2023
A. High School Delivery, High School Instructor	<p>For courses at the High School taught by credentialed High School instructors the tuition rate will be the result of the formula in statute. The current formula in statute is ((formula amount X .83) / 30) X 25%, which is \$41.64. The 2023-2024 academic year rate is currently unknown, pending the State's FY24-FY25 biennial budget to be finalized at the end of June. The rate will remain at \$41.64 if the formula amount does not change in the State's FY24-FY25 budget bill, however, it could increase if the formula amount increases. Based on historical data, the most that tuition for this model would likely be in FY24 is \$44.48.</p> <p>All required textbooks for courses will be funded by the School District. If the District wishes to utilize the Columbus State Bookstore in procuring and/or collecting textbooks, see Section II for College and District Responsibilities and Addendum A. The College will waive all course/lab fees.</p>

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B. High School Delivery, College Instructor	<p>For courses at the High School taught or facilitated by College instructors the tuition rate will be the result of the formula in statute. The current formula in statute is <math>((\text{formula amount } X .83) / 30) \times 50\%</math> or 50% of the College's tuition rate, whichever is less. The 2023-2024 academic year rate is currently unknown, pending the State's FY24-FY25 biennial budget to be finalized at the end of June. The rate has been \$83.28 since Autumn 2022 and may remain the same if the formula amount does not change in the State's FY24-FY25 budget bill. However, this rate could increase if the formula amount increases. Based on historical data, the most that tuition for this model would likely be in FY24 is \$88.97.</p> <p>All required textbooks for courses will be funded by the School District. If the District wishes to utilize the Columbus State Bookstore in procuring and/or collecting textbooks, see Section II for College and District Responsibilities and Addendum A. The College will waive all course/lab fees.</p>
C. On-campus / Online Delivery	<p>For courses that meet on the College Campus or are provided partially or fully online, the tuition rate will be the result of the lesser the default ceiling formula in statute or the College's in-state rate as published on the College's website. The current formula in statute is <math>((\text{formula amount } X .83) / 30)</math>, which is \$166.55. The 2023-2024 academic year rate is currently unknown, pending the State's FY24-FY25 biennial budget to be finalized at the end of June. The rate will remain at \$166.55 if the formula amount does not change in the State's FY24-FY25 budget bill, however, it could increase if the formula amount increases. Based on historical data, the most that tuition for this model would likely be in FY24 is \$177.93.</p> <p>All required textbooks will be funded by the School District. If the District wishes to utilize the Columbus State Bookstore in procuring and/or collecting textbooks, see Section II for College and District Responsibilities and Addendum A.</p> <p>Please note that all leased space at Columbus State's Regional Learning Centers, including space leased from a school district, are considered to be "on-campus."</p>

### II. Responsibilities for Obtaining Textbooks through the Columbus State Bookstore:

#### A. THE COLLEGE SHALL:

1. Procure books for classes offered at a School District location per Procurement Guidelines (See Addendum A). The costs of the books are the responsibility of the School District. Columbus State will provide a 10% discount off new or used print books. The discount is not applicable on course materials in an eBook or Instant Access format because such book options are already deeply discounted. Shipping costs to procure books from the Publishers to Columbus State, shipments of books from Columbus State to the School District, mail order shipping costs for on-campus and online students, and delivery of books to the School District will no longer be paid for by Columbus State due to the \$1M that Columbus State initially invested in textbooks and shipping on behalf of Districts has run out.
2. Establish an electronic bookstore voucher for each eligible student from the School District enrolled in online or on-campus classes at Columbus State to obtain required course materials for College Credit Plus classes (See Addendum A). This will be a convenient online or in-store process for students during a specified time frame. Columbus State will no longer cover shipping costs of required books and supplies for FY24. These costs were covered on vouchers FY22 and FY23 due to implications of the pandemic.
3. Invoice the School District for books used by the students and applicable shipping charges. Columbus State will invoice the District for the books purchased, approximately the twelfth week of each semester. Invoicing for students enrolled in late-start or B-term courses may take place in the following semester.
4. Assist the School District with buybacks for all books that are eligible for resale. The buyback amount will be based upon current value.
5. Provide general supplies listed as required on a course syllabus as necessary for College Credit Plus students enrolled in an online or on-campus class. Columbus State will review such requests for general supplies on a case-by-case basis and provide what is necessary to allow the student to be successful in the course. Supplies will not be provided by Columbus State for classes offered at the school district location.
6. Communicate deadlines to all School District contacts for scheduling College Credit Plus courses at high school locations.

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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1. Agree to utilize the student electronic bookstore voucher process for College Credit Plus students enrolled in online or on-campus classes at Columbus State. **See Addendum A for details.**
  2. Accept full responsibility for the total payment of the book costs incurred by the students that are enrolled from your School District, as required by Ohio Revised Code 3365.07(A)(1)(b). Payment must be made in full within thirty (30) days of the invoice date. If a School District is not in good standing and has an unpaid balance, the District will not be eligible to participate in Columbus State's book process until the account is paid in full.
  3. Accept full responsibility to review invoices and notify the Columbus State Bookstore of any discrepancies within a reasonable timeframe. The School District will be responsible for any charges not contested within the same academic year of the invoice; FY24 (Summer Semester 2023, Autumn Semester 2023, and Spring Semester 2024).
    - i. If the school district receives an invoice for a student simultaneously enrolled in a Joint Vocational School District (JVSD) and ODHE applies their CCP credit toward the JVSD, it is the School District's responsibility to notify the Bookstore within a reasonable timeframe. The School District will be responsible for any charges not contested within the same academic year of the invoice; FY24 (Summer Semester 2023, Autumn Semester 2023, and Spring Semester 2024).
  4. The books are the property of the School District. It is the responsibility of the School District to collect books for high school location classes at the end of each semester. It is the responsibility of the School District to collect voucher books for online or on-campus classes, unless the School District has opted-in on this MOU to have the Columbus State Bookstore collect books from students at the end of the semester. **See Addendum A for details.**
    - i. It will be the School District's responsibility to contact the Columbus State Bookstore to request buyback eligibility for books the School District has collected from students. It will be the School District's responsibility to cover shipping costs to send books to the Columbus State Bookstore if an in-person drop off cannot be conducted. The College will calculate the amount each District will realize pursuant to the textbook resale/buyback and will send a check to the School District for that amount. The School District will complete a vendor registration form to facilitate buyback.
    - ii. If the School District elects on this MOU to have the Columbus State Bookstore collect voucher books from students for online or on-campus classes, the Columbus State Bookstore will automatically process a buyback on books collected. There will be a 10% buyback transaction fee for the book collection process. This fee will be deducted from the total value of the buyback. The balance will be sent in the form of a check to the School District. The School District will opt-in on the signature page to participate in Bookstore Book Collection and complete a Vendor Registration form. **See Addendum A for details.**
  5. Adhere to deadlines set by the College for scheduling College Credit Plus courses at high school locations. The following deadlines are established to ensure the best possible outcomes for students. These deadlines may be modified by the School District with prior written notice:
    - **Academic Planning Documents** submitted by **April 1<sup>st</sup>**.
    - **Days and Times** for classes requiring a CSCC teacher listed by **April 30<sup>th</sup>**.
    - **Confirmation of Academic Planning Documents** by **June 15<sup>th</sup>**.
    - **Final last-minute class changes** submitted by **November 15<sup>th</sup>** for spring semester courses.
    - **Rosters for block registration** 10 days before the start of a new semester
      - **August 18<sup>th</sup> for fall semester**
      - **January 5<sup>th</sup> for spring semester**
    - i. Any registration and course activity not completed within this timeframe may result in students not being enrolled on time for CSCC coursework. This impacts accessibility of classroom resources, staffing, student success, and Starfish reporting. Additions outside of these windows will be determined on a case-by-case basis. Courses taught by credentialed high school instructors may be added after the recommended deadlines.
    - ii. **Note about Faculty Workload:** Columbus State Community College Adjunct (part-time), ACF (annually contracted faculty), and full-time (tenure track) instructors have limits to the total number of hours in their workload. Adding or canceling a class directly impacts a CSCC employee's workload, whether this is a class taught by a CSCC instructor or a section that is facilitated by a high school employee with a CSCC instructor serving as the Instructor of Record. Columbus State Community College has at times incurred costs for changes after posted deadlines.
- III. **ADA/Students with Disabilities**
- We are committed to collaborative solutions with the Districts on behalf of student success. The District will work with CSCC Accessibility Services and students to secure appropriate accommodations for a college class after enrollment/

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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- A. It is expressly understood by the parties that both parties are subject to the Ohio Public Records Act, R.C. 149.43, et seq., and that any record kept by either party that is deemed a public record is subject to release if a proper request is made.
- B. Both parties will comply with FERPA (20 U.S.C 1232g; 34 CFR Part 99) and R.C. 3319.321, which prohibits schools and colleges from disclosing educational records, or the personally identifiable information contained therein, without the written consent of the parent or eligible student, unless an exception is met that allows disclosure without consent. Both parties agree that for purposes related to a student's enrollment in the CCP program, parties may share educational records with each other, pursuant to exceptions provided by FERPA, including but not limited to, 34 CFR 99.34(b). Any failure to comply with applicable FERPA requirements by either party or any of its employees relating to CCP participation will be immediately reported to the other party.
- V. Independent Contractor**  
Both parties acknowledge and agree that each party shall, at all times, be acting as an independent contractor of the other party, and not as an employee, servant, agent, or partner. Both parties further acknowledge and agree that none of their service providers, employees, agents, contractors, subcontractors, or assigns performing any work or providing any services under this MOU shall be considered employees of the other party with respect to any federal, state, or local laws. Each party shall be responsible for, and shall pay for, any and all wages, benefits, charges, fees and/or taxes, including social security taxes, health care charges/taxes, workers' compensation taxes, unemployment taxes, STRS/SERS/PERS contributions, and/or any other governmental charges or taxes required to be paid on behalf of its service providers, employees, agents, contractors, subcontractors, or assigns performing any work or providing any services under this MOU. The provisions of this Section shall survive the termination of this MOU.
- VI. Criminal Records Check**  
Columbus State certifies any College Employee performing services under this MOU will have undergone a criminal background check prior to employment at the College.
- VII. Drug Free Workplace and Tobacco Free Campus**  
Both parties agree to comply with all applicable federal, state, and local laws regarding smoke free and drug-free workplaces. Both parties shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.
- VIII. Nondiscrimination of Employment**  
Both parties agree that they, any subcontractor, and any person acting on behalf of them or a subcontractor shall not discriminate by reason of race, creed, color, religion, sex, sexual orientation, age, genetic information, disability as defined in R.C. 4112.01, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement.
- IX. Ethics Compliance**  
Both parties represent, warrant, and certify that they and their employees engaged in the administration or performance of the Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Both parties further represent, warrant, and certify that both parties and any of their employees will comply with the ethics and conflict of interest provisions of R.C. Chapter 102 and any other requirements of law, Board of Trustees policy, or School District policy.
- X. Term of Agreement**  
A. This agreement shall be in effect upon full execution for the 2023-2024 academic year (Summer Semester 2023, Autumn Semester 2023, and Spring Semester 2024). The agreement ends on the last day of Spring Semester 2024.  
B. School District or College may terminate this agreement with 30 days written notice.
- XI. Governing Law and Jurisdiction**  
This MOU and any amendment or addendum thereto shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio, including but not limited to all requirements of ORC 3365. Only Ohio courts shall have jurisdiction over any action or proceeding concerning the MOU. Prior to litigation, the parties agree to negotiate in good faith toward the resolution of any dispute or controversy concerning the meaning or performance of this MOU or of any claims submitted hereunder.
- XII. Complete Nature of the MOU**  
The terms and conditions set forth in the MOU and Addendum A constitute the complete and exclusive statement of the Agreement between the parties hereto relating to the subject matter of this MOU, superseding all previous negotiations and understandings regarding the procurement, purchasing, and reimbursement of textbooks and materials. The parties signing below are duly authorized officers of their respective entities.

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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School/District Name \_\_\_\_\_

Address \_\_\_\_\_

Billing Contact Name/Title \_\_\_\_\_

Billing Email \_\_\_\_\_ Billing Phone \_\_\_\_\_

Primary CCP Contact Name/Title \_\_\_\_\_

Primary CCP Email \_\_\_\_\_ Primary CCP Phone \_\_\_\_\_

**Select voucher book collection process for FY24:** (see addendum A for details)

- ☐ **School/District Collects** (school collects all books from students for re-use or bulk buyback)
- ☐ **Bookstore Collects** (bookstore collects voucher books with buyback value from students)

CEO/Treasurer Name and Title:	
CEO/Treasurer Email:	
CEO/Treasurer MOU Signature:	Date:

**If you choose to not electronically sign and email this MOU, please return the signed form to:**  
Columbus State Bookstore, 283 Cleveland Avenue, Columbus, OH 43215; Attention: Phil Sanders.

Please notify [ccplusbooks@csc.edu](mailto:ccplusbooks@csc.edu) if any school contacts listed here change or additional contacts should be added. If signed, please forward this MOU to necessary school contacts.

See Addendum A for details on Columbus State's Bookstore policy and contact information for book process questions. For questions about this MOU, please contact Lauren Jones (614-287-5372) or Keith Coates (614-287-5025).

**Columbus State Community College**  
550 East Spring Street Columbus,  
Ohio 43215

	Signature 1	Signature 2	Signature 3
<b>Name:</b>	Aletha Shipley	Lauren Jones	Dr. Martin Maliwesky
<b>Title:</b>	Senior Vice President/CFO	Senior Director, K-12 Partnerships	Senior Vice President, Academic Affairs and Chief Academic Officer
<b>Signature/Date:</b>			



# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

### Addendum A

#### College Credit Plus Textbook Procurement Guidelines for FY24

For book process assistance or questions, please contact: Gillian Lustig-Shilts, Program Coordinator, at [ccplusbooks@cscs.edu](mailto:ccplusbooks@cscs.edu), or Phil Sanders, Bookstore Director, at 614-287-5127.

Online Materials Procurement:	
ACCESS CODES:	<p>If access to online course materials need purchased, they must be ordered from the CSCC bookstore using the appropriate ordering process; we do not automatically send codes. Codes are shipped to the address provided and are never emailed. Bookstore codes will be on a physical card sold separately (access code format) or sold with a physical book (bundle format). If there is more than one format to choose from for a course, then they will be listed as a choice. Only one choice should be selected.</p> <p><b>Voucher Orders:</b> standalone codes will be stapled to order paperwork and bundled codes will be included inside/outside the book wrapping. Students need to make sure they do not accidentally throw theirs away.</p> <p><b>Trial Access:</b> Some courses have a 2-week free which may be obtained from the instructor. To avoid gaps in access, students using a voucher should place an order before the trial expires.</p>
INSTANT ACCESS:	<p>Orders for textbooks do not need placed for Instant Access (IA) courses. Each IA course will be noted in CSCC's course listings. When a student registers for an IA course the e-book will be available to them on blackboard the first day of class. Note: there may be other required materials that need ordered for an IA course.</p>
District Invoicing:	
<p>Columbus State will invoice the School District for books purchased (this includes IA book fees for CCP funded courses) approximately the twelfth week of each semester. Invoicing for participants (students) enrolled in late-start or 8-term courses may take place the following semester. The college will honor a 10% discount off the new and used print books. The discount is not applicable on course materials in an eBook or Instant Access format because these book options are already deeply discounted.</p> <p>Shipping costs to procure books from the Publishers to Columbus State, shipments of books from Columbus State to the School District, and delivery of books to the School District will no longer be paid for by Columbus State due to the \$1M that Columbus State initially invested in textbooks and shipping on behalf of the School Districts having run out.</p> <p>For invoicing assistance, please contact Michelle Denune at <a href="mailto:mdenune@cscs.edu">mdenune@cscs.edu</a>.</p>	

### I. Ordering Process for Embedded High School Classes

#### A. THE BOOKSTORE SHALL

- Utilize a list of courses to be offered at each School District from the CSCC College Credit Plus Curriculum Office and provide each District an ordering spreadsheet with textbook adoption information for each course to include title, ISBN, publisher, and edition.
- Process and procure all textbooks per the request from each District and communicate once an order is ready for shipment.
- Deliver book orders at the communicated delivery dates to designated shipping locations as confirmed by the school district.

#### B. THE SCHOOL DISTRICT SHALL

- Review the ordering spreadsheet provided by the bookstore for accuracy, including verifying the primary contact and shipping address for book deliveries is accurate or notifying the bookstore of any changes.
- Provide the bookstore with order quantities for each required title listed or notify the bookstore if no textbooks need obtained from the college. If the District has book inventory that can be used for a course, the School District should record these quantities.
- Send ordering information to the bookstore at [ccplusbooks@cscs.edu](mailto:ccplusbooks@cscs.edu) by the deadline dates listed below. Any orders sent in late risk the possibility of not being procured and delivered in time for classes starting.  
**Autumn Semester 2023 Order Deadline:** June 16, 2023  
**Spring Semester 2024 Order Deadline:** November 16, 2023
- Schedule staffing to receive book shipments at the dates below or other dates communicated. The delivery dates noted below will allow approximately three (3) weeks for the School District to process and distribute textbooks to students by the first day of classes.  
**Autumn Semester 2023 Delivery Dates:** August 8-14, 2023  
**Spring Semester 2024 Delivery Dates:** December 5-11, 2023
- Verify each order is received and confirm the titles and quantities are accurate or communicate any shipment discrepancies to the bookstore as soon as possible so that they may be reconciled.
- Notify the bookstore to request additional books or return books if the quantity ordered will no longer be needed. Return requests must be communicated to the bookstore no later than 3 weeks after the semester starts and once approved must be dropped off or shipped to the bookstore at the school's expense no later than 9 weeks after the semester starts.
- To maintain affordability, the School District should collect embedded books from students at the end of each semester for possible reuse. The School District may return Participants' (students') textbooks for consideration in the resale/bulk buyback process by contacting the bookstore to request book buyback eligibility. A School District that cannot conduct an in-person book return will be responsible for shipping costs to send eligible books to the bookstore for buyback. The College will calculate the amount each District will realize pursuant

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

### A. VOUCHER ORDERING (SU23, AU23, SP24)

1. The bookstore will create voucher accounts each semester for students to obtain required courses materials for CCP funded on-campus/online courses for FY24. Students are responsible for any ineligible charges. Voucher dates and additional information will be posted at [csc.edu/bookstore/college-credit-plus-books.shtml](https://csc.edu/bookstore/college-credit-plus-books.shtml)
2. The bookstore will send a voucher notification to each student's CSCC email with ordering information once they are eligible to place an order. Orders may be placed using the CCP Voucher Payment method online at [bookstore.csc.edu](https://bookstore.csc.edu), or in-person on the 2<sup>nd</sup> floor of the CSCC bookstore by providing staff with a current schedule found at [selfservice.csc.edu](https://selfservice.csc.edu).
3. Calculators received on a voucher are the property of the college and are required to be returned to the bookstore or a hold will be placed on the student's account.

### B. BOOKSTORE COLLECTS VOUCHER BOOKS (SU23, AU23, SP24)

1. **If the School District selects to have the bookstore collect voucher books with buyback value from students**, the bookstore will notify students at the end of each semester with drop off instructions and deadlines to their CSCC email. Before students are notified, the bookstore will send a spreadsheet to the School District noting what books are being collected from each student. The district may use this information to help communicate with students or assist with the collection, but it is not required.
2. The bookstore will automatically process a buyback for books returned by the collection deadline. The College will calculate the amount each District will realize pursuant to textbook resale/buyback (less a 10% collection fee) and will send a check to the District for that amount.
3. Books not returned by the deadline will no longer be eligible for collection. If requested, the bookstore will provide a list of books that were not collected by the deadline. The School District will be responsible to seek reimbursement for buyback losses from students or collect the books themselves for bulk buyback consideration by contacting the bookstore to request book buyback eligibility. The School District will be responsible for shipping costs to send eligible books to the bookstore for buyback if an in-person return is not possible.

### C. DISTRICT COLLECTS VOUCHER BOOKS (SU23, AU23, SP24)

1. **If a School District has opted to collect voucher books from students**, then a collection spreadsheet will not be generated, and the district will be responsible for communicating return instructions to students. To assist with collecting, the school may contact [mdenune@csc.edu](mailto:mdenune@csc.edu) to request a copy of their invoice.
2. The School District may return textbooks that have been collected for consideration in the resale/bulk buyback process by contacting the bookstore to request book buyback eligibility. The School District will be responsible for shipping costs to send eligible books to the bookstore for buyback if an in-person return is not possible. The College will calculate the amount each District will realize pursuant to textbook resale/buyback and will send a check to the School District for that amount.


On a motion by Mrs. Williams, seconded by Mr. Reeser, the Board approved the following Service Agreements for 2023-24 School Year, as presented:

- Pickaway WORKS- three days per week - college / career readiness (CHS/CMS)

COMMUNITY

EDUCATION

BUSINESS



March 7, 2023

Dr. Kim Halley, Superintendent  
Circleville City School District  
388 Clark Drive  
Circleville, OH 43113

Dear Kim,

The following rate schedule for the 2023-2024 academic year was approved by the Pickaway WORKS Advisory Board at the February 22, 2023 meeting:

**2023-2024 Program Rates**

Annual program support - \$17,500.00

Additional in-school advisor one day/week - \$30,250.00 total

Additional in-school advisor two days/week - \$41,250.00 total

Additional in-school advisor three days/week - \$49,500.00 total

Additional in-school advisor four days/week - \$57,750.00 total


Additional in-school advisor five days/week - \$68,750.00 total

Notes:

- \*There has been no increase for the past two years.
- \*The annual program support of \$17,500 did not increase this year.
- \*The in-school advisor rates increased 10%.
- \*These rates are guaranteed for the next two years

Enclosed is an invoice where you can indicate the service option that best matches up with the college and career readiness goals and objectives of Circleville City School District for the 2023-2024 school year.

Thank you for partnering with us as we work to make all Pickaway County students college and career ready!

Sincerely,  


# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023



March 7, 2023

Dr. Kim Halley, Superintendent  
Circleville City School District  
388 Clark Drive  
Circleville, OH 43113

COMMUNITY

### INVOICE FOR EDUCATIONAL SERVICES

Description: 2023-2024 commitment in support of Pickaway WORKS

#### 2023-2024 Program Rates

\_\_\_\_ Annual program support - \$17,500.00  
\_\_\_\_ Additional in-school advisor one day/week - \$30,250.00 total  
\_\_\_\_ Additional in-school advisor two days/week - \$41,250.00 total  
✓ Additional in-school advisor three days/week - \$49,500.00 total  
\_\_\_\_ Additional in-school advisor four days/week - \$57,750.00 total  
\_\_\_\_ Additional in-school advisor five days/week - \$68,750.00 total

EDUCATION

 07-01-23  
Superintendent Date

BUSINESS

Thank you!

  
Christy Mills, Executive Director  
Pickaway WORKS  
2050 Stoneridge Drive, Circleville, OH 43113  
740-474-5383, [highered@pickaway.org](mailto:highered@pickaway.org)  
[www.pickawayworks.com](http://www.pickawayworks.com)

- Head Start Agreement



### PICKAWAY COUNTY COMMUNITY ACTION ORG., INC. HEAD START/EARLY HEAD START PROGRAM



**Ashville Center**  
97 Miller Avenue  
Ashville, Ohio 43103  
P: (740) 983-2530  
F: (740) 983-0258

**Circleville Classroom**  
100 Tiger Drive  
Circleville, OH 43113  
P: (740) 474-2495  
F: (740) 477-6681

**Corwin Center**  
145 E. Corwin Street  
Circleville, OH 43113  
P: (740) 474-7411  
F: (740) 477-3319

**Ohio Center**  
465 E. Ohio St.  
Circleville, OH 43113  
P: (740) 474-9544  
F: (740) 474-8250

**Westfall Classroom**  
9391 St. Rt. 56 West  
Williamsport, OH 43164  
P: (740) 986-4008  
F: (740) 986-4018

#### COLLABORATIVE AGREEMENT

BETWEEN PICKAWAY COUNTY COMMUNITY ACTION ORG., HEAD START AND  
CIRCLEVILLE CITY SCHOOLS

EFFECTIVE DATE OF THIS AGREEMENT: AUGUST 1, 2023 – JULY 31, 2024

As part of the LEA agreement between Pickaway County Community Action Org., Inc. (PICCA) Head Start and the Circleville City School District (CCS) Special Education Unit, two joint classrooms will be shared and operated at the Circleville City schools Elementary building.

Circleville City Schools will serve as a fiscal agent for the unit of children it will enroll and shall provide the following:

- A special education licensed teacher who fulfills the requirements for ODJFS/ODE.
- A substitute teacher when needed who fulfills the requirements for ODJFS/ODE.
- A classroom aide and substitute when needed.
- Related services such as OT, PT and Speech as required to appropriately serve children with an IEP in the preschool unit, and enrichment for all children.
- Supervision of the teacher, classroom aide and related service personnel.
- Instructional supplies and specialized equipment needed to meet specific needs of children with special needs.
- In-service training as needed.
- In-kind contribution for salary and fringe paid by CCS to their special education licensed teacher, classroom aide, OT, PT, Speech Therapist, and itinerant teachers who also provide services to PICCA Head Start enrolled children. In-kind contribution will be for the portion of salaries for these positions that are not supported by federal funds. In-kind will also be given for the space the classroom uses.
- Opportunity for shared planning time with PICCA Head Start educational staff.
- Shared instructional supplies and classroom equipment.
- Maintain Ohio Department of Education preschool licensing for the classroom.
- Participate fully in Ohio's SUTQ rating system and submit annual reports.
- Work with Head Start Education Manager to ensure all reports, ODJFS licensure

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

### BETWEEN PICCA HEAD START AND CIRCLEVILLE CITY SCHOOLS

PICCA Head Start agrees to provide the following in regards to the two shared special needs units at Circleville City Schools Elementary building:

- Two classrooms for conducting classes Monday-Friday for a maximum of sixteen children in each class. Eight students will be identified with an IEP and eight students without an IEP. CCS will assign the eight children in each class with an IEP and Head Start will assign the other eight children in each class. All children will be enrolled in Head Start and receive comprehensive services.
- One PICCA Head Start Teacher who will coordinate Head Start services with CCS.
- Supervision of the PICCA Teacher and Advocate.
- Shared instructional supplies and classroom equipment.
- Substitute for PICCA Head Start Teacher & Advocate.
- In-service training with PICCA Head Start staff.
- Dental, vision and hearing screenings of children in the shared classroom within 45 days.
- Tracking of physicals, screenings and dental services for children in the shared classroom.
- Family services— resource and referral for family needs.
- Administrative support for educational and family support and health services.
- Transportation for field trips and special program events as needed.
- Cameras are installed in classrooms and public spaces at all Head Start centers to ensure safety. Circleville Disability Coordinator will be notified of any issues asap.
- Support to prepare for all requirements for SUTQ rating.

#### Meal Services:

Circleville City School District provides school lunch for the children and two adults in the shared preschool classroom housed at Circleville Elementary School. Adult and Child lunches will be part of the school lunch program provided by CCS with no reimbursement needed from PICCA Head Start. All children in the classroom are Head Start enrolled children and categorically eligible to receive meals at the Free rate. Reimbursement will be received by CCS as part of their school lunch claim.

#### Duration of Agreement:

This agreement shall be in effect from the day and year written above and shall continue uninterrupted through the 2023-2024 school year unless amended or terminated by either party providing 30-day written notice to the other.

*This agreement shall be renewed annually.*

- eDynamic Learning- CMS electives library and staff professional development



**eDynamic Learning**  
CAREER & ELECTIVE COURSES

#### Purchase Agreement

Contract Start Date	7/1/2023	Contract End Date	6/30/2024
Payment Terms	Pre-Pay	Billing Frequency	Annual
LMS	Buzz	LMS Type	Hosted LMS
Account Name	Circleville City School District	Created Date	3/28/2023
Billing Address	388 Clark Dr Circleville, Ohio 43113-1872 United States	Quote Number	00008402

Pricing Line Item	Quantity	Sales Price	Total Price
Implementation Essentials Workshop (Brick & Mortar School) Onsite	2.00	\$3,000.00	\$6,000.00
Middle School Site License	1.00	\$4,900.00	\$4,900.00
Grand Total			\$10,900.00

Customer will be invoiced on the Contract start date and each anniversary of the agreement. If the Customer uses additional enrollments or student seats during the annual term, a reconciliation invoice will be sent to the Customer at the end of the annual term.

This quote is subject to eDynamic LP Standard [Terms and Conditions](#) ("Terms and Conditions"). By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without eDynamic Learning's written consent.

Prepared By	Ricci Blackwell	Contact Name	Amy Boston
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B.L. Piccini

03 / 28 / 2023

BOARD OF EDUCATION REGULAR MEETING

April 12, 2023



- Jackson Transportation for special education student(s)

Jackson Transportation

Proposal/Contract

Prepared For:  
Circleville City Schools  
ATTN: Kirk M. Jackson  
388 Clark Drive  
Circleville, Ohio 43113

Prepared By:  
Wayne Lester Member  
Jackson Transportation Group LLC  
P.O. Box 161  
Jackson, OH 45640  
Phone: 740-288-2091  
Fax: 740-286-6732  
Email: wayne@jacksontransportationgroup.com

June 21, 2022

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# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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### COMPANY OVERVIEW

Jackson Transportation has been in operation since April 1995 and is in Jackson, Ohio. Mr. Wayne Lester purchased Jackson Transportation in January 2001. The company provides taxi, courier, and special needs transportation services in Jackson County and the surrounding 18 Southern Ohio counties. Jackson Transportation prides itself in providing their clients with safe and efficient transport with the upmost courtesy and respect. A list of these counties is provided in the table below:

Adams	Hocking	Pickaway
Athens	Jackson	Pike
Brown	Lawrence	Ross
Fairfield	Meigs	Scioto
Gallia	Morgan	Vinton
Highland		Washington

Wayne Lester has over 25 years of experience in the transportation industry. He began working with Jackson Transportation during his teen years when the company was owned by his grandparents. Mr. Lester started as an office worker handling administrative duties for the company, and then progressed into working as a mechanic on the company's fleet of vehicles. Gradually, Mr. Lester's responsibilities within the firm grew and he began working as a dispatcher, and then handling the billing for Jackson Transportation. Since Mr. Lester purchased the company in 2001, he has been steadily growing the business. In 2007, revenues for Jackson Transportation will exceed approximately \$650,000.

### PRODUCT/SERVICE DESCRIPTION

The services offered by Jackson Transportation include private pay, small package courier, and transport of persons with special needs. The special needs service includes transporting people unable to travel to and from doctors' appointments in the Appalachian region. The service offered by Jackson Transportation is typically door to door and usually involves one client per trip. Services for the public are available from 8:00AM to 5:30 PM, Monday through Saturday. For corporate accounts, Jackson operates 24 hours per day, seven days per week. Pricing for trips is on a per mile basis. Each loaded mile is \$4.75, with \$28.00 hour of wait time. If needed, the wait time is broken up into fifteen-minute increment. These rates are based on per mile unit. If additional units are needed, they would charge the same rate per mile. If Jackson Transportation would provide support aid for a student(s) that would be billed at 40.00 an hour of the trip duration to and from any one location to any one location. With the rising cost of fuel and inflation the rate per miles is good for the contract. We asking that in the event that fuel reaches six dollars a gallon or more that Jackson Transportation would implement a fuel surcharge on the total invoice price. Fuel Surcharge would be calculated by AAA fuel average in Ohio.

### OPERATIONS

#### Location

Jackson Transportation is a Limited Liability Company and operated by Mr. Wayne Lester. The company is located at 301 E. Main Street Jackson, Ohio 45640.

#### Capacity

Currently, Jackson Transportation has the capacity to handle from one to hundred-Seventy trips per day. As demand for additional trips per day increases, Jackson Transportation Group LLC could increase its capacity through the acquisition of additional vehicles and drivers. Jackson Transportation could purchase a larger vehicle to transport more clients all at one time.

Drivers typically have several appointments per day. Nearly 95% of Jackson Transportations trips involve transporting people to medical appointments or couriering medical documents and supplies. An average trip for Jackson Transportation is 30 to 40 miles in length and takes four to five hours to complete. This time includes any wait time associated with the client's appointment.

#### Inventory

Jackson Transportation's fleet is comprised on fifteen minivans, And Nine wheelchair Accessible Vehicles. Each of the vehicles is a late model edition. All of Jackson Transportation vehicles are decaled with our company logo on with the unit number and phone number on it. Jackson Transportation vehicles are tracked with satellite tracking software. We know where our vehicles are at all times. Jackson Transportation has recently installed two-way Cameras in our Vehicles. These cameras are not a live footage but more of an event tracker. If a driver would feel that an event is accruing then the driver has a panic button to press for that footage to sent to our office. All footage is kept confidential.

#### Scheduling

Customers have several methods of contacting Jackson Transportation. Trips can be scheduled through the company's fax number, phone number, and/or email account. The phone is staffed 24 hours a day with a Jackson Transportation employee. The person



# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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answering the phones has a protocol to follow, which is outlined in the company's operations manual.

Clients with emergency situations should call Jackson Transportation so a driver can be dispatched quickly, and in the safest manner. Nearly seven days a week and 24 hours per day, Jackson Transportation has a driver and a vehicle on call. In addition, Jackson Transportation has the flexibility to re-route and re-assign drivers to handle emergency situations.

Trips are categorized by route and appointment time. Trips are scheduled to maximize appointment and travel times. If needed, drivers are provided with maps and directions to both the client's pick-up and drop-off locations. Jackson Transportation has strict policies to prevent lateness. Drivers are required to call the dispatcher once a client has been picked-up, and again when the client is dropped-off at their appointment. On the return segment of the trip, drivers are again required to call the dispatcher once the client had been picked-up and then when they have been dropped-off. These measures ensure that every client and trip is properly completed.

Drivers are required to assist clients in any way to ensure their safety and satisfaction. Each client is given a business card with the driver's cell phone number, so if their appointment runs longer than expected they can call the driver. If a client's appointment runs late, then Jackson Transportation has the flexibility to reassign the trip to another driver or have the same driver return for the client.

### Staffing model

Jackson Transportation has over Twenty-Five drivers and 3 back-up drivers. Drivers assist clients by making them safe and secure during the trip. As part of the hiring process, Jackson Transportation subjects each driver to a Pre-Employment drug test and T-8 Physical administered by Holzer Clinic, Ohio BCI/FBI with fingerprints completes a background criminal investigation, and the Bureau of Motor Vehicles driving record for all potential candidates. Jackson Transportation also checks all web searches for sex offender and any other criminal activities that may be missed. All drivers must be at least 21 years of age.

Once a driver is hired, Jackson Transportation requires the driver's to successfully complete the following trainings: defensive driving, spill kit use, biohazard removal, passenger assistance, safety, and sensitivity training. A safety meeting is held every three months to ensure that drivers are kept abreast of the newest safety measures and sensitivity trainings. Each driver is also provided with, and must become familiar with, the Jackson Transportation company handbook. As employees, drivers are required to complete an annual drug screening test. Jackson Transportation also reserves the right to have drivers perform ~~random drug tests if suspicious behavior warrants~~ such an action.

### Maintenance

Preventive maintenance and "tune-ups" of the vehicles is conducted every 5,000 miles by Jackson Transportation. Each evening the drivers are required to clean and inspect the vehicles to ensure they are in good operational order. Any major vehicle repair is conducted by local dealers in Jackson, Ohio. Maintenance records for the vehicles are kept on file in the Jackson Transportation company office.

### Invoices

Terms on invoices are Net 30. Billing is handled by Mr. Lester and invoices are sent on the first week of each month.

### Legal Aspects

Jackson Transportation is ensured by Grange Insurance located in Columbus, Ohio. Insurance limits include: 1,000,000 combined single limits. We also carry general liability insurance limits are at 1,000,000-. Since Mr. Lester has owned Jackson Transportation, no losses have been reported to the insurance company. All of Jackson Transportation employees are covered by worker's compensation.

This contract is good for one year from **August 1, 2023, thru July 31, 2024**, when both parties sign the contract in order.

Jackson Transportation Group LLC.

Wayne Lester  
Signature

Wayne Lester  
Printed Name

04/05/2023  
Date

Owner  
Title

Circleville City Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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On a motion by Mr. Burrow, seconded by Mr. Leasure, the Board approved the Student Protective Agency to administer the student insurance coverage for the 2023-2024 school year.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

On a motion by Mr. Reeser, seconded by Mr. Burrow, the Board approved the copier lease agreement with Prosource (Kyocera) beginning July 1, 2023 to June 30, 2028 for a cost of \$214,876.40.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex –yes, Mrs. Williams – yes

On a motion by Mr. Reeser, seconded by Mrs. Williams, the Board approved the following Treasurer's items, as presented:

### **Reports:**

- Financial Reports - March 2023
- Warrants - March 2023

### **Requisitions Over \$10,000:**

- SCOTT SCRIVEN LLP - legal services for FY23 - \$20,000.00
- RANDY V MOORE PETROLEUM - bus fuel - \$100,000.00
- TIERNEY BROTHERS INC - Smartboard technology purchases and installation - \$111,846.35
- ESC of Central Ohio - STACK/Industrial coaching FY24 - \$20,612.50
- JACKSON TRANSPORTATION - transportation for special needs student - \$31,350.00
- HYDRO-CLEAN PROFESSIONAL - pressure washing on campus - \$10,950.00
- PICKAWAY HELPS - student career support services 23/24 school year - \$49,500.00
- eDYNAMIC LEARNING - CMS electives and professional development - \$10,900.00
- PITNEY BOWES - postage machine lease - \$10,341.60
- GRADUATION ALLIANCE - online education - \$30,000
- PROSOURCE (KYOCERA)- copiers-FY 24-28 - \$214,876.40

### **After the Facts:**

- BUCKEYE PROPANE - propane for campus - \$1,870.52
- RANDY V MOORE PETROLEUM - bus fuel - \$22,711.81
- OHIO FUTURE PROBLEM SOLVERS - state bowl fees - \$110.00
- SPRINT ELECTRIC - repair pole lights - \$410.14
- SIEMENS - alarm repair - \$4,361.30
- JACKSON TRANSPORTATION - transportation for special needs student - \$8,098.75



# BOARD OF EDUCATION REGULAR MEETING

## April 12, 2023

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- GRADUATION ALLIANCE - online education - \$9,500

### **Student Activities:**

- FCCLA- Budget Revision to add sale of shirts

### **Donations:**

- Stephen & Judith Gary- \$250.00 to the Music Department

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams – yes

### **Board President's Comments:**

On a motion by Mr. Reeser, seconded by Mr. Leasure the Board met in Executive Session.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams – yes

### **Executive Session** (O.R.C. 121.22 G)

\_\_\_X\_ (a) Consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official

\_\_\_\_\_ (b) Investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official licensee, or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session.

\_\_\_\_\_ (c) Consideration of the purchase of property for public purposes, or sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

\_\_\_\_\_ (d) Discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action.

\_\_\_\_\_ (e) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment.

\_\_\_\_\_ (f) Matters required to be confidential by Federal law or regulations or State statutes

\_\_\_\_\_ (g) Specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the District's security

# BOARD OF EDUCATION REGULAR MEETING

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\_\_\_\_\_ (h) Consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

1. the information is directly related to a request for economic development assistance that is to be provided or administered fewer than one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and
2. an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

Time: In \_\_\_\_\_ 8:13pm \_\_\_\_\_

Time: Out \_\_\_\_\_ 8:42pm \_\_\_\_\_

On a motion by Mr. Burrow, seconded by Mr. Leasure, the Board voted to adjourn the meeting at 8:43 p.m.

Mr. Reeser – yes; Mr. Burrow–yes; Mr. Leasure – yes; Mrs. Truex – yes, Mrs. Williams - yes

\_\_\_\_\_  
President

ATTEST

\_\_\_\_\_  
Treasurer