

RENEWAL PROPOSAL PREPARED FOR:

Clearview Local School District

CF Risk & Insurance, LLC

Chris Fichtner

JULY 1, 2017 TO JULY 1, 2018

Owned by Members ♦ Governed by Members ♦ Service to Members

Membership Advantages

DISAPPEARING DEDUCTIBLE PROGRAM

Membership Has Advantages – Avoiding Claims Has Rewards!

Our unique **Disappearing Deductible Program** rewards members who manage to avoid claims. The longer your school district is a claim-free SORSA member, the greater the reward.

Here's how it works.

With each coverage type; Property and Automobile Physical Damage, *the deductible decreases each year that the member does not have a claim.* For example, you could still have a zero deductible on Property coverage, even if you had a claim in Automobile Physical Damage.

This graph shows how the deductible eventually "disappears" over time.

YEARS WITHOUT CLAIM	#	PROPERTY	AUTO PHYSICAL DAMAGE	EDUCATORS LEGAL	D E D U C T I B L E
	1	1,000	1,000	5,000	
	2	500	500	4,000	
	3	250	250	2,500	
	4	-0-	-0-	1,000	
	5	-0-	-0-	-0-	

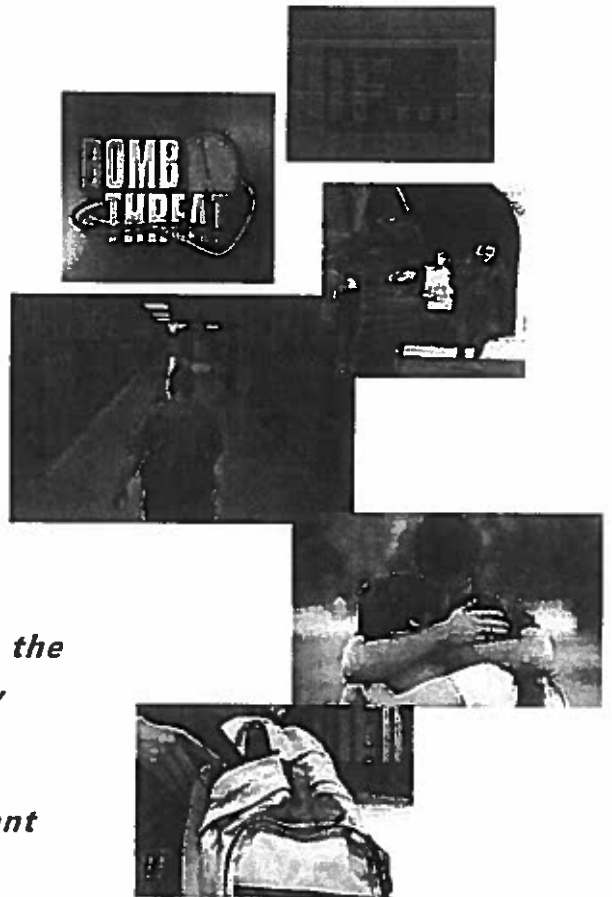
After a member has a claim in one of these coverage categories, the deductible for that coverage alone will increase the following year to the standard deductible.

School Security Risk Coverage

- › Legal Liability
 - › Bomb Threat Expense
 - › Child Abduction
 - › Physical Assault
 - › Ransom & Extortion Payments
 - › Student Travel - Political Evacuation
-

In cases with exceptional security risk, when the stakes are highest, reasonable precautionary resources may be exceeded.

SORSA includes SSRI coverage as an important part of your plan for school security.



Who is Covered?

All school students, administrators, employees, alumni, board members, parents and family members while attending or participating in an activity organized or sponsored by the school district.

How To Report A Claim

CONTACT YOUR LOCAL AGENT

Chris Fichtner

Main: 440 213-3842

fichtnerchris@yahoo.com

CF Risk & Insurance

4456 North Abbe Road #112

Sheffield, OH 44054

TO REPORT EMERGENCIES WITH PROPERTY DAMAGE OR TO
REPORT A CLAIM AFTER HOURS.

EMERGENCIES THAT CAUSE PHYSICAL DAMAGE TO YOUR SCHOOL PROPERTY

- Fire or smoke damage
- A sewer backup
- Water in the building
- We have storm damage
- Damage to electronics, data or media.

CALL

BELFOR PROPERTY

RESTORATION

800-922-3848

Identify yourself as a SORSA
insured red alert client

fire • water • storm damage

ALL OTHER CLAIMS

- A school bus is involved
- Theft & vandalism
- Employment Issues
- District liability
- Someone has been injured

CALL

CARTER RAYNES CLAIMS

SERVICES

1-844-901-9790

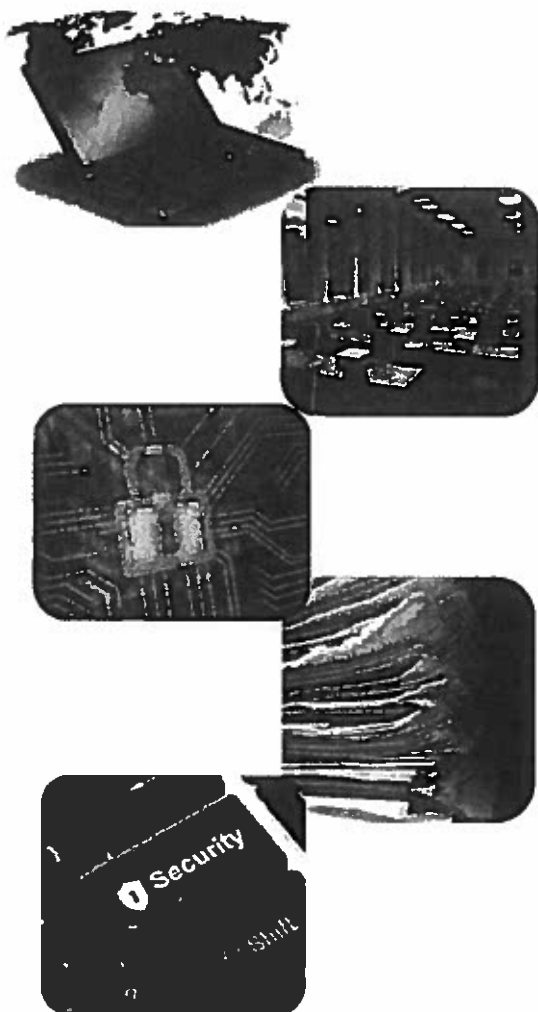
OR e-mail

carter-
raynes@sbcglobal.com

Cyber Liability Coverage

Cyber Liability provided through AIG Specialty Company offers a solution in an ever-changing technological environment. This coverage protects data in any form whether paper, electronic, or any other means.

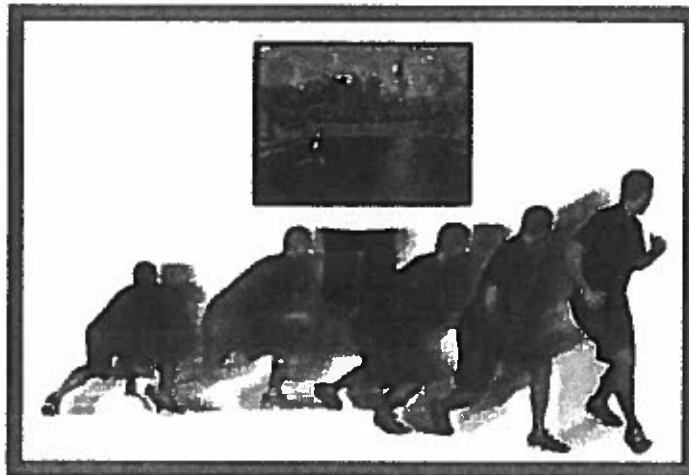
What's covered?



- ◆ \$10,000,000 Limit of Liability (all coverage sections combined/all member annual aggregate)
 - ◆ Security and Privacy Liability
 - ◇ \$1,000,000 Per Member Aggregate Sublimit (Third Party)
 - ◆ Regulatory Action Liability
 - ◇ \$1,000,000 Per Member Aggregate Sublimit (Third Party)
 - ◆ Event Management
 - ◇ \$1,000,000 Per Member Aggregate Sublimit (First Party)
 - ◆ Cyber Extortion
 - ◇ \$1,000,000 Per Member Aggregate Sublimit (First Party)
 - ◆ \$10,000 Retention is applicable to all coverage sections
-



Advanced Technology for Concussion Evaluations



PEG Provides:

- A **baseline** objective measurement of how an athlete performs prior to a concussion.
- **Comparative** values when an athlete experiences a concussion.
- Provide the physician with meaningful information when determining if an athlete is ready to return to play.
- Parents with *peace of mind* that their child has been evaluated by the best available concussion technology.

Why use PEG?

- Simulates game like activity.
- Elevates the athlete's heart rate to game play levels, allowing for more accurate evaluation of concussion symptoms.
- **Objectively** measures your athlete's reaction time to unplanned cues identifying potential deficits when compared with their baseline.
- **Objectively** measures & challenges your athlete's vision and balance in a sport-relevant manner, with ability to compare data when an event occurs.

**Performance Evaluation Group utilizes TRAZER HRA technology. TRAZER HRA does not diagnose, treat or prevent concussions*

PROPOSAL SUMMARY

PROPERTY

Limits and Deductibles

Building & Business Personal Property Limit Including Property Extensions of Coverage	\$ 48,458,433
As Reported to SORSA; Subject to \$300,000,000 Pool Limit	
Deductible:	\$ -
Earth Movement per Occurrence:	\$ 2,000,000
Annual Aggregate all members:	\$ 8,000,000
Deductible:	\$ 50,000
Flood Limit (Zone A Excluded):	\$ 2,000,000
Annual Aggregate all members:	\$ 8,000,000
Deductible:	\$ 50,000
Equipment Breakdown (PD, BI and EE), in any one accident:	\$ 48,458,433
As Reported to SORSA; Subject to \$300,000,000 Pool Limit	
Hazardous Substance, any one accident:	
Amonia Contamination:	\$ 250,000
Any Other Substance:	\$ 250,000
Water Damage, in any one accident:	\$ 250,000
Consequential Damage, in any one accident:	\$ 250,000
Total Property Premium:	\$ 40,158

CRIME COVERAGE

Limits and Deductibles

Employee Dishonesty including Faithful Performance of Duty, in any one occurrence:	\$ 1,000,000
Forgery or Alteration, in any one occurrence:	\$ 1,000,000
Computer Fraud, in any one occurrence:	\$ 1,000,000
Money and Securities Inside, in any one occurrence:	\$ 1,000,000
Money and Securities Outside, in any one occurrence:	\$ 1,000,000
Deductible	\$ -
Total Crime Premium:	\$ 707

Terms, Conditions, Exclusions, Subject To's

Covered Property at Undescribed Premises does not apply to Electronic Data Processing Equipment and Electronic Data Processing Data and Media.

No Coverage applies if Building and Business Personal Property coverage is not quoted

Property Extension	Standard Limits	Additional Limits	Total
Accounts Receivable, in any one occurrence	\$ 1,000,000		\$ 1,000,000
Arson Reward	\$ 5,000		\$ 5,000
Automobile Physical Damage, in any one occurrence	Optional	\$ 636,346	\$ 636,346
Backup of Sewers and Drains	\$ 100,000		\$ 100,000
Business Income, in any one occurrence	\$ 2,000,000	\$ -	\$ 2,000,000
Ordinary Payroll: Excluded			
Dependent Property, in any one occurrence	\$ 250,000		
Ordinance or Law - Increased period of restoration, in any one occurrence	\$ 250,000		
Newly Acquired Locations, in any one occurrence	\$ 250,000		
Undescribed Premises, in any one occurrence	\$ 500,000		
Claim Data, in any one occurrence	\$ 100,000		\$ 100,000
Claim Data Expense, in any one occurrence	\$ 25,000		\$ 25,000
Covered Property in Transit, in any one occurrence	\$ 100,000		\$ 100,000
Debris Removal (additional), in any one occurrence	\$ 250,000		\$ 250,000
Electronic Data Processing Equipment, in any one occurrence	\$ 1,250,000	\$ -	\$ 1,250,000
Extra Expense, in any one occurrence	\$ 2,000,000	\$ -	\$ 2,000,000
Ordinance or Law - Increased period of restorations, in any one occurrence	\$ 50,000		
Newly Acquired Locations, in any one occurrence	\$ 50,000		
Undescribed Premises, in any one occurrence	\$ 50,000		
Claim Data, in any one occurrence	\$ 25,000		\$ 25,000
Fine Arts, in any one occurrence	\$ 250,000	\$ -	\$ 250,000
Fire Department Service Charge	Included		Included
Inventory expense after a loss	Included		Included
Miscellaneous Inland Marine	Optional	\$ -	\$ -
Mobile Equipment, in any one occurrence	Optional	\$ 83,033	\$ 83,033
Musical Instruments, Athletic Equipment, or Band & Athletic Uniforms, in any one occurrence	\$ 1,000,000	\$ -	\$ 1,000,000
Newly Constructed or Acquired Property, at any one building, in any one occurrence	\$ 5,000,000		\$ 5,000,000
Number of days: 120			
Ordinance or Law			
Loss to Undamaged Portion, in any one occurrence	\$ 1,000,000		\$ 1,000,000
Demolition, in any one occurrence (limited to 25% of loss)	Included		Included
Increased Cost of Construction, in any one occurrence	Included		Included
Outdoor Property including debris removal, in any one occurrence	\$ 1,000,000		\$ 1,000,000
Trees, shrubs and plants (maximum per item)	\$ 1,000		\$ 1,000
Lawn limit (per occurrence)	\$ 2,000		\$ 2,000
Personal effects of students/employees for perils except theft			
Student	\$ 1,500		\$ 1,500
Employee	\$ 3,000		\$ 3,000
Per Aggregate	\$ 100,000		\$ 100,000
Pollution Cleanup and Removal, aggregate in any one coverage document year	\$ 100,000		\$ 100,000
Preservation and Protection of Property	Incl/\$250,000		Incl/\$250,000
Theft Damage Repair to Non-Owned Buildings	\$ 100,000		\$ 100,000
Errors and Omissions, in any one occurrence	\$ 1,000,000		\$ 1,000,000
Utility Services, in any one occurrence - Direct Damage including Boiler and Machinery	\$ 500,000		\$ 500,000
Valuable Papers	\$ 1,000,000		\$ 1,000,000

PROPOSAL SUMMARY

GENERAL LIABILITY AND EDUCATORS LEGAL LIABILITY

COVERAGES	LIMITS (Primary and Excess)	MEMBER DEDUCTIBLE
I. General Liability - Occurrence Form		
Bodily Injury and Property Damage per Occurrence	\$ 15,000,000	\$ -
Personal Injury/Advertising Liability per Occurrence	\$ 15,000,000	\$ -
Products/Completed Operations per Occurrence	\$ 15,000,000	\$ -
Employers Stop Gap Liability		
Bodily Injury by Accident, Each Accident	\$ 15,000,000	\$ -
Bodily Injury by Disease, Each Employee	\$ 15,000,000	\$ -
Bodily Injury by Disease, Policy Limit	\$ 15,000,000	\$ -
General Annual Aggregate	\$ 17,000,000	\$ -
Fire Legal Liability	\$ 500,000	\$ -
Medical Payments Occurrence/Aggregate	\$10,000/\$25,000	\$ -
General Liability Premium:		\$ 30,417
II. Educators Legal Liability - Claims Made Form		
Wrongful Acts Coverage Per Occurrence	\$ 15,000,000	\$ -
Wrongful Acts Coverage Aggregate	\$ 15,000,000	
Retroactive Date	2/1/2002	
Employee Benefits Liability	\$ 15,000,000	\$ -
Retroactive Date	2/1/2002	

Educators Legal Liability Premium is Included in General Liability Premium

Terms, Conditions, Exclusions, Subject To's

General Liability includes coverage for Sexual Molestation

Trampoline Exclusion applies

Absolute Pollution, Asbestos and Lead Exclusions apply

Toxic Mold/Fungus Exclusion applies

Known Injury Exclusion applies

UM/UIM Excluded Excess of \$1,000,000

Access or Disclosure of Confidential or Personal Information and Data Related Liability

Continuous claims made coverage has been carried since retro date shown above and that all known incidents and losses have been reported to current carriers(s).

PROPOSAL SUMMARY

AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE

Liability Coverage	LIMITS (Primary and Excess)	DEDUCTIBLE	PREMIUM
Bodily Injury & Property Damage - per Occurrence (including Owned/Hired/Non-Owned)	\$15,000,000	\$ -	Included
Medical Payments - Occurrence/Aggregate	\$10,000/\$25,000	\$ -	Included
Uninsured/Underinsured Motorist	\$100,000 Per Person/\$1,000,000 Aggregate	\$ -	Included
Automobile Liability Premium is Included in General Liability Premium			

Physical Damage	LIMITS	DEDUCTIBLE	PREMIUM
Other than Collision	Actual Cash Value*	\$ -	Included
Collision	Actual Cash Value*	\$ -	Included
Garagekeepers Physical Damage	ACV (\$250,000 maximum)	\$ -	Included
Automobile Physical Damage Premium is Included in Property Premium			

Terms, Conditions, Exclusions, Subject To's

Contracted Buses Exclusion applies

This Quotation is based on

12 Buses

4 Other Vehicles

2 Trailers

*SORSA will pay the replacement cost value in the event of a total loss to a school bus as if it were five years newer.

Coverage is provided on an Excess basis for Employees and Volunteers using their own autos on behalf of the district.

Total Premium - Property and Liability Coverages

\$ 71,282

S . . R . S . A

SCHOOLS OF OHIO RISK SHARING AUTHORITY

MEMBER NAME: Clearview Local School District

Order to Bind Coverage Form -

Total Property Limit

Total Liability Limit

Total Premium

\$	48,458,433	\$	15,000,000	\$	71,282
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TRIA Coverage - Terrorism Risk Insurance Act is included

Member Signature:

Agent's Signature:

Agency Name:

CF Risk & Insurance, LLC



**Professional Services
&
Imaging Software**

**Proposal
For**

Clearview Schools

April 20th, 2017

To: Clearview School
4700 Broadway Avenue
Lorain, Ohio 44052
Attn: Sean Nuccio

Thank you for your interest in SC Strategic Solutions (SCSS) and its solutions. When we get involved with a client, we look at their business model to determine if our solutions can make a positive contribution to the success of organization. We work hard to understand your processes, system requirements, and the overall goals of the district. This has been the way our services have operated for over 15 years and continues to be true today.

Our comprehensive scanning services and software have helped file room's nationwide experience better allocation of space, decreased costs and improved overall productivity. SCSS has aided its client partners in improving control of the flow of their vital information. Since its inception, SCSS has been committed to providing products and services of superior quality and value aimed at improving the way districts operate. Based on our initial conversations and participation to date, along with our recent site visit, we believe that our services will:

- Free storage and retrieval of all on-site documents
- Reduce and/or eliminate internal space constraints
- Reduce document retrieval and filing in the departments
- Easily integrate with current workflow
- Improve the audit and reporting process related to annual or monthly audits
- Provide the on-going ability to grow and expand in an easy and efficient manner as volumes increase in terms of images and changes occurring at *Clearview Schools*

Additional important considerations in the selection of a document imaging vendor that differentiates SCSS solutions from other potential offerings:

- Support before, during and after project implementation
- Thorough understanding of federal and state guidelines (ORC, Ohio Historical Society)
- Highest level of security (including FERPA, HIPAA)
- CDIA+ (Certified Document Imaging Architect) Certified staff
- Company's proven history and track record
- All inclusive price, with no hidden/variable fees (this allows the district to protect itself against inflated fees that it has no control over such as hourly prep or indexing charges by the character or line)
- Insured to 2 million dollars
- 3 locations to better serve you
- Meets all government and industry standards

Sincerely,

John Grillo
Account Manager
SC Strategic Solutions

CONFIDENTIAL

Comprehensive Scanning Services

Digital Scanning – Once your documents are at SC Strategic Solutions we will scan them in a timely, secure professional environment. We use industry standard TIFF and PDF file formats or can adapt to whatever format(s) you currently utilize. In other words, the transition to SC Strategic Solutions will be simple and “painless”.

While we have your files, we will retrieve any information you need and offer same day service of your request (24/7). And we keep back-up copies of your data (indefinitely) at no cost to you.

Record Capture

- SCSS will remove and box all records from client on a customer determined schedule.
- The records will then be broken down, scanned and indexed to client specifications.
- All scanned records will be stored for 4 months after scanning at no cost; following this time period records can be returned upon request or stored for an additional length of time at a nominal cost.
- All images will automatically be uploaded to SCView for retrieval by authorized users.

Record Retrieval

- While records are off-site, we offer prioritized scanning at no charge.
- All record requests will be delivered at no charge 24/7.
- All records will be accessible and searchable by authorized persons or positions.

Document Services Provided

- SCSS provides for transportation of all documents to our scanning facility.
- Records are scanned on high speed production scanners for high quality images.
- Scanning verification and quality assurance will be performed to ensure image quality, image orientation and indexing schemes.
- All documents will be prepped for scanning which includes removing the documents from any binding, removing all staples, repairing tears and separating any shingled or shadow documents.
- All records will be scanned in a non-proprietary TIFF format.

Other items that are provided at **NO COST**:

- Cost to pick up files and deliver media
- Cost of boxes and time to box
- Cost of Indexing and prep (4 index fields)
- Cost for storage before and after processing
- Cost for retrievals 24/7
- Cost for disaster recovery
- Cost for certified document destruction or document return

Imaging software

SCView (CORE End User Software) Imaging Software – SCSS will provide an end user software module providing retrieve, view, edit, annotate and print scanned/indexed documents. Access to the software is administered by a SCSS manager or designated personnel. **SCView** enables different user rights to be assigned to different users individually, by group, department or globally. For example, if a user has the appropriate rights, they can open a document, redact the social security number and email it to a requester. Within **SCView**, there are various levels of security built in to ensure your information is as secure as it is accessible.

SCView Imaging System provides additional benefits with:

- No purging/archiving due to unlimited storage of images provided.
- Standard TIFF images utilized for importing/exporting images.
- Remote access capabilities for off-site locations.
- Ability to process multiple data feeds from other systems for viewing.
- Unlimited grouping feature for easily managing large amounts of data.
- Auto log off (time based).
- Ability to edit indexed data.
- Split screen functionality.

When new upgrades to the software become available to the CORE system, they will be provided at no charge. These upgrades are for additions to the CORE system. Any customized software developed at the request of the customer may incur programming fees (this will be done in writing).

Requisition/USAS/AP Module – Allows for seamless integration with USAS for requisition creation, approval and submission to USAS. Additionally, this module will manage the routing and approval of invoices to the correct individual for payment approval and exception handling.

Other benefits include:

- Immediate display of both actual and pending balances upon creation.
- Real time approvals, no delays in between approval steps.
- Easily and quickly edit, return or reject requisitions with end user notifications.
- Auto generated financial packet for archiving and auditors (requisition, PO, invoice and check).
- Continuous live status updates for users where the requisition is in the approval process as well as automatic notification of PO creation.
- Automatic matching as well as reporting of all invoices pending approval, denied or approved.
- Ability to quickly and easily apply Then & Now stamps or notifications.

Electronic Forms/Workflow – Make ANY form paperless... no need for scanning, shredding, printing or paper anymore.

- Reduce costly paper handling and manual routing.
- Accelerate the delivery of paper and manual form based information.
- Tracking, routing, auditing and process awareness.
- Reduce errors and improve accuracy.

Off-site Data Hosting

Data Hosting is ideal for businesses that want lower monthly IT cost while having around the clock server monitoring, 99+% system uptime and continuous security threat management. We include the testing and deployment of **SCView** in addition to all updates and upgrades. We closely monitor log files so we can provide insight into server performance, traffic flow, hard disk usage and security vulnerabilities.

Below are a few of our many hosting advantages:

- Redundant Internet Connections
- Placement on our 1000Mbps internal Layer 3 switched Ethernet backbone
- UPS back-up, Standby Generator Backup
- 99+% uptime on all services required for image access
- Co-location of data for disaster recovery
- Discrete Facility Secured by IP Cameras and Brinks security monitoring
- 24X7X365 Network monitoring and alerts
- Direct contact to dedicated support specialist via phone and email
- Monthly network vulnerability assessments

Support

System support and maintenance, our mission is comprehensive service to its customer. Our service support philosophy is to continually deliver the highest quality image and information management services and products in the industry. Our performance goal for each system is 99.9+% uptime; our professional goal is 100% customer satisfaction.

Once the system is installed and active, SCSS will conduct a project turnover meeting with appropriate personnel to ensure a seamless project turnover. Experienced personnel operate our service lines, and have the ability to dial in to an installed system, with licensee permission. This helps our staff better analyze reported problems, and assist the licensee in returning to a normal processing mode as soon as possible. Below are our standard response times.

Support phone numbers and email addresses will be provided upon contract approval. Our business support hours are from 8:00AM – 5:00PM Eastern Standard Time (EST). Optionally, 24/7/365 support can be provided (additional fees apply).

Level	Description	Targeted Response Time	Targeted Fix Time
0	The system is not functional.	2 Hours	8 Hours
1	A problem exists in the system; however, a workaround solution enables the Licensee to continue normal daily processing.	4 Hours	24 Hours
2	A system problem exists that causes some inconvenience for the customer.	8 Hours	72 Hours
3	The Licensee has requested a system enhancement.	Request will be evaluated and placed into release schedules as approved by SCSS management.	Client will be notified at time of approved request.

Fee Structure – Exhibit A

Services

Comprehensive scanning fee	\$0.07 per image
Web hosting	\$0.01 per image (one-time fee)
OCR full text search	\$0.01 per image (optional)
Removal of all Staples, Paperclips, Prepping	Included
Training of Employees	Included
Unlimited Retrievals While Scanning	Included
Transportation/Boxes/Pick-up of Records	Included
Electronic Form creation	\$70 per hour (optional)

Software

SCView Site License	\$5,995 per year
- Annual Support, Maintenance & Upgrades	
- Document Archival System	
- Unlimited Users	
- EDGE Optimization Module with Integration	
- Automatic PO Notifications to Users	
- 1 SCScan Station License	

Software Modules

Requisition/USAS Integration	\$1,295 per year
- Requisition System with Requisition Workflow Module	
- Invoice Routing with OK to Pay System	
- Account code filtering	
- Electronic Then & Now Stamp for Treasurer	

Electronic Forms/Workflow	\$1,295 per year
- Reduce costly paper handling and manual routing	
- Accelerate the delivery of paper and manual form based information	
- Tracking, routing, auditing and process awareness	
- Reduce errors and improve accuracy	
- Two form designs included at no cost	

Timesheets/USPS Integration	\$695 per year (beta)
- Approve and process timesheets	
- Manage paid/unpaid leave requests	

Storage

Box storage	\$0.25 per box per month
Requests	\$2.50 per request
Box ingestion/Exit	\$2.50 per box
Inventory management software	Included
Shredding	\$3.00 per box

Volume Estimates

Estimated Total Project Cost

Software

-	SCView Site License	= \$5,995
-	USAS/AP Integration	= Included

Total Annual Cost = \$5,995

Please put an "X" in the designated space below the effective date on the next page signifying if you would like a site license and which module(s) you would like to purchase.

NOTE: It is our understanding that these volumes were calculated based upon accurate statistical data available to the schools and as evaluated by SC Strategic Solutions' staff to the best of their ability. We make no assertion as to the actual number of images to be scanned and indexed. Final and actual invoicing will be contingent upon the actual work volumes processed in each category.

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is effective as of the Effective Date between SC Strategic Solutions, LLC, ("SCSS"), and

Name ("Customer"): _____

Street Address: _____

City, State, Zip: _____

Effective Date : _____

____ SCView Site License ____ USAS Integration ____ E-Forms/Workflow ____ USPS Integration

If buying individual licenses include the quantity here: ____ SCView User License ____ SCScan

1. Software and Services. Customer agrees to purchase from SCSS the entire source document imaging requirements, services and software as outlined in the Statement of Work.

2. Payments and Pricing. As full compensation for the Services performed by SCSS hereunder, Customer shall pay fees and expenses in accordance with the pricing schedule set forth as Exhibit A attached hereto and made a part hereof. Customer shall pay amounts within thirty (30) days following receipt of invoice. SCSS may not raise software costs (after purchase) by more than 2.95% in any given year. Any other alteration requires written notice by SCSS to the Customer.

3. Term and Termination. This agreement will remain in effect for an initial term of 3 year(s) from the acceptance date set forth above. Following the end of the initial term, this agreement will be automatically renewed for successive periods unless notice of termination is given by either party to the other party - not less than ninety days prior the cancellation date.

4. Confidentiality. Except as otherwise provided in this Agreement, the parties agree that, Confidential Information shall be maintained in strict confidence; shall be used only for purposes of this Agreement; and that no Confidential Information shall be disclosed by the recipient party, its agents or employees without the prior written consent of the other party.

5. Property Rights. For purposes of obtaining the benefit of the Services only, SCSS grants to Customer a non-exclusive, non-transferable license to use the related software for internal purposes only. Customer shall not modify, decompile, disassemble, reverse engineer or attempt to reconstruct, reconfigure or develop derivative works based upon any of the computer hardware, equipment or software utilized by SCSS.

6. Exculpation. SCSS shall not be responsible for misfiled documents within the records provided for scanning/imaging, nor for any inaccurate or incorrect information contained in records received from Customer.

7. Force Majeure. Neither party shall be liable or deemed in default for failure to perform any duty or obligation that such party may have under this Agreement where such failure has been caused by any act of God, fire, strike, inevitable accidents, war, terrorism, or any other cause outside the reasonable control of that party, and occurring without its fault or negligence.

SC Strategic Solutions

Client: _____

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CONFIDENTIAL

File: IGCH (Also LEC)

COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314
Chapter 3365
OAC 3333-1-65 through 3333-1-65-11
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility
IGCD, Educational Options (Also LEB)

NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.

THIS IS A REQUIRED POLICY

COLLEGE CREDIT PLUS

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.

2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date:)

NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:

- *Cost, including:*
 - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
 - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
 - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
 - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
 - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

- *Student participation options:*
 - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
 - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
 - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
 - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the state to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Board of Regents and Ohio Department of Education.

While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.

Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.

COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314
Chapter 3365
OAC 3333-1-65 through 3333-1-65-11
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility
IGCD, Educational Options (Also LEB)

NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.

THIS IS A REQUIRED POLICY

COLLEGE CREDIT PLUS

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

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If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

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3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
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Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
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Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
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(Approval date:)

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 - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

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File: EHA

DATA AND RECORDS RETENTION

All records are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The District Records Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months.

The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule, in accordance with State law.

The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio History Connection (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.²

Electronic Mail and Social Media Content

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to public disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media public records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

[Adoption date:]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 9.01

149.011; 149.35; 149.381; 149.41; 149.43

3313.29

3319.321

3701.028

Ohio History Connection Form RC-1

Ohio History Connection RC-2

Ohio History Connection Form RC-3

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records

JO, Student Records

KBA, Public's Right to Know

¹Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

²The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).

NOTE: THIS IS A REQUIRED POLICY

DATA AND RECORDS RETENTION (Electronic Mail and Social Media Content)

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (email) and social media content.

Retention or disposition of email messages and social media content must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of email messages and social media content may vary considerably, the content must be evaluated to determine the length of time messages and content must be retained.

Electronic Mail

There are two categories of email retention: non-record messages and official record messages.

Non-Record Messages

Email messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a “Non-Record” mail box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

1. Personal Correspondence: Any email not received or created in the course of state business may be deleted immediately since it is not an official record. Examples include, but are not limited to, the “Let’s do lunch” (not a business lunch) or “Can I catch a ride home” type of note.
2. Non-State Publications: Publications, promotional material from vendors and similar materials that are “publicly available” to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material (“spam”), files copied or downloaded from Internet sites, etc.

Official Record Messages

Email messages that meet the definition of a record in the Ohio Revised Code are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. Transient Messages: This type of email has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation or in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. Intermediate Messages: Email messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):
 - A. General Correspondence: Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative. (It does not attempt to influence District policy.)

Retention: One year, then destroy

- B. Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District that are answered by standard form letters.

Retention: Six months, then destroy

- C. Monthly and Weekly Reports: Document status of ongoing projects and issues; advise supervisors of various events and issues.

Retention: One year, then destroy

- D. Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Retention: Two years, then transfer to State Archives for their possible retention or destruction

3. Permanent Messages: Email messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

- A. Executive Correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: Two years, then transfer to State Archives

- B. Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention and destruction

Social Media Content

Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:

1. Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.
2. Determine whether the information or social media content is duplicated elsewhere:
 - A. If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.
 - B. When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.

3. Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.

(Approval date:)

NOTE: The information in this regulation is based on guidance from the Ohio Electronic Records Commission. The guidelines for length of time that emails should be retained may vary from your local records retention schedule. Prior to approval of this regulation, confirm that the time lines in this regulation are the same as the time lines in your approved records retention schedule. You may choose to remove the specific time frames listed from this regulation and leave this information in your records retention schedule.

Common Vision for Improved Education and Wellness (V.I.E.W.) COMMUNITY COLLABORATIVE

Memorandum of Understanding Between The Lorain County General Health District, Cleveland Clinic, Midview Local Schools, Clearview Local Schools, Alcohol and Drug Addiction Services Board of Lorain County, Lorain County Board of Mental Health, Lorain County Educational Service Center, Lorain County Volunteer Connection, and the United Way of Greater Lorain County.

June 1, 2017

Purpose - The parties ("partners") to this Memorandum of Understanding ("MOU") are Lorain County General Health District, (hereafter referred to as LCGHD), Cleveland Clinic, Midview Local Schools, Clearview Local Schools, Alcohol and Drug Addiction Services Board of Lorain County (hereafter referred to as ADAS), Lorain County Board of Mental Health (hereafter referred to as LCBMH), the Lorain County Educational Service Center (hereafter referred to as ESC), Lorain County Volunteer Connection, and the United Way of Greater Lorain County (UWGLC). Each partner is eligible to receive tax-deductible donations through their designation by the Internal Revenue Service as a 501 (c) (3), church, agency of government, 509 (a) 1, 509 (a) 2, or 509 (a) 3. The partners enter into this MOU in furtherance of their charitable purposes.

The partners hereby form the Common V.I.E.W Collaborative. The Collaborative will develop a detailed Business and Operational Plan as a joint grant proposal to United Way of Greater Lorain County ("UWGLC") aimed at accomplishing one or more target outcomes on behalf of a defined subpopulation residing in Greater Lorain County (all of Lorain County and Vermilion City, Florence and Vermilion Townships in Erie County). The LCGHD will serve as lead agency and fiscal agent for the Collaborative. Each partner shall approve the joint grant proposal prior to its submission.

Duration - This MOU shall commence on the date first written above and shall terminate on the completion of the grant, unless earlier terminated as provided herein. The grant shall commence on September, 2017 and shall continue until September, 2020. Any partner, except the LCGHD, may terminate its participation in the Collaborative and this MOU upon one hundred and twenty (120) days written notice delivered to the LCGHD. The LCGHD shall make appropriate arrangements for the performance of the responsibilities of a terminating partner. The LCGHD may terminate its participation in the Collaborative and this MOU upon one hundred and twenty (120) days written notice to the other partners and the written approval of UWGLC.

Collaborative Description - The Collaborative will consist of Lorain County partners, Midview and Clearview Local Schools staff, students, parents and community members. The Collaborative will work towards improving health knowledge, developing communication and life skills, and avoiding of specific risk behaviors for middle school students. This work will support safe and positive social school environments that improve educational and social outcomes. Reference to Attachment A, Collaborative Business and Operational Plan.

Goals - The goal of Common V.I.E.W. is to improve health knowledge, develop communication and life skills, and avoid specific risky behaviors leading to safer schools and positive social environments that improve both educational and social outcomes in Clearview and Midview Middle School students. Major outputs, short and long-term outcomes and impact are presented in the Logic Model included in Attachment A.

Responsibilities - In carrying out the Project, each partner shall have the following responsibilities, as more fully described in Attachment A, Collaborative Business and Operational Plan.

All Partners shall:

1. Adhere to rules and procedures of the Collaborative
2. Conduct activities, reporting, and evaluation as outlined in the grant

The Lorain County General Health District shall:

1. Serve as the fiscal agent and lead agency for the grant from UWGLC. As such, the LCGHD will submit invoices on behalf of the Collaborative to UWGLC and will distribute funds to the Collaborative partners.
2. Administer the UWGLC contract.
3. Serve as Collaborative Coordinator. As such, the LCGHD shall monitor the performance of the other partners, and may remove any partner from this MOU for failure to perform in accordance with this MOU and the Project proposal. Prior to removal, the LCGHD shall deliver a notice of non-performance to all partners, provide an opportunity for the non-performing partner to be heard at a meeting of the Collaborative, and shall provide an opportunity for the non-performing partner to cure the deficiencies in its performance. The LCGHD shall make appropriate arrangements for the performance of the responsibilities of a removed partner.
4. Coordinate, facilitate, and promote the Coordinated School Health Coalition.
5. Serve as Data manager. As such, the LCGHD will maintain a shared measurement system, collecting data and measuring results on all outputs, program outcomes and community indicators across all partners to the Collaborative.
6. Serve as Continuous Improvement lead. As such, coordinates continuous performance improvement process as defined in the business and operational plan to improve in Attachment A.
7. Coordinate documentation and reporting provided by the Collaborative to UWGLC and other funders.
8. Convene, facilitate, and record Collaborative meetings and project teams as necessary to carry out the work of the Collaborative.
9. Provide relevant health information, survey questions, and resources for:
 - a. Campaigns
 - b. Student Based Web Pop-Ups
10. Promote activities and events of the collaborative with community via LiveHealthyLorainCounty.com and social media outlets.
11. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.
12. Conduct the Community Health Assessment in 2016.

Cleveland Clinic shall:

1. Attend bi-monthly collaborator meetings where all sub-committees convene
2. Promote activities, events, and volunteer opportunities of the collaborative with Cleveland Clinic physicians and clients as applicable through:
 - a. Website
 - b. Physician offices
3. Provide physician/health professional speakers for school-based events and Coordinated School Health Coalition meetings/events and collect data per project scope
4. Provide linkage between pediatric physicians and collaborative projects, data and outcomes providing
5. Provide relevant health information, survey questions, and resources for:

- a. Campaigns
 - b. Student Based Web Pop-Ups
- 6. Attend Coordinated School Health Committee Meetings, date and frequency to be determined
- 7. Attend Coordinated School Health workshops/events as appropriate, schedule to be determined.
- 8. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Midview Local Schools shall:

- 1. Promote activities, events, and volunteer opportunities of the collaborative with Midview parents and community members as applicable through:
 - 1. Website
 - 2. Newsletter
- 2. Establish a team to address projects and activities as outlined in the collaborative grant, meeting bi-monthly
 - 1. The team will be responsible for collecting data for each project implemented, supplying to the LCGHD for input
- 3. Have at least 2 representatives attend bi-monthly collaborator meetings where all sub-committees convene
- 4. The Superintendent must attend at least half, 3 annually, of the bi-monthly collaborator meetings where all sub-committees convene.
- 5. Attend Coordinated School Health Committee Meetings, date and frequency to be determined, as appropriate
- 6. Conduct surveys questions, and implement campaigns and student Based Web Pop-Ups
- 7. At least one team representative attend Coordinated School Health workshops/events, schedule to be determined
- 8. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Clearview Local Schools shall:

- 1. Promote activities, events, and volunteer opportunities of the collaborative with Clearview parents and community members as applicable through website
- 2. Establish a team to address projects and activities as outlined in the collaborative grant, meeting bi-monthly
 - 1. The team will be responsible for collecting data for each project implemented, supplying to the LCGHD for input
- 3. Have at least 2 representatives attend bi-monthly collaborator meetings where all sub-committees convene.
- 4. The Superintendent must attend at least half, 3 annually, of the bi-monthly collaborator meetings where all sub-committees convene.
- 5. Attend Coordinated School Health Committee Meetings, date and frequency to be determined, as appropriate
- 6. Conduct surveys questions, and implement campaigns and student Based Web Pop-Ups
- 7. At least one team representative attend Coordinated School Health workshops/events, schedule to be determined
- 8. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Alcohol and Drug Addiction Services Board of Lorain County shall:

- 1. Attend bi-monthly collaborator meetings where all sub-committees convene
- 2. Promote activities, events, and volunteer opportunities of the collaborative with partners members as applicable through:

- a. Website
 - b. Newsletter
 - c. Partners
- 3. Assist in connecting professional speakers for school-based events and Coordinated School Health Coalition meetings/events as appropriate, schedule to be determined.
- 4. Attend Coordinated School Health workshops/events as appropriate, schedule to be determined.
- 5. Expand PRIDE survey data collection in the Midview and Clearview Districts in Fall 2014 and provide data for input to ETO software to the Lead Agency.
- 6. Provide relevant substance abuse information, survey questions, and resources for:
 - a. Campaigns
 - b. Student Based Web Pop-Ups
- 7. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Lorain County Board of Mental Health shall:

- 1. Attend bi-monthly collaborator meetings where all sub-committees convene
- 2. Promote activities, events, and volunteer opportunities of the collaborative with partners as applicable through:
 - a. Website
 - b. Newsletter
- 3. Provide professional speakers for school-based events and Coordinated School Health Coalition meetings/events as appropriate, schedule to be determined
- 4. Attend Coordinated School Health workshops/events as appropriate, schedule to be determined
- 5. Provide technical assistance for the implementation of DESSA screening tool as applicable
- 6. Provide relevant mental health information, survey questions, and resources for:
 - a. Campaigns
 - b. Student Based Web Pop-Ups
- 8. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Lorain County Educational Service Center shall:

- 1. Attend bi-monthly collaborator meetings where all sub-committees convene
- 2. Promote activities, events, and volunteer opportunities of the collaborative with Lorain County parents, teachers, and community as applicable through:
 - a. Website
 - b. Newsletter
- 3. Provide meeting space for all-partner collaborator meetings and Coordinated School Health Coalition Meetings, workshops and events – schedule to be determined
- 4. Attend Coordinated School Health Committee Meetings, date and frequency to be determined
- 5. At least one team representative attend Coordinated School Health workshops/events, schedule to be determined
- 6. Provide relevant educational information, survey questions, and resources for:
 - a. Campaigns
 - b. Student Based Web Pop-Ups
- 7. Provide platform for blended professional development opportunities.
- 8. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.

Lorain County Volunteer Connection shall:

- 1. Provide volunteers for events and activities as appropriate

2. Collaborate with existing volunteer groups within the Clearview and Midview School District Communities
3. Attend bi-monthly collaborator meetings where all sub-committees convene
4. Coordinate training of volunteers and volunteer managers as appropriate
5. Connect the United Way campaign participants as volunteers
6. Share data to benefit and support the Coordinated School Health Coalition and Collaborative within regulatory and administrative constraints.
7. Develop tools to assess volunteer capacity and needs with collaborative partners.

United Way of Greater Lorain County shall:

1. Attend bi-monthly collaborator meetings where all sub-committees convene
2. Funding for the Middle School Collaborative infrastructure
3. Provide Continuous Improvement training and consultation
4. Market and fund development support
5. Serve as Data manager. As such, the UWGLC will maintain a shared measurement system, collecting data and measuring results on all outputs, program outcomes and community indicators across all partners to the Collaborative.

Health Commissioner, Lorain County General Health District

Cleveland Clinic

Superintendent, Midview Local Schools

_____
Superintendent, Clearview Local Schools

Date: 5-24-17

Director, Alcohol and Drug Addiction Services Board of Lorain County

Lorain County Board of Mental Health

Lorain County Educational Service Center

Lorain County Volunteer Connection

United Way of Greater Lorain County

**PRESCHOOL AGREEMENT
BETWEEN
LORAIN COUNTY BOARD OF DD
AND
CLEARVIEW LOCAL
SCHOOL DISTRICT**

2017-2018 Academic School Year

Article 1: PRELIMINARY MATTERS

- 1.1 The Board of Education of the Clearview Local School District (School District) hereby enters into a contract for admission of preschool-aged students with disabilities to the Lorain County Board of Developmental Disabilities (County Board) operated preschool program for educational purposes for the 2017-2018 school year (as defined by the County Board approved preschool calendar for 2017-2018).
- 1.2 Parties: This Contract is entered into on this date _____, by the County Board and the Clearview Local School District.
- 1.3 Conditions Precedent: This Contract shall not be in effect, and no party shall be required to meet any of the requirements of this Contract, until all of the following have occurred:
 - 1.3.1 This Contract has been executed by all parties.
 - 1.3.2 The Contract has been signed by the School District Treasurer and Superintendent.

Article 2: DEFINITIONS

- 2.1 IEP refers to the Individual Education Program developed in accordance with applicable law which lists the necessary educational services and supports that a student shall require during a school year.
- 2.2 ORC refers to the Ohio Revised Code and any amendment made effective during the term of this Contract.
- 2.3 Contract means this Contract and any and all attachments hereto which are incorporated herein as if fully rewritten.

Article 3: GENERAL REQUIREMENTS

- 3.1 Eligibility for Services: A student is eligible for services under this contract only if the IEP requires that the student receive services provided in the preschool program operated by the County Board.
- 3.2 Independent Contractors: The School District shall have exclusive supervision and control of the supervision and implementation of all programs and services which have been designated herein as the responsibility of the School District. The County Board shall have exclusive supervision and control of the supervision and implementation of all programs and services which have been designated herein as the responsibility of the County Board. The parties agree, notwithstanding the foregoing division of

responsibility, that they will work cooperatively to carry out their individual and joint duties under the Agreement. At all times during the duration of this Contract, the County Board and the School District shall act as independent contractors in connection with the performance of their respective obligations under this Contract.

Article 4: DUTIES OF THE COUNTY BOARD

- 4.1 Services: The County Board shall provide educational services to eligible students in accordance with the Operating Standards for Ohio's Schools Serving Children with Disabilities and shall follow the Ohio Dept. of Education's Policies and Procedures for the Education of Children with Disabilities. The County Board shall ensure that staff has such certificates, licenses, and/or other credentials as may be required by applicable requirements.
- 4.1.1 Teacher: The County Board shall employ a Teacher.
- 4.1.2 Classroom Aide: The County Board shall employ a classroom aide.
- 4.2 Classroom and Supplies: The County Board shall provide a classroom with sufficient space and general educational supplies to meet applicable requirements in students' IEPs.
- 4.3 Transportation: The County Board shall provide adequate student transportation on a daily basis in accordance with the County Board approved preschool calendar as authorized by the County Board.
- 4.4 Nursing Services: The County Board shall provide necessary Nursing/Delegated Nursing Services if specified in the IEP.
- 4.5 Related Services: The County Board shall make available the following services and/or related consultations: Physical Therapy (PT), Occupational Therapy (OT), Speech and Language Pathology (SLP), and behavior supports. The County Board shall provide physical education adapted to the student's individual needs for eligible students as determined in the IEP.
- 4.6 IEP: The County Board shall cooperate with each student's school district of residence in the development of an Individual Education Program (IEP) for each student. Delivery of services shall be based upon the IEP and shall be designed to meet the unique needs of the child/student. The IEP shall be developed in a team planning conference and revised as often as necessary, but at least annually.

4.6.1 For annual IEP review and regularly scheduled behavior review meetings, the County Board shall:

- a. Notify parent(s)/guardian(s) of meeting, purpose of meeting, participants of meeting, and the time/place of the meeting.
- b. Notify participants of meeting.
- c. Maintain documentation of contact and attempts to contact parent(s)/guardian(s) about meeting.
- d. Arrange for rescheduling of meetings, if necessary.
- e. Maintain records of appropriate documents.
- f. Provide necessary documents to District and parent(s)/guardian(s).
- g. Provide an authorized designee to attend meetings to serve as the County Board representative.
- h. Ensure the signature of an authorized representative on the IEP document.

Article 5: DUTIES OF THE SCHOOL DISTRICT

5.1 Payment: The _____ School District shall pay the County Board \$7,500.00 per student for the 2017-2018 preschool year for the provision of preschool services. The total amount due per student (\$7,500.00) shall be divided into two equal installments of \$3,750.00. Each student's installment payment shall be due in the County Board's Administrative offices, noted in Section 7.3, on or before 8/18/2017 and 1/05/2018.

5.1.1 Payment Adjustment: There will be no reduction in fees for absences or vacation.

5.1.2 Disenrollment: If the Clearview Local School District disenrolls a student, the paid annual amount shall be pro-rated from the date of disenrollment forward at a rate of \$52.82 per day and the School district shall be reimbursed for the unused portion of the student's preschool payment.

5.1.3 Late Enrollment: If the Clearview Local School District enrolls a child after the start of the 2017-2018 school year, a discount of \$52.82 per day will be applied for each day of the preschool year before the date of the student's first day of attendance.

5.2 Scope: This agreement covers the following students:

The terms of the agreement will also be applicable to any additional students who are placed in the 2017-2018 County Board preschool program, as evidenced by provision to the County Board of an approved IEP requiring that the student receive services provided in the preschool program operated by the County Board.

- 5.3 Information: For each child referred to the County Board, the District shall provide to the County Board the following information: Current IEP, Multi-factored Evaluation, Birth Verification, Current Medical/Immunization Record, and Social Security Information.
- 5.4 Specialized Individual Personnel/Equipment: The School District shall provide any additional supports and/or services as necessary for the student to participate in a separate facility placement and access the curriculum including, but not limited to, student-specific adaptive equipment and 1:1 personal attendants as prescribed by the IEP.

The School District shall ensure that all personal attendants assigned to Murray Ridge School have participated in a four-day paraprofessional training program that is provided by the County Board. This requirement may be waived in individual cases at the sole discretion of the County Board Superintendent, or designee.

- 5.5 IEP Meetings: The County Board shall jointly schedule with the School District the date and time of IEP meetings, and provide reasonable notice prior to the date of such meetings. The School District shall be responsible for sending an authorized representative to the meeting and for compliance with other requirements related to IEP conferences and to the content of IEPs as set forth in applicable law.

Article 6: TERMINATION, MODIFICATION AND AMENDMENT

- 6.1 Termination Prior to Expiration of the Term: This Contract may be terminated prior to the expiration of the term hereof as follows:
- 6.1.1 Termination by agreement: In the event the County Board and the School District shall in writing mutually agree to terminate this Contract, this Contract shall be terminated on the terms and on the date stipulated therein and in compliance with any applicable requirements.
- 6.2 Modification and Amendment: This Contract may be amended or modified by agreement of the parties in writing and the amendment which shall be attached hereto.

Article 7: MISCELLANEOUS

- 7.1 **Entire Agreement:** It is acknowledged by the parties that this Contract supersedes any and all previous written or oral agreements between the parties concerning the subject matter of this Contract.
- 7.2 **Severability:** Should any portion of this Contract be deemed unenforceable by any administrative or judicial officer or tribunal of competent jurisdiction, the balance of this contract shall remain in full force and effect unless revised or terminated pursuant to Article 6 of this Contract.
- 7.3 **Notices:** All notices, request, and approvals shall be made in writing and shall be deemed to have been properly given if and when personally delivered, or sent, postage prepaid, by between:

**LORAIN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
1091 Infirmary Road
Elyria, OH 44035
Amber L. Fisher, Dr. P.H.
Superintendent**

and

**CLEARVIEW LOCAL SCHOOL DISTRICT
4700 Broadway Avenue
Lorain, OH 44052
Jerome Davis
Superintendent**

- 7.4 **Governing:** This Contract shall be governed by and interpreted in accordance with the laws of Ohio.
- 7.5 **Captions:** The paragraph captions and headings in this Contract are inserted solely for the convenience of the parties and shall not affect the interpretation or construction of this Contract or any of the terms of this Contract.
- 7.6 **Waiver:** The waiver or breach of any term of this Contract shall not be interpreted as waiver of any other term of this Contract.

Article 8: SIGNATURES

Lorain County Board of Developmental Disabilities

By: _____

Date: _____

Name: Amber L. Fisher, Dr. P.H.

Title: Superintendent

Clearview Local School District

By: 

Date: 5-24-17

Name: Jerome Davis

Title: Superintendent

Name: _____

Title: School District Treasurer