

# **ORRVILLE CITY SCHOOLS**

## **BOARD OF EDUCATION**

July 16, 2024

5:30 pm

- I. Pledge of Allegiance
- II. Call to Order
  - A. Roll Call.
  - B. Public Participation - Agenda Items
    - 1. Sign in required.
    - 2. The time limit of presentation will not exceed three minutes per individual. No more than one-half hour shall be devoted to public input.
    - 3. The President of the Board may interrupt or terminate an individual's statement when it is personally directed, abusive, obscene or irrelevant.
  - C. Public Hearing on Use of Title I, Title II-a, Title III, Title IV-A, and IDEA PartB Special Education Funds.
- III. Motion to Accept the July 16, 2024 Agenda.
- IV. Treasurer's Consent Agenda
  - A. Motion to Approve minutes of the June 11, 2024 Regular Board Meeting. (attached)
  - B. Motion to Approve the June, 2024, Financial Reports. (attached)
  - C. Motion to Appoint Delegate and Alternate for OSBA Capital Conference.
  - D. Motion to Accept Donation of \$18,911.75 from Turning Point Coalition/OneEighty for the Purchase of Vape Detectors Installed at OMS and OHS.
  - E. Motion to Approve Updates to Policy EFG-E Student Wellness Program Reflecting Changes to the Committee. (attached)
- V. Superintendent's Consent Agenda
  - A. Employment – Resignations
  - B. Employment - One Year Small Group Instructor
  - C. Employment – Classified
  - D. Employment – Supplemental and Special Duty
  - E. Employment – Classified Substitute

- F. Motion to Approve the 2024-25 Services Agreement Between Orrville City Schools and Tri-County Computer Services Association. (attached)
- G. Motion to Approve 2024-2025 Educational/Special Services Contract Between Orrville City Schools and Tri County Educational Service Center. (attached)
- H. Motion to Approve the 2024-25 Employment Services Contract Between Orrville City Schools and Tri County Educational Service Center. (attached)
- I. Motion to Approve MOU and Amended Contract Between Orrville City Schools and Encompass Christian Counseling for School Based Mental Health Services. (attached)
- J. Motion to Approve Shared Services Agreement with Wayne County Schools Career Center for Instructors for the Business Entrepreneurship Program. (attached)

VI. Public Participation – Non-Agenda Items

VII. Other

- A. Motion to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee.

VII. Adjournment



ORRVILLE CITY SCHOOLS  
PERSONNEL EMPLOYMENT  
July 16, 2024

(pending satisfactory completion of their files)

A. Employment – Resignations

Madison Eyer  
Alexa Vaccaro  
Aaron Schneider  
Genet Zuercher

B. Employment – One Year Small Group Instructor

Elizabeth Stoll	OMS SGI Title Tutor
Betty Zehe Blankenship	OES SGI Title Tutor
Hannah Jackson	OES SGI Title Tutor
Paige Macko	OES SGI Title Tutor
Rachel McIntosh	OES SGI Title Tutor
Tyler Shea	OMS SGI Intervention Tutor

C. Employment – Classified

Caitlyn Race	OES Aide
Claudia Alvarez Quinones	OES Aide
Aria Brodwick	OES Aide

D. Employment – Supplemental and Special Duty

Heather Coleman	Junior Class Advisor
Erin Lacey	Freshman Volleyball Coach

E. Employment – Classified Substitute

Dale Goff	Custodial Substitute
-----------	----------------------



**RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION**  
**Minutes of Regular Meeting**  
**June 11, 2024**

---

The Orrville Board of Education met for the Regular Meeting on June 11, 2024 at 7:00 a.m. in the OHS Library. Employees present were Brett Lanz and Mark Dickerhoof.

**Pledge of Allegiance**

**Roll Call** – Mr. Lorson, Dr. Roadruck, Mrs. Stark, Mrs. Middleton, and Mrs. Kovacs were present.

**Public Participation on Agenda items** - None at this time

**053-2024 AGENDA APPROVAL**

A motion was made to approve the June 11, 2024 Agenda.

Mr. Lorson	Yes <u>x</u> No ___	Moved	<u>Mrs. Stark</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed	___x___
Mrs. Kovacs	Yes <u>x</u> No ___	Failed	_____
Dr. Roadruck	Yes <u>x</u> No ___	Vote	<u>5 - 0</u>

**054-2024 NECESSITY FOR AN EMERGENCY TAX LEVY RENEWAL APPROVAL**

A motion was made to approve the necessity for the renewal of an emergency tax levy.

Mr. Lorson	Yes <u>x</u> No ___	Moved	<u>Mrs. Middleton</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded	<u>Dr. Roadruck</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed	___x___
Mrs. Kovacs	Yes <u>x</u> No ___	Failed	_____
Dr. Roadruck	Yes <u>x</u> No ___	Vote	<u>5 - 0</u>

**Wayne County Auditor, Russell Robertson, provided the millage certification to the Board.**

**055-2024 PROCEED WITH ELECTION ON THE QUESTION OF THE RENEWAL OF EMERGENCY TAX LEVY**

A motion was made to proceed with election on the question of the renewal of an emergency tax levy.

Mr. Lorson	Yes <u>x</u> No ___	Moved	<u>Mr. Lorson</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed	___x___
Mrs. Kovacs	Yes <u>x</u> No ___	Failed	_____
Dr. Roadruck	Yes <u>x</u> No ___	Vote	<u>5 - 0</u>

**056-2024 TREASURER'S CONSENT AGENDA**

A motion was made to approve the Treasurer's agenda as follows:

- A. Approved Minutes for the May 17, 2024 Special Board Meeting and the May 21, 2024 Regular Board Meeting.
- B. Approved the May 2024 Financial Report.
- C. Approved the Modifications to the FY '24 Appropriations.
- D. Approved the Temporary Appropriations for FY '25.
- E. Approved the HB 487 Career-Technical Resolution.
- F. Approved the Orrville Public Library 2025 Temporary Appropriation Budget.

**RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION**  
**Minutes of Regular Meeting**  
**June 11, 2024**

Mr. Lorson	Yes <u>x</u> No ___	Moved <u>Mrs. Stark</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded <u>Mrs. Middleton</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed <u>   x   </u>
Mrs. Kovacs	Yes <u>x</u> No ___	Failed <u>          </u>
Dr. Roadruck	Yes <u>x</u> No ___	Vote <u>   5 - 0   </u>

**057-2024 SUPERINTENDENT’S AGENDA AND ADDENDUM**

A motion was made to approve the Superintendent’s agenda as follows:

- A. Approved the following certified small group instructors, pending proper certification:  
 Heather Coleman  
 Donna Knapil  
 Erin Lacey  
 Aaron Schneider  
 Tawni Shupp
  
- B. Approved employment of the following certified staff, pending proper certification:  
 Sean Neely                                   OHS Building Substitute  
 Michael Beadle                              OMS Building Substitute  
 Marissa McMillen                           OES Building Substitute
  
- C. Approved employment of the following classified staff for One Year Contract, pending proper certification: Rebecca Stacy, Jill Reed, Beth Gass, and Deborah Harris.
  
- D. Approved the employment of Brooklyn Pittman, cafeteria substitute, pending proper certification:
  
- E. Approved the employment of the following Supplemental and Special Duty contracts:  
 Ellen Shumney                              HS Cross Country Head Coach  
 Jessica Besancon                            OMS Cross Country Head Coach  
 Mark Besancon                               Head Varsity Baseball Coach
  
- F. Approved Mandy Simmons to volunteer.

Mr. Lorson	Yes <u>x</u> No ___	Moved <u>Dr. Roadruck</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded <u>Mr. Lorson</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed <u>   x   </u>
Mrs. Kovacs	Yes <u>x</u> No ___	Failed <u>          </u>
Dr. Roadruck	Yes <u>x</u> No ___	Vote <u>   5 - 0   </u>

**Public Participation on Non-Agenda Items** – None at this time.

**058-2024 EXECUTIVE SESSION**

A motion was to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee and negotiations.

Mr. Lorson	Yes <u>x</u> No ___	Moved <u>Dr. Roadruck</u>
Mrs. Stark	Yes <u>x</u> No ___	Seconded <u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <u>x</u> No ___	Passed <u>   x   </u>
Mrs. Kovacs	Yes <u>x</u> No ___	Failed <u>          </u>
Dr. Roadruck	Yes <u>x</u> No ___	Vote <u>   5 - 0   </u>

President Lorson called Board back to regular session at 8:00 a.m.



**RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION**  
**Minutes of Regular Meeting**  
**June 11, 2024**

---

**059-2024 ADJOURN**

A motion was made to adjourn:

Mr. Lorson	Yes <u>x</u> No <u>  </u>	Moved	<u>Mrs. Kovacs</u>
Mrs. Stark	Yes <u>x</u> No <u>  </u>	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <u>x</u> No <u>  </u>	Passed	<u>  x  </u>
Mrs. Kovacs	Yes <u>x</u> No <u>  </u>	Failed	<u>          </u>
Dr. Roadruck	Yes <u>x</u> No <u>  </u>	Vote	<u>  5 - 0  </u>

---

President

---

Treasurer



**Orrville City Schools**  
**Monthly Financial Report**  
**June 2024**

General Fund receipts for the month of June totaled \$684,284. On a year-to-date basis, the actual General Fund revenues totaled \$19,588,988. The total revenue for all funds for June was \$923,016.

General Fund expenditures for the month of June totaled \$1,320,960. On a year-to-date basis, actual General Fund expenses totaled \$19,462,839. The expenditure total for all funds for June was \$1,760,992.

For the 13<sup>th</sup> Fiscal year in a row, FY2024 ended with revenue exceeding expenses.

Orrville City Schools  
Monthly Financial Report

	Five -Year Forecast	YTD Actual Through June 2024	YTD as % of Total	YTD Actual Through June 2023	% Variance
<b>REVENUES</b>					
Real Estate Taxes	9,857,155	9,857,155	100.00%	9,172,292	7.47%
Income Tax	38,000	-	0.00%	26,709	0.00%
Unrestricted Grants-in-Aid	7,304,097	7,119,007	97.47%	6,561,261	8.50%
Restricted Grants-in Aid	450,000	700,360	155.64%	596,633	17.39%
Education Jobs Funding		-	#DIV/0!	-	0.00%
Property Tax Allocation	925,000	927,350	100.25%	830,685	11.64%
All Other	850,000	985,115	115.90%	776,287	26.90%
Sale of Notes				-	
<b>TOTAL REVENUE</b>	<b>19,424,252</b>	<b>19,588,988</b>	<b>100.85%</b>	<b>17,963,867</b>	<b>9.05%</b>
<b>EXPENDITURES</b>					
Personal Services	10,197,249	10,322,369	101.23%	9,433,443	9.42%
Fringe Benefits	4,289,196	4,418,371	103.01%	4,043,978	9.26%
Purchased Services	3,150,000	3,114,811	98.88%	2,408,494	29.33%
Supplies & Materials	850,000	888,011	104.47%	646,143	37.43%
Capital Outlay	550,000	502,808	91.42%	152,781	229.10%
Principal and Interest	-	-		-	#DIV/0!
Other	200,000	216,469	108.23%	193,274	12.00%
<b>TOTAL EXPENDITURES</b>	<b>19,236,445</b>	<b>19,462,838</b>	<b>101.18%</b>	<b>16,878,113</b>	<b>15.31%</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>187,807</b>	<b>126,150</b>		<b>1,085,753</b>	
<b>CASH BALANCE, BEGINNING</b>	<b>11,483,973</b>	<b>11,483,973</b>		<b>10,398,220</b>	
<b>CASH BALANCE, ENDING</b>	<b>11,671,780</b>	<b>11,610,123</b>		<b>11,483,973</b>	



Orville City Schools  
Monthly Financial Report

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	ROLLING TOTAL
<b>REVENUES</b>													
Real Estate Taxes	2,652,200	1,473,776	-	-	-	-	743,275	2,753,315	2,234,590	-	-	-	9,857,155
Tangible Personal Property Taxes	534,283	624,579	553,558	676,137	607,955	594,105	638,003	584,715	578,244	578,320	573,129	575,980	7,119,007
Unrestricted Grants-in-Aid	49,694	51,340	50,034	56,833	56,846	52,568	51,786	52,847	53,536	121,868	51,856	51,153	700,360
Restricted Grants-in-Aid													
Education Jobs Funding													
Property Tax Allocation	49,146	81,424	419,193	54,148	50,130	56,939	44,188	169,428	120,779	508,157	65,589	57,151	927,350
All Other			164,972							71,219			985,115
Sale of Notes													
<b>TOTAL REVENUE</b>	<b>3,285,324</b>	<b>2,231,119</b>	<b>1,187,758</b>	<b>787,118</b>	<b>714,931</b>	<b>703,612</b>	<b>1,477,252</b>	<b>3,560,304</b>	<b>2,987,149</b>	<b>1,279,564</b>	<b>690,575</b>	<b>684,284</b>	<b>19,588,988</b>
<b>EXPENDITURES</b>													
Personal Services	790,134	757,998	840,219	929,906	959,710	902,356	856,667	874,165	906,478	820,334	854,032	830,371	10,322,369
Fringe Benefits	145,518	394,223	401,448	430,766	383,530	407,221	386,943	388,874	384,936	377,159	336,920	380,833	4,418,371
Purchased Services	437,886	352,142	310,844	199,780	233,686	240,348	247,782	262,143	228,696	268,827	210,005	122,871	3,114,811
Supplies & Materials	68,432	253,465	116,540	97,791	46,323	31,967	28,604	47,701	30,561	44,660	78,756	43,212	888,011
Capital Outlay	148,537		10,286	2,278	226,204	64,791	195	99		10,966		39,452	502,808
Principal and Interest													
Other	1,380	71,118	6,788	4,948	2,913	2,532	15,900	848	102,251	6,176	807	807	216,469
<b>TOTAL EXPENDITURES</b>	<b>1,591,885</b>	<b>1,828,946</b>	<b>1,686,124</b>	<b>1,665,468</b>	<b>1,852,366</b>	<b>1,649,215</b>	<b>1,536,091</b>	<b>1,573,830</b>	<b>1,652,924</b>	<b>1,528,122</b>	<b>1,480,520</b>	<b>1,417,347</b>	<b>19,462,838</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>1,693,439</b>	<b>402,173</b>	<b>(498,367)</b>	<b>(878,350)</b>	<b>(1,137,435)</b>	<b>(945,603)</b>	<b>(58,839)</b>	<b>1,986,474</b>	<b>1,334,225</b>	<b>(248,558)</b>	<b>(789,945)</b>	<b>(733,063)</b>	<b>126,150</b>
<b>CASH BALANCE, BEGINNING</b>	<b>11,483,973</b>	<b>13,177,412</b>	<b>13,579,585</b>	<b>13,081,218</b>	<b>12,202,868</b>	<b>11,065,433</b>	<b>10,119,829</b>	<b>10,060,990</b>	<b>12,047,464</b>	<b>13,381,689</b>	<b>13,133,131</b>	<b>12,343,186</b>	<b>11,483,973</b>
<b>CASH BALANCE, ENDING</b>	<b>13,177,412</b>	<b>13,579,585</b>	<b>13,081,218</b>	<b>12,202,868</b>	<b>11,065,433</b>	<b>10,119,829</b>	<b>10,060,990</b>	<b>12,047,464</b>	<b>13,381,689</b>	<b>13,133,131</b>	<b>12,343,186</b>	<b>11,610,123</b>	<b>11,610,123</b>

ORRVILLE CITY SCHOOLS  
 PRINT CONSOLIDATED BALANCE SHEET

ACCOUNT	TITLE	DEBITS	CREDITS
A10000 CASH	13,677,971.40		85,096.69
TOTAL CASH	13,677,971.40		85,096.69
TOTAL ASSETS	13,677,971.40		85,096.69
TOTAL RES FOR ENC	.00	774,385.02	
TOTAL EXP CONTROL	24,823,412.60		68,166.30
TOTAL EXP BUD CONTROL	.00	26,891,018.27	
TOTAL ENC CONTROL	774,385.02		.00
TOTAL REV CONTROL	142,547.46		24,465,866.92
TOTAL REV BUD CONTROL	23,196,386.00		.00
TOTAL BUDGET FB	4,197,840.38		503,208.11
TOTAL FUND BALANCE	42,725.39		14,067,526.94
TOTAL EQUITIES	53,177,296.85		66,770,171.56
TOTAL REPORT	66,855,268.25		66,855,268.25

Orrville CSD  
Reconciliation June 2024

BANKS

5/3 Bank	\$	5,459,127.25	
PNC	\$	43,934.31	
STAR Ohio	\$	1,118,574.46	
FNB	\$	200,000.00	
FNB MM	\$	7,056,006.31	
<hr/>			
Total			\$ 13,877,642.33

Cash intransit	\$	1,080.62	
Qrt Payroll Not sent	\$	-	
Child Support			
EAO Dues			
American Fidelity Mejia/Byrnes	\$	(178.90)	
Outstanding check	\$	(314,020.88)	
CD - Total	\$	28,351.54	\$ (284,767.62)

Change - café			
Change - Athletics			
Carryover change			
<b>Total</b>			<u><u>\$ -</u></u>

BANK TOTAL			<u><u>\$ 13,592,874.71</u></u>
------------	--	--	--------------------------------

CASH POSITION RPT			<u><u>\$ 13,592,874.71</u></u>
-------------------	--	--	--------------------------------

ACCOUNTING PERIOD : 12/24

FUND	SCC	DESCRIPTION	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
		BEGIN BALANCE							
001		11,483,972.42	684,283.55	19,588,987.50	1,320,959.73	19,462,838.77	11,610,121.15	402,477.70	11,207,643.45
002		738,572.17	0.00	1,047,888.60	0.00	1,062,926.21	723,534.56	0.00	723,534.56
003		90,641.05	0.00	921,517.74	66,164.27	977,466.57	34,692.22	0.00	34,692.22
006		577,693.75	70,471.22	1,000,013.96	121,609.52	1,190,363.86	387,343.85	24,824.10	362,519.75
007		100,977.52	65.16	1,257.43	0.00	1,500.00	100,734.95	0.00	100,734.95
012		1,099.20	0.00	0.00	0.00	0.00	1,099.20	0.00	1,099.20
014		4,923.09	8,132.76	51,336.95	2,189.18	26,337.28	29,922.76	0.00	29,922.76
018		57,816.93	4,749.13	90,044.94	461.18	95,828.39	52,033.48	672.73	51,360.75
019		4,912.66	0.00	4,482.42	0.00	4,297.81	5,097.27	0.00	5,097.27
022		-74.62	6,461.50	14,363.50	12,276.21	13,341.37	947.51	0.00	947.51
034		490,676.81	0.00	123,558.94	112,966.50	199,661.56	414,574.19	334,999.89	79,574.30
200		35,823.13	189.00	46,964.87	600.00	48,371.62	34,416.38	0.00	34,416.38
300		363,805.80	4,570.25	258,155.61	11,459.19	455,406.46	166,554.95	11,410.60	155,144.35
451		0.00	0.00	5,992.59	0.00	5,400.00	592.59	0.00	592.59



ACCOUNTING PERIOD : 12/24

ORRVILLE CITY SD  
 OH Cash Position Report

FUND	SCC	DESCRIPTION	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
452		121.54	0.00	0.00	0.00	0.00	121.54	0.00	121.54
463		6,624.92	0.00	0.00	0.00	0.00	6,624.92	0.00	6,624.92
466		7,360.72	0.00	0.00	0.00	0.00	7,360.72	0.00	7,360.72
499		80,025.00	0.00	-133,358.00	0.00	-53,333.00	0.00	0.00	0.00
507		-13,343.89	0.00	37,599.02	-14,807.74	24,255.13	0.00	0.00	0.00
516		-18,467.18	104,948.25	395,332.30	105,678.11	376,461.96	403.16	0.00	403.16
533		0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.80
551		-25.56	15,314.35	15,314.35	-15,264.31	15,288.79	0.00	0.00	0.00
572		854.29	21,095.31	336,088.35	21,207.39	337,687.14	-744.50	0.00	-744.50
573		68.95	0.00	0.00	0.00	0.00	68.95	0.00	68.95
584		0.00	2,604.25	42,788.41	14,240.18	42,068.41	720.00	0.00	720.00
590		0.00	0.00	16,429.41	5,827.62	27,928.15	-11,498.74	0.00	-11,498.74
599		10,742.05	131.65	458,560.57	-4,575.10	441,149.82	28,152.80	0.00	28,152.80
<b>GRAND TOTALS:</b>			923,016.38	24,323,319.46	1,760,991.93	24,755,246.30	13,592,874.71	774,385.02	12,818,489.69

<b>Fund Number</b>	<b>Fund Name</b>
001	General Fund
002	Bond Retirement Fund
003	Permenant Improvement
006	Food Service
012	Agency Funds
014	Rotary Fund
018	Principal Activity Account
019	Other Grants
022	Tournament Funds
034	Maintenance Fund
200	Student Activity
300	Athletic Fund
451	One Net Grant
452	Telcomm
463	Alternate Challenge grant
466	Straight A grant
467	Student Success and Wellness
507	CARES Funding
510	CRF
516	IDEA - B
533	Title II D
551	LEP Title III
572	Title I
573	Title V
590	Title II-A
599	Other Federal Grant

Orrville City Schools  
June 2024 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
47088	06/04/24	7156	BARNES & NOBLE COL	COLLEGE ACADEMY TEX	90.73
47089	06/04/24	1072	BOUQUET SHOP	FLOWERS FOR MR. ADA	48.00
47090	06/04/24	7674	DAMON INDUSTRIES I	CASES OF SF77 DEGRE	466.96
47090	06/04/24	7674	DAMON INDUSTRIES I	EACH OF MICRO FIBER	42.92
47090	06/04/24	7674	DAMON INDUSTRIES I	EACH--PADS MICROFI	115.20
47091	06/04/24	7215	DATA RECOGNITION CO	INVIEW PRECODE LABE	174.80
47092	06/04/24	6324	EXPERT TS	BOYS BASKETBALL CAM	1,170.00
47092	06/04/24	6324	EXPERT TS	GIRLS BASKETBALL CA	1,000.00
47093	06/04/24	10001592	GREENHOUSE MEGASTOR	3" SHEET POTS CN-SP	220.00
47093	06/04/24	10001592	GREENHOUSE MEGASTOR	GARDEN MARKERS	36.38
47093	06/04/24	10001592	GREENHOUSE MEGASTOR	MOLDED PLASTIC PLAN	136.78
47094	06/04/24	10000012	BRIANNA M HINKLE	MILEAGE FOR 2023-20	193.91
47094	06/04/24	10000012	BRIANNA M HINKLE	MILEAGE FOR 2023-20	252.99
47094	06/04/24	10000012	BRIANNA M HINKLE	MILEAGE FOR 2023-20	176.48
47094	06/04/24	10000012	BRIANNA M HINKLE	MILEAGE FOR 2023-20	151.29
47095	06/04/24	10000101	KATHLEEN A KROLL	SUPPLIES	478.20
47096	06/04/24	2305	LAKE REGION OIL IN	PUMPING CHARGES	350.00
47097	06/04/24	1648	LOWE'S	OMS LIBRARY OFFICE	484.28
47098	06/04/24	10001587	ORKIN LLC	MONTHLY SERVICE	38.48
47098	06/04/24	10001587	ORKIN LLC	MONTHLY SERVICE	38.48
47098	06/04/24	10001587	ORKIN LLC	MONTHLY SERVICE	52.00
47099	06/04/24	378	ORRVILLE HS CAFETER	FOOD FOR STUDENT PI	243.00
47100	06/04/24	10000589	MELISSA LYNN PHIPPS	TEACHER LICENSE REN	200.00
47101	06/04/24	8263	STARK STATE COLLEGE	BOOKSTORE CHARGES F	1,775.50
47102	06/04/24	10001411	SUPERIOR LOGO WEAR	DRAMA CLUB TSHIRTS	299.50
47103	06/04/24	10001334	ZIP GROW USA	FLEX PLUIGS	446.88
47104	06/05/24	10001622	HERB NIEHAUS	EVAN BURKHARDT	135.00
47105	06/05/24	10001448	JENNIFER HILL	MYAH HILL	55.00
47106	06/05/24	10001623	SANDRA DRAVENSTOTT	KYREN TILLSON	508.00
47107	06/05/24	10001624	SARAH MAYS	JOSHUA MAYS	55.00
47108	06/05/24	10000696	KARRIE MCALLISTER	SPRING SPORTS WORKE	60.00
47109	06/05/24	7072	LINDA PLYBON	SPRING SPORTS WORKE	70.00
47110	06/05/24	10000056	LORI AYERS	SPRING SPORTS WORKE	80.00
47111	06/05/24	5205	MARK SMITH	SPRING SPORTS WORKE	40.00
47112	06/05/24	10000706	MELISSA ROSENBAUM	SPRING SPORTS WORKE	40.00
47113	06/05/24	10001605	MICHELLE WILSON	SPRING SPORTS WORKE	40.00
47114	06/05/24	10001540	NICOLE WORDEN	SPRING SPORTS WORKE	87.50
47115	06/05/24	10001614	BRAHAM HOSTETLER	OHSAA TRACK EXPENSE	80.00
47116	06/05/24	2004	BRENNY'S SANITARY S	OHSAA TRACK EXPENSE	85.00
47117	06/05/24	10001619	CALVIN SPEICHER	OHSAA TRACK EXPENSE	100.00
47118	06/05/24	10001620	CANDACE TROYER	OHSAA TRACK EXPENSE	100.00
47119	06/05/24	10001611	CARTER HOSTETLER	OHSAA TRACK EXPENSE	40.00
47120	06/05/24	10001613	CONNOR ENDSLEY	OHSAA TRACK EXPENSE	80.00
47121	06/05/24	10001090	ETHNIC ARTWORK INC	OHSAA TRACK EXPENSE	1,368.75
47122	06/05/24	10001617	GUNNER CURTIS	OHSAA TRACK EXPENSE	80.00
47123	06/05/24	8196	SSF TIMING	OHSAA TRACK EXPENSE	3,000.00
47124	06/05/24	10000696	KARRIE MCALLISTER	OHSAA TRACK EXPENSE	80.00
47125	06/05/24	7072	LINDA PLYBON	OHSAA TRACK EXPENSE	120.00
47126	06/05/24	4674	LINDA SMITH	OHSAA TRACK EXPENSE	100.00
47127	06/05/24	10001612	LONDON GRIMES	OHSAA TRACK EXPENSE	40.00
47128	06/05/24	10001609	LOUIS R MANDI	OHSAA TRACK EXPENSE	100.00
47129	06/05/24	10001615	LUKE SHUMNEY	OHSAA TRACK EXPENSE	80.00
47130	06/05/24	5205	MARK SMITH	OHSAA TRACK EXPENSE	110.00
47131	06/05/24	10000706	MELISSA ROSENBAUM	OHSAA TRACK EXPENSE	100.00
47132	06/05/24	10001605	MICHELLE WILSON	OHSAA TRACK EXPENSE	100.00
47133	06/05/24	10001621	MISTY RAMBEAU	OHSAA TRACK EXPENSE	50.00
47133	06/05/24	10001621	MISTY RAMBEAU	OHSAA TRACK EXPENSE	(50.00)
47134	06/05/24	10001540	NICOLE WORDEN	OHSAA TRACK EXPENSE	437.50
47135	06/05/24	1233	ORRVILLE ATHLETIC B	OHSAA TRACK EXPENSE	252.00
47136	06/05/24	1746	ORRVILLE HIGH SCHOO	OHSAA TRACK EXPENSE	4,570.25
47137	06/05/24	10000409	PAINESVILLE CITY LO	OHSAA TRACK EXPENSE	900.00
47138	06/05/24	10001618	PEYTON CASTO	OHSAA TRACK EXPENSE	80.00
47139	06/05/24	10001616	ROME MOORE	OHSAA TRACK EXPENSE	80.00
47140	06/05/24	10001573	STACY HANCOCK	OHSAA TRACK EXPENSE	50.00
47141	06/05/24	10001610	TRAVIS PUMENO	OHSAA TRACK EXPENSE	40.00
47142	06/05/24	10001052	STEWART R TURNER JR	OHSAA TRACK EXPENSE	45.00
47143	06/11/24	10000080	TIMOTHY W. ADAMS	MILEAGE REIMB	485.08
47144	06/11/24	8260	AMY WILSON	MILEAGE 2023-2024	326.52
47144	06/11/24	8260	AMY WILSON	MILEAGE 2023-2024	79.40



CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
47145	06/11/24	10000299	E H HARDWARE GROUP	MAINT SUPPLIES	94.98
47146	06/11/24	135	EAST CENTRAL OHIO E	DRIVER RECERT	60.00
47147	06/11/24	6324	EXPERT TS	FOOTBALL LIFTING SH	644.00
47147	06/11/24	6324	EXPERT TS	VARSITY JACKET REIM	100.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47148	06/11/24	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47149	06/11/24	10001515	HILL INTERNATIONAL	BUS PARTS	539.74
47150	06/11/24	10001393	KIMBLE COMPANY	TRASH SERVICES ALL	1,775.20
47151	06/11/24	10001562	GENUINE PARTS COMPA	BUS SUPPLIES	888.30
47151	06/11/24	10001562	GENUINE PARTS COMPA	MAINT SUPPLIES	77.88
47152	06/11/24	7879	OHSAA	MS CC EVENT	40.00
47152	06/11/24	7879	OHSAA	MS CC EVENT	21.00
47153	06/11/24	394	PELLEGRINO MUSIC CE	REPAIR TROMBONE	38.95
47153	06/11/24	394	PELLEGRINO MUSIC CE	FLUTE REPAIR	48.95
47154	06/11/24	10001139	JAIME N SAMMONS	TEACHER LICENSE REN	200.00
47155	06/11/24	824	SMETZER TIRE	TIRES FOR BUSES	77.95
47156	06/11/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,345.05
47156	06/11/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,345.06
47156	06/11/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,345.06
47157	06/11/24	8582	OHIO TREASURER OF S	MARCS RADIO SERVICE	45.00
47158	06/11/24	10001591	UCS SPIRIT	VAULTING POLES	1,555.00
47159	06/11/24	566	WAYNE CO SCH CAREER	BUSINESS ENTREPRENE	11,273.70
47160	06/11/24	7486	WHITES MAIBACH FORD	SERVICE ON VANS	310.46
47161	06/11/24	10000059	AUDREY L ZUERCHER	REIMBURSEMENT FOR S	84.00
47162	06/14/24	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	256.00
47163	06/14/24	10001469	AARON STEINER	PAYMENT IN LIEU FOR	1,192.87
47164	06/14/24	10001468	ALEXIS NEUBACHER	PAYMENT IN LIEU FOR	596.43
47165	06/14/24	8428	AMANDA RICHARDSON	PAYMENT IN LIEU FOR	1,192.87
47166	06/14/24	10001112	AMBER BUCHWALTER	PAYMENT IN LIEU FOR	1,192.87
47167	06/14/24	10000428	ANGELA WARD	PAYMENT IN LIEU FOR	596.43
47168	06/14/24	10001124	BRITTANY BRITO	PAYMENT IN LIEU FOR	1,192.87
47169	06/14/24	10001626	CHAD STRYKER	PAYMENT IN LIEU FOR	596.43
47170	06/14/24	10001471	CHRISTINE YODER	PAYMENT IN LIEU FOR	1,192.87
47171	06/14/24	10001631	CODY SHUMAKER	PAYMENT IN LIEU FOR	596.43
47172	06/14/24	10001465	CONNIE DUDAS	PAYMENT IN LIEU FOR	596.43
47173	06/14/24	10001460	CRYSTAL WOODY	PAYMENT IN LIEU FOR	596.43
47174	06/14/24	10001269	DONNA BOGGS	PAYMENT IN LIEU FOR	(596.43)
47174	06/14/24	10001269	DONNA BOGGS	PAYMENT IN LIEU FOR	596.43
47175	06/14/24	10000427	ELIZABETH TURNER	PAYMENT IN LIEU FOR	1,192.87
47176	06/14/24	10001266	EMILY TIGHE	PAYMENT IN LIEU FOR	1,192.87
47177	06/14/24	10001272	HEATHER MILLER	PAYMENT IN LIEU FOR	1,192.87
47178	06/14/24	10001466	JENNIFER KEENEY	PAYMENT IN LIEU FOR	1,192.87
47179	06/14/24	10001162	JERRI WILKER	PAYMENT IN LIEU FOR	1,192.87
47180	06/14/24	10001119	JESSICA OSWALD	PAYMENT IN LIEU FOR	1,192.87
47181	06/14/24	10001629	JESSICA SHOULDER	PAYMENT IN LIEU FOR	596.43
47182	06/14/24	10001634	JOSHUA CRAWFORD	PAYMENT IN LIEU FOR	596.43
47183	06/14/24	10001462	KATIE BILDERBECK	PAYMENT IN LIEU FOR	1,192.87
47184	06/14/24	4903	KATIE IMMEL	PAYMENT IN LIEU FOR	596.43
47185	06/14/24	7658	MARA BOCHART	PAYMENT IN LIEU FOR	596.43
47186	06/14/24	10001116	MARCINE SEIGLEY	PAYMENT IN LIEU FOR	1,192.87
47187	06/14/24	10001632	MARISSA SWARTZENTRU	PAYMENT IN LIEU FOR	596.43
47188	06/14/24	10001625	MARY MCCUTCHEON	PAYMENT IN LIEU FOR	596.43
47189	06/14/24	10001630	MELISSA WHITE	PAYMENT IN LIEU FOR	596.43
47190	06/14/24	10000790	MONICA MIYASHITA	PAYMENT IN LIEU FOR	596.43
47191	06/14/24	6315	NATALIE VANSICKLE	PAYMENT IN LIEU FOR	596.43
47192	06/14/24	10001627	NATHAN BARKMAN	PAYMENT IN LIEU FOR	596.43
47193	06/14/24	10001265	NATHAN GUNDRY	PAYMENT IN LIEU FOR	1,192.87
47194	06/14/24	10000926	OLUFEMI OLUGEMIRO	PAYMENT IN LIEU FOR	1,192.87
47195	06/14/24	10001633	PAUL TROYER	PAYMENT IN LIEU FOR	596.43
47196	06/14/24	10001636	PAUL WALKER	PAYMENT IN LIEU FOR	1,192.87
47197	06/14/24	10000433	SARAH HILLIARD	PAYMENT IN LIEU FOR	1,192.87
47198	06/14/24	10000923	SARAH RICHARDS	PAYMENT IN LIEU FOR	1,192.87
47199	06/14/24	10001461	SCOTT SINICK	PAYMENT IN LIEU FOR	596.43
47200	06/14/24	10001268	TRISTA HUFFORD	PAYMENT IN LIEU FOR	596.43
47201	06/14/24	10001273	VALERIE SCHLABACH	PAYMENT IN LIEU FOR	596.43



Orrville City Schools  
June 2024 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
47202	06/14/24	10000931	WHITNEY HOLLIDAY	PAYMENT IN LIEU FOR	1,192.87
47203	06/14/24	10000426	BOBBI SCAGGS	PAYMENT IN LIEU FOR	1,192.87
47204	06/17/24	8037	AQUA CLEAR	WATER FOR WATER COO	36.00
47205	06/17/24	51	BUEHLER FOOD MARKET	SUPPLIES	108.93
47205	06/17/24	51	BUEHLER FOOD MARKET	CLINIC SUPPLIES	18.47
47205	06/17/24	51	BUEHLER FOOD MARKET	GROCERIES FOR CLASS	1,023.44
47205	06/17/24	51	BUEHLER FOOD MARKET	MISC SUPPLIES 23/24	10.98
47205	06/17/24	51	BUEHLER FOOD MARKET	END OF YEAR PICNIC	222.62
47205	06/17/24	51	BUEHLER FOOD MARKET	CLOSED LINE 1 IN ER	39.21
47205	06/17/24	51	BUEHLER FOOD MARKET	SUPPLIES FOR SMOOTI	25.56
47205	06/17/24	51	BUEHLER FOOD MARKET	FLOWERS FOR ORRVILL	90.00
47205	06/17/24	51	BUEHLER FOOD MARKET	CLOSED LINE 1 IN ER	13.98
47205	06/17/24	51	BUEHLER FOOD MARKET	FOOD SERVICES	219.06
47206	06/17/24	197	COMDOC	BLK AND COLOR OVERA	636.68
47206	06/17/24	197	COMDOC	BLK AND COLOR OVERA	636.66
47206	06/17/24	197	COMDOC	BLK AND COLOR OVERA	636.66
47207	06/17/24	10000161	CONJUGUEMOS	CLOSE LINE ONE IN E	95.00
47208	06/17/24	6324	EXPERT TS	FOOTBALL CAMP T SHI	877.00
47209	06/17/24	10001354	FOLLETT CONTENT SOL	LIBRARY BOOKS AND M	1,216.97
47209	06/17/24	10001354	FOLLETT CONTENT SOL	LIBRARY BOOKS AND M	73.03
47210	06/17/24	10000631	GOODS OIL UNDERCOAT	OIL SPRAY BUSES	210.00
47211	06/17/24	10001565	I A LEWIN PE & COMP	PROVISION OF PROFES	3,000.00
47212	06/17/24	10000076	BRETT C LANZ	MILEAGE 2022-2023	53.60
47213	06/17/24	2655	LONIER PAINTING	BOE OFFICES PAINTIN	2,120.00
47214	06/17/24	10000643	PAULETTE A MARTIN	TEACHER LICENSE REN	25.00
47215	06/17/24	10000140	LAURA E CIAMACCO	MILEAGE 2023-2024	90.45
47216	06/17/24	7110	MILLER SEPTIC MT SE	TO CLEAN DRAIN TRAP	380.00
47217	06/17/24	326	MULTI-COUNTY JUVENI	TUITION FOR STUDENT	1,954.00
47218	06/17/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
47218	06/17/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
47218	06/17/24	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
47219	06/17/24	7025	TREASURER STATE OF	FINGER PRINTING ORR	286.75
47219	06/17/24	7025	TREASURER STATE OF	FINGER PRINTING ORR	595.50
47220	06/17/24	10000078	DAWN RENEE WAGNER	MILEAGE REIMBURSEME	5.92
47221	06/18/24	10001595	ASHLEY PHILLIPS	PROM SECURITY	247.50
47222	06/18/24	5182	BATTERY WAREHOUSE D	D BATTERIES FOR OHS	35.52
47222	06/18/24	5182	BATTERY WAREHOUSE D	ESTIMATED SHIPPING/	6.99
47223	06/18/24	1215	BERKEY TROPHIES	SPRING SPORTS AWARD	175.00
47223	06/18/24	1215	BERKEY TROPHIES	SPRING SPORTS AWARD	225.00
47224	06/18/24	2004	BRENNY'S SANITARY S	ORR PARK PORTA POTT	170.00
47225	06/18/24	51	BUEHLER FOOD MARKET	CLOSED LINE 1 IN ER	17.94
47225	06/18/24	51	BUEHLER FOOD MARKET	BUS DRIVER APPRECI	15.00
47225	06/18/24	51	BUEHLER FOOD MARKET	OPEN PO	75.85
47225	06/18/24	51	BUEHLER FOOD MARKET	GIFT CARDS	225.00
47225	06/18/24	51	BUEHLER FOOD MARKET	CLINIC SUPPLIES	54.53
47225	06/18/24	51	BUEHLER FOOD MARKET	GROCERIES FOR CLASS	569.19
47226	06/18/24	3617	EDGE DOCUMENT SOLUT	04-1X45-801R (RED)	63.25
47226	06/18/24	3617	EDGE DOCUMENT SOLUT	ESTIMATED SHIPPING/	16.83
47227	06/18/24	6324	EXPERT TS	DISTRICT TRACK TSHI	614.00
47228	06/18/24	8509	GREAT LAKES BIOMEDI	STUDENT TESTING	576.00
47229	06/18/24	7295	IMPACT APPLICATIONS	ANNUAL SERVICE SUBS	765.00
47230	06/18/24	10000579	INSTRUMENTALIST AWA	ANNUAL STUDENT CHOI	87.00
47231	06/18/24	1660	MICHAEL'S BAKERY	DONUTS FOR STAFF AP	109.20
47232	06/18/24	326	MULTI-COUNTY JUVENI	TUITION FOR STUDENT	660.15
47233	06/18/24	3151	ORRVILLE BOOSTER CL	REIMBURSEMENT TO AT	1,962.00
47233	06/18/24	3151	ORRVILLE BOOSTER CL	REIMBURSEMENT TO AT	162.00
47233	06/18/24	3151	ORRVILLE BOOSTER CL	REIMBURSEMENT TO AT	180.00
47234	06/18/24	10001553	UNITED DISABILITY S	LOW VISION ASSESSME	370.00
47235	06/18/24	10001594	UNIVERSITY OF OREGO	PBIS ANNUAL LICENSE	633.30
47236	06/20/24	4801	RITTMAN EXEMPT VILL	COMPACT SERVICES O	4,599.92
47236	06/20/24	4801	RITTMAN EXEMPT VILL	COMPACT SERVICES -	24,499.51
47236	06/20/24	4801	RITTMAN EXEMPT VILL	SPEC ED	14,547.12
47236	06/20/24	4801	RITTMAN EXEMPT VILL	COMPACT SERVICES -	28,962.82
47237	06/28/24	900013	AMERICAN FUNDS SERV	DED:6000 AMER FUNDS	200.00
47237	06/28/24	900013	AMERICAN FUNDS SERV	DED:6000 AMER FUNDS	200.00
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3500 VSN FAM	132.44
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3501 VIS SNG	132.48
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3503 VIS EMP +	71.52
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3500 VSN FAM	132.44

Orrville City Schools  
June 2024 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3501 VIS SNG	132.48
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3502 VIS EMP +	21.72
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3503 VIS EMP +	71.52
47238	06/28/24	10001363	AMERITAS LIFE INSUR	DED:3502 VIS EMP +	21.72
47239	06/28/24	10000021	MASSILLON CITY INCO	DED:48244M MCTX	155.70
47239	06/28/24	10000021	MASSILLON CITY INCO	DED:48244M MCTX	313.58
47240	06/28/24	2976	BRIGHTHOUSE LIFE I	DED:6003 METLIFE	207.50
47240	06/28/24	2976	BRIGHTHOUSE LIFE I	DED:6003 METLIFE	207.50
47241	06/28/24	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	256.00
47242	06/28/24	900010	SECURITY BENEFIT LI	DED:6006 SECURITY	525.00
47242	06/28/24	900010	SECURITY BENEFIT LI	DED:6006 SECURITY	525.00
47243	06/28/24	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	1,789.35
47243	06/28/24	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	1,789.35
47243	06/28/24	4787	STARK COUNTY DEPT O	DED:5000 FLEX D. C.	50.00
47243	06/28/24	4787	STARK COUNTY DEPT O	DED:5000 FLEX D. C.	50.00
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2001 INS BRD	2,417.48
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3021 DENT BRD	2,548.30
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3013 DENT BRD	2,803.13
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2018 INS SGL	2,985.84
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4511 LIFE INS	3.13
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4510 TREAS LIFE	6.25
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4512 LIFE IN	12.52
47244	06/28/24	4721	STARK COUNTY SCHOOL	INSURANCE ADJ 06/24	(0.03)
47244	06/28/24	4721	STARK COUNTY SCHOOL	INSURANCE ADJ 06/24	(613.90)
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2026 INS SGL	4,478.76
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2024 INS FAM	10,878.66
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2016 INS FAM	10,878.66
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2014 INS SGL	497.64
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2002 INS SGL	497.64
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	497.64
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2010 INS SGL	11,445.72
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2008 INS FAM	29,009.76
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2004 INS FAM	44,723.38
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3007 DENT BRD	2,274.14
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3015 DENT BRD	723.59
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4507 CERT LIFE	737.50
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3003 DENT BRD	1,447.18
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2003 INS BRD	1,492.92
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2014 INS SGL	497.64
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2002 INS SGL	497.64
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2030 INS SGL	243.24
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3023 DENT BRD	310.11
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4506 LIFE ADD'L	191.16
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:4509 CLASS LIFE	200.00
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	3,483.48
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2000 INS FAM	3,626.22
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2026 INS SGL	3,981.12
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3005 DENT BRD	4,586.94
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2016 INS FAM	10,878.66
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2024 INS FAM	10,994.92
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2010 INS SGL	11,445.72
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:3001 DENT BRD	12,741.50
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2008 INS FAM	29,009.76
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2004 INS FAM	44,723.38
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2000 INS FAM	3,626.22
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2030 INS SGL	243.24
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2001 INS BRD	2,417.48
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	2,985.84
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2018 INS SGL	2,985.84
47244	06/28/24	4721	STARK COUNTY SCHOOL	DED:2003 INS BRD	1,492.92
47244	06/28/24	4721	STARK COUNTY SCHOOL	INSURANCE ADJ 06/24	(0.49)
47245	06/28/24	900015	VOYA FINANCIAL RELI	DED:6008 VOYA 403B	125.00
47245	06/28/24	900015	VOYA FINANCIAL RELI	DED:6008 VOYA 403B	125.00
47246	06/28/24	10000023	WOOSTER CITY INCOME	DED:86548 WCIT	10.30
47246	06/28/24	10000023	WOOSTER CITY INCOME	DED:86548W WCIT	31.56
47246	06/28/24	10000023	WOOSTER CITY INCOME	DED:86548W WCIT	31.55
47246	06/28/24	10000023	WOOSTER CITY INCOME	DED:86548 WCIT	10.30



## **Student Wellness Program**

### **Preamble**

Orrville City Schools is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

1. Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with federal and state nutrition standards;
2. Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
3. Students have opportunities to be physically active during and after school;
4. Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
5. School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
6. The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits and
7. The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

The policy applies to all students, staff, and schools in the District. Specific measurable goals and outcomes are identified with each section below.

### **1. School Wellness Committee**

#### **A. Committee Role and Membership**

The District will convene a representative District wellness committee (hereto referred as the DWC) that meets at least four times per year to establish goals for and oversee school health and safety policy and programs, including development implementation and periodic review and update of this District-level wellness policy (heretofore referred as "wellness policy").

The DWC membership will represent all school levels and include (to the extent possible but not limited to): parents and caregivers; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school health services staff, and mental health and social services staff; and school administrators. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators, students, Board members, health professionals and the general public. To the extent possible, the DWC will include representatives from each school building.

## B. Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy and will ensure each school's compliance with the policy.

The designated official for oversight is Barbara Lorson, MS, RD, LD, Wellness Coordinator, [roc\\_blorson@tccsa.net](mailto:roc_blorson@tccsa.net).

<b>Name</b>	<b>Title/Relationship to District</b>	<b>Email</b>	<b>Role on Committee</b>
<b>Megan Steiner, RN, BSN, LSN</b>	District School Nurse	<a href="mailto:orvl_msteiner@tccsa.net">orvl_msteiner@tccsa.net</a>	Co-lead committee member
<b>Ashley Millsaps</b>	OES Principal	<a href="mailto:orvl_amillsaps@tccsa.net">orvl_amillsaps@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Deb Byrnes</b>	Food Service Supervisor	<a href="mailto:orvl_byrnes@tccsa.net">orvl_byrnes@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Rhonda Martin</b>	OMS Food Service Manager	<a href="mailto:orvl_rmartin@tccsa.net">orvl_rmartin@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Michelle Gray</b>	OES Food Service Manager	<a href="mailto:orvl_mgray@tccsa.net">orvl_mgray@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Jamieson Keeney</b>	OMS/OHS Physical Education/Health	<a href="mailto:orvl_jkeeney@tccsa.net">orvl_jkeeney@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Daniel Steidl</b>	OHS Assistant Principal	<a href="mailto:orvl_dsteidl@tccsa.net">orvl_dsteidl@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Tyrone Mosley</b>	OHS Health, Physical Education, Fitness and Nutrition, Wellness, CPR/FA	<a href="mailto:orvl_mosley@tccsa.net">orvl_mosley@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Stephanie Besancon</b>	OHS Family and Consumer Science	<a href="mailto:orvl_sbesancon@tccsa.net">orvl_sbesancon@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation
<b>Audrey Zuercher</b>	Athletic Director	<a href="mailto:orvl_azuercher@tccsa.net">orvl_azuercher@tccsa.net</a>	Assist in the evaluation of the wellness policy implementation

## 2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

### A. Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online



tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

The wellness policy and the progress reports can be found at: [www.orrville.k12.oh.us](http://www.orrville.k12.oh.us).

#### B. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Orrville Board of Education Office. Documentation maintained in this location will include but will not be limited to:

- i. The written wellness policy;
- ii. Documentation demonstrating that the policy has been made available to the public;
- iii. Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the District uses to make stakeholders aware of their ability to participate on the DWC;
- iv. Documentation to demonstrate compliance with the annual public notification requirements;
- v. The most recent assessment on the implementation of the Local School Wellness policy;
- vi. Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

#### C. Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, and updates to the policy and implementation status. The District will make this information available via the District website and/or Districtwide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's (or schools') events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordination the committee, as well as information on how the public can get involved with the school wellness committee.

#### D. Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- i. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- ii. The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy and
- iii. A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Barbara Lorson, Wellness Coordinator, [roc\\_blorson@tccsa.net](mailto:roc_blorson@tccsa.net). The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

#### E. Revisions and Updating Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

#### F. Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards' availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The district will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### 3. Nutrition

#### A. School Meals

Our school District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Fresh Fruit and Vegetable Program (FFVP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable federal child nutrition programs, that:



- i. Are accessible to all students;
- ii. Are appealing and attractive to children;
- iii. Are served in clean and pleasant settings;
- iv. Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- v. Promote healthy food and beverage choices using the following Smarter Lunchroom techniques:
  - a. Daily fruit options are displayed in a location in the line of sight and reach of students.
  - b. Daily vegetable options are bundled into all grab-and-go meals available to students.
  - c. All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - d. White milk is placed in front of other beverages in all coolers.
  - e. A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
- vi. Menus will be posted on the District website or individual school websites and will include nutrient content and ingredients.
- vii. The District child nutrition program will accommodate students with special dietary needs.
- viii. Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria).
- ix. Students are served lunch at a reasonable and appropriate time of day.
- x. Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

#### B. Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

#### C. Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes.

- i. All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.
- ii. Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

#### D. Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

#### E. Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools provide nutrition education and engage in nutrition promotion that:

- i. Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ii. Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- iii. Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

#### F. Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on eating healthy:

- i. Relationship between healthy eating and personal health and disease prevention
- ii. Food guidance from MyPlate
- iii. Reading and using FDA's nutrition fact labels
- iv. Eating a variety of foods every day
- v. Balancing food intake and physical activity
- vi. Eating more fruits, vegetables and whole grain products
- vii. Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans-fat
- viii. Choosing foods and beverages with little added sugars
- ix. Eating more calcium-rich foods
- x. Preparing healthy meals and snacks
- xi. Risks of unhealthy weight control practices
- xii. Accepting body size differences
- xiii. Food safety
- xiv. Importance of water consumption
- xv. Importance of eating breakfast
- xvi. Making healthy choices when eating at restaurants
- xvii. Eating disorders
- xviii. The Dietary Guidelines for Americans
- xix. Reducing sodium intake
- xx. Social influences on healthy eating, including media, family, peers and culture
- xxi. How to find valid information or services related to nutrition and dietary behavior

- xxii. How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- xxiii. Resisting peer pressure related to unhealthy dietary behavior
- xxiv. Influencing, supporting, or advocating for others' healthy dietary behavior

#### 4. Physical Activity

##### A. Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 40 minutes per week throughout the school year.

All District secondary students (middle and high school) are required to take the equivalent of one-half academic year of physical education.

- i. Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions (meets Healthy Schools Program Silver-level criteria).
- ii. All physical education teachers in Orrville will be required to participate in at least a once a year professional development in education (meets Healthy Schools Program Silver-level criteria).
- iii. All physical education classes in Orrville are taught by licensed teachers who are certified or endorsed to teach physical education (meets Healthy Schools Program Gold-level criteria).

##### B. Essential Physical Activity Topics in Health Education

The District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- i. The physical, psychological, or social benefits of physical activity
- ii. How physical activity can contribute to a healthy weight
- iii. How physical activity can contribute to the academic learning process
- iv. How an inactive lifestyle contributes to chronic disease
- v. Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- vi. Differences between physical activity, exercise and fitness



- vii. Phases of an exercise session, that is, warm up, workout, and cool down
- viii. Overcoming barriers to physical activity
- ix. Decreasing sedentary activities, such as TV watching
- x. Opportunities for physical activity in the community
- xi. Preventing injury during physical activity
- xii. Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- xiii. How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- xiv. Developing an individualized physical activity and fitness plan
- xv. Monitoring progress toward reaching goals in an individualized physical activity plan
- xvi. Dangers of using performance-enhancing drugs, such as steroids
- xvii. Social influences on physical activity, including media, family, peers and culture
- xviii. How to find valid information or services related to physical activity and fitness
- xix. How to influence, support, or advocate for others to engage in physical activity
- xx. How to resist peer pressure that discourages physical activity

#### C. Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/time frame before students enter the cafeteria.

Outdoors recess will be offered when weather is feasible for outdoor play. If the “feel like” temperature (with wind chill, etc.) is 20 degrees or below our students will not be permitted to go outside. If the “feel like” temperature is 21 degrees or higher they will have outside recess. There is the option to do a half inside and half outside on those “close call” days. Please keep in mind that ice, precipitation, etc., will also be considered when determining if the students will have outside recess.

#### D. Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom times at least three times per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

### 5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives



related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

#### A. Community Partnerships

The District will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

#### B. Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

#### C. Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader's name is Barbara Lorson, Wellness Coordinator.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

#### D. Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math

class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing District reform or academic improvement plans/efforts.

**Orrville City Schools**  
**TRI-COUNTY COMPUTER SERVICES ASSOCIATION**  
**SERVICES AGREEMENT**

This agreement ("Agreement") is made between the Midland Council of Governments dba Tri-County Computer Services Association ("TCCSA") and **Orrville City Schools** District Board of Education ("Board of Education"), a user entity and member of TCCSA.

TCCSA is an Information Technology Center ("ITC") per Ohio Revised Code Section 3301.075 organized under Ohio Revised Code Chapter 167 and provides Core services ("Services"); as detailed in the Section 6 of this agreement document.

TCCSA and the Board of Education now desire to set forth in writing the terms and conditions of their agreement regarding the provision of Services pursuant to this Agreement.

1. **Purpose.** The Board of Education agrees to purchase from TCCSA, and TCCSA agrees to provide services to the Board of Education as selected by the Board of Education pursuant to its TCCSA Membership and as delineated in Exhibit 1, which comprises a minimum of four core services, internet access and technical services and three core services each fiscal year.
2. **Term.** This Agreement is effective for one year commencing on **July 1, 2024** and terminating on **June 30, 2025**, and is non-cancelable. The Agreement shall automatically renew for successive one-year terms adjusted, as necessary, to run concurrently with the Board's membership in TCCSA.
3. **Agreement.** The terms of this Agreement shall apply to and will be considered a part of any addenda for Services delivered by TCCSA. This Agreement and any attached and incorporated addenda or exhibits, if any, contain the entire contract of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the parties to this Agreement other than those set forth in this Agreement.
4. **Independent Contractors.** At all times, the relationship of the parties shall be as independent contractors. TCCSA may perform any of its obligations hereunder directly or through subcontractors.
  - 4a. **Affiliated Third-Party Services.** TCCSA may enter into agreements with third-party vendors and service providers for the purpose of securing discounted pricing and other favorable contract terms for customers including the Board of Education. If TCCSA has entered into an agreement with a third-party vendor/service provider for such benefits, and if the Board of Education subsequently agrees to purchase goods or services pursuant to the agreement between TCCSA and the third-party vendor/service provider, the Board of Education agrees to be bound to the terms and conditions of the corresponding TCCSA agreement with such vendor/service provider and to be primarily liable for any payments due to the vendor/service provider on account of the Board of Education's agreement to receive goods or services from the vendor/service provider.
5. **Payment.** The Board of Education agrees to be solely responsible to TCCSA for all charges billed by TCCSA for Services. Except as otherwise provided by TCCSA membership policies, such charges



shall be billed quarterly or according to TCCSA's fee schedule. If payment is not received within ninety (90) days, TCCSA reserves the right to immediately suspend and/or terminate any and all contracted services to the Board of Education under this or any other agreement between the Parties. Late payments may be subject to a service charge of up to 5% of unpaid fees per month. Fee Structures are subject to change annually with the approval of the TCCSA Full Membership.

6. **Compliance with Law.** TCCSA shall provide Services in accordance with all applicable, federal, state, and local laws and regulations. TCCSA shall not be responsible or liable to the Board of Education for any special, incidental, indirect or consequential damages in connection with the purchase of Services by the Board of Education.

The Parties acknowledge that TCCSA has offered the Board of Education at least the minimum state-subsidized "Core Services" as identified in Ohio Administrative Code Section 3301-3-01(B)(5) and required by the Ohio Department of Education, including but not limited to the following:

- a. Fiscal services, including accounting (cash basis with generally accepted accounting practice extensions), payroll/personnel, and fixed asset accounting;
- b. Student records management, including provisions for student scheduling, grade reporting, attendance tracking, and tracking of special education needs;
- c. State-mandated data reporting, including access to the appropriate department databases and software applications;
- d. Library automation, curricular resources, and educational technology services to support academic content standards and effective instruction; and
- e. Internet access and technical services, including connectivity and the support of data exchanges within the information technology center's user entities and across different information technology centers and their user entities.

The service subscription election is in the form of the Billing Summary can be found attached as Exhibit I.

TCCSA shall conform to the quality implementation standards defined by the Ohio Department of Education and Workforce for all Core Services. Any delays in TCCSA's performance of its obligation hereunder shall be excused to the extent that such delays may be due to causes not within TCCSA's control.

7. **Property.** All data, software, information systems, databases and other data, administrative and business systems, websites, technology, models, designs, business or marketing plans, documentation, other materials or products, formulas, methodologies, processes or techniques, or other works or inventions (whether or not copyrightable or patentable), or other intellectual property of any kind furnished, developed or created by TCCSA, or by TCCSA's employee, contractor, subcontractor, representative or agent providing services under this Agreement including, but not limited to, all intermediate and partial versions thereof and derivative works based thereon, shall constitute the proprietary information and trade secrets of TCCSA and shall be the sole property of TCCSA.



8. **Agreement Amendment.** During the term of this Agreement, the Board of Education may add additional Services, pursuant to an addendum signed by the parties, which addendum shall be attached and incorporated into the Agreement.

9. **Notice.** Any notice provided under the terms of this Agreement by either party to the other shall be in writing. Notice shall be sufficient if made or addressed as follows:

TCCSA  
Executive Director  
2125 Eagle Pass  
Wooster, OH 44691

**Orrville City Schools**  
Mark Dickerhoof  
815 N Ella St  
Orrville, OH 44667

10. **Force Majeure.** If TCCSA is unable to perform any Services under this Agreement by reason of force majeure, TCCSA will be excused from its obligations to the extent that its performance is prevented by force majeure, for the duration of the event. The term "force majeure" means without limitation: acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and other severe weather; explosions; restraints of government and people; war, strikes, and other like events; or any other cause that is not reasonably within the control of TCCSA.

11. **Liability.** TCCSA shall not be liable for any claims, damages, costs, judgments, expenses or any other liabilities resulting from bodily injury to any person or damage to property that may arise out of or that are related to this Agreement, as a result of an error, omission, or negligence of the Board of Education, its members, employees, agents, or users.

12. **Termination.** This Agreement may be terminated prior to the expiration of the Term hereof as follows:

- If the Board of Education fails to make a payment under this Agreement, TCCSA may terminate this Agreement in accordance with Article 5. Payment.
- If the Board of Education fails to perform any other obligations under this Agreement, and no remedial action can be agreed upon by the parties, TCCSA may terminate this Agreement and collect all amounts due for the balance of the unexpired term of this Agreement.

13. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

14. **Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

15. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

16. **Counterparts.** This Agreement may be executed in several counterparts, all of which, taken together shall constitute one single agreement between the parties hereto.

17. Waiver of Conflict of Interest. The parties acknowledge that the law firm of Peters Kalail & Markakis Co., L.P.A. ("PKM"), regardless of whether said parties have an attorney-client relationship with PKM, has reviewed this agreement to confirm that it contains the mutual intentions of the parties and that the language of the agreement is clear of ambiguities. The parties further knowingly and voluntarily waive any conflict of interest or objection to PKM performing this review. Each party understands that it has the opportunity to seek independent legal counsel regarding both the contents of this agreement and the waiving of conflicts of interest should any exist.

IN WITNESS WHEREOF, TCCSA and the BOARD OF EDUCATION have executed this AGREEMENT to be effective on the date specified in Article 2. Term, above:

**TRI-COUNTY COMPUTER SERVICES ASSOCIATION**

\_\_\_\_\_  
TCCSA Executive Director Signature

\_\_\_\_\_  
Date

**BOARD OF EDUCATION OF THE Orrville City Schools**

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Date



TRI-COUNTY COMPUTER SERVICES ASSOCIATION  
Midland Council of Governments  
2125 Eagle Pass  
Wooster, Ohio 44691-5320

Phone: (330)264-6047

---

<p style="text-align: center;"><b>Service Level Agreement</b> For Member Districts</p>
--

This service level agreement between the Midland Council of Governments dba TCCSA (TCCSA) and Orrville City Schools (hereinafter, Client) will be in effect at the start of each fiscal year

#### I. TERMS

This agreement shall be in effect beginning July 1 2024. Upon the condition that there is no default by Client in the performance of any of the terms contained herein, this agreement is automatically renewed on June 30 each year. A one-year notice must be given to TCCSA prior to withdrawal of this agreement. Client shall be liable for all obligations during this one-year period.

#### II. SERVICES

TCCSA agrees to furnish Client, in accordance with the terms of this agreement, certain computer, data processing and application support services. Said services include:

- A. **Fiscal Administration (Accounting/Payroll/ERP)**
  - Access to all financial software available through OECN
    - USAS-R, USPS-R, Inventory, Web GAAP & ERP



- Data archival and retrieval support – Web Interface
- Help desk support Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Knowledgeable staff and resources to support business process, including required applications, data entry, data management, data import/export and reporting
- Prompt software upgrades to latest version
- Documentation for software procedures and guidelines
- New and continuing user training for systems and software procedures, end-of-year processing and opening/closing of records
- Leadership in the research of new products and procedures to benefit users including enhancements
- Disaster Recovery
- Provide training in preparing W-2 forms, and 1099 Forms in January each year

## **B. Student Administration Systems**

- Access to the ProgressBook Suite which includes support of the applications:
  - StudentInformation - student scheduling, attendance reporting, registration, student demographics, academic history, student discipline tracking, fees reporting, custom report card and transcript formats
  - GradeBook - grade reporting, attendance collection, custom report card formats
  - ParentAccess - parents and students 24/7 access to online instruction, electronic Report Cards
  - SpecialServices - portal for managing all special education and gifted student forms
  - DataMap - data analytics and warehouse of student assessment data
  - VirtualClassroom - e-learning management system (LMS)
- Data archival and retrieval support
- Help desk support Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Knowledgeable staff and resources to support business process, including required applications, data-entry, data management, data import/export and reporting
- Constant communication with the hosting team to ensure prompt software upgrades while considering the districts after hours schedules to achieve the least amount of disruption.
- Documentation for software procedures and guidelines posted to web
- New and continuing user training for systems and software procedures, including end-of-year processing.
- Creation and use of custom user defined reports
- EMIS compliance procedures
- Leadership in the research of new products and procedures to benefit users including enhancements
- Disaster Recovery



### C. EMIS System and Services

- Access to state EMIS Software
- Interface to SI (PBook) and OECN Financial Software EMIS data transfers
- Data archival and retrieval support
- Help desk support Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Knowledgeable staff and resources to support business process, including required applications, data-entry, data management, data import/export and reporting
- Constant communication with the hosting team to ensure prompt software upgrades while considering the districts after hours schedules to achieve the least amount of disruption.
- Documentation for software procedures and guidelines as defined and provided by ODE
- New and continuing user training for systems and software procedures
- Training and support in submission of EMIS data to ODE for applicable EMIS reporting periods
- Distribution of and assistance in interpreting district reports as they are received from ODE
- District Report card assistance
- Disaster Recovery

### D. Library Services

- Knowledgeable staff and resources to support various INFOhio services
- Conduct INFOhio User's Group meetings and maintain other communication channels with users
- INFOhio Electronic resource support
- Provide access to INFOhio Library Automation software
- Help desk support Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Knowledgeable staff and resources to support business process, including required applications, data entry, data management, data import/export and reporting
- Offer the most recent automation software release as established by INFOhio
- Support state provided documentation as well as creation of ITC specific documentation for software procedures and guidelines
- Training for new and continuing users on new applications, systems and software, procedures as they become available, end-of-year processing and opening/closing records
- Creation and use of custom user defined reports
- Meets INFOhio compliance procedures
- Leadership in the research of new products and procedures to benefit users including enhancements
- Provide support to maintain data for library materials and patrons
- Disaster Recovery

### III. LIABILITY

TCCSA shall be liable to the Client for failure to provide any service only if such failure is due to the negligence of TCCSA, but TCCSA shall not be liable for damages incurred as a result of the errors or omissions of the Client, its personnel, or employees. TCCSA shall not be liable for failure to perform if such failure is due to causes or conditions beyond their control.

### IV. CONFIDENTIALITY OF INFORMATION

TCCSA shall exercise normal care in preserving and protecting the confidentiality of information and materials furnished by the Client.

### V. CLIENT RESPONSIBILITIES

The Client agrees to abide by and enforce when applicable, their district Acceptable Use Policy and all other policies as deemed appropriate by the TCCSA Governing Board.

### VI. PAYMENT

Client agrees to pay TCCSA for services according to the fees listed in the individual district Billing Summary. Any service changes during the contract year will be prorated on a monthly basis. Invoicing for said services will be billed as listed in the Billing Summary. Client agrees to pay all charges on the invoice(s) within (30) days. When appropriate, TCCSA will use the ADM count as it is determined within the ProgressBook SI using the maximum students tracked during the previous calendar year Jan 1 to Dec 31. NOTE: For FY 2025, due to current price freezes with Frontline, TCCSA will continue to use the ADM count from four years ago. The Client agrees to pay TCCSA for any additional costs requested by districts for specified forms, programs, input, and other supplies additional to the operation of the system. All source documents and informational reports shall be transported to and from the Client and the data center at the Client's expense.

III. SIGNATURES

This agreement shall be governed and construed under the laws of the State of Ohio. In witness thereof, the parties have caused this Agreement to be executed by their respective duly authorized officers as of the date set forth below.

Orrville City Schools

TCCSA

BY \_\_\_\_\_

BY \_\_\_\_\_

TITLE:

TITLE: Executive Director

DATE:

DATE: July 1, 2024



**ATTACHMENT A**  
Application Support Service Level Agreement

**Hours of Operation:**

TCCSA's normal business hours are Monday-Friday, 8:00 a.m. to 4:00 p.m. After hours a Best Effort model is in place. On rare occasions, our hours may change, users will be notified in advance of any changes via electronic means.

TCCSA is closed on the following holidays: New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas Eve, Christmas Day.

**Hours of Network Availability:**

All the continuously available services shall be scheduled to be available 365 days a year and 24 hours a day, apart from planned maintenance times, which shall be announced at least one week in advance with the description of the maintenance to occur, estimated down time and the contact information of the person responsible for said activity. In the event of emergency maintenance, the districts will be notified with the cause after maintenance is performed.

**Escalation Process:**

Clients are responsible for requesting service or reporting incidences via posting of a helpdesk ticket so that multiple staff are made aware of the issue.

**Responsibilities**

The district and the TCCSA must have a reciprocal relationship in order to facilitate high quality delivery of service. Listed below are the responsibilities of both.

**Cybersecurity**

ITC

- a. Continue the process of implementing the NIST cybersecurity protocols and training
- b. Comply with yearly SOC-1 security audits and regular NIST assessments
- c. Communicate cybersecurity best practices to district technology coordinators
- d. Ensure a background check is conducted on all TCCSA employees
- e. Administer yearly cybersecurity training and spear phishing campaigns to all TCCSA employees

School District

- a. Offer cybersecurity training, and phishing campaigns to all employees
- b. Enforce MFA (Multi Factor Authentication) for any identity provider (Google Workspace, Microsoft 365) utilized for SSO (single sign-on) to applications supported by TCCSA.
- c. Ensure a timeout is set for SSO sessions, such that users are required to re-authenticate on a regular basis - daily is recommended
- d. Implement cybersecurity best practices such as regular software updates, endpoint security, secure remote access, and encryption of data at rest

**Software management**

ITC

- a. Install new versions and patches according to timeframes specified by vendor, state provider or as deemed necessary by TCCSA staff.
- b. Continue the process for hardware and software to be properly licensed and maintained.
- c. Maintain compliance with industry standards regarding interoperability.
- d. Develop routines to enable interoperability between software applications.
- e. Explore new software applications based on customer needs.

School District

- a. Implement new features associated with updated versions of software.
- b. Provide users with properly licensed, maintained and configured workstations.
- c. Submit authorization forms to grant users proper access to applications.
- d. Convey new and/or changing users needs to TCCSA staff.
- e. Disable user accounts when staff leave the district and/or report to TCCSA for removal of user access.
- f. Actively participate in software research, development, testing, implementation and support cycle.

**Data management**

ITC

- a. Generate backups on a nightly basis.
- b. Maintain and manage offsite routine as specified in SOC-1 audit requirements or industry standards.
- c. Retrieve data in conjunction with district personnel using a mutually agreed upon schedule.
- d. Restore data critical for daily district operations as a top priority.
- e. Enable data transfer between systems.

School District

- a. Upon detection, immediately notify the appropriate TCCSA contact person as to specific data retrieval needs.
- b. Responsible for rebuilding any lost data after restoration.
- c. Meet all published timelines (including but not limited to those set by State Auditor, financial institutions, ODE, and TCCSA) for submission of data.
- d. Maintain appropriate security policies for protection of data.

## User Training

### ITC

- a. Provide sufficient, timely training as defined by the users.
- b. Track user attendance and assess user training needs with Training Evaluation.
- c. Offer New User Training Series and On-Going Training at least once per year in each service area.

### School District

- a. Maintain 80% attendance rate at training sessions.
- b. Alert TCCSA to ongoing training needs.
- c. Complete evaluation forms to provide immediate feedback and to improve future training sessions.
- d. Invite appropriate staff to attend training sessions and ensure appropriate software authorization. "Appropriate staff" is defined as staff with basic computer skills and expertise in the area associated with the software application.

## Problem resolution

### ITC

- a. Maintain a qualified staff commensurate with staff budget.
- b. Facilitate continuing education for all staff per rules defined in Ohio Administrative Code.
- c. Maintain software support contracts with third parties.
- d. Provide helpdesk support as defined in timeframe/availability as defined in Hours of Operation and Hours of Network Availability on page 6 above.
- e. Assess frequency and nature of questions from the district and use this information to plan for future training.
- f. Log all reported problems.

### School District

- a. Report problems in a timely manner to the TCCSA Helpdesk or email [support@tccsa.net](mailto:support@tccsa.net)
- b. Notify TCCSA if reported problem is resolved internally.
- c. Provide on-site qualified staff (user) to assist with remote troubleshooting.

## Documentation

### ITC

- a. Provide documentation based upon user needs.
  - i. Types of software documentation may include user guides, release notes, frequently asked questions, checklists, and forums.
  - ii. Content may include best practices, supplements to vendor documentation, and step by step software user guidance.
- b. Enable access to documentation via hard copy as needed.
- c. Notify users of documentation updates.
- d. Update documentation based on user needs.

### School District

- a. Review all documentation and updates within the timeframes specified by TCCSA.
- b. Use latest versions of documentation.
- c. Inform TCCSA regarding accuracy, usability, relevance, and availability of documentation in a timely fashion.



## Communication

### ITC

- a. Provide districts with hardware specifications for supported applications.
- b. Notify district of release of new versions or patches after appropriate pre-release site testing.
- c. Communicate based upon urgency and user needs. Methods can include Helpdesk, email messages, newsletters, site visits, telephone calls, meetings (e.g., user groups, governing board, advisory committees), and web site updates.

### School District

- a. Notify TCCSA immediately of relevant staff changes.
- b. Keep up to date on all TCCSA software communications.

## Quality of service

### ITC

- a. Measure customer satisfaction through an annual survey AND assess incremental progress through at least one other recommended method (e.g., post-training evaluations, caller logs, service desk surveys generated after problem resolution).
- b. Assessment results from annual audit (i.e., SOC-1 report) for process improvements.
- c. Self-evaluate performance and progress within the context of the annual continuous improvement plan provided to the Ohio Department of Education.

### School District

- a. Complete incremental and annual surveys administered by TCCSA.
- b. Provide feedback via working groups, focus groups, advisory groups, and other subcommittees to help gauge customer satisfaction and make recommendations for improvement.
- c. Participate in any other quality of service review processes as requested by TCCSA.

## Network Security:

Vulnerability scanning is performed on a regular basis to ensure security of the TCCSA network.

SCHEDULE A  
Schedule of Services and Charges for Member Districts

Base Service Fee - Covers Core Services for Member Districts  
\$29/ADM fee includes Frontline Suite for FY 2025

INFOhio Service Fee  
\$3.65/building ADM Year One  
\$3.35/building ADM Year Two  
\$1.85/building ADM Thereafter

Content Filtering  
\$2/ADM

LAN Administration  
\$100/building per month

Time and Materials Service Fee  
\$75/hour

Administrative Fee  
3% for Member Districts

*NOTE – anticipate FY26 will have a 3% increase*

**SUPPORT INCLUDES**

Helpdesk response time under 4 hours	Email & Telephone Support
Report Card Updates	Custom extracts for third party apps
User Account Creation	Team structured support
Report Card Updates	Business process support
District LAN support	Regularly Scheduled Working Groups
User Group Meetings	Professional Development Sessions
Guided Workshops	Scheduled Training for Core Service Areas
Core Software updates	District Guidance on technology needs

**Orrville City Schools**  
**2024-2025 EDUCATIONAL/SPECIAL SERVICES CONTRACT**

This contract ("Contract") by and between the Governing Board of the Tri-County Educational Service Center ("ESC") and **Orrville City Schools** District Board of Education ("Board of Education") is for the purpose of providing Educational Services ("Services").

The ESC is an educational service center organized under the laws of the State of Ohio and provides general education services, special education services, and special education-related services ("Services"); and

The ESC and the Board of Education now desire to set forth in writing the terms and conditions of their agreement regarding the provision of Services pursuant to this Contract.

1. **Purpose.** The Board of Education agrees to purchase from the ESC, and the ESC agrees to provide Services to the Board of Education. The Services provided by the ESC are those selected by the Board of Education and made available by the ESC.
2. **Term.** This Contract is effective for one year commencing on **7/1/2024** and terminating on **6/30/2025**, and is non-cancelable.
3. **Agreement.** The terms of this Contract shall apply to and will be considered a part of any addenda for Services delivered by the ESC. This Contract and any attached and incorporated addenda or exhibits, if any, contain the entire contract of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the parties to this Contract other than those set forth in this Contract.
4. **Scope of Work.**
  - A. The ESC agrees to:  
Provide, under the ESC's control, Services to the Board of Education as identified in the attached Exhibit(s), attached hereto and incorporated herein. We have attached the following exhibit(s) **A, B, H** to this contract.
  - B. The Board of Education agrees to:  
Pay for the Services as provided for in the attached Exhibit(s).
  - C. Each party agrees to:  
Notify the other party in writing on or before **3/14/2025**, of any change in the Services as described in the attached Exhibit(s) to be purchased for the term commencing **7/1/2025** on through **6/30/2026** (the 2025-2026 contract).
5. **Payment.** The board of Education agrees to be solely responsible to the ESC for all charges invoiced by the ESC for Services provided pursuant to this Contract. Charges for Services will be invoiced to the Board of Education monthly or quarterly for actual expenditures.

Charges based on estimates will be billed on the following schedule:

August	40% of the estimated cost on Exhibit(s)
December	40% of the estimated cost on Exhibit(s)
May	Remaining balance of the actual cost
September	True-up billing/credit (Handicapped Preschool and IB Program)



Payment of all invoices sent shall be due to the ESC no later than the 15<sup>th</sup> of the following month. Notwithstanding anything to the contrary, this Contract is contingent upon the ESC receiving such payments from the Board of Education. In the event the ESC does not receive payments, the ESC may terminate or suspend this Contract or reduce the scope of work provided under this Contract without pecuniary risk or penalty at its sole discretion. Such termination, suspension, or reduction shall not be deemed a waiver of other legal or equitable rights the ESC may have to full payment. Payment requirements, which are different than provided for herein, will be described in each of the separate addenda to this Contract. Payments made by the Board of Education pursuant to this Contract shall in no way effect or reduce the ESC's entitlement to any state funding authorized by the Revised Code, including but not limited to R.C. 3317.11.

6. **Compliance with Law.** The ESC shall provide Services in accordance with all applicable, federal, state, and local laws and regulations. The ESC shall not be responsible or liable to the Board of Education for any special, incidental, indirect or consequential damages in connection with the purchase of Services by the Board of Education.
  - A. Tri-County ESC is required to comply with the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries.
  - B. Tri-County ESC will allow the representatives of the U.S. Department of Human Services, ODJFS, ODE, or their respective designee, access to the subcontractor's books, documents, and records.
  - C. Tri-County ESC acknowledges that they or their principles are not suspended or debarred.

7. **Contract Amendment.** During the term of this Contract, the Board of Education may add additional Services, pursuant to an addendum signed by the parties, which addendum shall be attached and incorporated into the Contract.

8. **Notice.** Any notice provided under the terms of this Contract by either party to the other shall be in writing. Notice shall be sufficient if made or addressed as follows:

Tri-County ESC  
Treasurer  
741 Winkler Drive  
Wooster, Ohio 44691-1652

**Orrville City Schools**  
Mark Dickerhoof  
815 N. Ella St.  
Orrville, Ohio, 44667

9. **Force Majeure.** If the ESC is unable to perform any Services under this Contract by reason of force majeure, the ESC will be excused from its obligations to the extent that its performance is prevented by force majeure, for the duration of the event. The term "force majeure" means without limitation: acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and other severe weather; explosions; restraints of government and people; war, strikes, and other like events; or any other cause that is not reasonably within the control of the ESC.
10. **Liability.** The ESC shall not be liable for any claims, damages, costs, judgments, expenses or any other liabilities resulting from bodily injury to any person or damage to property that may arise out of or that are related to this Contract, as a result of an error, omission or negligence of the Board of Education, its members, employees, agents or users.



**Tri-County Educational Service Center  
Wayne County Preschool Pool  
FY25 Estimated Budget**

**Preschool Pool Estimated Expenditures:**

Personnel Costs *	\$ 1,594,678
- salaries/benefits/subs for teachers, aides, admin, and secretaries	
Related Services	\$ 658,060
- salaries/benefits for psych, speech, and nurse	
Services & Materials	\$ 239,414
- OT, PT, SLP, Internet, Progress Book, Utilities, Rentals, etc.	
Professional Development/Mileage	\$ 15,450
Supplies, Software & Equipment	\$ 23,500
Admin Fee (does not include Dalton Non-Member Fee)	\$ 93,277
<b>Total Estimated Expenditures</b>	<b>\$ 2,624,378</b>

**Estimated Revenue:**

ECSE Handicapped Preschool Grant	\$ 109,186
Tuition Paid by Parents	\$ 90,000
<b>Total Estimated Revenue</b>	<b>\$ 199,186</b>

**Net Estimated Pool Cost**

**\$ 2,425,192**

**Estimated ADM as of June 2024:**

Chippewa	14
Dalton	16
Green	16
Northwestern	16
Norwayne	12
Orrville	24
Rittman	16
Southeast	18
Triway	20
Wooster	75
<b>Total Estimated ADM</b>	<b>227</b>

**Estimated Billable Rate:**

- Net Pool Cost/Total Estimated ADM	\$ 10,684
- Dalton \$260 Additional Non-Member Fee Per ADM	\$ 10,944

**Estimated Due Per School (amounts will vary from contract exhibit due to rounding):**

Chippewa	\$ 149,571
Dalton	\$ 175,099
Green	\$ 170,939
Northwestern	\$ 170,939



Norwayne	\$	128,204
Orrville	\$	256,408
Rittman	\$	170,939
Southeast	\$	192,306
Triway	\$	213,673
Wooster	\$	801,275
	\$	<u>2,429,352</u>
Non-Member Fee - Dalton	\$	(4,160)
	\$	<u><u>2,425,192</u></u>

\*School Districts receive preschool funding directly through foundation settlements.

School Year 2023-2024	
FY24 Net Estimated Pool Cost	\$ 2,442,176
FY24 Total Estimated ADM	218



**TRI-COUNTY ESC 2024-2025 DISTRICT SERVICES EXHIBIT A**

**Orrville City Schools**

	UNIT DESCRIPTION	# OF UNITS	UNIT RATE	FY25 ESTIMATED PROGRAM COST
Handicapped Preschool	ADM	24.00	\$10,684	\$256,408
Fine Arts	per district	1	\$4,275	\$4,275
Gifted Classroom				\$0
Career Connections (To be paid through FY25 Career Awareness funds by the Wayne County Schools Career Center	per district	0	\$5,000	\$0
				\$ 260,683

**NET AMOUNT TO BE INVOICED 3 TIMES A YEAR IN ADVANCE**

**\$ 260,683**

(August 40%, December 40%, and balance in June or September for true-up billing/credit for preschool)



## EXHIBIT B: Ohio Medicaid School Program

### COST ESTIMATE FOR SPECIAL SERVICES PROVIDED BY TRI-COUNTY ESC

The ESC shall contract with the district to serve as coordinator of services for the Medicaid School Program (MSP)

---

DISTRICT SERVED **Orrville City Schools**

PERIOD OF SERVICE **July 1, 2024 - June 30, 2025**

DESCRIPTION OF SERVICE: The ESC shall provide the following for the MSP services:

- Serve as single point of contact for communications and services
- Complete Ohio Medicaid School Program revalidation process for the district
- Schedule and coordinate MSP training to school and ESC personnel, including web-based electronic documentation
- Coordinate and assist staff in obtaining a National Provider Identification number
- Coordinate and assist staff in obtaining a Medicaid Provider number
- Provide unlimited support to staff participating in the MSP
- Monitor staff participation in the MSP so district maximizes full potential reimbursement
- Provide required MSP Parental Consent form and Annual Notice to district
- Coordinate and assist with completion of required cost report and audits
- TCEC is required to comply with the requirements of 45 CFR 164.504(e) (1) for safeguarding and limiting access to information concerning beneficiaries
- TCEC will allow representatives of the U.S. Department of Human Services, ODJFS, ODE, or their respective designee, access to the subcontractor's books, documents and records
- TCEC acknowledges that they or their principles are not suspended or debarred
- Vendor will comply with the requirements of 45 CFR 164.504(e) (1) for safeguarding and limiting access information concerning beneficiaries
- Vendor will allow representatives of the U.S. Department of Human Services, ODJFS, ODE, or their respective designee access to the subcontractor's books, documents and records
- Vendor acknowledges that they or their principles are not suspended or debarred

ESTIMATED COST OF SERVICE

District will be billed quarterly 7% of the cash receipts the district collects for MSP services, plus 3% service fee.

**EXHIBIT H (Math Coaching) – SPECIAL SERVICES**  
**COST ESTIMATE FOR SPECIAL SERVICES PROVIDED BY TRI-COUNTY ESC**

**District Served:** Orrville City Schools

**Description of Service:** Math

**Period of Service:** 2024-2025

**Name:** Jill Kelly or Kathryn Kirkpatrick

**Estimated Cost of Service:** \$525 per day as needed

**Note:**







## Orrville City Schools 2024-2025 EMPLOYMENT SERVICES CONTRACT

This contract ("Contract") by and between the Board of Education of the Tri-County Educational Service Center ("ESC") and **Orrville City Schools** District Board of Education ("Board of Education") is for the purpose of providing Employment Services ("Services").

The ESC is an educational service center organized under the laws of the State of Ohio and provides general education services, special education services, and special education-related services ("Services"); and

The ESC and the Board of Education now desire to set forth in writing the terms and conditions of their agreement regarding the provision of Services pursuant to this Contract.

1. **Purpose.** The Board of Education agrees to purchase from the ESC, and the ESC agrees to provide Services to the Board of Education. The Services provided by the ESC are those selected by the Board of Education and made available by the ESC as described in the attached Exhibit(s).
2. **Term.** This Contract is effective for one year commencing **8/1/2024** and terminating on **7/31/2025** and is non-cancelable.
3. **Agreement.** The terms of this Contract shall apply to and will be considered a part of any addenda for Services delivered by the ESC. This Contract and any attached and incorporated addenda or exhibits, if any, contain the entire contract of the parties, and there are not representations, agreements, arrangements, or undertakings, oral or written, between the parties to this Contract other than those set forth in this Contract.
4. **Scope of Work.**
  - A. The ESC agrees to:
    - (1) Provide, under the ESC's control, Services to the Board of Education as identified in the attached Exhibit(s), attached hereto and incorporated herein.
    - (2) Provide its best estimate of the cost of Services from information provided by the Board of Education.
  - B. The Board of Education agrees to:
    - (1) Pay for the actual cost of Services as provided for in the attached Exhibit(s), as well as all related employment costs, including but not limited to paid leaves, unemployment costs, worker's compensation costs, and any costs related to an employee's severance and/or separation from employment.
    - (2) Be responsible for monitoring and tracking all work as described in the attached Exhibit(s). Any payroll documents submitted to the ESC for payment to the employee must contain the Board of Education's designated written approval and will be honored as such by the ESC.
  - C. Each party agrees to:

Notify the other party in writing on or before **3/14/2025**, of any change in the Services as described in the Exhibit(s) to be purchased for the term commencing on **8/1/2025** through **7/31/2026** (the 2025-2026 contract).

5. **Payment.** The Board of Education agrees to be solely responsible to the ESC for all charges invoiced by the ESC for Services provided pursuant to this Contract. Charges for Services will be invoiced to the Board of Education on a monthly basis, included but not limited to a first-month deposit.

Payment of all invoices sent shall be due to the ESC no later than 15 days following receipt of the invoice. Notwithstanding anything to the contrary, this Contract is contingent upon the ESC receiving such payments from the Board of Education. In the event the ESC does not receive payments, the ESC may terminate or suspend this Contract or reduce the scope of work provided under this Contract without pecuniary risk or penalty at its sole discretion. Such termination, suspension, or reduction shall not be deemed a waiver of other legal or equitable rights the ESC may have to full payment. Payment requirements, which are different than provided for herein, will be described in each separate addenda to this Contract. Payments made by the Board of Education pursuant to this Contract shall in no way affect or reduce the ESC's entitlement to any state funding authorized by the Revised Code, including but not limited to R.C. 3317.11.

6. **Compliance with Law.** The ESC shall provide Services in accordance with all applicable federal, state, and local laws and regulations. The ESC shall not be responsible or liable to the Board of Education for any special, incidental, indirect, or consequential damages in connection with the purchase of Services by the Board of Education.
7. **Contract Amendment.** Except as otherwise provided herein, this Contract shall not be amended except in writing, signed by both Parties hereto.
8. **Contract Addenda.** The ESC and Board of Education agree that the services and programs specified in this Contract shall remain in place for the designated school year. In recognition, however, of changing student needs, the parties agree that modifications to the services and programs may be made upon mutual agreement of the ESC's Superintendent/Designee and the Board of Education's Superintendent/Designee. During the term of this Contract, the Board of Education may add additional Services, pursuant to an addendum signed by the parties, which addendum shall be attached and incorporated into the Contract. After requesting a modification to decrease services, the Board of Education shall remain responsible for all staff compensation and the cost of such services and materials pending the completion of alternate staffing assignments, redistribution of services and materials to other clients of the ESC, and/or the implementation of a reduction in force. By approval of this Contract, the Board of Education authorizes the Superintendent/Designee of the Board of Education to agree to the provision of and payment of compensation, services, and/or materials related to any requested modifications.
9. **Cancellation of Services and Withdrawal from Services.** The ESC reserves the right to cancel any one or all of the services if an insufficient number of school districts/customers elect to participate in a particular service if there is a discontinuation or reduction of funds, or for any other reason deemed sufficient by the ESC, in its sole discretion. Written notice of such cancellation of services shall be provided to the Board of Education not less than ninety (90) days prior to the discontinuation of the service.

The Board of Education shall provide written notice of withdrawal from participation in any one or more of the services to the ESC not less than ninety (90) days prior to the withdrawal date. Such withdrawal notice shall operate to eliminate, for the succeeding year, all contractual obligations of the parties with respect to the services included in the notice of withdrawal.



10. **Responsibilities of the Parties.**

- A. Responsibilities of the ESC. The ESC will work collaboratively with the Board of Education to hire staff to serve the needs of the students. Services are intended to be provided in person but the ESC shall provide such Services remotely or virtually when needed if school buildings are closed as a result of a public calamity, epidemic, pandemic, or other reason necessitating closure of the school building where Services are provided to students. Services may be provided by ESC personnel, by such other persons or entities as determined by the ESC, or by any combination thereof. The ESC shall designate an administrator to serve as a liaison with those contact persons designated by the Board of Education. The ESC retains the right, both initially and going forward, to immediately remove any ESC employee or agent who does not meet the background or licensure standards, has engaged in misconduct, or who the ESC, in its sole discretion, determines is not appropriate for the then-current assignment.
  
- B. Responsibilities of the Board of Education. The Board of Education will cooperate with ESC staff to identify ESC Services to be delivered. The Board of Education will provide facilities for ESC staff so that Services may be delivered on-site, including meeting and classroom space for the staff and students; mailbox and parking space for the staff; access to all necessary student records; workspace for the staff; telephone, Internet, fax and copier access; secured filing space for student records; and access to the school recruitment team, including administrators, counselors, social workers, nurse, psychologist and attendance officer. Services are intended to be provided in person but the Board of Education shall provide staff with technology when needed if school buildings are closed as a result of a public calamity, epidemic, pandemic, or other reason necessitating closure of the school building where Services are provided to students. Furthermore, the appropriate contact person from the Board of Education will assist the ESC in determining the location and time for the Services to be delivered. The Board of Education will also immediately report any alleged misconduct involving ESC staff to an ESC administrator and ensure that such ESC administrator/designee is involved in any investigations involving ESC staff so that appropriate steps can be taken by the ESC concerning the assignment and/or discipline of the ESC staff.
  
- C. Health Insurance Costs. In accordance with Board Policies 3420 and 4420 (*Group Health Insurance*), the ESC provides group health insurance for employees of the ESC eligible to participate in accordance with the statute.
  - (1) Eligible employees will include all employees who are employed by the ESC who enroll for coverage and who pay the required contribution for coverage. The ESC will provide different contributions for full-time employees and part-time employees. Eligible full-time employees are nine-, ten-, eleven-, and twelve-month employees who are employed full-time for 184 or more days, respectively, and who work six (6) or more hours per day. Part-time employees are employed for a minimum of 736 hours per year. Employees employed for less than 736 hours per year are not eligible.
  
  - (2) If the Board of Education decides that it would like for the ESC to provide group health insurance to employees who are not otherwise eligible for such coverage, the Board of Education's Superintendent shall submit a written request to the ESC Treasurer indicating the same. In such written request, the Board of Education shall also verify that it advised the employee that s/he is being provided with



health insurance during the applicable school year, that the provision of group health insurance is not guaranteed, and that the Board of Education will evaluate the provision of group health insurance on a yearly basis. The Board of Education shall also verify that the Board of Education will be solely responsible for addressing any grievances or claims that might arise related to the provision of health insurance to an individual who is not otherwise eligible for such health insurance. In turn, the ESC Treasurer will acknowledge receipt of such written request and advise the Board of Education's Superintendent of the additional costs associated with such health insurance coverage. The ESC will include such additional costs in the monthly invoices sent to the Board of Education.

11. **Licensure/Certification**. The Board of Education shall recommend qualified individuals to the ESC. In turn, the ESC will ensure that all individuals providing services to the Board of Education under this Contract obtain and maintain all necessary licensure and/or certification. A copy of all such credentials/licenses shall be maintained by the ESC for inspection, upon request, by the Board of Education.
12. **Criminal Records Checks on Employees**. The ESC will ensure that all applicable criminal records/background check laws and any hiring restrictions imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to.
13. **Confidentiality/Education and Student Records**. The ESC and Board of Education acknowledge that in the course of performing their obligations under this Contract, both may obtain certain confidential and proprietary information about the other party ("Confidential Information"). Both parties agree that they will only use Confidential Information of the other party in the performance of its obligations under this Contract and that it will not, at any time during or following the term of this Contract, divulge, disclose or communicate any Confidential Information to any other person, firm, corporation or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing party.

Confidential Information does not include information which is: (a) in the public domain other than by a breach of this Section on the part of the recipient; (b) rightfully received from a third party without any obligation of confidentiality; (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party; (d) independently developed by the recipient; or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

14. **Waiver of Breach**. The waiver by any party of breach or violation of any provision of this Contract shall not operate as or be construed to be a waiver of any subsequent breach.
15. **Notice**. Any notice provided under the terms of this Contract by either party to the other shall be in writing. Notice shall be sufficient if made or addressed as follows:

Tri-County ESC  
Treasurer  
741 Winkler Drive  
Wooster, Ohio 44691-1652

**Orrville City Schools**  
Mark Dickerhoof  
815 N. Ella St.  
Orrville, Ohio 44667

16. **Force Majeure.** If the ESC is unable to perform any Services under this Contract by reason of force majeure, the ESC will be excused from its obligations to the extent that its performance is prevented by force majeure, for the duration of the event. The term “force majeure” means without limitation: acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and other severe weather; explosions; restraints of government and people; war, strikes, and other like events; or any other cause that is not reasonably within the control of the ESC.
17. **Liability.** The Board of Education shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of the Board of Education’s employees or agents, as well as any ESC employee providing program services to the Board of Education in connection with the performance of those services for which they are liable under applicable law. The Board of Education shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Contract. In the event, any legal action is brought against the Board of Education and/or ESC related to any services provided to the Board of Education by the ESC under this Contract, the Board of Education shall be responsible for the ESC’s, as well as its own, attorney fees and costs associated with such litigation.
18. **Termination.** This Contract may be terminated prior to the expiration of the Term hereof as follows:
  - If the Board of Education fails to make a payment under this Contract, the ESC may terminate this Contract in accordance with Article 5. Payment.
  - If the Board of Education fails to perform any other obligations under this Contract, and no remedial action can be agreed upon by the parties, the ESC may terminate this Contract and collect all amounts due for the balance of the unexpired term of this Contract.
19. **Successors and Assigns.** This Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
20. **Severability.** In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
21. **Governing Law and Venue.** This Contract shall be governed by and construed in accordance with the laws of the State of Ohio.
22. **Counterparts.** This Contract may be executed in several counterparts, all of which, taken together, shall constitute one single agreement between the parties hereto.

**IN WITNESS WHEREOF**, the ESC and the BOARD OF EDUCATION have executed this CONTRACT to be effective on the date specified in Article 2. Term, above:

**BOARD OF EDUCATION OF THE TRI-COUNTY EDUCATIONAL SERVICE CENTER**

\_\_\_\_\_  
ESC Superintendent's Signature

\_\_\_\_\_  
Date

**BOARD OF EDUCATION OF THE Orrville City Schools**

\_\_\_\_\_  
District Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Treasurer's Signature

\_\_\_\_\_  
Date



FY25 EMPLOYMENT SERVICES CONTRACT EXHIBIT A

District	LName	FName	Position	Cont Hours	Cont Days	Salary	per amt	SERS Surcharge Estimate	STRS/SERS	Type of Insurance	Insurance	Medicare	Worker's Comp	Mileage	PD	College Credit Reimbursement	Salary Estimate	Salary Estimate Notes	Sub Total to District	Admin Fee	Total Cost to District																			
Orrville City	Weatherwax	Amanda	Career Coach	(7.5 hours per day)	184	\$55,221.00	per year	\$0.00	\$7,730.94	NOT RETURNED YET	\$66.12	\$800.70	\$640.56	\$200.00	\$0.00	\$0.00	\$55,221.00	-	\$64,659.33	\$1,939.78	\$66,599.11																			
Orrville City	Holmes	Brooke	Preschool Teacher	(7.5 hours per day)	184	\$51,972.64	per year	\$0.00	\$7,276.17	Family-All	\$21,695.76	\$753.60	\$602.88	\$0.00	\$0.00	\$400.00	\$51,972.64	-	\$82,701.06	\$2,481.03	\$85,182.09																			
Orrville City	Kelly	Kelly	Instructional Coach	(7.5 hours per day)	184	\$70,698.32	per year	\$0.00	\$9,897.76	Family-All	\$21,695.76	\$1,025.13	\$820.10	\$200.00	\$0.00	\$400.00	\$70,698.32	-	\$104,737.07	\$3,142.11	\$107,879.18																			
Orrville City	Veenara	Aarica	Aide	(6.5 hours per day)	145	\$11,677.58	per year	\$400.00	\$1,634.86	N/A	\$0.00	\$169.32	\$135.46	\$0.00	\$0.00	\$0.00	\$11,677.58	-	\$14,017.23	\$420.52	\$14,437.74																			
Orrville City	Millsaps	Ashley	Preschool Director	(as needed hours)	as needed	\$2,500.00	per year	\$0.00	\$350.00	N/A	\$0.00	\$36.25	\$29.00	\$0.00	\$0.00	\$0.00	\$2,500.00	-	\$2,915.25	\$87.46	\$3,002.71																			
Orrville/Rittman	Lorson	Barbara	Wellness Coordinator	(7.5 hours per day)	184	\$58,585.00	per year	\$0.00	\$8,204.90	Family-All	\$21,695.76	\$849.48	\$639.99	\$1,500.00	\$0.00	\$0.00	\$58,585.00	-	\$89,511.73	\$2,745.45	\$94,257.08																			
This dollar amount is a 1/2 of Lorson's total cost																																								
Orrville/Rittman/Southeast	Vierheller	Timothy	STEM Coordinator	(7.5 hours per day)	184	\$56,100.00	per year	\$0.00	\$7,854.00	Family-All	\$21,695.76	\$813.45	\$650.76	\$2,100.00	\$0.00	\$0.00	\$56,100.00	-	\$89,213.97	\$2,676.42	\$94,890.39																			
This dollar amount is a 1/3 of Vierheller's total cost																																								
																			<b>Totals</b>																					

\*\*Surcharge for classified employees that qualify will be billed accordingly as SERS charges are determined.  
 \*\*If indicated on the DERF, actual expenditures for mileage, meetings, tuition reimbursement and substitutes will be billed accordingly.



---

## Memorandum of Understanding

---

### Memorandum of Understanding

Between

Orrville City School District

and

Encompass Christian Counseling

This Memorandum of Understanding (MOU) sets for the terms and understanding between Orrville City Schools (hereafter “Orrville”) and the Encompass Christian Counseling (hereafter “Encompass”) to provide school-based mental health services in the Orrville City Schools K-12.

#### **Background**

Partnerships between schools and mental health agencies grow more important every day as children struggle to engage in learning activities due to dealing with challenging and traumatic situations in their day to day lives.

#### **Purpose**

This MOU will outline the partnership between Orrville and Encompass.

#### **Encompass will:**

Accept referrals and begin services to referred children within 48 hours.

Contact the family of each referred child to request permission to begin services and set up a time to complete TANF and other intake paperwork.

Collect the required TANF Title XX application for each child to be served/billed from this contract.

Students who do not meet criteria for TANF will be served billing Orrville City on a fee for service basis. See separate contract between Orrville City and Encompass Christian Counseling.

Contact the staff referral source after initial session to provide feedback and every 2 weeks (minimum) thereafter to keep the referral source “in the loop.”

Provide outreach to families and link them with additional services as necessary.



Link children with summer activities in order to provide additional stability to children during the summer months.

Act as a resource to school staff by offering an insight into counseling and promoting the service where possible.

Maintain accurate counseling session records and to write reports as and when required.

**Orrville will:**

Provide a place for the counselor to meet with children that is free of interruptions and that preserves confidentiality;

Provide any information that will assist the counselor in completing TANF paperwork

Work together with Encompass staff to promote the success of the program

Make referrals to the Encompass Counselor

Provide access to data bases containing scheduling, grades, absences, and disciplinary measures for the purpose of monitoring the program's success

Provide keys to each building for all therapists.

Provide each therapist with an Orrville email account and access to printing.

Inform Encompass Regional Director if problems arise that need to be address regarding the delivery of program services.

If a conflict between Orrville and Encompass occurs, technical assistance from WCDJFS will be requested to mediate and assist in resolving the conflict.

**Reporting**

1. MONTHLY REPORTING REQUIREMENTS – reports pertaining to enrollment will be managed through the electronic medical record system, CareLogic. Reports will be generated and sent in by the 15th of each month or the first business day thereafter if the date falls on a weekend to WCDJFS and Green.

2. PROGRESS REPORT

Progress reports will be made submitted quarterly to WCDJFS and Orrville– three weeks after the end of the quarter. These reports will include any data collected during that quarter, a list of any achievements which relate to the project goals, overall results to date, any amendments to the goals, project modifications, and copies of any evaluations or outcomes we have obtained.

### 3. FISCAL REPORTING REQUIREMENTS

- a. Time Frame/Monthly Invoices – itemized invoices will be created by CareLogic and sent out to the fiscal office of WCDJFS no later than the 15th day of the month following the invoice period.
- b. Close Out/Final Invoice – The invoice for each fiscal year (ending June 30th) will be submitted no later than September 30th of that year.

#### **Funding**

While this MOU is not a commitment of funds for the school-based counselor program, it does represent an agreement between Orrville and Encompass that is funded in part by Medicaid and insurance reimbursable services and services billed to the TANF Title XX grant issued by WCDJFS.

#### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Orrville and Encompass. This MOU shall become effective upon signature by the authorized officials from Orrville and Encompass and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Orrville and Encompass, this MOU shall end on July 31, 2025.

#### **Contact Information**

Orrville City Schools  
Brett Lanz  
Assistant Superintendent  
815 North Ella Street  
Orrville, OH 44667  
Phone 330-682-5811  
E-mail: orvl\_blanz@tccsa.net

Encompass Christian Counseling  
Kevin Hewitt  
Executive Director  
2685 Armstrong Road, Wooster, OH 44691  
Phone 330-345-7949;  
Fax 330-345-5218  
E-mail: hewittk@ccho.org

\_\_\_\_\_  
Date:  
Brett Lanz  
Orrville City School District

\_\_\_\_\_  
Date:  
Kevin Hewitt  
Encompass Christian Counseling





# Encompass Christian Counseling

## Amended Contract Offer for Counseling Services

Date: July 1, 2024

To Orrville City Schools, we are pleased to offer counseling services through Encompass Christian Counseling for students who are not eligible for the TANF Grant or Medicaid as outlined below.

Start Date: July 1, 2024 End Date: June 30, 2025

Purpose: To offer counseling and case management services to Orrville City School Children who are not eligible to be served through the TANF Grant Contract nor have Medicaid.

Location of Contract: Orrville City Schools

Position Days and Hours: The Licensed Clinician will be present in the Orrville City School District 2-3 days per week during school hours. During the summer, the therapist will make every effort to keep students involved in weekly therapy sessions that occur in the office, home, or community. In addition, the students will be eligible to attend summer group activities put on by Encompass staff that address social skills, independent livings skills and other mental-health related topics. Students will also have access to equine therapy, intensive trauma therapy, and psychiatric care as needed throughout the year and during the summer.

### Encompass Duties:

#### The Encompass Counselor will:

Provide counseling sessions and mental health interventions to students determined to be at risk for harm to self or others or who are deemed to be in severe need of mental health intervention as determined by both the Encompass Counselor and Orrville City Schools Staff.

Maintain appropriate licensure and professional Insurance.

Provide Orrville City Schools with a quarterly invoice.

Report to the School any concerns of potential threats or imminent harm as outlined in the counselor professional ethics standards.

Provide general communication with designated school staff regarding students seen, trends and recommendations.

Encompass may, at its discretion, refer students for further counseling services at its outpatient office or to other mental health or drug and alcohol treatment agencies.

**Orrville City School's Duties:**

Identify students needing mental health services and make referrals to the Encompass Counselor.

Provide access to data bases containing scheduling, grades, absences, and disciplinary measures for the purpose of monitoring the program's success

Provide keys to each building for all therapists.

Provide each therapist with an Orrville email account and access to printing.

Work with the therapists in a team setting to provide the best possible care for students seen under this program.

Remit payment of \$3,750 quarterly within 30 days of receiving the invoice and not to exceed \$15,000 for the year.

**Termination:**

Either party to this agreement may terminate this agreement by providing written notice, identifying the date when the obligation of each party shall end.

The date of termination shall not be less than sixty (60) days from the date of the notice of termination.

**1. Further Assurances.**

Each party shall perform any and all further acts and execute and deliver any documents that are reasonably necessary to carry out the intent of this Agreement.

**2. Governing Law.**

This Agreement shall be governed and interpreted in accordance with the laws of the State of Ohio; as such laws are applied to agreements between residents of Ohio to be performed entirely within the State of Ohio.

**3. Entire Agreement.**

This Agreement sets forth the entire Agreement between the parties pertaining to the subject matter hereof and supersedes all prior written agreements and all prior or contemporaneous oral Agreements and understanding, expresses or implied.

**4. Written Modification and Waiver.**

No modification to the Agreement, nor any waiver of any rights, shall be effective unless assented to in writing by the party to be charged, and the waiver of any breach or default shall not constitute a waiver of any other right or any subsequent breach or default.

**5. Severability.**

If any of the provisions of the Agreement are determined to be invalid, illegal, or unenforceable, such provisions shall be modified to the minimum extent necessary to make such provisions enforceable, and the remaining shall continue in full force and effect to the extent the economic benefits conferred upon the parties by the Agreement remain substantially unimpaired.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Hewitt, CEO  
Christian Children’s Home of Ohio/Encompass Christian Counseling  
Acknowledged, Accepted and Agreed

By: \_\_\_\_\_ Date: \_\_\_\_\_

Brett Lanz, Superintendent  
Orrville City Schools  
Acknowledged, Accepted and Agreed





Shared Services Agreement  
Between  
Green Local Schools, Orrville City Schools,  
Rittman Local Schools, Southeast Local Schools,  
and  
Wayne County Schools Career Center



Green Local



Orrville City



Rittman Exempted Village



Southeast Local

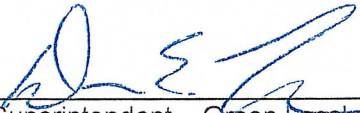


WCSCC

The purpose of this agreement is to share services and personnel between Green Local Schools, Orrville City Schools, Rittman Local Schools, Southeast Local Schools, and the WCSCC for efficiency, cost effectiveness, and high quality educational services. Because of proximity and needs of the districts, this provides a unique opportunity for shared educational services.

*The five school districts: Green Local Schools, Orrville City Schools, Rittman Exempted Village Schools, Southeast Local Schools, and the Wayne County Joint Vocational School District agree to share the cost, at 20% each, of the two instructors for the Business Entrepreneurship program. This is based on 100% salary and benefits for Kelly Miller and 75% of the salary and benefits for Julie Keener (the Tri-County ESC will cover 25% of Ms. Keener's salary and benefits).*

While ongoing communication and operations will be necessary to develop details of program, the above guidelines for services will serve as areas and extent of responsibility for the 2024-2025 school year (7/1/24-6/30/25) for each school district.


  
\_\_\_\_\_  
Superintendent – Green Local

\_\_\_\_\_  
Superintendent – Orrville City Schools

  
\_\_\_\_\_  
Treasurer – Green Local

\_\_\_\_\_  
Treasurer – Orrville City Schools


  
\_\_\_\_\_  
Superintendent – Rittman Local

  
\_\_\_\_\_  
Superintendent – Southeast Local

\_\_\_\_\_  
Treasurer – Rittman Local

\_\_\_\_\_  
Treasurer – Southeast Local

  
\_\_\_\_\_  
Superintendent - WCSCC

  
\_\_\_\_\_  
Treasurer - WCSCC

