

**I. CALL TO ORDER**

The Beavercreek Board of Education met on Thursday, July 16, 2020, at the Beavercreek Board of Education regular meeting. Board President Mrs. Rigano called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

The following members were present for the Board of Education:

Chris Stein  
Krista Hunt  
Dennis Morrison  
Jo Ann Rigano  
Gene Taylor

A quorum was declared with five members present.

**III. PLEDGE OF ALLEGIANCE**

Ms. Rigano invited everyone to join in the saying of the Pledge of Allegiance to the American Flag.

**IV. APPROVAL OF AGENDA AS PRESENTED - RESOLUTION #2020-49**

Ms. Hunt made a motion to approve the agenda as presented.

Mr. Stein seconded the motion.

ROLL CALL: Krista Hunt; aye; Chris Stein, aye; Gene Taylor, aye; Dennis Morrison, aye; Jo Ann Rigano; aye.

Motion carried 5-0

**V. PRESENTATIONS****A. 2020-2021 REOPENING – Superintendent Paul Otten, and Cabinet Members**

At the meeting of the Beavercreek Board of Education held on July 16, 2020. Superintended Otten presented the Beavercreek City Schools' parent surveys and the educational options plan.

SEE NEXT PAGE(S)

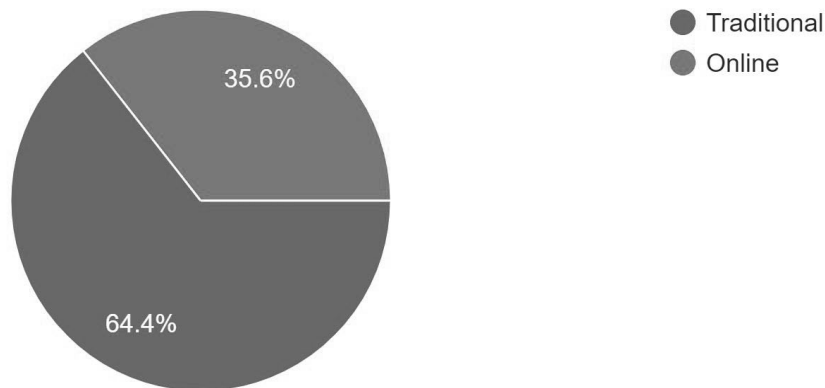
# Parent Survey Results

7/30/20



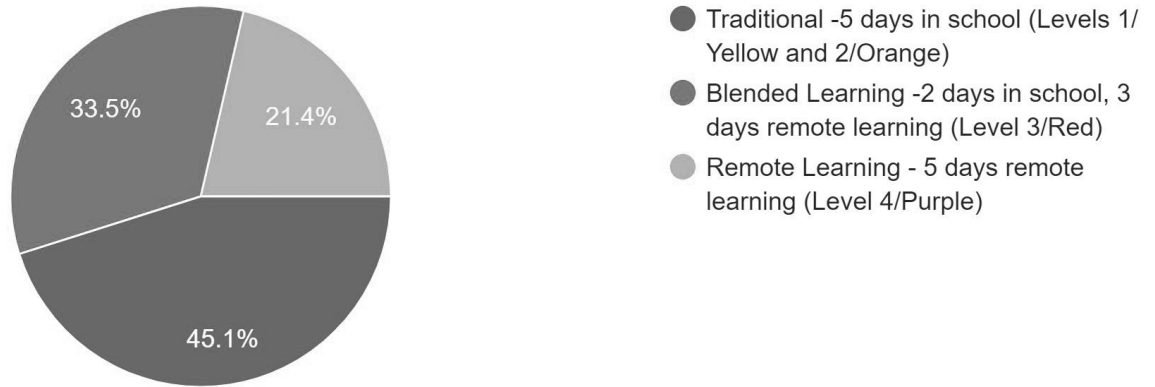
As of today, which of the following educational options would you choose for your child to start the 20-21 school year.

3,429 responses



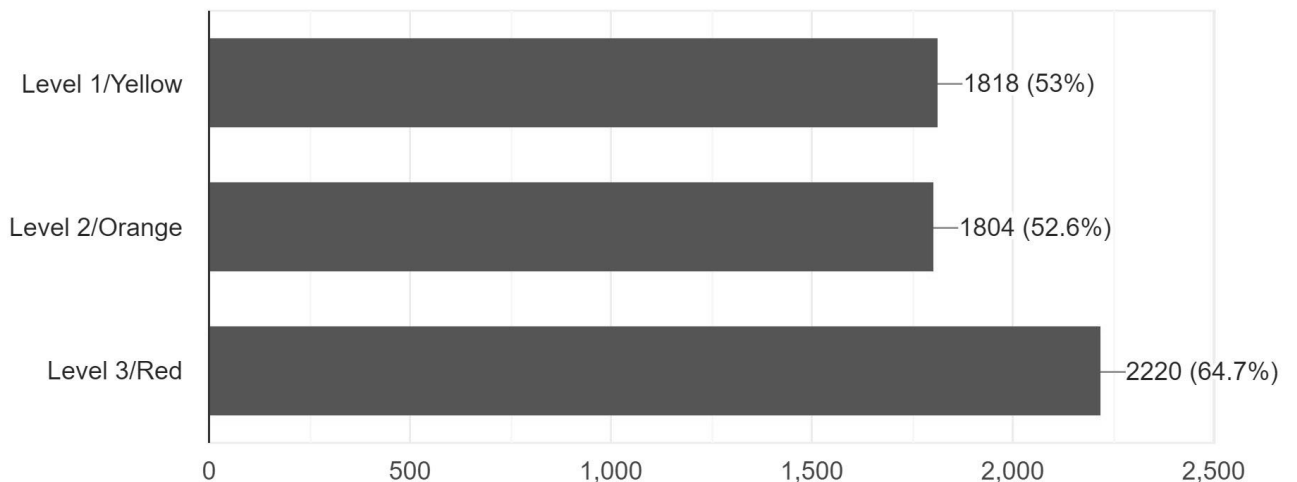
As of today (Greene County Level 2) what scenario do you feel should be used by Beavercreek City Schools to start school?

3,429 responses



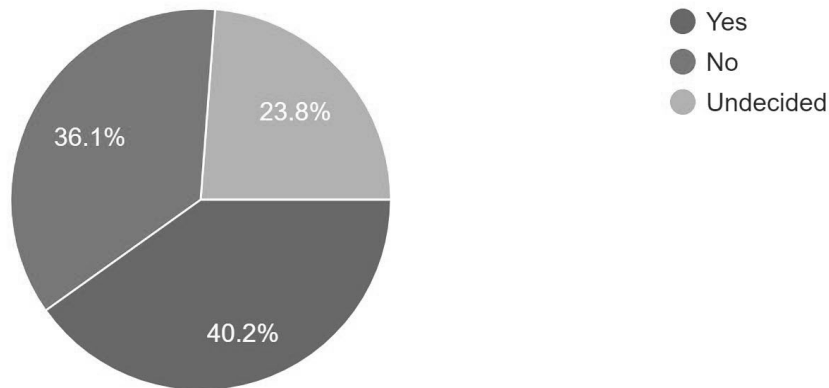
At which level(s) do you believe students in grades 3-12 should be required to wear a mask when social distancing of 6 feet is not possible (check all that apply):

3,429 responses



Will your family use district transportation services (busing) for the 20-21 school year?

3,422 responses



# Parent Survey Results

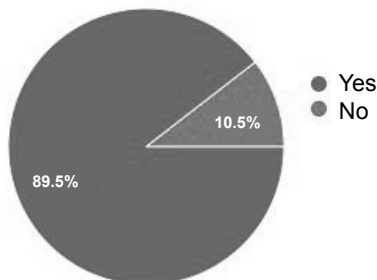
7/30/20





### PARENT SURVEY RESULTS

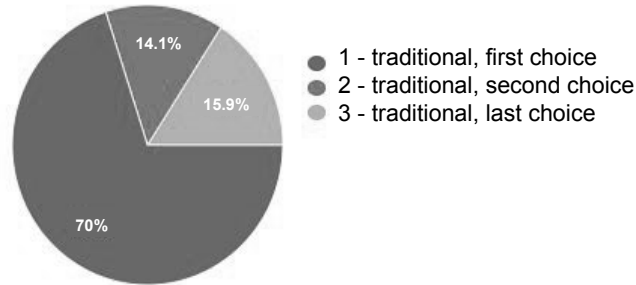
If school resumes traditionally, would you send your child to school?



Approximately 4000 families participated in the survey (June 2020)

## PARENT SURVEY RESULTS

Traditional - in person/in the classroom instruction



Approximately 4000 families participated in the survey (June 2020)

# SURVEY RESULTS

Beavercreek City Schools will provide educational options for student learning for the 2020-2021 school year. There will be a traditional in school option and an online school option. Each parent/guardian will be required to select the best educational option for their child(ren). In order to make this decision, we are providing parents and guardians important information about each of these options.

### Educational Options

- Traditional In-School



- Online School



### Traditional In-School - Procedures

- Inherent Risks
- General Procedures
- School Day
- Daily Health Assessments
- Cleaning and Sanitizing
- Handwashing and Hygiene Practices
- Social Distancing
- Face Covering Policy
- Transportation



### Traditional In-School - Inherent Risks

- Greene County Schools Common Agreement - “some level of risk will always be present when children and school district employees occupy school district facilities”.
- The items on the following slides are all aimed at reducing that risk.



### Traditional In-School - General Procedures

- Student calendar adjusted to allow for staff professional development and staggered start.

Monday, August 10	Tuesday, August 11	Wednesday, August 12	Thursday, August 13	Friday, August 14
Staff Professional Development	Staff Professional Development	Teacher Preparation Day	Staggered Start -Students with last names A-K	Staggered Start -Students with last names L-Z



### Traditional In-School - General Procedures

- Staggered start to provide students with instruction on health and safety procedures.
- School hours will remain the same as originally planned for 2020-2021 school year.



### Traditional In-School - General Procedures

- All K-12 students will attend 5 days per week.
- No changes to class sizes.
- Visitors limited to those that are deemed necessary.
- Virtual meetings will be encouraged when possible.





## Traditional In-School - School Day

- Elementary students will receive unified arts instruction (Art, Music, PE, Skills Lab, and IMC) with their class.
- Instructional materials and supplies will not be shared between students when possible.



## Traditional In-School - School Day

- K-12 students will eat lunch in the cafeteria with assigned seating.
- Assigned seating throughout the day for grades that change classes.



## Traditional In-School - School Day

- Large group gatherings such as assemblies or field trips are discontinued.
- Recess provided to appropriate grade levels with additional safety protocols that may restrict equipment to designated classes for periods of time.



## Traditional In-School - Health Considerations

- Parents/guardians will receive and be required to agree and acknowledge that they will follow daily health monitoring practices for their child(ren).
- Daily monitoring practices will include checking body temperature and monitoring for COVID-19 symptoms.







## Traditional In-Person - Health Considerations

- Parents will agree to follow health department guidelines.
- Parents/guardians will report any possible exposure of their child(ren) to COVID-19.
- Staff will be required to conduct daily health checks (checking temperatures and assessing symptoms) prior to going to school.



## Traditional In-Person School - Returning To School

### After a Positive Test Result

- Follow GCPH Guidelines

### After Other Illness

- Follow District Procedures



## Traditional School - Face Coverings

- Face coverings (masks, shields, etc.) required for all staff.
- Students will be strongly encouraged to wear face coverings.
- Face coverings will be required for students while on the bus.
- Student face coverings may be required when student proximity to others is reduced and can not be resolved by modifying the classroom environment or instructional delivery model.



## Traditional In-School- Cleaning and Sanitizing

- High touch areas will be disinfected daily prior to school start, before lunch, and before dismissal.
- Water fountains will be disconnected.
- Disinfection of classrooms will occur daily.
- Classroom procedures will include sanitizing furniture and materials between class changes.





## Traditional In-School - Handwashing and Hygiene Practices

- Regular washing of hands will be encouraged throughout the school day.
- Hand sanitizers and/or handwashing stations will be available in all classrooms and high traffic areas.
- Students and staff will be trained on COVID-19 specific hygiene practices.



## Traditional In-School - Social Distancing

- Drop-off/Pick-up procedures will be reviewed by building teams to reduce exposure and limit contact.
- Student foot traffic flow will be analyzed to reduce contact.
- Cafeteria, classroom, and common spaces will be maximized and marked to promote social distancing.
- Students and staff will be trained on COVID-19 specific social distancing practices.



## Traditional In-School - Transportation

- Face coverings will be required for bus drivers and students while on the bus.
- Seat assignments on the bus will be strictly enforced.
- Family members will be seated together.
- Hand sanitizer will be available on the bus.
- Buses will be disinfected at the end of each day.



## Traditional In-School : Response to Fluctuation in COVID-19 Cases

- Our goal throughout this year is to maintain instruction in our schools throughout the 2020-2021 while monitoring and responding to this pandemic to provide the safest environment possible for our students and staff.
- As the pandemic fluctuates in our district, community, and county, so must our district to continue instruction and increase necessary protocols for all.





## Traditional In-School-Risk Levels


- Level 1 - **Yellow**: In school delivery of instruction, all students, five-days per week
- Level 2 - **Orange**: In school delivery of instruction, all students, five-days per week
- Level 3 - **Red**: Blended Delivery Model (2-days in-school and 3 days remote), design will be determined soon.
- Level 4 - **Purple**: School closure, remote learning implemented.

Fluid movement between levels as determined





**COVID-19 Risk Level Guidelines Applied to Beavercreek City Schools Instructional Plan**  
Risk level will be determined in conjunction with Greene County Public Health.

Beavercreek Traditional Instructional Option			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Low spread of COVID-19 in school building and/or school district.	Increased spread of COVID-19 in school building and/or school district.	High spread of COVID-19 in school building and/or school district. 2 week minimum if issued	Severe spread of COVID-19 in school building and/or school district. 2 week minimum if issued
↓	↓	↓	↓
Traditional In-School	Traditional In-School	Blended Learning	Remote Learning
All student attend in-person each day. Instruction by classroom teacher. Face Coverings: Required on school bus and other areas involving increased contact/proximity (labs, clinic, small group work). Highly recommended when 6 foot social distancing cannot be established. Extracurricular activities possible.	All students attend in-person each day. Instruction by classroom teacher. Face Coverings: Required for all on school bus, strongly encouraged in school for PK-2 and required for grades 3-12 at all times where 6 foot social distancing cannot be established. Extracurricular activities possible.	Students attend school in-person 2 days, remote learning 3 days a week. Instruction by classroom teacher. Face Coverings: Required for all on school bus, strongly encouraged in school for PK-2 and required for grades 3-12 at all times where 6 foot social distancing cannot be established. Extracurricular activities may be limited.	Students do not attend school in person, remote learning 5 days a week. Instruction by classroom teacher. Extracurricular activities may be cancelled.
Beavercreek Online Instructional Option			
All K-12 instruction at home through online course program. Semester long commitment. July 31st deadline for first semester.		Technology and curriculum support provided by district staff. Students eligible to participate in extracurricular activities	




## Online School - Overview

- Partnering with the Greene County Educational Service Center to provide an online program.
- This remote learning option will allow students to learn from home while receiving quality online educational experiences .

## Online School - Procedures

- Curriculum/Courses
- Commitment/Requirements
- Technology and Support
- Extra-Curricular Activities





## Online School - Curriculum

- Aligned to State Standards
- Grades 6-12 Program
  - Instruction is provided through the online program - Courseware Curriculum



## Online School - Curriculum

- Aligned to State Standards
- Grades K-5 Program
  - Instruction is provided through the online program, Lincoln Learning Solutions



## Online School - Curriculum

- Online School Instruction - This will be provided by the online program.
- Online School Support - District staff will provide supplemental technology support, participation monitoring, and opportunities for clarification.



## Online School - Curriculum

- Special Populations - courses are customizable to meet the needs of students.
- Grading - grades will be calculated in GPA the same as traditional in person classes.
- Courses meet graduation requirements
- Statewide Assessments





## Online School - Requirements

- Enrollment - must commit to remote learning for a semester (through December 18th).
- Attendance will be tracked. Consistent participation is required.
- Full course load is required for students grades K-11.
- Course Selection - counselors will support students to select courses as needed.



## Online School - Technology

- All students have mobile devices
- Tech Support - direct support through [homesupport@gocreek.org](mailto:homesupport@gocreek.org)



## Online School - Extracurricular Activities and Student Supports

- Students may participate in extracurricular activities.
- Students will have access to school counseling services as needed.



## Athletics, Marching Band, Show Choir, and other Extracurriculars

- Athletics: Currently in Phase 3. Anticipating to have Fall Sports.
- Marching Band: Currently practicing. May limit performances.
- Show Choir: Planning phase- practices with in person choreography with remote singing. Competitions postponed.
- Other Extracurriculars: Will be allowed when possible.



## Educational Option Parent Commitment Form

- Families must decide by **July 31st** if their child(ren) will participate in the Online School option or Traditional School option.
- Form will be available to complete in OneView - **July 20th**



## Next Steps

- The district will continue to follow guidance from ODE, ODH, and GCPH
- Principals will be working with district leadership and building staff to plan building specific restart details for the traditional in school educational option.
- The district will continue to provide ongoing communication to families.



## Timeline

- July 17 - Restart Educational Option Plan - sent to Families
- July 20 - Parent Commitment Form available on One View
- July 31 - Parent Commitment Form submission deadline
- August 10 - BCS staff returns for professional development and planning purposes.
- August 13 - Grades 1-12 school begins with students attending either August 13th or 14th for staggered start.



**FIVE MINUTE BREAK 8:16 to 8:21****VI. QUESTIONS AND/OR COMMENTS FROM THE PUBLIC**

	<b>First Name</b>	<b>Last Name</b>	<b>Street Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Topic or Area of Concern</b>
A.	Charish	Gillespie	2185 Wedgewood Dr	Beavercreek	45434	20-21 school year
B.	Jason	Burchett	2945 kant place	Beavercreek	45431	CoVid
C.	Sasha	Taylor	1795 Trebein Rd.	Xenia	45385	Children wearing face coverings during physical education
D.	Amy	Parker	4290 Emmajane Ct	Dayton	45440	back to school
E.	Jennifer	Paterchak	1041 Wenrick Dr	Beavercreek	45434	Masks
F.	Naruemol	Babcock	2150 Raceway Trail	Beavercreek	45434	School year 2020-2021
G.	Jonathan	Passage	1936 N. Longview St	Beavercreek	45432	The "Online / Remote Learning" option
H.	Lindsay	Green	3862 Fernwald Drive	Beavercreek	45440	Return to school for the 20-21 year
I.	Jennifer	Doom	2584 Greenbrier Court	Beavercreek	45431	Please require masking at school...
J.	Sara	Anderson	512 VOLUSIA AVE	DAYTON	45409	Reopening Plans
K.	Trupti	mangrulkar	3010 Kant Pl	Beavercreek	45431	Online Learning options
L.	Lindsay	Lock	2920	Beavercreek	45431	Masks
M.	Andrea	Seielstad	2606 Wyndham Drive	Beavercreek	45431	Air filtration and safety
N.	Paula	Dolence	3994 Barberry Boulevard	Beavercreek	45440	Reopening School for 20-21
O.	Carrie	Campbell	2303 patrick blvd	Beavercreek	45431	IEP
P.	Jennifer	Valiton	2158 Northern Dr	Beavercreek	45431	IEP/ Immocompromised
Q.	Kristin	Nestor	4311 Emmajane Ct	Beavercreek	45440	Virtual Learning to In-Person
R.	Tiffany	Ipsen	3949 gardenview dr	Beavercreek	45431	Return to school
S.	Jared	Cutler	3188 Ibis Court	Beavercreek	45431	COVID and in-person classes
T.	Brian	Hirsch	286 Honey Jane Dr	Beavercreek	45434	Mask requirements
U.	Bosung	Kang	2793 Riverstone Dr	Xenia	45385	Student Illnesses
V.	Lori	Lucas	3636 Meadowcourt Dr	Beavercreek	45431	Mandatory Masks for in person schools.

**VI. APPROVAL OF MEETINGS HELD – RESOLUTION #2020-50**

Mr. Morrison made a motion to approve the minutes for the June 2020 meeting

A. Minutes for June 2020 Board of Education Meetings:

June 9, 2020 Special Board of Education Meeting  
June 19, 2020 Regular Board of Education Meeting

Mr. Taylor seconded the motion.

ROLL CALL: Dennis Morrison, aye; Gene Taylor, aye; Krista Hunt, aye; Chris Stein, aye; Jo Ann Rigano, aye.

Motion carried 5-0

**VII. ITEMS FOR BOARD DISCUSSION**

- A Adjustment to 2020-2021 School Calendar

SEE NEXT PAGE(S)





## 2020-2021 Pupil and Teacher School Calendar

### Adjusted 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							
						1			1	2	3	4	5	First Day – All Students						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	No School: Professional Development						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	No School: All Offices Closed						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	No School						
23	24	25	26	27	28	29	27	28	29	30				No School: Parent Teacher Conferences Exchange Day						
30	31													End of Grading Period						
														No School: Staff Work Day						
														Staggered Start Days						

Student Days

1<sup>st</sup> Quarter = 44 days; 2<sup>nd</sup> Quarter = 41 days; 1<sup>st</sup> Semester = 85 days. 3<sup>rd</sup> Quarter = 47 days; 4<sup>th</sup> Quarter: 44 days – 2<sup>nd</sup> Semester = 91 days; Total Days = 176

If more than seven (7) calamity days occur, make up days, beginning with the eighth (8<sup>th</sup>) day, will begin on May 24, 2021.

B. Format for August Board Meeting

Discussion occurred regarding the opening up of District Board Meetings and limiting 10 attendees at a time.

**IX. FINANCIAL REPORTS REQUEST – RESOLUTION #2020-51**

Beavercreek City Schools' Treasurer, Penny Rucker, presented the following items for approval.

Mr. Taylor made a motion to consider the recommendation of the Treasurer to approve the financial reports item A-E

A. June 2020 Financial Reports

SEE NEXT PAGE(S)

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**

	Monthly Estimate	Monthly Actual	Monthly Difference	Year to Date Estimate	Year to Date Actual	Year to Date Difference	% 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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<b>Total Receipts</b>	<b>679,238</b>	<b>1,214,778</b>	<b>535,540</b>	<b>91,004,107</b>	<b>92,216,170</b>	<b>1,212,063</b>	<b>100.00%</b>	<b>1.33%</b>
<b>Receipts Plus Cash Balance</b>	<b>26,326,881</b>	<b>28,345,778</b>	<b>2,018,897</b>	<b>112,344,759</b>	<b>113,556,822</b>	<b>1,212,063</b>		

**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%	


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

**Beavercreek City Schools**  
**Monthly Financial Reports – June 2020**

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




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**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.




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**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




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**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.




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

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




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**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.




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**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




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

**Revenues:**

- ✓ 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.




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

**Expenditures:**

- ✓ **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.




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

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




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

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




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**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.




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**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




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**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




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**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




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**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.




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

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




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**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.




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**Executive Summary – Financial Reporting**  
**For the Month of June 2020**  
**“Bottom-Line” Cash Balance:**

<u>Ending Cash Balance</u>	<u>Monthly Estimate</u>	<u>Monthly Actual</u>	<u>Monthly Difference</u>
	\$17,599,857	\$21,100,666	\$3,500,809

<u>Year to Date Estimate</u>	<u>Year to Date Actual</u>	<u>Year to Date Difference</u>
\$17,599,857	\$21,100,666	\$3,500,809



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BCSD BANK RECONCILIATION						
June 2020						
<b>Bank Statement Balances:</b>						
	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	
					<b>Total Bank Balances:</b>	<b>35,461,255.07</b>
<b>Adjustments:</b>						
	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
					<b>Total Adjustments:</b>	<b>(1,305,173.08)</b>
	<b>Adjusted Bank Balances:</b>					<b>34,156,081.99</b>
	<b>Fund Balances per Board Books:</b>					<b>34,156,081.99</b>
	<b>Variance</b>					<b>0.00</b>

BEAVERCREEK CITY SCHOOL DISTRICT					
INVESTMENT INCOME					
June 2020					
<b>INVESTMENT INCOME:</b>					
<b>Bank</b>				<b>Amount</b>	<b>Receipt Code</b>
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				<b>\$ 50,326.87</b>	
<b>INVESTMENT INCOME DISTRIBUTION:</b>					
<b>Fund</b>	<b>Fund Balance</b>	<b>Rate</b>		<b>Amount</b>	<b>Receipt Code</b>
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
				<b>\$ 51.29</b>	
General Fund Interest Distribution				<b>\$ (51.29)</b>	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

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

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

Page: 1  
(FINSUM)

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



# Beavercreek Board of Education Meeting

July 16, 2020

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	0.00
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:							
0.00	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 CHILDRE							
2,611.88	110,329.76	590,441.76	42,502.11	588,546.66	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	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	0.00
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED:							
16,478.00	35,126.34	88,983.96	14,102.69	98,051.03	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	0.00
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:							
21,154.12	31,508.37	132,316.50	16,745.44	146,893.94	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	449,178.98	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	137,369,305.46	34,156,081.99	1,686,029.41	32,470,052.58



B. FY21 Certificate of Estimated Resources/Permanent Appropriations

SEE NEXT PAGE(S)

**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

Fund	Fund	Unencumbered Balance July 1, 2020	* Tax Revenue	Other Revenue	Total Estimated Revenue	Total Resources	FY2021 Appropriations	Balance
<b>General Fund</b>	<b>1</b>	<b>\$ 20,685,983.07</b>	<b>\$ 80,865,720.00</b>	<b>\$ 17,947,597.00</b>	<b>\$ 98,813,317.00</b>	<b>\$ 119,499,300.07</b>	<b>\$ 101,026,770.00</b>	<b>\$ 18,472,530.07</b>
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
<b>Total Special Revenue Fund</b>		<b>1,365,851.11</b>	<b>0.00</b>	<b>1,348,084.00</b>	<b>1,348,084.00</b>	<b>2,713,935.11</b>	<b>1,721,419.10</b>	<b>992,516.01</b>
Bond Retirement Fund - 1995 Bond Issue	0000	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
<b>Total Debt Service Fund</b>	<b>2</b>	<b>4,621,108.43</b>	<b>6,232,669.71</b>	<b>130,000.00</b>	<b>6,362,669.71</b>	<b>10,983,778.14</b>	<b>8,898,300.00</b>	<b>2,085,478.14</b>
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
<b>Total Capital Projects Fund</b>		<b>2,089,339.04</b>	<b>2,762,088.35</b>	<b>0.00</b>	<b>2,762,088.35</b>	<b>4,851,427.39</b>	<b>2,404,000.00</b>	<b>2,447,427.39</b>
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
<b>Total Enterprise Fund</b>		<b>930,180.32</b>	<b>0.00</b>	<b>2,898,630.00</b>	<b>2,898,630.00</b>	<b>3,828,810.32</b>	<b>3,181,630.00</b>	<b>647,180.32</b>
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
<b>Total Internal Service Fund</b>		<b>2,424,143.41</b>	<b>0.00</b>	<b>13,095,000.00</b>	<b>13,095,000.00</b>	<b>15,519,143.41</b>	<b>14,200,000.00</b>	<b>1,319,143.41</b>
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
<b>Total Fiduciary Fund</b>		<b>353,447.20</b>	<b>0.00</b>	<b>8,540,000.00</b>	<b>8,540,000.00</b>	<b>8,893,447.20</b>	<b>8,752,728.89</b>	<b>140,718.31</b>
<b>TOTALS</b>		<b>\$ 32,470,052.58</b>	<b>\$ 89,860,478.06</b>	<b>\$ 43,959,311.00</b>	<b>\$ 133,819,789.06</b>	<b>\$ 166,289,841.64</b>	<b>\$ 140,184,847.99</b>	<b>\$ 26,104,993.65</b>

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

(A):  
(B):

Treasurer's Certification:

Resolution:

C. FY20 Fiscal Year End Transfers and Advances

SEE NEXT PAGE(S)

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)	001-7200-910-2950-000000-000-00-009	USS - BHS	009-5100-9100-010
6/30/2020	Transfer	\$ 2,167.60	\$ 2,167.60	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - FH	009-5100-9150-015
6/30/2020	Transfer	\$ 5,490.30	\$ 5,490.30	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - AMS	009-5100-9350-035
6/30/2020	Transfer	\$ 5,929.90	\$ 5,929.90	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - CMS	009-5100-9300-030
6/30/2020	Transfer	\$ 1,484.50	\$ 1,484.50	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - VES	009-5100-9500-050
6/30/2020	Transfer	\$ 4,184.00	\$ 4,184.00	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - FES	009-5100-9550-055
6/30/2020	Transfer	\$ 4,150.50	\$ 4,150.50	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - PES	009-5100-9600-060
6/30/2020	Transfer	\$ 4,927.00	\$ 4,927.00	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - SES	009-5100-9700-070
6/30/2020	Transfer	\$ 4,626.00	\$ 4,626.00	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	USS - MES	009-5100-9800-080
6/30/2020	Transfer	\$ 1,064.00	\$ 1,064.00	General (Fee Waivers)	001-7200-910-2950-000000-000-00-009	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	300-5210-9606-060
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	499-5210-9220
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	516-5210-9220
6/30/2020	Advance	\$ 5.50	\$ 5.50	General	001-7410-921-2950	LEP/Title III FY20	551-5210-9020
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	300-7410-921-9606-060	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				

D. FY20 ORC 5705.41(D) Purchase Order Certification

SEE NEXT PAGE(S)

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

E. Ohio Deferred Compensation ROTH 457 Employer Adoption

SEE NEXT PAGE(S)



# 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](mailto: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](http://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



**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.

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](http://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](https://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](https://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.

\_\_\_\_\_  
Eligible Employer

\_\_\_\_\_  
Responsible Official (printed name)

*Penelope L. Tucker*  
\_\_\_\_\_  
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](mailto:finance@OhioDC.org).

Mr. Stein seconded the motion.

ROLL CALL: Gene Taylor, aye; Chris Stein, aye; Krista Hunt, aye; Dennis Morrison, aye; Jo Ann Rigano, aye.

Motion carried 5-0

**X. NEW BUSINESS – ITEMS FOR BOARD ACTION – RESOLUTION 2020-52**

Mr. Taylor made a motion to consider the recommendation of the Superintendent to approve the June 2020 new business items A thru D as presented.

A Employment, Salary Changes, Leaves of Absence, and Terminations

SEE NEXT PAGE(S)

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	Assistant High School Marching Band & Summer Band Director Coy Middle School	Scale 4, Step 3 - 0 Years Longevity
Credit (L-0)		
Clevinger, Emily	Middle School Competitive Cheer Coach - Winter Licensed, Non-Employee	Scale 10, Step 3 - 7 Years
Longevity Credit (L-1)		
Frost, Matthew	Head High School Marching Band & Summer Band Director Beavercreek High School	Scale 1, Step 3 - 12 Years Longevity
Credit (L-2)		
McKittrick, Sarah	Assistant Varsity Soccer Coach - Girls Valley Elementary School	Scale 5, Step 3 - 11 Years Longevity
Credit (L-2)		
Oxner, Christina	Middle School Intramurals Fall - CMS Coy Middle School	Scale 10, Step 2, 1 Year Longevity
Credit (L-0)		
Strickland, Mariah	Assistant High School Marching Band & Summer Band Director Coy Middle School	Scale 4, Step 3 - 2 Years Longevity
Credit (L-0)		
Strickland, Marlyn	Assistant High School Marching Band & Summer Band Director Coy Middle School	Scale 4, Step 3 - 6 Years Longevity
Credit (L-1)		
Weaver, Andrew	Assistant High School Marching Band & Summer Band Director Coy Middle School	Scale 4, Step 3 - 3 Years Longevity
Credit (L-0)		
Wren, Kristen	Middle School Intramurals Fall - CMS Coy Middle School	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 \$31,365.00  
Deputy Director

Warren, Shawn \$18,550.00  
Mentor Coordinator/Instructor

Meyers, Amy \$17,490.00  
Instructor

Carmichael, Lucy \$17,490.00  
Instructor

Berry, Ian \$150.00 per Day  
Part-Time Instructor 90 Days

**2020-2021 Substitute Teachers**

Babish, Lindsay	Cope, Debra	Linquist, Daniel
Cantz, Diane	Gray, Adrienne	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 Beavercreek High School	Head Cheerleader Director - Fall Scale 7, Step 3 - <b>11 Years Longevity Credit (L-2)</b>
Huelskamp, Shelley	Salary Step <b>17</b>
Rice, Kelly	Salary Step <b>12</b>
Snider, Thomas	<b>M+15</b>
Southard, Jaclyn	<b>M+30</b>
Ungru, Jeffrey	<b>M</b>
Urbaniak, Jennifer	Salary Step <b>2</b>
West, Jennifer	<b>Continuing Contract Issued 2020</b>
Wren, Noelle	Salary Step <b>24</b>

**ADJUSTMENTS**

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

Bales, Jan-Marie Assistant Varsity Golf Coach - Girls Non-Licensed, Non-Employee	Effective June 26, 2020 Resignation, Personnel
McGaha, Margaret Assistant Middle School Cross Country Coach Licensed, Non-Employee	Effective June 18, 2020 Resignation, Personnel
Pope, Susan Head Middle School Cross Country Coach Coy Middle School	Effective June 16, 2020 Resignation, Personnel
Shafer, Aaron Assistant Middle School Cross Country Coach Fairbrook Elementary School	Effective July 13, 2020 Resignation, 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

Bissailon, Nicole  
Hoover, Christine  
Parsons, Susan

Carlson, Sandra  
Husted, Stacy  
Zollars, Jennifer

Guthrie, Amy  
Keggan, Julia

Substitute - Building/Office Assistant

Bissailon, 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

Substitute - IMC Technician

Bissailon, Nicole  
Kindle, Christine  
Starr, Edward

Fondren, Summer  
Miller, Melissa  
Watkins-Klitch, Holly

Hobbs, Mindy  
Scholz, Catherine

Substitute - 2 Hr. Monitor

Bissailon, 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

Bissailon, 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

Bissailon, Nicole  
Gilley, Karen  
Longstreath, Rebecca  
Miller, Melissa

Carey-Goodnough, Kimberly  
Kaur, Charnjit  
Lopez, Tiffany  
Starr, Edward

Fondren, Summer  
Liles, Shelly  
McCoy, Beverly  
Watkins-Klitch, Holly

**EXTENDED TIME (Hours Worked & Reported)**

Bishop, Kimberly	August 6, 2020	Opening Deliveries
Chessman, Debbie	August 6, 2020	Opening Deliveries
Cooper, Nancy J.	August 6, 2020	Opening Deliveries
Cox, Kim	June 23, 2020	CPI Refresher Course
Drummond, Susan	June 23, 2020	CPI Refresher Course
Greenspan, Lori	August 6, 2020	Opening Deliveries
Gustafson, Greg	June 23, 2020	CPI Refresher Course
Helton, Florence	June 22, 2020	CPI Refresher Course
Hollinger, Anastasia	August 6, 2020	Opening Deliveries
Kuhlman, Judith	June 23, 2020	CPI Refresher Course
Mantle, Lisa	August 6, 2020	Opening Deliveries
Neal, Marlies	August 6, 2020	Opening Deliveries
Raffa, Mary	June 23, 2020	CPI Refresher Course
Sharp, Michelle	August 6, 2020	Opening Deliveries
Steeley, Cindy	August 6, 2020	Opening Deliveries
Walz, Anna	June 22, 2020	CPI Refresher Course
Webb, Esther	June 23, 2020	CPI Refresher Course
Wobdkiewicz, Andi	June 22, 2020	CPI Refresher Course

**LEAVE OF ABSENCE**

Cospy, Michael	December 19-20, 2019
Driver	February 5, 2020
Transportation	3 Days Unpaid Leave

**PROMOTION**

Biggers, Britni	Effective June 29, 2020
FROM: Student Nutrition, Step 1 - Satellite Manager @ Valley Elementary	
TO: Receptionist @ Central Office - Step 1 \$21.43/hr.	
(REPLACEMENT)	

Krajicek, Brandee	Effective August 10 2020
FROM: SN Assistant (Instructional) @ BHS, Step 5	
TO: IMC Technician @ BHS, Step 3 \$19.07/hr.	
(REPLACEMENT)	

Rowland, Tammy	Effective June 29, 2020
FROM: Skills Lab Technician @ Fairbrook, Step 3	
TO: Receptionist @ Central Office - Step 1 \$21.43hr., plus L-1	
(REPLACEMENT)	

Schirmer, Scott	Effective July 13, 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

B. Resolution of Necessity for the Substitution of an Emergency Tax Levy (R.C.5705-199)

SEE NEXT PAGE(S)

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:

Mrs. Rigano, Mr. Morrison,  
Mrs. Hunt, Mr. Steing, Mr. Taylor

FILED

JUL 17 2020

GREENE CO.  
BOARD OF ELECTIONS

Mr. Taylor 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 9.8 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 9.8 mills for each one dollar of valuation, which amounts \$0.980 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.

**FILED**  
JUL 17 2020  
GREENE CO.  
BOARD OF ELECTIONS

	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.

[Balance of Page Intentionally Left Blank]

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

Ayes: Taylor, Hunt, Morrison, Rigano, Stein

Nays: Ø

The Resolution passed.

Passed: July 16, 2020

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

Attest: Penelope R. Rucker  
Treasurer

By: Ann 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 July 16, 2020, and that a true copy was certified to the Board of Elections of Greene County, Ohio.

Penelope R. Rucker  
Treasurer, Board of Education  
Beavercreek City School District  
Greene and Montgomery Counties, Ohio

**FILED**

JUL 17 2020

**GREENE CO.  
BOARD OF ELECTIONS**

**RECEIPT OF BOARD OF ELECTIONS  
(Substitute Emergency Levy)**

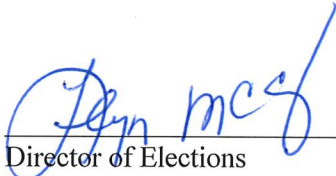
The undersigned, being the Director of Elections of Greene County, Ohio, does hereby acknowledge receipt of the following documents from the Beavercreek City School District, Greene and Montgomery Counties, Ohio (the "School District"):

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 6/19, 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: 7/17, 2020

  
\_\_\_\_\_  
Director of Elections  
Greene County, Ohio

**FILED**

JUL 17 2020

**GREENE CO.  
BOARD OF ELECTIONS**

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. Rigano, Mr. Morrison  
Mrs. Hunt, Mr. Stein, Mr. Taylor*

FILED  
JUL 17 2020

GREENE CO.  
BOARD OF ELECTIONS

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.

JUL 17 '20 PM12:33

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. Rucker  
Treasurer

By: Joan 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 Rucker  
Treasurer, Board of Education  
Beavercreek City School District  
Greene and Montgomery Counties, Ohio

FILED  
JUL 17 2020  
GREENE CO.  
BOARD OF ELECTIONS

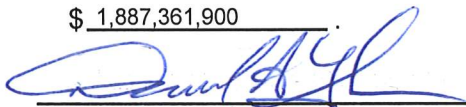
DTE 140M  
Rev. 5/11  
O.R.C. §5705.03(B)

### 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:

- 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.
- 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.
- 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

- "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.
- 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.
- "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.
- 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.
- 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.

GREENE COUNTY BOARD OF ELECTIONS

C. Approve Adjusted 2020-2021 School Calendar

SEE NEXT PAGE(S)



## 2020-2021 Pupil and Teacher School Calendar

### Adjusted 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							
						1			1	2	3	4	5	First Day – All Students						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	No School: Professional Development						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	No School: All Offices Closed						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	No School						
23	24	25	26	27	28	29	27	28	29	30				No School: Parent Teacher Conferences Exchange Day						
30	31													End of Grading Period						
														No School: Staff Work Day						
														Staggered Start Days						

Student Days

1<sup>st</sup> Quarter = 44 days; 2<sup>nd</sup> Quarter = 41 days; 1<sup>st</sup> Semester = 85 days. 3<sup>rd</sup> Quarter = 47 days; 4<sup>th</sup> Quarter: 44 days – 2<sup>nd</sup> Semester = 91 days; Total Days = 176

If more than seven (7) calamity days occur, make up days, beginning with the eighth (8<sup>th</sup>) day, will begin on May 24, 2021.



D. Approval of Two Updated Job Descriptions

- Administrative Assistant-Curriculum, Instruction and Special Services Department
- Administrative Assistant-Student Service Dept.

SEE NEXT PAGE(S)

**BEAVERCREEK CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

File 207

<b>Title:</b>	<b>CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT</b>
<b>Reports to:</b>	Assistant Superintendent for Curriculum, Instruction, and Special Services
<b>Job Objectives:</b>	Performs secretarial, receptionist, and office management functions. Assists with curriculum inventory control, purchasing, and accounting operations.
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>● High school diploma. Post-secondary training is desirable.</li><li>● Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)</li><li>● Documented evidence of a clear criminal record.</li><li>● Congenial telephone etiquette.</li><li>● Proficient in office protocol and the use of business equipment.</li><li>● Proficient in the use of business software and the maintenance of records.</li><li>● Ability to perform diversified tasks independently with critical attention to detail.</li><li>● Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li><li>● Ability to apply advanced mathematical concepts.</li><li>● Multitasking ability and strong interpersonal skills.</li></ul>
<b>Responsibilities and Essential Functions:</b>	<p>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.</p> <ul style="list-style-type: none"><li>● 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.</li><li>● Upholds board policies and follows administrative procedures.</li><li>● Promotes a favorable image of the school district.</li><li>● Acknowledges visitors. Verifies appointments. Directs visitors to the appropriate person or office.</li><li>● Refers inquiries requiring policy interpretation to administrative staff.</li><li>● Answers the telephone and takes messages. Directs calls based on the nature of the inquiry. Manages calls efficiently to keep telephone lines open.</li><li>● Maintains an office calendar. Schedules appointments as directed.</li><li>● Strives to develop a rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>● 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.</li><li>● Helps process outgoing and interoffice mail. Distributes incoming mail.</li><li>● Enters and maintains educational management information system (EMIS) data as directed.</li><li>● Helps prepare grant and foundation proposals and reports as directed.</li><li>● Helps coordinate staff in-service programs (e.g., prepares materials, schedules speakers, processes contracts, etc.).</li><li>● Prepares and disseminates course-of-study materials as directed.</li><li>● Contacts publishers and requests textbook samples as directed.</li><li>● Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc).</li></ul>

## 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.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

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.
- 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.

**Supervisory  
Responsibility:**

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

**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.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Updated July 2020

Ms. Hunt seconded the motion.

ROLL CALL: Gene Taylor, aye; Krista Hunt, aye; Dennis Morrison, aye; Chris Stein, aye; Jo Ann Rigano, aye.

Motion carried 5-0

#### **XI. ANNOUNCEMENTS**

- A. August 10, 2020 – PD District Staff
- B. August 11, 2020 – PD District Staff
- C. August 12, 2020 – PD District Staff and Preparation
- D. August 13, 2020 – Soft Open for Students A-K
- E. August 14, 2020 – Soft Open for Students L-Z
- F. August 17, 2020 – All Students
- G. August 20, 2020 – Board of Education Meeting 6:30 p.m.

#### **XII. BOARD MEMBER COMMENTS**

- A. Ms. Hunt – Thanked Cabinet members for their hard work and her appreciation for the handling of responses to the many and all concerned individuals. She spoke of her understanding of the constant ebb and flow of decisions and information. As a parent she appreciates that these decisions are not being made lightly but looking from the perspective of all.
- B. Mr. Taylor – Shared his thoughts on schools being the “beating heart of the community”. He spoke of the lessons from the community, and his appreciation for the board working with a constantly moving target.
- C. Mr. Stein – Spoke of his complete agreement with Ms. Hunt and his agreement with her expressed appreciation for the work done. He shared his gratitude for the collaboration with the department of health and in order for it to be successful, everyone needs to participate and do their part. He spoke of his being thankful to the community for their informed interest and feedback.
- D. Ms. Rigano – Thanked parents, teachers, community members for contacting the board regarding their concerns. She spoke of the uncertainty of the times and the constant fluctuation which brings with it so many challenges. She spoke of the hours and days spent by the administration team to pull the current plan together and her appreciation of the dedication towards students, staff, community and parent alike. She also spoke of being thrilled to be able to offer options to parents.
- E. Mr. Morrison – Spoke of cabinet staffs’ ability at communicating, listening, and responding, all the while trying to do what is best for kids. He spoke of how from one day to the next no one knows what is happening. Thanked cabinet for their time and dedication.

#### **XIII. ADJOURNMENT**

There being no further business, Mr. Morrison moved to adjourn the meeting at 9:27 p.m. Ms. Hunt seconded the motion.

ROLL CALL: Dennis Morrison, aye; Krista Hunt, aye; Chris Stein, aye; Gene Taylor, aye; Jo Ann Rigano, aye.

Motion carried 5-0

We do hereby certify the above to be correct.

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PRESIDENT

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TREASURER