

BEAVERCREEK CITY SCHOOLS
Board of Education Meeting
16 July 2020
6:30 p.m.

A G E N D A

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF AGENDA AS PRESENTED**
- V. PRESENTATIONS**
 - A. 2020-2021 Reopening-Mr. Paul Otten & Cabinet Members
- VI. QUESTIONS AND/OR COMMENTS FROM THE PUBLIC**
- VII. APPROVAL OF THE MEETINGS HELD**
 - A. Minutes for June Board of Education Meetings
 - June 9, 2020 Special Board of Education Meeting
 - June 18, 2020 Regular Board of Education Meeting
- VIII. ITEMS FOR BOARD DISCUSSION**
 - A. Adjustment to 2020-2021 School Calendar
 - B. Format for August Board Meeting
- IX. FINANCIAL REPORTS REQUEST-ITEMS FOR BOARD ACTION**
 - A. June 2020 Financial Reports p. 1
 - B. FY21 Certificate of Estimated Resources/Permanent Appropriations p. 15
 - C. FY20 Fiscal Year End Transfers and Advances p. 16
 - D. FY20 ORC 5705.41(D) Purchase Order Certification p. 17
 - E. Ohio Deferred Compensation Roth 457 Employer Adoption p. 18

X. NEW BUSINESS-ITEMS FOR BOARD ACTION

- A. Employment, Salary Changes, Leaves of Absence, and Terminations p. 24
- B. Resolution of Necessity for The Substitution of an Emergency Tax Levy (R.C. 5705-199) p. 32
- C. Approve Adjusted 2020-2021 School Calendar p. 39
- D. Approval of Two Updated Job Descriptions p. 40
 - Administrative Assistant-Curriculum, Instruction, and Special Services Dept.
 - Administrative Assistant-Student Service Dept.
- E. Approval of 2020-2021 Student Handbooks (see binder)

XI. ANNOUNCEMENTS

- A. August 10, 2020-PD District Staff
- B. August 11, 2020 _____
- C. August 12, 2020 _____
- D. August 13, 2020 _____
- E. August 14, 2020 _____
- F. August 17, 2020 _____
- G. August 20, 2020 Board of Education Meeting 6:30 p.m.

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

Beavercreek City Schools

Monthly Analysis of Revenues and Expenses

June - Fiscal Year 2020

	Monthly Estimate	Monthly Actual	Monthly Difference	Year to Date Estimate	Year to Date Actual	Year to Date Difference
Beginning Cash Balance	25,647,643	27,131,000	1,483,357	21,340,652	21,340,652	0

Receipts:

From Local Sources							% of Total
Real Estate Tax	0	0	0	64,794,127	64,795,177	1,050	70.26%
Personal Tangible	0	0	0	2,214,589	2,214,589	0	2.40%
Proceeds from Sale of Notes	0	0	0	0	0	0	0.00%
Other Local	436,185	486,274	50,089	4,069,111	3,994,005	-75,106	4.33%

From State Sources							
Foundation Program	-192,372	645,401	837,773	13,105,703	14,270,566	1,164,863	15.48%
Rollback and Homestead/TPP Reimb	29,263	66,680	37,417	6,218,025	6,320,746	102,721	6.85%

From Federal Sources							
Public Law 874	0	0	0	0	0	0	0.00%
Other Federal	0	0	0	0	0	0	0.00%

Non-Operating Receipts	406,162	16,423	-389,739	602,552	621,087	18,535	0.67%
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Total Receipts	679,238	1,214,778	535,540	91,004,107	92,216,170	1,212,063	100.00%	1.33%
Receipts Plus Cash Balance	26,326,881	28,345,778	2,018,897	112,344,759	113,556,822	1,212,063		

Expenses

Salaries and Wages	4,428,018	3,788,635	-639,383	54,928,018	54,390,352	-537,666	58.83%	
Fringe Benefits	1,719,187	1,469,502	-249,685	22,701,852	22,384,159	-317,693	24.21%	41.15%
Purchased Services	841,169	896,671	55,502	9,241,169	8,735,996	-505,173	9.45%	
Materials, Supplies and Books	205,203	116,295	-88,908	1,978,359	1,675,464	-302,895	1.81%	
Capital Outlay	18,015	12,911	-5,104	150,072	112,200	-37,872	0.12%	
Repayment of Debt	0	0	0	0	0	0	0.00%	
Other Non-Operating Expenditures	1,150,000	747,548	-402,452	1,150,000	747,548	-402,452	0.81%	
Other (Governmental Expenditures)	365,432	213,550	-151,882	4,595,432	4,410,437	-184,995	4.77%	


Total Expenditures	8,727,024	7,245,112	-1,481,912	94,744,902	92,456,156	-2,288,746		-2.42%
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Ending Cash Balance	17,599,857	21,100,666	3,500,809	17,599,857	21,100,666	3,500,809	100.00%	
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Months elapsed in FY	12
Total Projected Expenditures	\$94,744,902
Spent to Date	\$92,456,156
% Spent	97.58%
% of FY Elapsed	100.00%

Beavercreek City Schools
Monthly Financial Reports – June 2020

Financial Re-Cap for:
 Board of Education Meeting
 July 16, 2020




Executive Summary – Financial Reporting
For the Month of June 2020
Overview

✓ This report is based on the Five Year Forecast that was approved by the Board of Education in May 2020. As the Forecast is transitioned into budgets for the district, we will be monitoring our expenditure levels reflected in the financial reports.

✓ We project the amounts monthly for budget purposes and monitor monthly activity against those projections to determine if we are in alignment with the projected expenditures. As we proceed throughout the year, we will see if our projections hold and we will update our forecast accordingly.

✓ Currently, we are spending in alignment with our forecast as we start the fiscal year.




Executive Summary – Financial Reporting
For the Month of June 2020
Overview

✓ The following slides will present the Revenue and Expenditure line items that correspond to the Monthly Analysis of Revenues and Expenditures – the monthly report I have included in your board packet.

✓ Each month we will look at:


- ❖ Month-To-Date: Budget vs. Actual Revenues and Expenditures
- ❖ Fiscal-To-Date: Budget vs. Actual Revenues and Expenditures



Executive Summary – Financial Reporting
For the Month of June 2020
Local Receipts


✓ Real Estate Taxes collected fiscal year-to-date total \$64,795,177 which is in alignment with fiscal year projected receipts.

✓ Our current tax base is stable and growing.



Executive Summary – Financial Reporting
For the Month of June 2020
Receipts


	Monthly Estimate	Monthly Actual	Monthly Difference
<u>Real Estate Tax</u>	\$0	\$0	\$0
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$64,794,127	\$64,794,177	\$1,050



Executive Summary – Financial Reporting
For the Month of June 2020
State Funding Receipts

✓ State Foundation funding of \$645,401 was collected this month. To date, we are \$1,164,863 over projections on our collections largely due to the \$888,000 funding relief from HB164.

✓ We will continue to monitor these changes in funding closely.



Executive Summary – Financial Reporting			
For the Month of June 2020			
Receipts			
	Monthly Estimate	Monthly Actual	Monthly Difference
State Foundation	\$-192,372	\$645,401	\$837,773
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$13,105,703	\$14,270,566	\$1,164,863



Executive Summary – Financial Reporting	
For the Month of June 2020	
Revenues:	
<ul style="list-style-type: none"> ✓ Our non-operating receipts are comprised of FY20 advances in for \$458,454. Typically, grants are awaiting federal/state reimbursements at year-end. ✓ This practice of advancing funds to/from the general fund at year-end/year-beginning is in compliance with Ohio Revised Code and is audited annually to be sure proper accounting is used. ✓ We are in compliance. 	



Executive Summary – Financial Reporting	
For the Month of June 2020	
Expenditures:	
<ul style="list-style-type: none"> ✓ Salaries and wages as of June are coming in under projections by approximately \$-537,666. ✓ Fringe benefits as of the month of June came in under projections by approximately \$-317,693. ✓ These expenditures will ebb and flow from month-to-month as we monitor them to be sure they are in compliance with the five year forecast. 	



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures

	Monthly Estimate	Monthly Actual	Monthly Difference
Salaries & wages	\$4,428,018	\$3,788,635	\$-639,383
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$54,928,018	\$54,390,352	\$-537,666



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures

	Monthly Estimate	Monthly Actual	Monthly Difference
Fringe Benefits	\$1,719,187	\$1,469,502	\$-249,685
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$22,701,852	\$22,384,159	\$-317,693



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures:

✓ Purchased Services costs of \$896,671 this month-to-date came in under projections of \$-505,173 fiscal-to-date.

- [The charter and voucher payments, which are strictly pass-thru payments, comprised approximately \$234 thousand (26%) of the purchased services costs in June...

✓ Materials, Supplies and Books to date came in under projections by about \$-302,895.

✓ Capital Outlay to date came in under projections by about \$-37,872.



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures

	Monthly Estimate	Monthly Actual	Monthly Difference
<u>Purchased Svcs.</u>	\$841,169	\$896,671	\$55,502
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$9,241,169	\$8,735,996	\$-505,173



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures

	Monthly Estimate	Monthly Actual	Monthly Difference
<u>Materials, Supplies</u>	\$205,203	\$116,295	\$-88,908
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$1,978,359	\$1,675,464	\$-302,895



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures


	Monthly Estimate	Monthly Actual	Monthly Difference
<u>Capital Outlay</u>	\$18,015	\$12,911	\$-5,104
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$150,072	\$112,200	\$-37,872



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures:

✓ Expenditures are under projections by about \$2.3M or -2.42%.

✓ We continue monitoring these expenditures to determine that our spending plan is still in proper alignment.



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures


	Monthly Estimate	Monthly Actual	Monthly Difference
<u>Total</u>			
<u>Expenditures</u>	\$8,727,024	\$7,245,112	\$-1,481,912
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$94,744,902	\$92,456,156	\$-2,288,746



Executive Summary – Financial Reporting
For the Month of June 2020
Expenditures:

✓ As of June, we are in alignment with budgeted expenditures, 100.00% of the fiscal year has elapsed and we have spent 97.58% of the annual budget. Our cash-flow is positive and we expect to end the year within budget.

✓ We did have \$458,454 in advances to close the books as of July 30, 2019. We made these advances from General Fund to the various grant funds awaiting reimbursement from state and federal sources. Since the grants are reimbursing, we must advance funds at year-end so they are not in a deficit. Advances are not required to be budgeted per Ohio Law.



Executive Summary – Financial Reporting			
For the Month of June 2020			
"Bottom-Line" Cash Balance:			
Ending Cash Balance	Monthly Estimate	Monthly Actual	Monthly Difference
	\$17,599,857	\$21,100,666	\$3,500,809
	Year to Date Estimate	Year to Date Actual	Year to Date Difference
	\$17,599,857	\$21,100,666	\$3,500,809





BCSD BANK RECONCILIATION

June 2020

Bank Statement Balances:

Chase - Operating (Concentration Acct.)	3,769,744.91
US Bank - Meeder Money Market	4,019,575.12
US Bank - Meeder Investments	8,660,330.50
Chase- High Yield Savings	15,136.34
STAR Ohio	18,925,495.45
STAR Plus	5.46
PNC Bank - Money Market Savings	70,351.69
Self-Insured Worker's Compensation	15.60
Athletic Change Fund	0.00
Food Service Change Fund	0.00
BHS Change Fund	500.00
CMS Change Fund	0.00
AMS Change Fund	0.00
Central Office Change Fund	100.00

Total Bank Balances:

35,461,255.07

Adjustments:

Outstanding Checks (Operating)	(1,256,679.46)
Outstanding Checks (Payroll Net)	(86,455.32)
Outstanding Checks (Worker's Comp)	(15.60)
Outstanding Vcard Payments (CPS)	112,955.23
VCARD ACH in Transit	(1,491.51)
VCARD Voids/Reissued checks/Expired Payment	17,817.69
Interest - Chase Operating	-
Interest - Meeder Investments	(38,996.62)
Interest - Chase High Yield Savings	(3.24)
Interest - STAR Ohio	(11,320.49)
Interest - STAR Plus	-
Interest - PNC Bank	(6.52)
CBS amount in Accumulator	-
6/26 Pay SERS ACH in Transit	(41,942.20)
Summer Ins Refund - Weidner	8.22
Summer Ins Refund - Logel	56.46
Summer Ins Refund - Lightner	900.28

Total Adjustments:

(1,305,173.08)

Adjusted Bank Balances:

34,156,081.99

Fund Balances per Board Books:

34,156,081.99

Variance

0.00

BEAVERCREEK CITY SCHOOL DISTRICT					
INVESTMENT INCOME					
June					
2020					
INVESTMENT INCOME:					
<u>Bank</u>			<u>Amount</u>		<u>Receipt Code</u>
US Bank - Meeder - MM		Variable	0.00		001-1410-0000
US Bank - Meeder - Investment		Variable	38,996.62		001-1410-0000
US Bank - Meeder - Prem./Disc.		Variable	0.00		001-1410-0000
US Bank - Meeder - Gain/(Loss)		Variable	0.00		001-1410-0000
Chase - High Yield Savings		0.24%	3.24		001-1410-0000
Star Ohio		0.55%	11,320.49		001-1410-0000
Star Plus		0.30%	0.00		001-1410-0000
PNC Bank - Business Money Market		0.05%	6.52		001-1410-0000
TOTAL INVESTMENT INCOME			<u>\$ 50,326.87</u>		
INVESTMENT INCOME DISTRIBUTION:					
<u>Fund</u>	<u>Fund Balance</u>	<u>Rate</u>	<u>Amount</u>		<u>Receipt Code</u>
Food Service Fund	0.00	0.24%	0.00		006-1410-0000
Dayton Islamic	85,393.81	0.24%	17.08		401-1410-9520
St. Luke	46,039.62	0.24%	9.21		401-1410-9620
Carroll HS	122,466.63	0.24%	24.49		401-1410-9720
Bright Beginnings	2,548.34	0.24%	0.51		401-1410-9920
			<u>\$ 51.29</u>		
General Fund Interest Distribution			<u>\$ (51.29)</u>		001-1410-0000

-- Options Summary --

Summary or Detail Report? (S,D) S
Output file: 0620FINSUMMS.TXT
Type: CSV
Print options page? (Y,N) Y
Report heading: BCSD - CLOSE JUNE 2020
Generate FINDET report for comparison? (Y,N) Y
Sort options: FD
Subtotal options: FD
Include future encumbrance amounts? (Y,N) N
Include accounts with zero amounts? (Y,N) Y
Include accounts which are no longer active? (Y,N,I) Y

BAT_FINSUM executed by OVERFIJ on node MVECA0.: at 8-JUL-2020 15:04:51.03

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
21,340,652.44	1,214,778.38	92,216,170.79	7,245,111.24	92,456,155.81	21,100,667.42	414,684.35	20,685,983.07
TOTAL FOR Fund 002 - BOND RETIREMENT:							
5,087,171.01	8,380.05	8,269,681.58	0.00	8,735,744.16	4,621,108.43	0.00	4,621,108.43
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
2,368,719.44	2,874.51	2,764,962.86	216,552.14	2,037,969.16	3,095,713.14	1,006,374.10	2,089,339.04
TOTAL FOR Fund 004 - BUILDING:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 006 - FOOD SERVICE:							
222,735.73	146,417.38	2,011,040.01	74,944.94	2,233,775.74	0.00	0.00	0.00
TOTAL FOR Fund 007 - SPECIAL TRUST:							
3,087.60	1,300.00	50,469.29	0.00	0.00	53,556.89	0.00	53,556.89
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
883,800.55	43,682.78	494,777.15	38,334.75	458,711.65	919,866.05	54,653.45	865,212.60
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
476,599.69	3,219.69	245,294.36	61,015.92	243,663.25	478,230.80	30,413.75	447,817.05
TOTAL FOR Fund 019 - OTHER GRANT:							
9,860.13	0.00	48,956.00	13,442.45	49,037.92	9,778.21	0.00	9,778.21
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:							
76,090.97	5,715.00	13,802.90	2,964.79	24,926.15	64,967.72	0.00	64,967.72
TOTAL FOR Fund 022 - DISTRICT AGENCY:							
603,287.84	573,296.35	8,157,193.48	1,174,524.03	8,627,752.43	132,728.89	0.00	132,728.89
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:							
3,907,530.08	1,045,250.00	14,703,201.35	1,065,053.86	16,460,943.81	2,149,787.62	0.00	2,149,787.62
TOTAL FOR Fund 027 - WORKMANS COMPENSATION-SELF IN							
409,731.26	0.00	0.00	3,771.27	126,309.47	283,421.79	9,066.00	274,355.79
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
201,538.89	1,094.09	103,497.45	1,229.91	75,132.90	229,903.44	9,185.13	220,718.31
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
556,620.83	56,884.64	639,204.66	9,289.24	590,085.70	605,739.79	8,110.35	597,629.44
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
359,820.18	80.74	1,083,524.15	75,182.37	1,172,350.00	270,994.33	14,545.93	256,448.40

2

Date: 07/08/2020
Time: 3:04 pm

Beaver Creek City Schools
Financial Report by Fund
BCSD - CLOSE JUNE 2020

Page: 2
(FINSUM)

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 416 - TEACHER DEVELOPMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 431 - GIFTED EDUCATION FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 440 - ENTRY YEAR PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:	0.00	19,800.00	19,800.00	19,800.00	0.00	0.00	0.00
TOTAL FOR Fund 452 - SCHOOLNET PROFESS. DEVELOPMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 459 - OHIO READS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 460 - SUMMER INTERVENTION:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 466 - STRAIGHT A FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 467 - STUDENT WELLNESS AND SUCCESS:	0.00	285,302.63	285,302.63	285,302.63	0.00	0.00	0.00
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN	13,780.83	8,468.51	3,294.63	82,184.85	621.12	0.00	621.12
TOTAL FOR Fund 504:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 506 - RACE TO THE TOP:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 514:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 516 - IDEA PART B GRANTS:	178,091.23	576,202.69	230,269.72	2,367,322.90	114,236.16	114,236.16	0.00
TOTAL FOR Fund 532:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date: 07/08/2020
Time: 3:04 pm

Beavercreek City Schools
Financial Report by Fund
BCSD - CLOSE JUNE 2020

Page: 3
(FINSUM)

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 533 - TITLE II D - TECHNOLOGY:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:	6,635.94	39,466.32	1,115.17	39,466.32	0.00	0.00	0.00
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDREN	2,611.88	110,329.76	590,441.76	42,502.11	4,506.98	4,506.98	0.00
TOTAL FOR Fund 573 - TITLE V INNOVATIVE EDUC PGM:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 584 - DRUG FREE SCHOOL GRANT FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED:	16,478.00	35,126.34	88,983.96	14,102.69	7,410.93	7,410.93	0.00
TOTAL FOR Fund 589:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:	21,154.12	31,508.37	132,316.50	16,745.44	6,576.68	6,576.68	0.00
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND	14,138.00	228,879.33	441,306.58	38,899.22	6,265.60	6,265.60	0.00
GRAND TOTALS:	36,753,500.70	4,093,685.17	134,771,886.75	10,630,988.70	34,156,081.99	1,686,029.41	32,470,052.58

14

BEAVERCREEK CITY SCHOOL DISTRICT
AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES / APPROPRIATIONS
Office of the budget commission of Greene County, Xenia Ohio

To the Taxing Authority of the Beavercreek City School District
The following is the amended official certificate of estimated resources for the fiscal year beginning July 1, 2020, as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during such fiscal year.

Presented to the Board: July 16, 2020

<u>Fund</u>	<u>Fund</u>	<u>Unencumbered</u> <u>Balance</u> <u>July 1, 2020</u>	<u>* Tax</u> <u>Revenue</u>	<u>Other</u> <u>Revenue</u>	<u>Total</u> <u>Estimated</u> <u>Revenue</u>	<u>Total</u> <u>Resources</u>	<u>FY2021</u> <u>Appropriations</u>	<u>Balance</u>
General Fund	1	\$ 20,685,983.07	\$ 80,865,720.00	\$ 17,947,597.00	\$ 98,813,317.00	\$ 119,499,300.07	\$ 101,026,770.00	\$ 18,472,530.07
Ferguson Land Lab Trust Fund	7	1,269.29	0.00	1,200.00	1,200.00	2,469.29	2,469.29	0.00
Scholarship Private Purpose Fund	7	52,287.60	0.00	50,000.00	50,000.00	102,287.60	102,287.60	0.00
Public School Support Fund	18	447,817.05	0.00	300,000.00	300,000.00	747,817.05	500,000.00	247,817.05
Other Grants Fund	19	9,778.21	0.00	2,000.00	2,000.00	11,778.21	11,778.21	0.00
Athletics and District Managed Activity Fund	300	597,629.44	0.00	790,000.00	790,000.00	1,387,629.44	900,000.00	487,629.44
Auxiliary Services Fund	401	256,448.40	0.00	0.00	0.00	256,448.40	0.00	256,448.40
Data Communications Fund	451	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Straight A Grant	466	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Student Wellness & Success Fund	467	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous State Grants Fund	499	621.12	0.00	0.00	0.00	621.12	0.00	621.12
IDEA-B / Parent Mentor Grant Fund	516	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title III Limited English Proficiency Fund	551	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I Disadvantaged Children Grant Fund	572	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Preschool Grant Fund	587	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II-A Improving Teacher Quality Grant Fund	590	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Federal Grants Fund	599	0.00	0.00	204,884.00	204,884.00	204,884.00	204,884.00	0.00
Total Special Revenue Fund		1,365,851.11	0.00	1,348,084.00	1,348,084.00	2,713,935.11	1,721,419.10	992,516.01
Bond Retirement Fund - 1995 Bond Issue	9000	2,315,902.58	1,459,097.42	0.00	1,459,097.42	3,775,000.00	3,775,000.00	0.00
Bond Retirement - Prepayment of Debt	9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bond Retirement Fund - 2008 Bond Issue	9008	2,166,844.54	4,773,572.29	0.00	4,773,572.29	6,940,416.83	5,000,000.00	1,940,416.83
MVH Stadium Debt	9300	138,361.31	0.00	130,000.00	130,000.00	268,361.31	123,300.00	145,061.31
Total Debt Service Fund	2	4,621,108.43	6,232,669.71	130,000.00	6,362,669.71	10,983,778.14	8,898,300.00	2,085,478.14
Permanent Improvement Voted Levy Fund	3	34,263.80	879,989.94	0.00	879,989.94	914,253.74	704,000.00	210,253.74
Permanent Improvement Inside Millage Fund	3	2,055,075.24	1,882,098.41	0.00	1,882,098.41	3,937,173.65	1,700,000.00	2,237,173.65
MVH / Zink Field Stadium Project Fund	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Construction Fund - 2008 Bond Issue	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Construction Fund	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Projects Fund		2,089,339.04	2,762,088.35	0.00	2,762,088.35	4,851,427.39	2,404,000.00	2,447,427.39
Food Service Fund	6	0.00	0.00	2,386,630.00	2,386,630.00	2,386,630.00	2,386,630.00	0.00
Uniform School Supply Fund	9	865,212.60	0.00	500,000.00	500,000.00	1,365,212.60	750,000.00	615,212.60
Summer School Fund	20	64,967.72	0.00	12,000.00	12,000.00	76,967.72	45,000.00	31,967.72
Total Enterprise Fund		930,180.32	0.00	2,898,630.00	2,898,630.00	3,828,810.32	3,181,630.00	647,180.32
Medical/Dental Self-Insurance Fund	24	2,149,787.62	0.00	13,000,000.00	13,000,000.00	15,149,787.62	14,000,000.00	1,149,787.62
Workers' Compensation Insurance Fund	27	274,355.79	0.00	95,000.00	95,000.00	369,355.79	200,000.00	169,355.79
Total Internal Service Fund		2,424,143.41	0.00	13,095,000.00	13,095,000.00	15,519,143.41	14,200,000.00	1,319,143.41
District Agency Fund	22	132,728.89	0.00	8,300,000.00	8,300,000.00	8,432,728.89	8,432,728.89	0.00
Student Managed Activity Fund	200	220,718.31	0.00	240,000.00	240,000.00	460,718.31	320,000.00	140,718.31
Total Fiduciary Fund		353,447.20	0.00	8,540,000.00	8,540,000.00	8,893,447.20	8,752,728.89	140,718.31
TOTALS		\$ 32,470,052.58	\$ 89,860,478.06	\$ 43,959,311.00	\$ 133,819,789.06	\$ 166,289,841.64	\$ 140,184,847.99	\$ 26,104,993.65

* Tax Revenue = Real Estate, Personal (PU & Other), Trailer, Homestead & Rollback, \$10K Exempt.

(A):
(B):

Treasurer's Certification:

Resolution:

DATE	TYPE	Transfer/ Advance Out Amount	Transfer/ Advance In Amount	FROM	Fund Name	Fund/ FUNC	TO	Fund Name	Fund/ FUNC
6/30/2020	Transfer	\$ 7,659.30	\$ 7,659.30	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - BHS		009-5100-9100-010
6/30/2020	Transfer	\$ 2,167.60	\$ 2,167.60	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - FH		009-5100-9150-015
6/30/2020	Transfer	\$ 5,490.30	\$ 5,490.30	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - AMS		009-5100-9350-035
6/30/2020	Transfer	\$ 5,929.90	\$ 5,929.90	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - CWS		009-5100-9300-030
6/30/2020	Transfer	\$ 1,484.50	\$ 1,484.50	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - VES		009-5100-9500-050
6/30/2020	Transfer	\$ 4,184.00	\$ 4,184.00	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - PES		009-5100-9550-055
6/30/2020	Transfer	\$ 4,150.50	\$ 4,150.50	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - PES		009-5100-9600-060
6/30/2020	Transfer	\$ 4,927.00	\$ 4,927.00	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - SES		009-5100-9700-070
6/30/2020	Transfer	\$ 4,626.00	\$ 4,626.00	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - MES		009-5100-9800-080
6/30/2020	Transfer	\$ 1,064.00	\$ 1,064.00	General (Fee Waivers)		001-7200-910-2950-0000000-000-00-009	USS - TES		009-5100-9850-085
6/30/2020	Transfer	\$ 5,644.52	\$ 5,644.52	General		001-7200-910-2950	Student Nutrition (Bad Debt Board Policy)		006-5100
6/30/2020	Transfer	\$ 127,818.01	\$ 127,818.01	General		001-7200-910-2950	Student Nutrition (School Closure Lost Revenue)		006-5100
6/30/2020	Advance	\$ 1,337.50	\$ 1,337.50	Athletic Fund		300-7410-921-0000	ICE HOCKEY		300-5210-9082-010
6/30/2020	Advance	\$ 2,640.10	\$ 2,640.10	Ankeney Principal's Fund		018-7410-921-9350-035	ANK SHOW CHOIR		300-5210-9358-035
6/30/2020	Advance	\$ 66.69	\$ 66.69	Parkwood Principal's Fund		018-7410-921-9600-060	PKW Lego League		300-5210-9600-060
6/30/2020	Advance	\$ 275.23	\$ 275.23	Fairbrook Principal's Fund		018-7410-921-9550-055	FBK Lego League		300-5210-9555-055
6/30/2020	Advance	\$ 11.28	\$ 11.28	BHS Principal's Fund		018-7410-921-9100-010	BHS Class of 2022		200-5210-9173-010
6/30/2020	Advance	\$ 272.81	\$ 272.81	BHS Principal's Fund		018-7410-921-9100-010	BHS Christians in Action		200-5210-9149-010
6/30/2020	Advance	\$ 2,772.00	\$ 2,772.00	General		001-7410-921-2950	Ohio MHAS Grant FY19		499-5210-9019
6/30/2020	Advance	\$ 811.11	\$ 811.11	General		001-7410-921-2950	School Psych Intern FY20		
6/30/2020	Advance	\$ 162,880.17	\$ 162,880.17	General		001-7410-921-2950	IDEA-B FY20		516-5210-9020
6/30/2020	Advance	\$ 106,880.61	\$ 106,880.61	General		001-7410-921-2950	IDEA-B Restoration FY20		516-5210-9120
6/30/2020	Advance	\$ 2,682.02	\$ 2,682.02	General		001-7410-921-2950	Parent Mentor FY20		516-5210-9020
6/30/2020	Advance	\$ 5.50	\$ 5.50	General		001-7410-921-2950	LEP/Title III FY20		551-5210-9120
6/30/2020	Advance	\$ 29,946.97	\$ 29,946.97	General		001-7410-921-2950	Title I FY20		572-5210-9020
6/30/2020	Advance	\$ 8,968.33	\$ 8,968.33	General		001-7410-921-2950	Preschool FY20		587-5210-9020
6/30/2020	Advance	\$ 5,741.34	\$ 5,741.34	General		001-7410-921-2950	ECSE Restoration FY20		587-5210-9120
6/30/2020	Advance	\$ 6,410.68	\$ 6,410.68	General		001-7410-921-2950	Title II-a FY20		590-5210-9020
6/30/2020	Advance	\$ 4,802.60	\$ 4,802.60	General		001-7410-921-2950	Title IV-A FY20		599-5210-9020
6/30/2020	Advance	\$ 224,076.73	\$ 224,076.73	General		001-7410-921-2950	Starbase FY20		599-5210-9819
7/1/2020	Advance	\$ 1,337.50	\$ 1,337.50	ICE HOCKEY		300-7410-921-9082-010	Athletic Fund		300-5220-000-000
7/1/2020	Advance	\$ 2,640.10	\$ 2,640.10	ANK SHOW CHOIR		300-7410-921-9358-035	Ankeney Principal's Fund		018-5220-9350-035
7/1/2020	Advance	\$ 66.69	\$ 66.69	PKW Lego League		300-7410-921-9600-060	Parkwood Principal's Fund		018-5220-9600-060
7/1/2020	Advance	\$ 275.23	\$ 275.23	FBK Lego League		300-7410-921-9550-055	Fairbrook Principal's Fund		018-5220-9550-055
7/1/2020	Advance	\$ 11.28	\$ 11.28	BHS Class of 2022		200-7410-921-9173-010	BHS Principal's Fund		018-5220-9100-010
7/1/2020	Advance	\$ 272.81	\$ 272.81	BHS Christians in Action		200-7410-921-9149-010	BHS Principal's Fund		018-5220-9100-010
7/1/2020	Advance	\$ 2,772.00	\$ 2,772.00	Ohio MHAS Grant FY19		499-7420-922-9019	General		001-5220
7/1/2020	Advance	\$ 811.11	\$ 811.11	School Psych Intern FY20		499-7420-922-9220	General		001-5220
7/1/2020	Advance	\$ 162,880.17	\$ 162,880.17	IDEA-B FY20		516-7420-922-9020	General		001-5220
7/1/2020	Advance	\$ 106,880.61	\$ 106,880.61	IDEA-B Restoration FY20		516-7420-922-9120	General		001-5220
7/1/2020	Advance	\$ 2,682.02	\$ 2,682.02	Parent Mentor FY20		516-7420-922-9220	General		001-5220
7/1/2020	Advance	\$ 5.50	\$ 5.50	Title III Immigrant FY20		551-7420-922-9220	General		001-5220
7/1/2020	Advance	\$ 29,946.97	\$ 29,946.97	Title I FY20		572-7420-922-9020	General		001-5220
7/1/2020	Advance	\$ 8,968.33	\$ 8,968.33	Preschool FY20		587-7420-922-9020	General		001-5220
7/1/2020	Advance	\$ 5,741.34	\$ 5,741.34	ECSE Restoration FY20		587-7420-922-9120	General		001-5220
7/1/2020	Advance	\$ 6,410.68	\$ 6,410.68	Title II-a FY20		590-7420-922-9020	General		001-5220
7/1/2020	Advance	\$ 4,802.60	\$ 4,802.60	Title IV-A FY20		599-7420-922-9020	General		001-5220
7/1/2020	Advance	\$ 224,076.73	\$ 224,076.73	Starbase FY20		599-7420-922-9819	General		001-5220
TOTALS		\$ 1,296,308.97	\$ 1,296,308.97						

16

BEAVERCREEK CITY SCHOOL DISTRICT				
3040 Kemp Road				
Beavercreek Ohio 45431				
July 16, 2020				
TO:	BEAVERCREEK BOARD OF EDUCATION			
FROM:	Penelope R. Rucker, Treasurer			
RE:	Approval of ORC 5705.41(D) Purchase Order Certification			
PO #	PO DATE	AMOUNT	VENDOR / Department	DESCRIPTION
2013060	5/6/2020	\$3,500.00	BYRDSPEED LLC	District Licenses
			Technology	
2012951	4/1/2020	\$3,040.00	CHEMSEARCH DIVISION	Bus Supplies
			Buildings and Grounds	
2013151	5/15/2020	\$29,073.80	DEBRA-KUEMPEL	BHS Boiler
			Buildings and Grounds	
2011013	8/22/2019	\$7,500.00	FOCUS 3 LLC	District Licenses
			Student Services	
2011771	11/5/2019	\$7,245.11	FOLLETT SCHOOL SOLUTIONS, INC	Instructional Software
			Technology	
2011997	12/3/2019	\$24,470.53	GERMAIN OF BEAVERCREEK, LLC	JROTC Fundraiser
			JRTOC	
2011007	8/22/2019	\$13,620.25	GREENE COUNTY ESC	Preschool Evaluations/ESY Services
			Student Services	
2011240	9/12/2019	\$4,875.00	HEALTHCARE PROCESSING CONSULTING	Medicaid Admin/Billing Fees
			Student Services	
2012952	4/1/2020	\$8,340.84	KM WALKER TRUCK & TRAILER	Bus Repairs
			Transportation	
2012946	4/1/2020	\$13,668.54	LYKINS OIL COMPANY	Bus Fuel
			Transportation	
2010745	7/25/2019	\$4,094.00	PAX INSTITUTE	Special Education Instructional Supplies
			Student Services	
2011002	8/22/2019	\$30,000.00	PREMIER HEALTH	MVH Athletic Training
			District	
2013391	6/5/2020	\$9,144.00	SUBASHI & WILDERMUTH	District Legal Services
			Superintendent	



OHIO DEFERRED COMPENSATION

ROTH 457 OPTION EMPLOYER ADOPTION



Employers who choose to offer the Roth 457 option must execute an Adoption Agreement, Exhibit B, Payroll/Administrative Procedures.

- Return the completed and executed form.

Email: Ohio457@Nationwide.com

Fax: 614-222-9457

Mail: 257 East Town Street, Suite 400, Columbus, Ohio 43215-4626

- An acknowledgment email and additional information will be sent to the employer upon receipt of an executed Exhibit B.



Employers will need to set-up a separate post-tax payroll deduction for Roth contributions.



Pre-tax deferrals and Roth contributions will be billed separately. Ohio DC will create a new bill code assigned to Roth contributions.



Pre-tax deferral and Roth contribution billings can be obtained and filed on the Ohio Business Gateway at Ohiobusinessgateway.ohio.gov.

Comparison of the traditional pre-tax option and the Roth post-tax option:

Feature	Traditional 457(b)	Roth 457(b)
Payroll Deductions	Yes	Yes
Contributions	Pre-tax dollars	Post-tax dollars
2020 Annual Limits	\$19,500 (\$26,000 if age 50+, \$39,000 for Special Catch-Up) Combined contributions to Traditional (pre-tax) and Roth options must remain within the annual limits.	
Investment Growth	Accumulates tax-deferred	Accumulates tax-free
Federal Tax on Distributions	Taxable income	Tax free if certain criteria are met

Enter Employer Name below. Execute the agreement on page six.

EXHIBIT B

PAYROLL/ADMINISTRATIVE PROCEDURES

An Employer that establishes the Plan shall determine whether its employees will be permitted to make (i) pre-tax deferrals only or (ii) pre-tax deferrals and Roth contributions.

[Enter Employer Name] elects to offer eligible employees one of the following options:

_____ Pre-tax deferrals only

OR



Pre-tax deferrals and Roth contributions

The effective date shall be a date no sooner than 30-days after Ohio DC receives the executed Exhibit B and the Employer receives their first pre-billing invoice for pre-tax deferrals and/or Roth contributions.

Deductions

A. **Pre-tax Deferrals.** The Employer will ensure that federal and state income taxes for each participating employee are calculated after excluding the amount being deferred under the Plan. Please note that pre-tax deferrals are not excluded from local income tax calculations.

B. **Roth Contributions.** The Employer will ensure that Roth contributions are after-tax contributions. This means the Employer includes the amount of the Roth contributions in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements.

The Internal Revenue Code requires that participant deferral/contribution agreements be entered into in the month before they begin. The Program will monitor this regulation and notify Employers of new enrollments and valid changes. The Employer may not make any such contractual changes until the effective date specified on the Payroll Reduction Change Report, except to prevent deferrals/contributions from exceeding the maximum annual limits.

Reporting

The Employer may utilize one of the following methods for reporting deferral/contribution amounts.

A. **A pre-billing invoice.** The Program will create an invoice(s) for the Employer at least ten (10) days before each pay date, listing the name, last four digits of the employee's social security number, and dollar amount of the deferral/contribution expected from each employee. Pre-tax deferrals and Roth contributions will be invoiced separately. The employer can obtain these invoices from the Ohio Business Gateway website. The Employer will note any changes on the invoices before reporting these amounts.

- B. **A computer file.** The use of computer files is recommended for all Employers who will have more than 100 participants in the Plan. Pre-tax deferrals and Roth contributions must be in separate files. This confidential data must be transmitted using the secure express upload feature of the Ohio Business Gateway at business.ohio.gov. Computer files must be formatted as indicated below.

<u>Field Name</u>	<u>Data Type</u>	<u>Start/End Pos.</u>		<u>Contents</u>
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number
Pay Date*	9(8)	10	17	Your payroll date
Social Security5	9(5)	18	22	First 5 digits of social security number
Social Security4	9(4)	23	26	Last 4 digits of social security number
Termination Code	X(2)	27	28	Does participant still work for you? Yes = SPACES No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date employee was terminated or zeros for current employees
Transaction Amount**	9(7)	45	51	Deferral/contribution amount 9999999
Name	X(25)	52	76	Participant name
Filler	X(4)	77	80	Spaces

* All dates must use CCYYMMDD format (20190101)

** The transaction amount must not include the decimal point. Example, a \$125.00 deferral amount would be sent as 0012500.

Fields are **NOT** packed.

For regular deferrals (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth_defcomp.txt**

Please note that regular deferrals and Roth contributions are on separate bills and cannot be combined in the same file

If you need further assistance, please call 614-466-7245.

- C. **An acceptable Employer generated listing.** The Employer may generate their own listing which will identify the name, last four digits of the employee's social security number, and dollar amount of the individual deferrals/contributions. The format must be (by pay frequency) in ascending alphabetic or social security number order with totals for each frequency. Pre-tax deferrals and Roth contributions must be reported separately. The list must contain Employer name, Employer number, and pay date. Do not list reductions by department or full social security numbers.

Changes

Ohio DC will create a Payroll Change Report(s) showing all employees who are newly enrolled or changing the amount of their deferrals/contributions. This report will be available to the Employer at least ten (10) days before the effective pay date on the Ohio Deferred

Compensation secure section of the Ohio Business Gateway website, business.ohio.gov. Separate Payroll Change Reports will be produced for pre-tax deferrals and Roth contributions.

Terminating Employees

For any participants who have terminated employment, the Employer will note on each invoice, file, or listing, the date of termination, last four digits of the social security number, and name of the employee(s).

Remittance

For each pay date, the Employer will forward payment for the gross amount of deferrals/contributions with supporting documentation. The Employer is responsible for the correct and timely remittance of deferrals/contributions. The Employer may use one of the following methods for remittance:

ACH debit: Use the Ohio Business Gateway at business.ohio.gov. (*preferred method*)

ACH credit: The Program will provide banking information to Employers using this method.

Check mailed to:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

The payment amount must be exactly equal to the total amount of deferrals/contributions on the detailed report.

Refunds

If deferrals/contributions are erroneously made on behalf of a participant and the money must be returned to that participant, the Employer may not use amounts to be refunded to the participant as an offset or credit against the gross amount of deferrals/contributions for the next pay period. The Employer must notify the Program in writing of such errors and the Board will return the money to the Employer. For pre-tax deferrals the Employer must then refund the money to the employee after withholding all appropriate taxes, etc., since the refund will not have been previously included as taxable income to that employee.

Annual Limits

Consistent with IRS regulations, the Employer is responsible for ensuring that any combination of the participant's annual pre-tax deferrals and Roth contributions do not exceed the lesser of (i) the limits allowed by the Internal Revenue Code or (ii) 100% of includible compensation. Participants age 50 and older or in their three years prior to Normal Retirement Age may be eligible for higher annual limits. The Program will annually provide notice to the Employer regarding such limits. The Program will be careful to enroll the participant for deferral/contributions amounts that will not exceed the IRS's maximum limits. If events occur (requested changes to deferral/contribution amounts are not made timely, a year with 27 bi-weekly pay periods, etc.) whereby those limits could be exceeded, the Program will work with the participant and Employer to adjust deferral/contribution amounts accordingly.

Form W-2

The Employer will be responsible for issuing a correct Form W-2 at year-end, which will identify the gross amount of wages subject to federal and state taxes and the gross amount of wages subject to local taxes. The Employer will list on the participant's Form W-2 the amount of pre-tax deferrals or Roth contributions for the year, as required by the IRS.

Program Withdrawals

The Program will be responsible for overseeing the disbursement of all withdrawals from the Program to the participant or beneficiary(ies) and to discharge on behalf of the Employer all reporting and withholding responsibilities required by Federal and State Regulatory Authorities.

Employer Statements

The Program will provide the Employer with a quarterly statement that will include the total amount received during the quarter and the total value of accounts held on behalf of the employees or beneficiaries.

Note: The Program statements will reflect deferral/contribution activity based on the date received and invested, which may not always coincide or agree with the Employer's records, due to timing of deposits and transfers into and out of individual accounts at the beginning or ending of the statement period.

Confidentiality

The Employer shall maintain the confidentiality of individual participants and related account information.

It is the Program's policy to limit the display of social security numbers. Billing and change reports will only display the last four digits of each participant's social security number, unless you provide the Program with a signed release on your Employer letterhead accepting all responsibility for transmitting this sensitive data. If the Employer generates their own listing, the Employer will be responsible for this confidential information while in transit. It is important that the display of social security numbers is limited to the last four digits.

Other Deferred Compensation Plans

If the Employer offers deferred compensation programs in addition to the Program as permitted under Section 148.06 of the Ohio Revised Code, then the Employer is responsible for assuring that participants do not exceed the maximum annual limits under IRC Section 457(b).

Execution

The duly authorized responsible official has executed this document for the Eligible Employer, and the Board (by its representative) has accepted as of the date so noted below.

[Enter Employer Name]

Eligible Employer

Responsible Official (printed name)

Responsible Official Signature

Title

Date

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION BOARD

Accepted for the Program

Date

Employer Services for You

The Board Office is responsible for administration of the Program, which includes maintaining employer and employee account records, investing payroll deferrals/contributions, processing withdrawal requests and generating employer and employee account statements.

Employers with questions or needing assistance should contact the finance department of the Board Office.

Board Office:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

Phone: 614-466-7245

Phone Hours: The Board Office staff is available to assist employers Monday-Friday from 7:30 a.m.-4 p.m.

Fax: 614-728-2601

Email: finance@OhioDC.org.

Beavercreek City Schools
3040 Kemp Road
Beavercreek, OH 45431

July 16, 2020

TO: BEAVERCREEK BOARD OF EDUCATION
FROM: Mr. Paul Otten, Superintendent
RE: Certificated Personnel

The following certificated persons are recommended for employment, salary change, leave of absence, and termination of a contract.

EMPLOYMENT 2020-2021

Teachers

Brodnick, Danielle Speech and Language Pathologist Fairbrook Elementary School	Effective 2020-2021 School Year One Year Limited Contract Masters, 0 Years Experience Credit
Eib, Morgan Grade 4 Fairbrook Elementary School	Effective 2020-2021 School Year One Year Limited Contract Bachelors, 1 Year Experience Credit
Maguire, Callie Grade 2 Shaw Elementary School	Effective 2020-2021 School Year One Year Limited Contract Bachelors, 3 Years Experience Credit
Neary, Audrey Grade 3 Valley Elementary School	Effective 2020-2021 School Year One Year Limited Contract B-150, 1 Year Experience Credit
Newport, Laticia School Nurse Ankeney and Coy Middle Schools	Effective 2020-2021 School Year One Year Limited Contract B-150, 0 Years Experience Credit
Powell, Megan Art 0.5 Beavercreek High School	Effective 2020-2021 School Year One Year Limited Contract Bachelors, 0 Years Experience Credit

Manager Coordinator Exempt Employee - School Social Worker

Holman, Jillyan School Social Worker	Effective 2020-2021 School Year One Year Limited Contract Master's, Step 5
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2020-2021 Supplemental Contracts

The following personnel are recommended for employment in the Supplemental Salary Positions shown for the 2020-2021 school year subject to the terms and conditions of the State Board of Education Rules 3301-20-01, 3301-26-01 and 3301-27-02. Pursuant to ORC 3313.53, vacant positions were posted for licensed employees, licensed non-employees, and non-licensed non-employees. For the positions for which there were no qualified licensed individuals, licensed non-employees or non-licensed non-employees are recommended. Salaries shall be paid according to the Supplemental Salary Schedule adopted for the 2020-2021 school year.

Conrad, Laura Coy Middle School	Assistant High School Marching Band & Summer Band Director Scale 4, Step 3 - 0 Years Longevity Credit (L-0)
Clevinger, Emily Licensed, Non-Employee	Middle School Competitive Cheer Coach - Winter Scale 10, Step 3 - 7 Years Longevity Credit (L-1)
Frost, Matthew Beavercreek High School	Head High School Marching Band & Summer Band Director Scale 1, Step 3 - 12 Years Longevity Credit (L-2)
McKittrick, Sarah Valley Elementary School	Assistant Varsity Soccer Coach - Girls Scale 5, Step 3 - 11 Years Longevity Credit (L-2)
Oxner, Christina Coy Middle School	Middle School Intramurals Fall - CMS Scale 10, Step 2, 1 Year Longevity Credit (L-0)
Strickland, Mariah Coy Middle School	Assistant High School Marching Band & Summer Band Director Scale 4, Step 3 - 2 Years Longevity Credit (L-0)
Strickland, Marlyn Coy Middle School	Assistant High School Marching Band & Summer Band Director Scale 4, Step 3 - 6 Years Longevity Credit (L-1)
Weaver, Andrew Coy Middle School	Assistant High School Marching Band & Summer Band Director Scale 4, Step 3 - 3 Years Longevity Credit (L-0)
Wren, Kristen Coy Middle School	Middle School Intramurals Fall - CMS Scale 10, Step 3, 8 Years Longevity Credit (L-1)

2020-2021 STARBASE Wright Patterson Air Force Base - Not Paid with District Funds July 1, 2020 - December 31, 2020

Elifritz, Jennifer Deputy Director	\$31,365.00
Warren, Shawn Mentor Coordinator/Instructor	\$18,550.00
Meyers, Amy Instructor	\$17,490.00
Carmichael, Lucy Instructor	\$17,490.00
Berry, Ian Part-Time Instructor	\$150.00 per Day 90 Days

2020-2021 Substitute Teachers

Babish, Lindsay
Cantz, Diane

Cope, Debra
Gray, Adrienne

Linguist, Daniel
Mayer, Jana

ADVANCEMENT DUE TO ADDITIONAL CREDITS AND OR VERIFICATION OF EXPERIENCE

Dixon, Nicole	From M+15 to M+30
Fett, Kristen	From Step 0 to Step 4
Finney, Heather	From M+30 to M+45
Hogston, Megan	From Step 0 to Step 1
Kirschbaum, Brandi	From M+15 to M+30
Lane, Lauren	From Step 0 to Step 8
Martin, Christin	From M to B
Massarelli, Corey	From B-150 to M
O'Dell, Erin	From M to M+15
Ohm, Rachel	From B to B-150
Price, Nigel	From Step 0 to Step 1
Russell, Mary	From B to B-150
Schulz, Kelsey	From B to M
Storar, Gabrielle	From B to B-150
Tomlin, Megan	From M+15 to M+30
Treon, Michael	From B-150 to M
Will, Patrick	From Step 0 to Step 1

LEAVE OF ABSENCES

Ahles, Deborah	08/10/2020 - 05/24/2021
Beavercreek High School	184 ½ days, Other Unpaid

CORRECTIONS

Duley, Robyn	Head Cheerleader Director - Fall
Beavercreek High School	Scale 7, Step 3 - 11 Years Longevity Credit (L-2)
Huelskamp, Shelley	Salary Step 17
Rice, Kelly	Salary Step 12
Snider, Thomas	M+15
Southard, Jaclyn	M+30
Ungaru, Jeffrey	M
Urbaniak, Jennifer	Salary Step 2
West, Jennifer	Continuing Contract Issued 2020
Wren, Noelle	Salary Step 24

ADJUSTMENTS

Madden, Jeff	Not to Exceed 15 Days
Student Services Department	2019-2020 School Year
Director	As worked and reported

RESIGNATIONS

Bales, Jan-Marie	Effective June 26, 2020
Assistant Varsity Golf Coach - Girls	Resignation, Personnel
Non-Licensed, Non-Employee	

McGaha, Margaret	Effective June 18, 2020
Assistant Middle School Cross Country Coach	Resignation, Personnel
Licensed, Non-Employee	

Pope, Susan	Effective June 16, 2020
Head Middle School Cross Country Coach	Resignation, Personnel
Coy Middle School	

Shafer, Aaron	Effective July 13, 2020
Assistant Middle School Cross Country Coach	Resignation, Personnel
Fairbrook Elementary School	

Beavercreek City Schools
3040 Kemp Road
Beavercreek, Ohio 45431

July 16, 2020

TO: BEAVERCREEK BOARD OF EDUCATION

FROM: Mr. Paul Otten, Superintendent

RE: Classified Personnel

The following individuals are recommended for employment, extended time, leave of absence, promotion and terminations:

EMPLOYMENT

Driver Trainee

Maxwell, Timothy

IMC Technician

Weller, Jennifer
IMC Technician
Ankeney MS
(REPLACEMENT)

Effective August 10, 2020
One-Year Contract 2021
Step 4/L-0/BCSD 0 Yrs. Exp.
\$19.45/hr.

Substitute - Administrative Assistant

Bissaillon, Nicole
Hoover, Christine
Parsons, Susan

Carlson, Sandra
Husted, Stacy
Zollars, Jennifer

Guthrie, Amy
Keggan, Julia

Substitute - Building/Office Assistant

Bissaillon, Nicole
Kindle, Christine
Pompos, Courtney

Fondren, Summer
Longstreath, Rebecca
Webb, Esther

Husted, Stacy
McCoy, Beverly

Substitute - Custodian

Christman, Erica

Substitute - Dispatcher

Feather, Rhonda

Substitute - Driver

Feather, Rhonda

Classified Personnel

July 16, 2020

Substitute - IMC Technician

Bissaillon, Nicole
Kindle, Christine
Starr, Edward

Fondren, Summer
Miller, Melissa
Watkins-Klitch, Holly

Hobbs, Mindy
Scholz, Catherine

Substitute - 2 Hr. Monitor

Bissaillon, Nicole
Kersteiner, Sherry
Starr, Edward

Carey-Goodnough, Kimberly
Longstreath, Rebecca
Watkins-Klitch, Holly

Kaur, Charnjit
Pucciani, Michele

Substitute - Registered Nurse

Pucciani, Michelle

Roberts, Tracy

Sakulich, Diane

Substitute - Study Hall Monitor

Bajaj, Gurjit
Kersteiner, Sherry
Pucciani, Michele

Carey-Goodnough, Kimberly
Longstreath, Rebecca
Rafferty, Mechelle

Kaur, Charnjit
McCoy, Beverly

Substitute - Skills Lab Technician

Bissaillon, Nicole
Watkins-Klitch, Holly

Carey-Goodnough, Kimberly

Gilley, Karen

Substitute - Special Needs Assistant - Instructional

Bajaj, Gurjit
Gilley, Karen
Lopez, Tiffany
McCoy, Beverly
Starr, Edward

Dhond, Suchita
Kaur, Charnjit
Lundy, Laramie
Miller, Melissa

Carey-Goodnough, Kimberly
Liles, Shelly
Pucciani, Michele
Scholz, Catherine

Substitute - Special Needs Assistant - Transportation

Girard, Rachel

Substitute - Student Nutrition

Bechstein, Elizabeth
Kaur, Charnjit

Carey-Goodnough, Kimberly
Keim, Martha

Jacobs, Nikki

Substitute - Teacher Assistant

Bissaillon, Nicole
Gilley, Karen

Carey-Goodnough, Kimberly
Kaur, Charnjit

Fondren, Summer
Liles, Shelly

Classified Personnel

July 16, 2020

FROM: HVAC Technician, Step 12
TO: Head HVAC Technician, Step 8 \$28.17/hr.
(NEW POSITION)

TERMINATION

Hale, Darleen
Department Secretary
Central Office

Effective July 31, 2020
Beavercreek 8 Years
Retirement

Morgan, Melissa
Driver
Transportation Department

Effective August 9, 2020
Beavercreek 19 Years
Resignation - Personal Reasons

Rinkus, Joseph
Custodian
Coy MS

Effective August 31, 2020
Beavercreek 4 Years
Resignation - Retirement

**BOARD OF EDUCATION
BEAVERCREEK CITY SCHOOL DISTRICT
GREENE AND MONTGOMERY COUNTIES, OHIO**

The Board of Education (the "Board") of the Beavercreek City School District, Greene and Montgomery Counties, Ohio (the "School District"), met in regular session on July 16, 2020, at 6:30 p.m., at the offices of the Board, 3040 Kemp Road, Beavercreek, Ohio 45431, with the following members present:

M_____. _____ introduced the following resolution and moved its passage:

**RESOLUTION DECLARING INTENT TO PROCEED WITH
ELECTION OF THE QUESTION OF SUBSTITUTION
OF AN EMERGENCY TAX LEVY
(Ohio Revised Code Section 5705.199)**

WHEREAS, on June 18, 2020, the Board passed a resolution (the "Resolution of Necessity") declaring the necessity, in order to provide for the necessary requirements of the School District, to substitute for all of an existing emergency tax levy, which is a tax in excess of the ten-mill limitation, to raise \$18,517,600 in the first year said levy is in effect, and shall be levied upon the entire territory of the School District for a continuing period of time; and

WHEREAS, the Greene County Auditor has certified to the Board that an estimated annual levy of 9.80 mills for each one dollar of valuation, which is \$0.980 for each one hundred dollars of valuation, will be required to produce the annual amount set forth in the Resolution of Necessity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Beavercreek City School District, Greene and Montgomery Counties, Ohio, not less than two-thirds of the members thereof concurring, that:

Section 1. The Board desires to proceed with the submission of the question of such substitute levy (the "Substitute Levy") to the electors of the School District.

Section 2. The question of the Substitute Levy shall be submitted to the electors in the entire territory of the School District at the election to be held on November 3, 2020 (the "Election Date"). All of the territory of the School District is in Greene and Montgomery Counties, Ohio.

Section 3. The form of the ballot to be used at said election shall be substantially as follows:

Shall a levy substituting for an existing levy be imposed by the Beavercreek City School District for the purpose of providing for the necessary requirements of the school district in the initial sum of \$18,517,600, and a levy of taxes be made outside of the ten-mill limitation estimated by the county auditor to require ____ mills for each one dollar of valuation, which amounts \$____ cents for each one hundred dollars of valuation for the initial year of the tax, for a continuing period of time, commencing in 2020, first due in calendar year 2021, with the sum of such tax to increase only if and as new land or real property improvements not previously taxed by the school district are added to its tax list? If approved, any remaining tax years on any of the one existing levy will not be collected after the 2019 tax year.

	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

Section 4. The Treasurer of the Board is hereby directed and shall certify, not later than August 5, 2020 (which date is not less than 90 days prior to the Election Date), to the Greene County Board of Elections a copy of the Resolution of Necessity and a copy of this Resolution together with the amount of the average tax levy expressed in dollars and cents for each one hundred dollars of valuation, as well as in mills for each one dollar of valuation, as estimated by the Greene County Auditor.

Section 5. The Treasurer of the Board is hereby directed and shall simultaneously certify to the Greene County Board of Elections, that the Substitute Levy will run for a continuing period of time, and that the Substitute Levy will include a levy on the 2020 tax list (2021 collection year) if approved by a majority of the electors voting thereon.

Section 6. If the Substitute Levy is approved by a majority of the electors voting thereon, the School District's existing five year emergency levy approved by the voters of the School District on May 5, 2015 shall not be levied after the 2020 collection year (2019 tax list and duplicate), which is the year preceding the year in which the Substitute Levy would first be imposed.

Section 7. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

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M____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: _____

Nays: _____

The Resolution passed.

Passed: July 16, 2020

BOARD OF EDUCATION
BEAVERCREEK CITY SCHOOL DISTRICT
GREENE AND MONTGOMERY COUNTIES, OHIO

Attest: _____
Treasurer

By: _____
President

CERTIFICATE

The undersigned Treasurer of the Board of Education of the Beavercreek City School District, Greene and Montgomery Counties, Ohio hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Education of said School District on July 16, 2020, and that a true copy was certified to the Board of Elections of Greene County, Ohio.

Treasurer, Board of Education
Beavercreek City School District
Greene and Montgomery Counties, Ohio

RECEIPT OF BOARD OF ELECTIONS
(Substitute Emergency Levy)

The undersigned, being the Director of Elections of Greene County, Ohio, does hereby acknowledge receipt of the following documents from the Beavercreek City School District, Greene and Montgomery Counties, Ohio (the "School District"):

1. A certified copy of a resolution passed by the Board of Education of the School District on June 18, 2020 (the "Resolution of Necessity") determining the necessity of levying a substitute emergency tax levy in the amount of \$18,517,600 for a continuing period of time, and to submit the same to the electors at the election to be held on November 3, 2020. Said substitute emergency tax levy shall include a levy on the 2020 tax list and duplicate (2021 collection year) if approved by a majority of the electors voting thereon.
2. A certificate of the County Auditor of Greene County, Ohio, dated _____, 2020 as to the average annual tax levy required to produce the annual amount set forth in the Resolution of Necessity.
3. A certified copy of a resolution passed by such Board of Education on July 16, 2020, determining to proceed with the election on the question of a substitute emergency tax levy.

Dated: _____, 2020

Director of Elections
Greene County, Ohio

**BOARD OF EDUCATION
BEAVERCREEK CITY SCHOOL DISTRICT
GREENE AND MONTGOMERY COUNTIES, OHIO**

The Board of Education (the "Board") of the Beavercreek City School District, Greene and Montgomery Counties, Ohio (the "School District"), met in regular session on June 18, 2020, at 6:30 p.m., at the offices of the Board, 3040 Kemp Road, Beavercreek, Ohio 45431, with the following members present:

Mrs. Hunt introduced the following resolution and moved its passage:

**RESOLUTION OF NECESSITY
FOR THE SUBSTITUTION OF AN EMERGENCY TAX LEVY
(Ohio Revised Code Section 5705.199)**

WHEREAS, the School District currently has in existence an emergency tax levy (the "Existing Levy") to raise \$18,517,600 per year for a period of five years, approved by the voters of the School District on May 5, 2015, and first placed on the tax list and duplicate in 2016 for collection in years 2017 through 2021; and

WHEREAS, the revenue which will be raised by all tax levies that the School District is authorized to impose, when combined with state and federal revenues, will be insufficient to provide for the necessary requirements of the School District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Beavercreek City School District, Greene and Montgomery Counties, Ohio, not less than two-thirds of the members thereof concurring, that:

Section 1. It is necessary to substitute for the Existing Levy (the "Substitute Levy"), which is a tax in excess of the ten-mill limitation, to provide for the necessary requirements of the School District. The amount of money that it is necessary to raise for that purpose is \$18,517,600, for the first calendar year that the millage is in effect. The Substitute Levy shall be levied upon the entire territory of the School District for a continuing period of time and shall include a levy upon the 2020 tax list (commencing in 2020, first due in calendar year 2021), if approved by a majority of the electors voting thereon.

Section 2. If the Substitute Levy is approved by a majority of the electors voting thereon, the Existing Levy shall not be levied after the 2020 collection year (2019 tax list and duplicate), which is the year preceding the year in which the Substitute Levy would first be imposed.

Section 3. The question of the Substitute Levy shall be submitted to the electors in the entire territory of the School District at the election to be held on November 3, 2020. All of the territory of the School District is in Greene and Montgomery Counties, Ohio.

Section 4. The Treasurer is directed to immediately certify a copy of this Resolution to the Greene County Auditor with instructions to calculate and certify to the Board the annual levy, expressed in dollars and cents for each one hundred dollars of valuation, as well as in mills for each one dollar of valuation, that will be required to produce the amount of the Substitute Levy set forth in this Resolution for the initial year that the Substitute Levy would be in effect.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Mr. Stein seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Hunt, Stein, Morrison, Rigano, Taylor

Nays: Ø

The Resolution passed.

Passed: June 18, 2020

BOARD OF EDUCATION
BEAVERCREEK CITY SCHOOL DISTRICT
GREENE AND MONTGOMERY COUNTIES, OHIO

Attest: Penelope R. Lucker
Treasurer

By: JoAnn Rigano
President

CERTIFICATE

The undersigned Treasurer of the Board of Education of the Beavercreek City School District, Greene and Montgomery Counties, Ohio hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Education of said School District on June 18, 2020, and that a true copy was certified to the County Auditor of Greene County, Ohio.

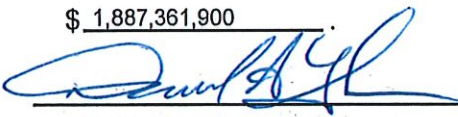
Penelope Lucker
Treasurer, Board of Education
Beavercreek City School District
Greene and Montgomery Counties, Ohio

Certificate of Estimated Property Tax Millage Rate

Use this form when a taxing authority certifies an amount of revenue and requests the millage rate required to produce that revenue. Do not use this form for bond levies. Use form DTE 130 for all bonds.

The county auditor of Greene County, Ohio, does hereby certify the following:

1. On June 19, 2020, the taxing authority of the Beavercreek City School District (political subdivision name) certified a copy of its resolution or ordinance adopted June 18, 2020, requesting the county auditor to certify the current tax valuation of the subdivision and the number of mills necessary to produce \$ 18,517,600 of revenue, to levy a tax outside the 10-mill limitation for Substitute Emergency purposes pursuant to Ohio Revised Code section 5705.199, to be placed on the ballot at the November 3, 2020, election. The levy type is Substitution of an Emergency Levy.
2. The estimated property tax millage required to produce the stated revenue, assuming the tax valuation of the subdivision remains constant throughout the life of the levy, is calculated to be Nine and Eighty Hundredths (9 . 80) mills for each \$1 of tax valuation, which is ninety eight cents (\$ 0.980) for each \$100 of tax valuation.
3. The total tax valuation of the subdivision used in calculating the estimated property tax millage rate is \$ 1,887,361,900.


Auditor's signature

June 24, 2020
Date

Instructions

1. "Total tax valuation" includes the taxable value of all real property in the subdivision as indicated on the tax list most recently certified for collection and estimates of the taxable value of personal and public utility personal property for the first year the levy will be collected as set forth on the worksheets prescribed in conjunction with this form. If the subdivision is located in more than one county, the home county auditor (where the greatest taxable value of the subdivision is located) shall obtain the assistance of the other county auditors to establish the total tax valuation of the subdivision.
2. For purposes of this certification, "subdivision" includes any agency, board, commission or other authority authorized to request a taxing authority to submit a tax levy on its behalf.
3. "Levy type" includes the following: 1) additional, 2) renewal, 3) renewal with an increase, 4) renewal with a decrease, 5) replacement, 6) replacement with an increase, 7) replacement with a decrease levies and 8) substitute levies.
4. For purposes of this certification, we suggest you round the millage to the nearest tenth (0.1) of a mill. This ensures that whole cents will be presented here and on the ballot.
5. Please file this certificate with the subdivision as soon as possible, so the taxing authority can pass a resolution to proceed not later than 90 days before the election.



2020-2021 Pupil and Teacher School Calendar

Staggered Start Days due to COVID-19

August 2020							September 2020							October 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
November 2020							December 2020							January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						
February 2021							March 2021							April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
May 2021							June 2021							Legend						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	First Day – All Students						
						1			1	2	3	4	5	No School: Professional Development						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	No School: All Offices Closed						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	No School						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	No School: Parent Teacher Conferences Exchange Day						
23	24	25	26	27	28	29	27	28	29	30				End of Grading Period						
30	31													No School: Staff Work Day						

Student Days

1st Quarter = 46 days; 2nd Quarter = 41 days; 1st Semester = 87 days; 3rd Quarter = 47 days; 4th Quarter = 44 days – 2nd Semester = 91 days; Total Days = 178
If more than seven (7) calamity days occur, make up days, beginning with the eighth (8th) day, will begin on May 24, 2021.

39

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

File 207

Title: CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES
DEPARTMENT ADMINISTRATIVE ASSISTANT

Reports to: Assistant Superintendent for Curriculum, Instruction, and Special Services

Job Objectives: Performs secretarial, receptionist, and office management functions. Assists with curriculum inventory control, purchasing, and accounting operations.

Minimum Qualifications:

- High school diploma. Post-secondary training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of business software and the maintenance of records.
- Ability to perform diversified tasks independently with critical attention to detail.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Ability to apply advanced mathematical concepts.
- Multitasking ability and strong interpersonal skills.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs administrative support functions. Uses independent judgment and discretion. Organizes materials to keep the assistant superintendent for curriculum, instruction, and special services informed about pertinent issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone and takes messages. Directs calls based on the nature of the inquiry. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Strives to develop a rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
- Types correspondence, memos, and other office documents. Ensures that work is completed on time. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Helps process outgoing and interoffice mail. Distributes incoming mail.
- Enters and maintains educational management information system (EMIS) data as directed.
- Helps prepare grant and foundation proposals and reports as directed.
- Helps coordinate staff in-service programs (e.g., prepares materials, schedules speakers, processes contracts, etc.).
- Prepares and disseminates course-of-study materials as directed.
- Contacts publishers and requests textbook samples as directed.
- Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).

CURRICULUM, INSTRUCTION AND SPECIAL SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT

- Updates budget and/or account balances. Prepares data for financial forecasting.
- Updates, duplicates, and collates special services handbooks and fact sheets.
- Transcribes student assessment information.
- Maintains a list of all special education placements.
- Prepares requisitions. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.). Compares deliveries with purchase orders. Investigates discrepancies. Processes invoices for payment.
- Place calls for maintenance and repair services as directed.
- Helps organize and maintain the central repository for curriculum materials.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Takes the initiative to identify and solve problems independently.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Works cooperatively to support a successful team effort.
- Operates office equipment efficiently and accurately.
- React productively to interruptions and changing conditions.
- Lifts, carry, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for interaction with disruptive, and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require detailed paperwork.
- Duties may require working during the evening and/or weekend.
- Duties may require working under time constraints to meet deadlines
- Potential for exposure to bloodborne pathogens and communicable diseases.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Beavercreek City School District Board of Education.

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Updated July 2020

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

File 209

Title: **STUDENT SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT**

Reports to: Director of Student Services

Job Objectives: Performs secretarial, receptionist, and office management functions.

Minimum Qualifications:

- High school diploma. Post-secondary training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Competent in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Ability to apply advanced mathematical concepts.
- Multitasking ability and strong interpersonal skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone and takes messages. Directs calls based on the nature of the inquiry. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Strives to develop a rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail, and faxes.
- Assists with the operation of the district's testing program. Maintains an inventory of test protocols, due process forms, etc. Processes computer scoring.
- Processes requests for student information. Ensures that signed permission forms for the release of information are on file.
- Tracks out-of-district students enrolled in community schools. Prepares contracts, documents costs, and processes invoices.
- Processes paperwork for contractual services.
- Processes homeschooling applications and monitors the accountability system.
- Prepares Title child count, Impact Aid, and other reports as directed.
- Enters and maintains educational management information system (EMIS) pupil services data as directed.
- Prepares materials for in-service programs, kindergarten screening, etc.
- Processes district-wide special enrollments.
- Assists with the English Learners Program, including data collection and other

STUDENT SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT

program requirements.

- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.
- Supports district health programs and professionals.

Abilities Required:

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Takes the initiative to identify and solve problems independently.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Works cooperatively to support a successful team effort.
- Operates office equipment efficiently and accurately.
- Reacts productively to interruptions and changing conditions.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Supervisory Responsibility:

Under the direction of the administrative assistant for student services: schedules meaningful work assignments, provides instructions, and communicates expectations to assigned staff.

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Performance Evaluation:

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