

Chippewa School District
Board of Education Regular Meeting
Chippewa Jr/Sr High School Auditorium
Monday, December 12, 2022
6:00 PM

MEETING MINUTES

I. OPENING

A. Call to Order :: Moment of Silence :: Pledge of Allegiance

B. Present: Mrs. Fenn, Mr. Golub, Mr. Hershberger, Mr. Schafrath Absent: Mr. DeAngelis

RESOLUTION 122-22

C. Upon consideration to approve the minutes from the November 21, 2022 regular meeting and December 2, 2022 special meeting.

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Golub yes, Hershberger yes, Schafrath yes **CARRIED**

II. STUDENT RECOGNITION /STAFF RECOGNITION /INTRODUCTION OF GUESTS

A. Student of the Month

Hazel Harvey

Kindergarten: Haisley Wilmoth-Whitehead, Gunner Thompson

Grade 1: Kaden Strauss, Marley Langguth

Grade 2: Graham Stoll, Noah Goson

CIS

Grade 3: Sierra Zimmer, Braylee Price

Grade 4: Journey Board, Braxton Eby

Grade 5: Olivia Walk, Lincoln Rethmel

Grade 6: Andi Johnson, Griffin Hershberger

JR/SR High School

Grade 7: Emme Donnelly

Grade 8: Delaney Marshall

Grade 9: Abi Sines

Grade 10: Addison Good

Grade 11: Kenzie Jones

Grade 12: Haley Famy

B. Needle Mover – Rick McMerrell

C. Ohio Lottery Teacher of the Month – Taylor Nussbaum

III. PUBLIC PARTICIPATION

Norm Smith – Post on the district website the reference materials referred to in the Board Agenda.

IV. TREASURER'S UPDATE AND ACTION ITEMS

A. Treasurer's Comments

*Five year forecast review – Slide overview of the 5 year forecast that was approved in November 2022
*FY-2021 completed. Unqualified report from the State. Thank you to Becky Cargill and Marilyn Roehrich for their support.

B. Action Items

RESOLUTION 123-22

1. Upon consideration to approve the November, 2022 unaudited financial report (copy on file at the Doylestown Public Library)

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 124-22

2. Upon consideration to approve acceptance of the OFCC Safety Security Grant allocating \$100,000 for Hazel Harvey and \$100,000 for Chippewa Intermediate School.

Motion to approve by Hershberger and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 125-22

3. Upon consideration to approve the Ohio Bureau of Workers' Compensation invoice #1013696110 in the amount of \$14,996.00 for calendar year 2023.

Motion to approve by Hershberger and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 126-22

4. Upon consideration to approve purchase order #23000685 to Lyden Oil Company in the amount of \$75,000.00 for bus fuel for the remainder of the school year. Exhibit F

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

V. SUPERINTENDENT'S UPDATES:

A. BAC

- B. 3rd Grade Reading Assessment – Last year at 49%, this year full assessment at 60%. District's long term goal is 75%.

VI. SUPERINTENDENT'S AGENDA

RESOLUTION 127-22

- A. Upon consideration to approve the hiring of Jessica Hetsch, as a Paraprofessional – Teacher Aide, one (1) year, Step 0, per the OAPSE contract, effective start date January 3, 2023.

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 128-22

- B. Upon consideration to approve purchase order #23000670 to Southeast Security for door locks, cameras and software totaling \$60,801.28, and purchase order #23000709 to Capitol Aluminum for security doors totaling \$39,900.00 for Hazel Harvey. Funding provided through the OFCC Safety Security Grant and \$701.28 from the PI fund (003). See Exhibit A

Motion to approve by Hershberger and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 129-22

- C. Upon consideration to approve purchase order #23000669 for Southeast Security for door locks, cameras and software totaling \$78,731.88, and purchase order #23000710 to Capitol Aluminum for security doors totaling \$75,800.00 for CIS. Funding provided through the OFCC Safety Security Grant along with \$54,531.88 from the PI fund (003). See Exhibit B

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 130-22

- D. Upon consideration to approve the contract with Frontline Education for comparative analytic subscription for the period of December 1, 2022 through June 30, 2024. See Exhibit C

Motion to approve by Schafrath and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 131-22

- E. Upon consideration to approve purchase order #23000645 to Southway Fence for installation of the outfield fence, swing gates and foul poles at the new softball field in the amount of \$43,200. This is a permanent improvement (003) expense. See Exhibit D

Motion to approve by Hershberger and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 132-22

- F. Upon consideration to approve the second reading of Federal Procurement Policies DECA, DIF and DJF-R. See Exhibit E

Motion to approve by Hershberger and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 133-22

- G. Upon consideration to approve the hiring of Rena Loverink, as a Title 1 Tutor, to complete the 2022-2023 school year (97 days) per the CEA contract, effective start date January 3, 2023 at \$16, 812.63.

Motion to approve by Schafrath and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

VII. SUPERINTENDENT'S CONSENT AGENDA

RESOLUTION 134-22

A. Upon consideration to approve the following supplemental contracts for the 2022-2023 school year.

<u>Supplemental Name</u>	<u>Person</u>	<u>Percent</u>
Track – HS – Head Boys	Scott Geiser	10.5%
Track – HS – Head Girls	Jennifer Wolfe	10.5%
Track – HS – Boys Assistant	Tom Richards	7.25%
Track – HS – Girls Assistant	Jared Gay	7.25%
Track – HS – Pole Vault	Daryl Lepley	2.75%
Track – JH – Girls	Ruth Coney	6.75%
Track – JH – Girls	Mary Kay Hajek	6.75%
Track – JH – Boys	Olivia Demeio	6.75%
Track – JH – Boys	Joey Coudriet	6.75%
Tennis – Head Boys	John Galehouse	10.50%
Softball – JV	Rob Mingle	7.25%
Boys Freshman Basketball	Tom Hegarty	8.00%

B. Upon consideration to approve to hire the following as substitute classified workers per the substitute pay rate, pending BCI/FBI background checks:

- James Darnell
- Abby Murphy
- JoAnn Richards, effective 12/6/22

C. Upon consideration to approve to hire the following teacher substitutes, per the substitute pay rate, pending BCI/FBI background checks:

- Rena Loverink, effective 12/12/2022

D. Upon consideration to approve to hire the following non-bachelor teacher substitute, per the substitute pay rate, pending BCI/FBI background checks:

- James Darnell
- Abby Murphy

Motion to approve by Schafrath and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

VIII. BOARD DISCUSSION

A. Strategic Plan Update- Focused on Academic Success

1. Aligning curriculum and having common instructional materials from one grade to the next.
2. Continued training of staff in the use of technology as a pathway to accelerate learning.
3. Using data to drive our instructional practices.

B. Financial Reserve set-aside – Discussed

1. Benefits of financial reserve.
2. Type of capital projects to consider.
3. The process including establishment of a 070 Fund, initial funding from the general fund and annual review and tweaking as appropriate.
4. Target for implementation – March 31, 2023

IX. NEW BUSINESS

RESOLUTION 135-22

- A. Upon consideration to approve Linda Fenn as President Pro-Tem who will preside at the January 9, 2023 Organizational Meeting.

Motion to approve by Hershberger and 2nd by Golub

Roll Call: DeAngelis absent, Fenn sustained, Hershberger yes, Schafrath yes **CARRIED**

RESOLUTION 136-22

- B. Upon consideration to approve the following 2023 Board of Education Meetings at the JR/SR High School (Auditorium) unless noted:

Organizational Meeting at 5 pm:
January 9

Regular Meetings at 6pm:

January 9	July 10
January 23	August 14
February 13	September 11
March 13	October 9
April 10	November 20
May 8	December 11
June 12	

Work Session Meetings:

June 30 – 8 AM
July 31 – 6 PM
November 6 – 6 PM

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

X. EXECUTIVE SESSION

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

- A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:
1. Appointment
 2. Employment
 3. Dismissal
 4. Discipline
 5. Promotion
 6. Demotion
 7. Compensation
 8. Investigation of charges/complaints (unless public hearing requested)

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

NOW, THEREFORE BE IT RESOLVED that the Chippewa Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on item(s): B & D as listed above

Motion to approve by Schafrath and 2nd by Golub

Roll Call: DeAngelis absent, Fenn yes, Hershberger yes, Schafrath yes **CARRIED**

Time: 7:19 PM

XI. MOTION TO ADJOURN

Motion to adjourn by Schafrath and 2nd Golub

Roll Call: DeAngelis absent, Fenn yes, Golub yes, Hershberger, Schafrath yes **CARRIED**

Time: 8:19 PM

NOTE: The School Board will hold an Organizational Meeting on January 9, 2023 beginning at 5:00 PM.

The next Regular Meeting will be held January 9, 2023 beginning at 6:00 PM.

Chippewa Local Schools
 56 North Portage Street
 Doylestown OH 44230
 Phone: 330-658-6700

EXHIBIT A
PURCHASE ORDER NO. 23000670 ^{1/2}

PAGE NO. 1

PO no. must appear on packages & invoice
 Shipments must be sent freight prepaid.

VENDOR 10735 FAX: 330-239-4660
 SOUTHEAST SECURITY
 PO BOX 326
 1385 WOLF CREEK TRAIL
 SHARON CENTER OH 44274

SHIPPER CHIPPEWA INTERMEDIATE SCHOOL
 100 VALLEY VIEW RD
 DOYLESTOWN OH 44230
 ATTN: SEAN LINDER
 chip_invoices@tccsa.net

ORDER DATE: 12/02/22		BUYER: SEAN LINDER		REQ. NO.: 00010850		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.:		DESC.: DOOR LOCK & CAMERA SYSTEM		
ITEM	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION	
01	1.00	EACH	HAZEL HARVEY DOOR LOCK SYSTEM UPGRADES		21966.9800	21,966.98	
02	1.00	EACH	HAZEL HARVEY CAMERA SYSTEM UPGRADE		33179.3000	33,179.30	
03	1.00	EACH	CAMERA SOFTWARE UPGRADES FOR 3 YEARS PURCHASE TO BE PAID USING OFCC SAFETY SECURITY GRANT \$\$		5655.0000	5,655.00	
					PAGE TOTAL \$		60,801.28
					TOTAL \$		60,801.28
ITEM	ACCOUNT		AMOUNT	PROJECT CODE	It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.		
01	4999223272010000 620		21,966.98				
02	4999223272010000 620		33,179.30				
03	4999223272010000 620		5,655.00				

Sean Linder
 Treasurer, Board of Education

Todd L. Osban
 Superintendent

EXHIBIT A 2/2

Chippewa Local Schools
 56 North Portage Street
 Doylestown OH 44230
 Phone: 330-658-6700

PURCHASE ORDER NO. 23000709

PAGE NO. 1

PO no. must appear on packages & invoice
 Shipments must be sent freight prepaid.

VENDOR
 11011
 CAPITOL ALUMINUM & GLASS CORP
 1276 W MAIN ST
 BELLEVUE OH 44811

SHIP TO
 CHIPPEWA BUS GARAGE
 CHIPPEWA LOCAL SCHOOL DISTRICT
 219 COLLIER DR
 DOYLESTOWN OH 44230
 ATTN: BRAD BERTSCH, MAINTENANCE
 chip_invoices@tccsa.net

ORDER DATE: 12/09/22		BUYER: SHARON EDEL		REQ. NO.: 00010919	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.: HH SECURITY DOORS	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		HH - SECURITY DOORS, KITCHEN & PLAYGROUND	39198.7200	39,198.72
02	1.00		HH - SECURITY DOORS, KITCHEN & PLAYGROUND	701.2800	701.28
				PAGE TOTAL \$	39,900.00
				TOTAL \$	39,900.00
ITEM	ACCOUNT		AMOUNT	PROJECT CODE	It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.
01	4999223272010000 620		39,198.72		
02	0030000272010000 620		701.28		

Sharon Edel
 Treasurer, Board of Education

Todd L. Osban
 Superintendent

EXHIBIT B
1/2

Chippewa Local Schools

56 North Portage Street
Doylestown OH 44230
Phone: 330-658-6700

PURCHASE ORDER NO. 23000669

PAGE NO. 1

PO no. must appear on packages & invoice
Shipments must be sent freight prepaid.

VENDOR: 10735 FAX: 330-239-4660
SOUTHEAST SECURITY
PO BOX 326
1385 WOLF CREEK TRAIL
SHARON CENTER OH 44274

SHIP TO: CHIPPEWA INTERMEDIATE SCHOOL
100 VALLEY VIEW RD
DOYLESTOWN OH 44230

ATTN: SEAN LINDER
chip_invoices@tccsa.net

ORDER DATE: 12/02/22	BUYER: SEAN LINDER	REQ. NO.: 00010849	REQ. DATE:
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TERMS: NET 30 DAYS	F.O.B.:	DESC.: CIS SECURITY UPGRADES
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ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00	EACH	SECURITY LOCK UPGRADES FOR DOORS AT CIS	18020.9200	18,020.92
02	1.00	EACH	CAMERA SYSTEM UPGRADE AT CIS	55055.9600	55,055.96
03	1.00	EACH	CAMERA SYSTEM SOFTWARE UPGRADES FOR 3 YEARS PURCHASE TO BE PAID USING OFCC SAFETY SECURITY GRANT \$\$	5655.0000	5,655.00

ITEM	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	78,731.88
				TOTAL \$	78,731.88

01	4999223272020000 620	18,020.92	
02	4999223272020000 620	55,055.96	
03	4999223272020000 620	5,655.00	

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.

Sean Linder
Treasurer, Board of Education

Todd L. Olson
Superintendent

EXHIBIT B
2/2

Chippewa Local Schools

56 North Portage Street
Doylestown OH 44230
Phone: 330-658-6700

PURCHASE ORDER NO. 23000710

PAGE NO. 1

PO no. must appear on packages & invoice
Shipments must be sent freight prepaid.

VENDOR
11011
CAPITOL ALUMINUM & GLASS CORP
1276 W MAIN ST
BELLEVUE OH 44811

SHIP TO
CHIPPEWA BUS GARAGE
CHIPPEWA LOCAL SCHOOL DISTRICT
219 COLLIER DR
DOYLESTOWN OH 44230
ATTN: BRAD BERTSCH, MAINTENANCE
chip_invoices@tccsa.net

ORDER DATE: 12/09/22		BUYER: SHARON EDEL		REQ. NO.: 00010920		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.:		DESC.: SECURITY DOORS MAIN FRONT		
ITEM	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION	
01	1.00		CIS - 2 SECURITY DOORS: MAIN FRONT AND BACK DOORS		21268.1200	21,268.12	
02	1.00		CIS - 2 SECURITY DOORS: MAIN FRONT AND BACK DOORS		54531.8800	54,531.88	
					PAGE TOTAL \$		75,800.00
					TOTAL \$		75,800.00
ITEM	ACCOUNT		AMOUNT	PROJECT CODE	It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.		
01	4999223272020000 620		21,268.12				
02	0030000272020000 620		54,531.88				

Jan R. [Signature]
Treasurer, Board of Education

Todd L. Osban
Superintendent

Exhibit C



Exhibit A Frontline Customer Order Form
 Q-118205
 MSA-0011400000S8wrU
 11/30/2022

1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
Chippewa Local School District 56 N Portage St Doylestown, Ohio, 44230 United States	Pricing Expiration: 11/19/2022 Quote Currency: USD Account Manager: Joshua Rader
Contact: Ira Hamman Title: Treasurer/CFO Phone: 330-658-6700 Email: chip_jhamman@tccsa.net	Startup Cost Billing Terms: One-Time, Invoiced after signing Subscription Billing Frequency: Annual Sale Type: New Initial Term: 12/01/2022 - 6/30/2024

Pricing Overview	Amount
One-Time Fees	\$0.00
Annual Recurring Fees	\$6,250.00
(Initial Term Prorated Fees)	\$3,630.13

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Annual Recurring Fees Itemized Description			
Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
(Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees Prorated Term)	12/01/2022	6/30/2023	\$3,630.13
Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees	7/01/2023	6/30/2024	\$6,250.00



1400 Atwater Drive Malvern, PA 19355

Exhibit A Frontline Customer Order Form
Q-118205
MSA-001f400000S8wrU
11/30/2022

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status: Purchase order to follow

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



1400 Atwater Drive Malvern, PA 19355

Exhibit A Frontline Customer Order Form
Q-118205
MSA-001f400000S8wrU
11/30/2022

Invoicing Schedule	Due Date	Amount
Invoice: Prorated	12/31/2022	\$3,630.13 + applicable sales tax
Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees		\$3,630.13
Invoice: Annual	7/31/2023	\$6,250.00 + applicable sales tax
Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees		\$6,250.00

EXHIBIT D

Chippewa Local Schools

56 North Portage Street
Doylestown OH 44230
Phone: 330-658-6700

PURCHASE ORDER NO. 23000645

PAGE NO. 1

PO no. must appear on packages & invoice
Shipments must be sent freight prepaid.

VENDOR
10736
SOUTHWAY FENCE
5156 SOUTHWAY STREET SW
CANTON OH 44706

SHIP TO
CHIPPEWA JR/SR HIGH SCHOOL
466 S PORTAGE ST
DOYLESTOWN OH 44230

ATTN: MIKE BOHLEY
chip_invoices@tccsa.net

ORDER DATE: 11/21/22		BUYER: CRYSTAL HERSHBERGER		REQ. NO.: 00010821	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.: SOFTBALL OUTFIELD FENCE,	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		SOFTBALL OUTFIELD FENCE, SWING GATES, FOUL POLES	43200.0000	43,200.00
ITEM	ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$ 43,200.00
01	0030000453430000 630		43,200.00		TOTAL \$ 43,200.00
					It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.

Jan M. Hammer
Treasurer / Board of Education

Todd L. Osborn
Superintendent

Book	Policy Manual
Section	Federal procurement policies for review
Title	Administration of Federal Grant Funds
Code	DECA
Status	From OSBA

Administration of Federal Grant Funds

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable State requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with Federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

3. Procurement

Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The affirmative steps taken include:

- A. placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- C. dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- D. establishing delivery schedules, where the requirement permits, that encourage participation by small and minority businesses and women's business enterprises;
- E. using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce;
- F. requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

The District also complies with all Buy American provisions where applicable.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, Board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Treasurer fully addresses any such

violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased With Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable State and Federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable Federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

LEGAL REFS:

ORC 9.314
ORC 117.101
ORC 117.43
ORC 3313.33
ORC 3313.46
ORC 3319.04
ORC 5705.39
ORC 5705.41
ORC 5705.412
2 CFR Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest
BCC, Qualifications and Duties of the Treasurer
DI, Fiscal Accounting and Reporting
DID, Inventories (Fixed Assets)
DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures
EF/EFB, Food Services Management/Free and Reduced-Price Food Services
GBCA, Staff Conflict of Interest
IGBJ, Title I Programs

NOTE: *The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) effects certain federal funds districts receive. The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OMB on or after December 26, 2014.*

Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.

This policy is intended to establish the Board's expectations and standards for financial management and other internal controls necessary to meet its obligations when receiving federal grant awards. This policy is not sufficient, alone, to serve as the written controls required by the Uniform Guidance. It must be supplemented with written procedures that should be developed by the Treasurer.

EXHIBIT E
4/7

Book	Policy Manual
Section	Federal procurement policies for review
Title	Purchasing Procedures
Code	DJF
Status	From OSBA

Purchasing Procedures

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

CROSS REFS.: DECA, Administration of Federal Grant Funds
DJ, Purchasing
DJC, Bidding Requirements

NOTE: *The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) effects certain federal funds districts receive.*

The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OMB on or after December 26, 2014.

Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.

Legal	ORC 3313.46
	ORC 3327.08
	ORC 5705.41(D)(1)
	ORC 5705.412
	ORC 5705.44
	2 CFR Part 200

Book Policy Manual
Section Federal procurement policies for review
Title Purchasing Procedures
Code DJF-R
Status From OSBA

Purchasing Procedures

General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.
4. A requisition, to be considered appropriate for processing, meets the following requirements:
 - A. contains adequate information and
 - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
 - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
 - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);

- C. clear delivery instructions, including place and time;
- D. appropriate account code number or appropriation code and
- E. the Treasurer's certificate of available revenue and appropriation.

- 2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
- 3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
 - A. whenever possible, a purchase order number should be given to the supplier and
 - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

Federal Procurement

Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.

No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.

To determine which procurement method type is required, the District will look back at the last two years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the current situation.

Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.

Informal Procurement Methods

- 1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable, based on research, experience, purchase history or other information and documents. To the maximum extent practicable, these purchases are distributed equitably among qualified suppliers.
- 2. Small purchase are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will obtain price rates or quotations from a minimum of two vendors or providers. The District will obtain these price rates or quotations including but not limited to use of the following methods: obtaining quotes verbally, in writing, using price listing on websites.

Formal Procurement Methods

- 1. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids *using the same process you use for bidding projects with state funds*. The contract will be awarded to the lowest responsive and responsible bidder.
- 2. Competitive proposals are used for all fixed price or cost reimbursement contracts over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. The District will publicize a request for proposal using various advertising methods including but not limited to, radio, internet, newspapers, etc. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. ~~The District will evaluate proposals cost and other factors that will reflect the most advantageous benefit to the District.~~

Noncompetitive Procurement

Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- 1. the aggregate amount does not exceed the established micro-purchase threshold;
- 2. the goods or services are only available from a single source;
- 3. a public exigency or emergency exists;
- 4. the applicable pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District or

5. after solicitation of a number of sources, competition is determined inadequate.

All solicitations:

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.
2. Will not contain specifications that unduly restrict competition.
3. Identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.

The District also complies with all fund specific obligations. The District includes the following clauses in contracts when required for the fund type:

1. equal employment opportunity
2. termination for cause and convenience
3. contract work hours/safety standards
4. Davis Bacon Act provisions
5. rights to inventions made under a contract
6. debarment and suspension
7. Byrd Anti-Lobbying Amendment language.

To the extent required by law, the District shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable Federal regulations.

The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.

NOTE: Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.

The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure District procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect District practice for purchases made with federal funds.

EXHIBIT F

Chippewa Local Schools

56 North Portage Street
Doylestown OH 44230
Phone: 330-658-6700

PURCHASE ORDER NO. 23000685

PAGE NO. 1

PO no. must appear on packages & invoice
Shipments must be sent freight prepaid.

www.lydenoil.com
VENDOR 10447 FAX: 330-792-1462
LYDEN OIL COMPANY
3711 LEHARPS ROAD
YOUNGSTOWN OH 44515

SHIP TO
CHIPPEWA BUS GARAGE
CHIPPEWA LOCAL SCHOOL DISTRICT
219 COLLIER DR
DOYLESTOWN OH 44230
ATTN: ROBIN COFFEE
chip_invoices@tccsa.net

ORDER DATE: 12/07/22		BUYER: ROBIN COFFEE		REQ. NO.: 00010878	REQ. DATE: 12/05/22
TERMS: NET 30 DAYS		F.O.B.:		DESC.: OPEN P.O. UNTILL 6/30/22	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		FUEL AND FLUIDS FOR BUSES	75000.0000	75,000.00
				PAGE TOTAL \$	75,000.00
				TOTAL \$	75,000.00
ITEM	ACCOUNT	AMOUNT	PROJECT CODE		
01	1284000000060000 582	75,000.00			
				<p>It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the funds of the board of education free from any obligation or certification now outstanding.</p>	

Jan R. Hammer
Treasurer, Board of Education

Todd L. Osborn
Superintendent