

5705

McDONALD LOCAL BOARD OF EDUCATION
WORK SESSION – 7:00 P.M.
REGULAR MEETING – 7:30 P.M.
MONDAY, JULY 21, 2014
M.H.S. LIBRARY
MCDONALD, OHIO 44437

The Records Commission Committee met before the Work Session and Regular board meeting on Monday, July 21, 2014 to discuss the list of records. Mr. Halbert, Mr. Johnson, and Mr. Hart were present at this meeting. The list of records were reviewed and action was indicated to the board.

The McDonald Local Board of Education held a Regular Meeting on Monday, July 21, 2014, in the library at McDonald High School, 600 Iowa Avenue, McDonald, Ohio 44437.

The Work Session was called to order at 7:00 p.m. and the Regular Meeting was called to order at 7:35 p.m. by President Tom Hart. Treasurer Bill Johnson called the roll.

Roll Call:

Members Present: Robert Jones, Eric Shehadi,
John Saganich, Tom Hart

Members Not Present: Joe Krumpak

Superintendent Ken Halbert and Principals Gary Carkido and David Vecchione were also present. A list of visitors is on file in the treasurer's office.

"Notice of this meeting was given in accordance with the provisions of Section 1.450 of the O.R.C. and the Ohio Administrative Procedures Act."

Pledge of Allegiance

Res. 14-148 Approve agenda for Regular Meeting of July 21, 2014

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Mr. Shehadi moved and Mr. Saganich seconded

Yeas: Shehadi, Saganich, Jones, Hart

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation - None

Res. 14-149 APPROVAL OF BOARD MINUTES

June 16, 2014 Regular Meeting

Mr. Shehadi moved and Mr. Saganich seconded

Yeas: Shehadi, Saganich, Jones, Hart

Nays: None

President declared motion carried

Res. 14-150 APPROVAL OF BOARD MINUTES

June 30, 2014 Special Meeting

Mr. Shehadi moved and Mr. Saganich seconded

Yeas: Shehadi, Saganich, Jones, Hart

Nays: None

President declared motion carried

Old Business: any Old Business to bring before the Board - None

New Business:

A. Finance Committee – Joe Krumpak, Chairperson

(In the absence of Joe Krumpak, Tom Hart proceeded as Chairperson for the Finance Committee)

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Res. 14-151 TREASURER'S FINANCIAL REPORT

Treasurer's Financial Report: June 2014

- a. Check Register
- b. Financial Summary
- c. Bank Reconciliation

Upon the recommendation of the district treasurer I move to approve the above financial reports for June 2014.

Mr. Hart moved and Mr. Saganich seconded

Yeas: Hart, Saganich, Jones, Shehadi

Nays: None

President declared motion carried

Res. 14-152 DONATIONS

Resolution to accept the following donations:

- a. McDonald FOP Lodge 194 in the amount of \$100 to be donated to the McDonald High School golf team.
- b. McDonald FOP Lodge 194 in the amount of \$250 for a sponsored Safety Patrol field trip.

Upon the recommendation of the district treasurer I move to approve the above donations.

Mr. Hart moved and Mr. Saganich seconded

Yeas: Hart, Saganich, Jones, Shehadi

Nays: None

President declared motion carried

Res. 14-153 BOARD SERVICE FUND

Resolution to approve the Board Service Fund to be used to pay expenses actually incurred by board members in performance of their duties, but may also include expenses

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of the official representatives for training and orientation expenses of board members elect not to exceed \$4,000 per year.

Upon the recommendation of the district treasurer, I move to approve the above Board Service Fund.

Mr. Hart moved and Mr. Saganich seconded

Yeas: Hart, Saganich, Jones, Shehadi

Nays: None

President declared motion carried

The Board of Education of McDonald Local School District, Ohio, met in regular session on July 21, 2014, commencing at 7:35 p.m., in the McDonald High School Library, 600 Iowa Avenue, McDonald, Ohio, with the following members present:

Tom Hart

John Saganich

Eric Shehadi

Robert Jones, Jr.

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mr. Hart moved the adoption of the following Resolution:

RESOLUTION NO. 14- 154

A RESOLUTION SUBMITTING TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF AN ADDITIONAL 4.3-MILL TAX LEVY FOR THE PURPOSE OF GENERAL PERMANENT IMPROVEMENTS.

WHEREAS, at an election on November 3, 2009, the electors of the School District approved an additional tax levy in excess of the ten-mill limitation in order to raise the amount of \$260,000 each calendar year for a period of five years for the purpose of providing for the emergency requirements of the School District, the last collection of which will occur in calendar year 2014 and which levy required the levy of approximately 5.0 mills for collection year 2014; and

WHEREAS, this Board has determined that the continuation of the collection of that tax is not necessary for the proper operation of the schools of the School District; and

WHEREAS, this Board has determined to seek voter approval of an additional levy for the purpose of general permanent improvements in lieu of a renewal of the existing levy for the purpose of providing for the emergency requirements of the School District described in the first recital above (i.e., this Board will allow the existing levy to expire and it will no longer be levied after collection year 2014); and

WHEREAS, the rate of the additional levy (4.3 mills) has been set less than that currently required for the existing levy in order to give effect to the elimination of the "rollback" of residential and agricultural real property tax amounts paid by taxpayers of 10% (12.5% in the case of owner-occupied residential property) for levies not levied for tax year 2013; and

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WHEREAS, on June 30, 2014, this Board adopted Resolution No. 14-144 pursuant to Section 5705.03 of the Revised Code declaring it necessary to levy an additional 4.3-mill tax levy for the purpose of general permanent improvements, for five years, and requesting the Trumbull County Auditor to certify the total current tax valuation of the School District and the dollar amount of revenue that would be generated by that 4.3-mill additional levy; and

WHEREAS, on July 2, 2014, the Trumbull County Auditor certified that the total current tax valuation of the School District is \$52,072,820 and the dollar amount of revenue that would be generated by that additional 4.3-mill levy would be \$223,913 annually during the life of the levy, assuming that the total current tax valuation remains the same throughout the life of the levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of McDonald Local School District, County of Trumbull, Ohio, two-thirds ($\frac{2}{3}$) of all members elected thereto concurring, that:

Section 1. Declaration of Necessity of Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised by the School District within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the School District, and that it is necessary to levy a tax in excess of that limitation at the rate of 4.3 mills, for five years, for the purpose of general permanent improvements.

Section 2. Submission of Question of Tax Levy to the Electors. The question of an additional 4.3-mill ad valorem property tax levy outside of the ten-mill limitation, for five years, for the purpose of general permanent improvements, beginning with the tax list and duplicate for the year 2014, the proceeds of which levy first would be available to the School District in calendar year 2015, shall be submitted under the provisions of Section 5705.21 of the Revised Code to the electors of the School District at an election to be held therein on November 4, 2014, as authorized by law. That election shall be held at the regular places of voting in the School District as established by the Trumbull County Board of Elections, or otherwise, within the times provided by law and shall be conducted, canvassed and certified in the manner provided by law.

Section 3. Notice of Election. The Treasurer of this Board be and is hereby authorized and directed to give or cause to be given notice of that election as provided by law.

Section 4. Delivery of Materials to Board of Elections. The Treasurer be and is hereby directed to deliver or cause to be delivered (i) a certified copy of Resolution No. 14-144 referred to in the fifth preamble to this Resolution, (ii) the certificate of the Trumbull County Auditor referred to in the sixth preamble to this Resolution and (iii) a certified copy of this Resolution, to the Trumbull County Board of Elections before the close of business on Wednesday, August 6, 2014.

Section 5. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Mr. Saganich seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Mr. Hart Yes

Mr. Saganich Yes


Mr. Shehadi Yes

Mr. Jones Yes

TREASURER'S CERTIFICATION

The above is a true and correct extract from the minutes of a regular meeting of the Board of Education of McDonald Local School District, Ohio, held on July 21, 2014, commencing at 7:30 p.m., in the McDonald High School Library, 600 Iowa Avenue, McDonald, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: July 21, 2014



Treasurer, Board of Education
McDonald Local School District, Ohio

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RECEIPT OF DIRECTOR OF ELECTIONS


I acknowledge receipt on this date of the following materials from the Board of Education of McDonald Local School District, Ohio:

1. Certified copies of Resolution Nos. 14-144 and 14-154, adopted on June 30, 2014, and July 21, 2014, respectively, declaring the necessity of and submitting to the electors of that School District at an election to be held on November 4, 2014, the question of an additional tax levy in the amount of 4.3 mills, for five years, for the purpose of general permanent improvements.

2. A certificate of the Trumbull County Auditor dated July 2, 2014, as to the total current tax valuation of the School District and the dollar amount of revenue that would be generated by that additional levy.

3. Suggested forms of notice of election and ballot language for that question.

Dated: July 22, 2014



Director of Elections
County of Trumbull, Ohio

NOTICE OF ELECTION ON TAX LEVY
IN EXCESS OF THE TEN MILL LIMITATION

Notice is hereby given that pursuant to Resolution Nos. 14-144 and 14-154 of the Board of Education of McDonald Local School District, Ohio, adopted on June 30, 2014, and July 21, 2014, respectively, there will be submitted to the electors of McDonald Local School District at an election to be held in that School District at the regular places of voting therein, on Tuesday, November 4, 2014, the question of levying a tax in excess of the ten-mill limitation for the benefit of the School District for the purpose of general permanent improvements at a rate not exceeding 4.3 mills for each one dollar of valuation, which amounts to 43 cents for each one hundred dollars of valuation, for five years. Said tax constitutes an additional 4.3-mill levy. If a majority of the voters voting thereon vote in favor thereof, that tax will be first placed on the tax list and duplicate in December 2014 for collection in calendar year 2015.

The polls for the election will be open at 6:30 a.m. and will remain open until 7:30 p.m. of said day.

Dated: July 22, 2014

By order of the Board of Elections of the
County of Trumbull, Ohio

Mark A. Alberici
Chairman

Kelly S. Pallante
Director

INSTRUCTIONS TO PRINTER:

Publish in a newspaper of general circulation in McDonald Local School District once a week for two consecutive weeks on the same day of each week, the first insertion being on or before October 21, 2014, or as provided in Section 7.16 of the Revised Code. Such newspaper must be of general circulation within the meaning of Section 7.12 of the Revised Code.

NOTICE TO BOARD OF ELECTIONS:

If the Board of Elections operates and maintains a web site, then the Board of Elections must also post this notice on its web site for 30 days prior to the election.

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MCDONALD LOCAL SCHOOL DISTRICT

PROPOSED TAX LEVY (ADDITIONAL)

(A majority affirmative vote is necessary for passage)

An additional tax for the benefit of McDonald Local School District for the purpose of general permanent improvements at a rate not exceeding 4.3 mills for each one dollar of valuation, which amounts to 43 cents for each one hundred dollars of valuation, for five years, commencing in 2014, first due in calendar year 2015.

	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

NOTE REGARDING FORM OF BALLOT:

Section 5705.25 of the Revised Code specifies the form of ballot to be used. This form has been prepared based upon those requirements.

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B. Personnel Committee – John Saganich, Chairperson

Res. 14-155 SUPPLEMENTAL CONTRACTS 2014/2015

Resolution to hire the following personnel on supplemental contracts for the 2014-2015 school year:

Tom Senich – Jr. High Football Coach, \$2,595.

Marilynn Kelly – Volunteer Majorette (Devilette) Advisor, \$0.

Upon the recommendation of the district superintendent I move to approve the above contracts.

Mr. Saganich moved and Mr. Hart seconded

Yeas: Saganich, Hart, Jones, Shehadi

Nays: None

President declared motion carried

C. Program/Policy Committee – Robert Jones, Jr.

Res. 14-156 CALAMITY EXCESS HOURS MAKE-UP OPTIONS

Resolution authorizing the superintendent to apply for Blizzard Bag hours from The Ohio Department of Education to make up excess calamity hours above the minimum hours required by The Ohio Department of Education, equivalent to a maximum of three (3) days of instruction.

Upon the recommendation of the district superintendent I move to approve the above Blizzard Bag hours.

Mr. Jones moved and Mr. Shehadi seconded

Yeas: Jones, Shehadi, Saganich, Hart

Nays: None

President declared motion carried

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Res. 14-157 FIRST READING – STUDENT ACTIVITY HANDBOOK

First reading for a resolution to approve the Student Activity Handbook and to codify the referenced policies. (See Exhibit A)

Upon the recommendation of the district superintendent I move to approve the first reading of the Student Activity Handbook.

Mr. Jones moved and Mr. Shehadi seconded

Yeas: Jones, Shehadi, Saganich, Hart

Nays: None

President declared motion carried

Res. 14-158 RECORDS RETENTION

Resolution to accept the attached list of records and approve recommended destruction according to state guidelines. (See Exhibit B)

Upon the recommendation of the district superintendent I move to approve the attached list of records.

Mr. Jones moved and Mr. Shehadi seconded

Yeas: Jones, Shehadi, Saganich, Hart

Nays: None

President declared motion carried

Res. 14-159 STADIUM USE – MCDONALD LITTLE BLUE DEVILS

Resolution to approve the use of the stadium for the 2014-2015 football season for the McDonald Little Blue Devils Organization at a cost of \$125 per game for six (6) games, at a cost of \$750, from 10 a.m. to 7 p.m. each, with dates to be coordinated and approved by the athletic director. (See Exhibit C)

Upon the recommendation of the district superintendent I move to approve the above contract.

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Mr. Jones moved and Mr. Shehadi seconded
Yeas: Jones, Shehadi, Saganich, Hart
Nays: None
President declared motion carried

Res. 14-160 CHIMNEY REPAIR CONTRACT

Resolution to approve Jim Santini Builders as contractor for the chimney repair. (See Exhibit D)

Mr. Jones moved and Mr. Shehadi seconded
Yeas: Jones, Shehadi, Saganich, Hart
Nays: None
President declared motion carried

Res. 14-161 EXECUTIVE SESSION – O.R.C. 121.22

Mr. Jones moved and Mr. Saganich seconded, that the McDonald Local Board of Education go into Executive Session at 7:53 p.m. and that the following resolution be adopted.

WHEREAS, as a public Board of Education may hold an executive session only after a majority of the 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 sole 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. X Compensation

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8. _____ Investigation of charges/complaints (unless public hearing requested)
- B. To consider the purchase of property for 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 required 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 McDonald Local 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) A (7) as listed above.

Yeas: Jones, Saganich, Shehadi, Hart
Nays: None
President declared motion carried

Res. 14-162 ADJOURN EXECUTIVE SESSION

Resolution to adjourn Executive Session and return to the regular board meeting at 8:30 p.m.

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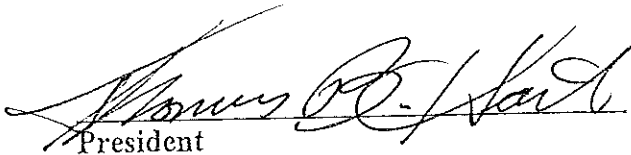
Mr. Shehadi moved and Mr. Saganich seconded
Yeas: Shehadi, Saganich, Jones, Hart
Nays: None
President declared motion carried

Res. 14-163 ADJOURNMENT

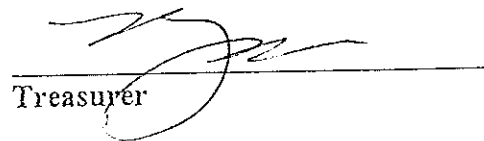
Mr. Shehadi moved and Mr. Saganich seconded the motion to adjourn the regular board meeting at 8:31 p.m.

Yeas: Shehadi, Saganich, Jones, Hart
Nays: None
President declared motion carried

ATTEST:



President



Treasurer

Exhibit A

Revised March 6, 2014

Successful Student Activities

Guidance for our Advisors

McDonald Local Student Activity Guidelines

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- I. Welcome to advisors
 - A. Board of Education
 - B. Superintendent
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- II. Policies will help guide you
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- III. Forms necessary for success
 - A. Budget and Purpose
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 - B. Early September- Budget and Purpose.- requisitions
 - C. Your activity fundraisers begin – Handling public funds and accounting
 - D. A fundraiser ends – Profit and Loss Statement
 - E. Activity Ends – Leave a balance
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Welcome to McDonald Local



Extracurricular Activities

- Board of Education
- Superintendent
- Principal
- Treasurer

Message from Board of Education to Advisor

Activities exist only upon approval of the Board of Education or its representative as recommended by the school principal. Through the principal, supervision of an activity is your direct responsibility. The licensed, bonded treasurer of the Board of Education shall be charged to write checks and record receipts for your fund (separate account). You and/or your participants should also keep a record of receipts and expenses. You should compare your records to the treasurer's report after each month in which you have financial activity (receipts or expenses) in your fund. Although receipts and purchases can be seen as cumbersome and slow, this is not necessarily the case. If you plan ahead and write your requisitions well in advance of your planned purchase and if you properly complete all forms, sign and date all required items, then your activity will operate at a high rate of speed with little or no problems. Keep the educational growth of the young people in mind when you conduct business and allow your students to actively participate in the accounting and political processes. This will teach them the fundamentals of governmental accounting a system that oversees vast amounts of expenditures throughout this country. The Board recognizes your commitment and devotion to your participants and appreciates the fact that you will spend many hours in your selected extracurricular event. Thank you!

Message from Superintendent to Advisor

So you have decided to enrich the experience of the McDonald Local student body by providing an exciting and interesting activity for them to attend regularly. Of course, these experiences are a great opportunity for our children and young adults to begin learning many things. It is hoped that they will learn a variety of things about their selected club but also many of the skills necessary to contribute to society in a positive manner. Life skills such as open honest discussion, voting, planning, seeing a plan to completion, community service and accounting are often needed for successful clubs or sports. It is the Superintendent's responsibility to see that all board policies are followed except those required of the Treasurer. The key policies pertaining to activities follow this introductory section. If you follow these Board Policies, you will find their intentions are to give you a clear path on how to run a good activity.

Take time to know local policy. We have provided the policies that pertain to activities within this book.

The Principal holds the ultimate responsibility of the activity. He or She determines the advisor, approves requisitions, helps the Superintendent determine if an activity is added or deleted, helps determine if and when you will be paid, and finally, must be consulted on all plans for fundraisers and schedules. The Principal has knowledge of Board Policy and should help you avoid conflicts with the Board. The principal manages ALL ACTIVITIES in his/her building.

Message from Principals to Advisor

As Board appointed supervisor of all activities within my building, it is also my wish to enhance our curricular efforts with some top-notch extracurricular activities. I act as the overall manager of ALL ACTIVITIES within my building. I need to know all plans/schedules for all fundraisers or meetings. Each year every club, sport and activity within my building is evaluated with the Superintendent and a determination is made on the merit of each. If a club has merit, it will be continued the following year. If you have problems please call me first. If you need to purchase something, call me first, if you want to do a fundraiser... call me first. I need constant communications with my activities to ensure that students are learning about planning, organizing, and achieving their goals.

Message from Treasurer to Advisor

I am your Board appointed official keeper of financial records. I make sure that receipts and expenses are credited to your fund (separate account). I am asked by the Board of Education to keep records and compare them with you so that we agree each month on the balances remaining. The Board requires that you annually inform the Superintendent about your intended purpose and your estimated receipts and expenditures. The Superintendent needs this information, as it becomes part of his appropriations for the year. The treasurer will enter these appropriations which will set limits on the amount of money you will be able to spend in any one year. The Board states that you must only retain enough money in the fund to allow a start up fund for the next year's activities. You should not feel obligated to retain large balances in these funds. I may request at any time to review your records and procedures. This is not personal in nature merely a good accounting technique founded in board policy.

Policies of the



McDonald Board of Education

- Advisor
- Activity Funds
- Activity Management
- Activity Supervision
- Reporting and Evaluation of Activities and Fund Raising
- Activity Purchasing
- Gate Receipts and Admissions
- Activity Accounting and Auditing
- Cash in Building

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

TITLE: STUDENT ACTIVITY ADVISOR

QUALIFICATIONS: Certified faculty member preferred and knowledge and/or demonstrated ability as an advisor of the specific student activity

REPORTS TO: Principal/Treasurer

SUPERVISES: Participants

JOB GOAL: Development of the specified student activity as an integral extra- and/or co-curricular function of the McDonald Local Schools

PERFORMANCE RESPONSIBILITIES:

1. Supervision of student participants in all phases of the specified activity
2. Development of appropriate projects to implement the purpose of the specified activity group
3. Cooperate with the respective principals in the organization and operation of the specified activity
4. Schedule and supervise all practices/performances associated with the specified activity
5. Cooperate with student/parent groups whose purpose is furtherance of student activities in general, and/or a specific activity in particular
6. Prepare and submit the Budget and Purpose Statement which includes proposed fund raising activity
7. Prepare and submit the Budget and Purpose Statement to the Principal by September 15th, which includes a fund raising request, for approval prior to the activity

8. Money raised is to be handled according to Board Policy.
9. Submit Profit and Loss Statements to the principal immediately after completion of each fundraiser.

TERMS OF EMPLOYMENT: Salary and work year to be according to the negotiated agreement.

EVALUATION: This job will be evaluated in accordance with the negotiated agreement.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

ACTIVITY FUNDS

The board hereby authorizes the establishment and maintenance of activity funds. The treasurer shall be responsible for the proper administration of the finances of each activity fund in accordance with the provisions of state law and appropriate accounting practices and procedures. All moneys collected shall be deposited in the appropriate activity fund. All payments made from the activity fund shall have the approval of the superintendent or his/her designee and advisor responsible for the fund. Annually, the superintendent shall approve the purposes, estimated revenues, and expenditures of each activity fund. Reserves should be limited to the amounts estimated as necessary for the beginning of the following year's operation.

Moneys raised by student organizations must be expended for the benefit of the students. All checks will be signed by the treasurer.

The board also approves of the establishment of fund 200 in the activity accounts. Funds are to be derived from the commission on the sale of pictures, vending machine profits, and other miscellaneous fundraisers. Moneys are to be used for assemblies, field trips, concerts, student awards, and other expenses for the benefit of the student body.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

ACTIVITY MANAGEMENT

Within the limits established by Sec. 3315.062 of the Ohio Revised Code, the board of education shall include provision for activity programs. Such funds shall be made available to activity programs via the method established by the accompanying administrative procedure.

Rules, regulations and guidelines for administering activity programs shall be detailed in an administrative procedure and supplemental guidelines in compliance with and in support of this policy.

In accordance with the direction provided by the State Auditor's Office the following duties and responsibilities are assigned:

Treasurer - The treasurer of the board of education shall be the treasurer of activity moneys. The treasurer shall have sole responsibility for the enforcement of accounting procedures and internal control procedures including supervision of the annual internal audit to be conducted to verify compliance with board of education policy and requirements.

Superintendent - The superintendent is responsible for administering all board policies, except those required of the treasurer.

Principal - The building principal and/or his/her designee shall be responsible for the approval of requisitions for expenditure of activity moneys and for the management of activity programs under his/her jurisdiction.

Activity Sponsor/Advisors - Activity sponsors/advisors, under the direction of the building principal will be responsible for directing and supervising his/her activity.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

ACTIVITY SUPERVISION

All activity programs, shall exist only upon approval of the Board of Education or its representative, and recommended by the school principal.

Through the school's principal, supervision of all activities and the funds thereof shall be his/her direct responsibility.

A treasurer shall be appointed, provided with a bond security, and shall maintain all necessary record keeping for the principal. The treasurer shall sign all checks for payment purposes.

Sponsors/advisors shall be appointed for all activity groups or organizations to give them direction and supervision.

The Board of Education or its representative reserves the right to at all times evaluate expenditures of fund-raising activities.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

REPORTING AND EVALUATION OF ACTIVITIES AND FUND RAISING

Principals shall meet annually with the Superintendent to evaluate the school year program, giving consideration to the objectives and achievement thereof of the various activity organizations.

Activities that involve fund raising shall be evaluated in terms of educational experience involved, purpose of the funds as well as implications brought upon the community, pupil involvement or professional staff. Fund raising activities not in the best interest of the schools or community shall be excluded from further participation.

Planned activities for the subsequent school year shall be presented to the Superintendent previous to approval for contract purposes or use of facilities.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

ACTIVITY PURCHASING

The principal shall act as an agent in the negotiations of contracts for the supply of goods or services for the activity program.

Contracts of purchase shall be entered into based solely upon price, the quality of merchandise and the services rendered. Monetary contributions, gifts, or things of value are not to be received in order to secure a contract.

All purchases shall be approved by the sponsor/advisor and principal and these approved items indicated on a purchase order. Items or equipment of sizable cost shall be presented to the superintendent for evaluation before actual purchase.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The Principal is responsible for the administration and supervision of all phases of school events for which admission is charged.

Admission to those school events for which an admission is charged shall be serially numbered tickets only. However, persons presenting season, faculty, or special passes will be admitted to all events.

Adequate records will be maintained to provide chronological and accounting data for subsequent review and analysis.

Senior citizens of the district (persons 65 years of age or older) may be given a senior citizen guest pass, which shall permit them to attend all activities of the schools, including athletic events, at a reduced rate.

Those guest passes shall represent a small token of appreciation from the Board for all that the district's senior citizens have done for the schools over the years.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

ACTIVITY ACCOUNTING AND AUDITING

Activity funds may randomly be audited by the auditor's office during inspection of the Board of Education records.

The treasurer shall furnish a monthly statement of fund balances to the activity sponsors/advisors and the Board of Education.

The accounting system for activity program funds shall provide for comprehensive information. Activity organizations shall maintain individual records, accounting for all transactions or receipts or expenditure and periodically compare records with those of the treasurer.

BOARD OF EDUCATION
MCDONALD LOCAL SCHOOLS

CASH IN BUILDING

Money collected by school employees shall be handled with good and prudent business procedures. All money collected shall be receipted, accounted for and directed to the proper location of deposit within the following timelines:

1. Amounts exceeding \$1,000 – must be deposited within 24 hours without exception.
2. Amounts less than \$1,000 – must be deposited within two business days.
3. Amounts received on the last business day of the month must be deposited in the same month collected (same day).

In no cases should money be left overnight in schools, except in safes or locked boxes for the safekeeping of valuables, and then only if the amount does not exceed \$1,000. Employees shall be held personally liable for any significant amounts of money lost or stolen through negligence of this policy unless excluded by Board action.

Forms



Formulate Success

- Budget and Purpose
- Requisition
- Purchase Order
- Profit and Loss Statement
- Request for Reimbursement
- Request for Payment of Supplemental

Budget and Purpose Statement

Due: September 15th

Form path: Advisor to Principal to Superintendent to Treasurer retained for records

This form lists all your plans for the year. The Board requires the Superintendent to collect this form from all activities. It should show EVERY fundraiser that you have planned with your group. It should show your matching expenses and it should also show other miscellaneous receipts or expenses. For example, if you are freshman class advisor, the class voted to sell candy. You would show your expected candy receipts as \$1,000 and your cost of candy as \$450. This means that you plan to make \$550 profit to place into the freshman class treasury. The budget and purpose statement tells the Superintendent and Treasurer to budget \$450 for the freshman class to purchase candy. It also tells the Treasurer that even if the cash balance of this account were zero, it would still be OK to purchase the candy because there is a potential for enough profit to cover the cost of the purchase.

This form should also tell the principal that you are planning a candy sale. It is very important to the Principal to know this for many reasons. If we have children selling a certain item, it is best if we don't have several clubs selling the same items at the same time of year. Also, there are often calls made to the office inquiring whether McDonald Students are selling a particular item. The public should feel confident that we know about all fund raising activities and why the money is being collected.

This is the most important form because it communicates with your participants, your principal, your superintendent, your treasurer and in some cases the public.

Any changes in this form **MUST BE APPROVED IN ADVANCE** by administration. NEVER strike out on your own to do an activity. Keep everyone informed about your plans by using this form. Though you are required to list all planned fundraisers in September, you may amend this form if your participants decide to try a new fundraiser during the year. Simply turn in a revised Budget and Purpose Statement when you encounter a change. This means that you should also amend this form if you decide not to do a planned fundraiser.

Recommendations/Suggestions: You may choose to have an organizational meeting of your activity in early September. You can elect officers and make plans for the entire year by filling out the Budget and Purpose Statement. You may then immediately turn in requisitions for the planned expenses. Already then you have taught planning and financial responsibility. You have begun to teach the student the fundamentals of governmental accounting. Shortly after you turn in your requisitions to your principal, you will receive a signed and numbered purchase order. Again, an opportunity to introduce the students to the importance of acquiring permission before expending public funds. Even though your activity may not be active in September, this early meeting will lead to success later as your activity begins to shift to high gear.

Budget and Purpose Statement
MCDONALD ACTIVITY FUND

Activity Title Sports Club Account Number 200-0011
 School Year 1999-2000 Beg. Balance \$712.10

Purpose To provide funds for our sports program. To help with promoting a summer camp.

Tie your purpose to your expenses. You should be able to match your purpose with your planned purchases

Meeting Dates: 2nd & 4th Wednesday
(if applicable)

Officers: Pres. Katie Kahl
(if applicable) V. Pres. Aimee Kalas
Sec. Natalie Prior
Treas. Lauren Pitocia

Estimated Receipts		Matching Receipt and Expense		Estimated Expenses		Funds left from prior year	
Description	Amount	Description	Amount	Description	Amount	Account Information	
T-Shirt Sale	1,000.00	Cost of T-Shirts	500.00	Cost of Pins	390.00	Beg Balance	712.10
License Frames	225.00	Beta Club Installation	200.00	Landscaping	100.00	minus Unpaid bills	0.00
Fees	390.00	Assembly	750.00	Teacher Day	300.00	Encumbrance available	0.00
		Luncheon	300.00			Cash Balance	712.10
Total Receipts: 1,615.00		Total Expenses: 2,240.00				plus Est Receipts	1,615.00
Total Expenses (2,240.00)						minus Est Expense	(2,240.00)
Est. Profit or (Loss) (625.00)						End Balance	87.10

This group will attempt to sell items on inventory from a previous purchase. Note: no additional expense needed

Expenses with no matching fundraiser This is OK if you have the cash balance to cover

Board requires an ending balance sufficient to start next year's business

Signature - Activity Sponsor _____ Date (due Sept 15th) _____

Signature - Principal _____ Date (due Sept 30th) _____ 4/4/00
Date Revised

Signature - Superintendent _____ Date (due Oct 15th) _____ Date Revised

Requisition Form

Due Date: Due prior to any purchase

Form Path: Participants and Advisor to Principal to Superintendent to Treasurer who converts requisition to a Purchase Order

The second form we need to discuss is the requisition form. This form is used to communicate to the principal and to the treasurer that you would like permission to purchase something. By Board Policy and State Law, you must acquire permission to purchase BEFORE you order anything. A requisition asks that the Treasurer prepare a document called a Purchase Order. The Purchase Order is a legal contract to purchase something. You may NOT purchase or acquire ANYTHING prior to receiving a signed and numbered PURCHASE ORDER. Do not strike out on your own and acquire something with the hopes of being repaid. It may not be possible to repay you if you did not have a signed and numbered purchase order!

The requisition form is a simple form that you prepare during your planning process. It states that you intend to purchase something, it tells specifically what you want to purchase and the quantity you need. It also states an estimated cost for each item and the company (vendor) from whom you would like to purchase.

It is to be stressed that this is only an estimated cost and does not need to be exact. You can use catalogue prices or call the store for an estimated price. Exact prices will be found on the final invoice. For expediency exact prices are not required but a purchase order can only be extended a maximum of 10% so your estimate must be fairly close to the final invoice.

Recommendations/Suggestions: You can prepare requisitions well in advance and process them if /when needed. A good Budget and Purpose planning session would produce a matching requisition for all planned purchases. The requisitions could be held in your activity folder until three or four weeks (longer on special items) prior to needing the item. Your submitted requisition will be received and normally converted to a signed and numbered purchase order in one week or less. This will allow you three or more weeks to place your order and receive delivery. This is a spacious schedule that will keep undue pressure off all affected people. You won't have Junior Class officers wondering if their decorations will arrive prior to the prom and you won't have maddening telephone calls to pressure vendors and you won't find yourself as an advisor making pressuring phone calls to the financial office to try and speed things along. The old adage "failing to plan is equivalent to planning to fail" is definitely applicable here. Always plan four or more weeks ahead of your event. A final suggestion would be to make sure the form is COMPLETE. If you supply all the necessary information accurately, then there will be no slowdowns.

Purchase Order

Due: Must be completed by the Treasurer's Office prior to ANY PURCHASE

Form Path: Created in treasurer's office from requisition form, copy to advisor, copy to vendor, copy retained

The Treasurer generally places every order by mailing a copy of this form to the vendor. The vendor recognizes a purchase order as a contract. Occasionally under duress, a fax machine or telephone call will be used to transmit the PO number to the vendor. This form is the Board's promise that they will pay the vendor upon receipt of goods or services in acceptable condition and upon the receipt of an itemized invoice. It is the pledge of the Treasurer that the money is now available for the purchase or soon will be available. This is why it is important to show your matching estimated receipts in the Budget and Purpose Statement. It tells the treasurer that the money for the purchase "will be" available as soon as you sell the item such as the roses shown in the sample requisition.

Recommendations/Suggestions: Keep a copy of the purchase order and record the purchase order number so that you can refer to this number when discussing any problems with the vendor or the treasurer's office. Make sure items are received in good condition or the service has been rendered and then sign off on the receiving of the invoice, approving payment, stating you have properly received the order. Return the signed invoice to the Treasurer's Office for prompt payment to your vendor. We like to keep our vendors happy so that they will continue to provide high quality service and supplies in the future.

Purchase Order Numbers appear on treasurer's reports. Always check your reports for Purchase Order Numbers.

Profit and Loss Statement

Due: Immediately following a fundraiser

Form Path: Advisor to Principal to Treasurer

This form is required for audit purposes. It tells the audit team a lot of information in one easy report. It tells what you sold, how many you sold, what price you paid, what price you sold for, the amount deposited with the bank, and what cash shortages you may have encountered. The form should be complete and should include as much detail as possible. The form should refer to PO numbers, Check Numbers and Receipt Numbers. This will enable the auditors to know that you are in constant communications with the Treasurer's office and that you fully understand your fund accounting.

Profit and Loss Statements look similar to Budget and Purpose forms because in a sense it is a miniature version of this form. It lists all receipts and expenses related to a specific event; whereas the Budget and Purpose Statement looks at ALL EVENTS for the year.

Total all receipts and total all related expenses. Subtract your total expenses from your total receipts and that answer will represent your profit (difference greater than zero) or the dreaded loss (difference less than zero).

On this form, it is also necessary to explain any loss of cash. You should justify any cash shortage. Students possibly made incorrect change or student took items to sell and subsequently moved out of district would be two examples of loss justification. Loss justification does not imply guilt it simply tells what may have happened. You should never attempt to "balance" receipts by placing money in the till from your own pocket! Please simply explain what happened. Also it is possible that you purchase items to sell and are unable to sell all of these items. On this form you would state how many items you have remaining on inventory, where the inventory is located and what plans you have for the inventory - (will try to sell 20 spirit flags next season, the flags are locked in the desk located in the High School). This inventory item can then immediately be forwarded on to your next year's Budget and Purpose Statement. It will show up as an estimated receipt with no matching expense. You can see an example of this on the Budget and Purpose Statement enclosed. License Frames are on inventory from a previous year's purchase. During audit, it is possible that the team may want to see inventory so it is a good idea to have your inventory located in a secure place that could possibly be accessed by a custodian during the summer unless you would like to be called during this process.

Recommendations/Suggestions: The Profit and Loss form requires exact numbers. It is no longer OK to estimate receipts or expenses. You should be able to build this form as you progress through your fundraiser. Record your receipt numbers, your purchase order numbers and your check numbers and amounts. You should try to match your records with the report the Treasurer generates and forwards to you at the end of each accounting month (Board Policy). You should immediately notify the Treasurer's Office if you do not agree with the monthly report. Everyone is human and errors will occur on occasion and the mistakes are easy to fix if you find them early. Please help your treasurer's office by keeping an eye on your activity. Have your group look over the statement also. They should be kept aware of their financial picture. Especially involve your elected treasurer.

**PROFIT AND LOSS STATEMENT
MCDONALD ACTIVITY FUND**

Activity Title Sports Club Account # 200-0019

Project and/or Fundraiser Sucker Fundraiser

RECEIPTS

<u>Receipt #</u>	<u>Date</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Deposit</u>
1	9/9/99	Sale of suckers	50	\$0.50	\$25.00
2	9/11/99	Sale of suckers	10	\$0.50	\$5.00
15	9/15/99	Sale of suckers	13	\$0.50	\$6.50
24	9/16/99	Sale of suckers	35	\$0.50	\$17.50
29	9/18/99	Sale of suckers	18	\$0.50	\$9.00
32	9/20/99	Sale of suckers	11	\$0.50	\$5.50
37	9/25/99	Sale of suckers	19	\$0.50	\$9.50
41	10/1/99	Sale of suckers	43	\$0.50	\$21.50
44	10/5/99	Sale of suckers	15	\$0.50	\$7.50
48	10/6/99	Sale of suckers	10	\$0.50	\$5.00
Total Sold and Deposited			224		\$112.00

EXPENDITURES

<u>PO #</u>	<u>Check #</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
12345	45678	Volleyball shaped suckers	500	\$0.25	\$125.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Invoices:					\$125.00

Net Profit: -\$13.00

Reason for any discrepancies (quantities purchased and sold, net loss): We have 276 suckers left that we did not sell.
We will save these to sell next year and should have \$138.00 to deposit.

Signature of Sponsor _____ Date _____

Signature of Principal _____ Date _____

To be completed and returned to the treasurer's office upon completion of project/fundraiser as per board policy

Request for payment:

I, _____ have performed the duty of advisor/coach for _____
Signature of Advisor/Coach Activity Name

in accordance with all board policies and to the best of my ability.

I, _____ Principal in charge of the oversight of this activity have discussed with the advisor and participants the
Signature of Principal

merits of this activity and have found according to Board Policy that:

The advisor has met or exceeded my expectations by providing a good educational experience to the participants.
I have also checked to see if all other tasks required of the principal and or advisor are completed.

I, _____, Superintendent have ensured that the Budget and Purpose Statements were collected at the beginning of
Signature of Superintendent

the year and checked with the Principal in charge of this activity and we have determined that this activity has merit and will be
continued next year.

I, _____, Treasurer have all necessary forms complete and filed for this activity. This includes:
Signature of Treasurer

Budget and Purpose
The Profit and Loss Statement
All Requisitions and purchase orders
Request for payment form

The year in Review



A roadmap for you

- Opening day meeting
- Early September- Budget and Purpose - requisitions
- Your activity fundraisers begin – Handling public funds and accounting
- A fundraiser ends – Profit and Loss Statement
- Activity Ends – Leave a balance
- Collect your wages

The year in review

The school year will officially begin when the superintendent steps to the podium and welcomes back most of our employees from their summer vacation. Hopefully throughout the summer you have been considering adding to our student's educational experience by taking an opportunity to provide a very valuable service to our youth through your involvement in clubs, activities and sports. Every year we lose good people in these positions and each year we are looking for our own staff to take on these important responsibilities. Please take the time to help our children.

Let's assume you have decided to run a club. What is your next step?

Notify your building principal who will notify the superintendent who will likely issue you a supplemental contract.. The contract will state the negotiated amount you will be paid for you efforts.

Early September -- Budget and Purpose time of year

Plan your first meeting. Assemble your group and elect officers. Ask your principal for the prior year's budget and purpose statement for your activity. Go over the budget and purpose statement with your group. Let them know that this will act as your plan for the year. The harder you work here, the easier the future. Take the time to teach planning, scheduling and financial preparation. Teach living within your means and planning for success. Teach failing to plan is planning to fail. Teach communication and coordination by involving the building principal in your planning process. He will tell you if your plans conflict with other functions.

Take time in the September meeting to fill out requisitions that you know about since you have planned for them in the budget. For example, if you plan to sell candy at the school play, then you can write a requisition to purchase candy now, you do not need to wait until the last minute. A requisition will soon be followed by a signed and numbered purchase order. AFTER you receive this document then you can start to make arrangements for the purchase.

Your activity begins -- receipts and expenses begin to flow

As you begin to make purchases or receive revenue, teach the students how to handle public funds. Teach them the board policy regarding deposit of funds and familiarize them with policies regarding expending public money. At this point, you will begin to receive reports from the treasurer's office. They will list details such as your beginning balance, ending balance and all the receipts and expenditures you made from your fund. Take time to teach the importance of tracking and verifying public funds. Have more than one participant check the reports.

The activity will be more fun and informative to all participants if you keep your group involved in keeping records and checking reports.

Your year will flow smoothly as you progress through your planned fundraisers and activities. You will receipt and expend public funds and you will teach the importance of "leaving a legacy of start-up money" for next year's group. Remember the money raised is generally for the group that is currently participating so please don't leave an excessive amount of cash. Spend their hard-earned money for the good of the current students and allow following years the same courtesy.

A fundraiser ends -- Profit and Loss Statement document

At the end of each fundraiser you will turn in a "profit and loss" document. This document lists the exact amount of receipts and exact amount of expenses associated with this fundraiser. It will conclude whether there was a profit or loss from your fundraiser. You are NOT expected to always show a profit. Sometimes there is a good lesson in a loss. We have inventories of license plate brackets, lollipops and refrigerator magnets that prove you don't always select a winner.

One common question is "when is my fundraiser over"? Basically, you do not have to wait until every cent that is due is collected. You always seem to have one or two stragglers that refuse to turn in their money. At the point where you have said this is the final collection, then you can turn in this report and your fundraiser is then over. Please attach a list of students with the amounts owed. You should still try to collect any overdue amounts and make deposits when you are successful. We will credit any receipts to your account but you do not need to revise the "profit and loss" report.

Take care during the year to track your inventory. For example if you purchase suckers to sell for sweetest day and you have 100 remaining, make sure you note what you plan on doing with the remainder. Any plan that is OK'd by the group is OK but please make note of it on the "profit and loss" report. Will sell suckers next year or suckers will be distributed for awards day would be examples of acceptable plans for inventory.

Your activity ends

When your activity is complete and you have signed the "request for payment" form, you will be paid according to the negotiated agreement. We definitely thank you and appreciate you taking the time to enrich the lives of our students!

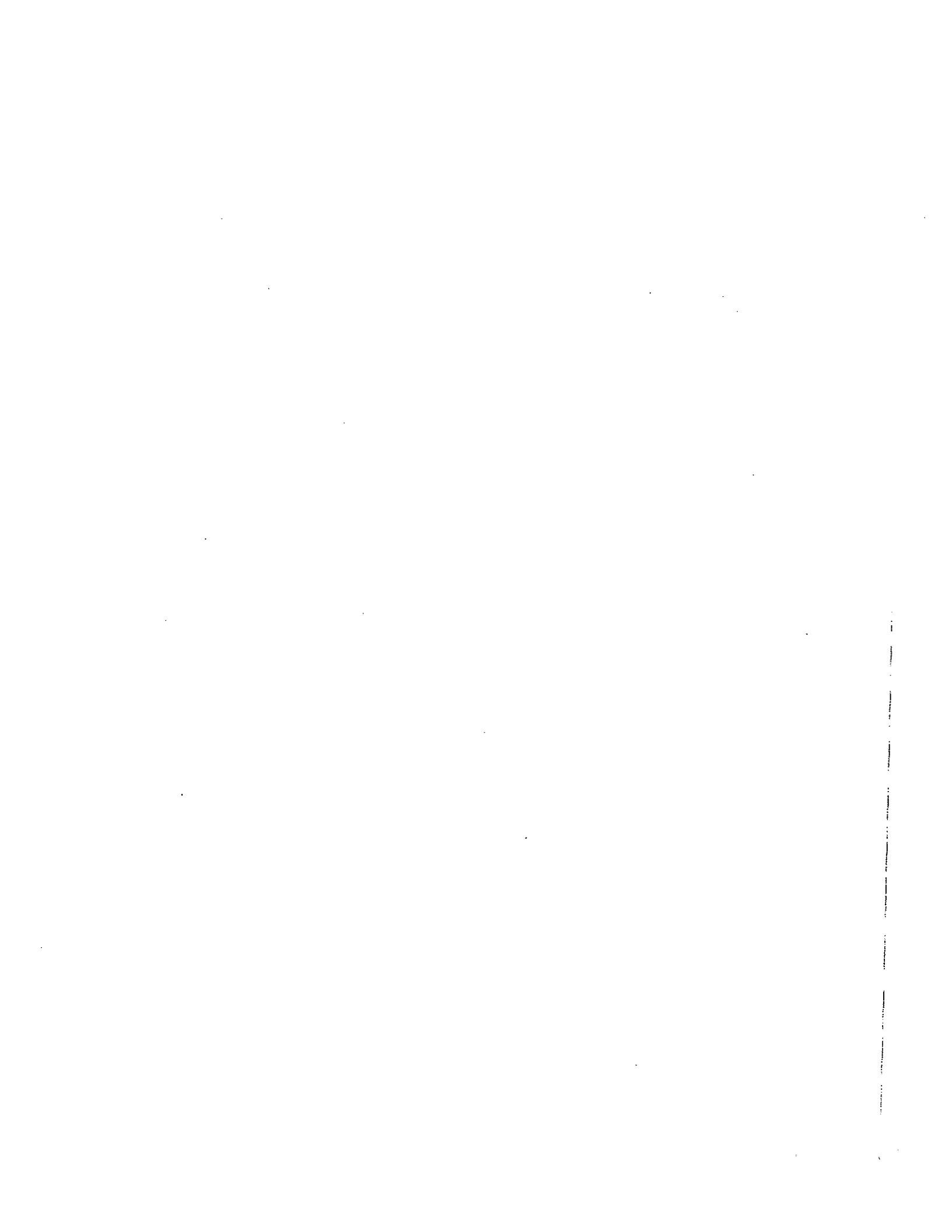


Exhibit B

Far Cabinet far left in Records Room			
Contents	Sequence/Receipts	Dates	Located
Cash fund ledger sheets of student activities		Class Of 1973 -- 1979	Loosely on very top shelf
Homeroom Records		1925- 1926	" "
Treasurer's School Account Book		June 1919 -- Sept. 15, 1922	" "
Journal		Dec. 1962 -- Aug. 1968	" "
School fund Acct.		Sept. 1922- Dec. 1925	" "
Sick Leave & Vacation Record		1974-1987	" "
Homeroom Records		1926-1927	" "
Roosevelt Records		1936-1937	" "
Vertical files -- Graduates		1923-1929	" "
Statements Settlement forms		19-21- Aug. 1934	" "
Payroll	13 blue binders	1995-2000	5 th shelf from bottom
Payroll	36 gray & blue binders	1992 -1995	4 th shelf from bottom
Payroll	27 binders	1986-1992	3 rd shelf from bottom
3 blue books 2010,2011,2012		1986-1992	Brown cardboard box Box #4
5 yr. forecast Oct. 2007			Box #4
Dept. Head -- Student Original Packets		1999-2005	Box #4
Grant folders			Box #4
Ohio School Law Guide		2004-2005	Box #4
Budgetary -- PO posting Receipt Proof & Posting Receipt transactions	42 binders	2000-2005	2 nd shelf from bottom
Bundle of receipts		Dated 2002-Jan 2003	Loosely on 2 nd shelf from bottom
Bundle of receipts		Dated Nov. -- Dec. 2009	" "
Title Programs		2000-2001	Box #2 Bottom shelf
Sweeps		2000-2001	Box #2
Budgetary Payroll Stmt		1/1/2000-12/31/2001	Box #2

Histories & Closing reports		2002	Box #1 Bottom shelf
Closing reports			
Receipt by month			
Receipt by account			
Vendor			
Approp. By month			
Approp. By account			
General purpose financial stmts.		Jun 30, 2003	Loose on shelf bottom shelf
Original appraisal report		2004	" "
General ledge Trial Balance		July 2004	" "
Individual Fund Balance		July 2004	" "
General Ledger Adjusting Balance		July 2004	" "
General Ledge Posting Journal		July 2004	" "
Miscellaneous Reports MAS bulletins		2003-2007	Box #3
Trimble, Julian & Grube workpaper files			Bottom shelf
Left Side Middle Shelf			
Payroll	37 binders	2001 – 2002	5 th shelf from bottom
40 Budgetary Reports	Blue binders	2000-2005	4 th shelf from bottom
Receipts Report	16 binders total	2007	3 rd shelf from bottom
System Check Rpt.	"	2007,2008	"
Mass Convert Reqs.	"	2007	"
Check posting	"	2007	"
Invoice Rpt.	"	2007,2008 & 2009	"
Req. Posting	"	2007,2008 & 2009	"
Expenditure Adjustments	"	2007	"
P.O. Posting	"	2008 & 2009	"
Invlst FY 10 & FY11	2 binders		"
(2) Original Appraisal Rpt.	Dk. Blue binder	1994	"
Budgetary Checks	Lt blue binder	2005	"
Annual Evaluation Rpt.	Blue Binder	9/13/1996	Very top shelf
Original Appraisal Rpt.	"	6/10/1992	"
Inventory Rpt.	"	6/30/1997	"

Annual Revaluation Rpt.	"	6/30/1997	"
1999 Inventory Rpt.	"	6/30/1999	"
Appraisal	"	1987	"
Appraisal	"	6/10/1992	"
Computer Generated Rpt.	"	6/30/2000	"
Trimble, Julian & Grube FY01 GPFS workpaper file		6/30/2001	Very top shelf
Pre Payroll verification Binder		1/1989 - 12/1990	On 3 rd shelf from bottom
Purchase order binder		FY 99	" "
Outstanding checks payroll & budgetary		7/1996 - 10/1999	On 3 rd shelf from bottom
Outstanding checks payroll & budgetary		8/1988 - 5/1996	" "
Sport Transportation Payments		2010, 2011, & 2012	" "
2006 Paid PO's & 2006 void PO's		Jan - June 2006	Box # 5
Auditor Settlement Sheet		July 1979 - June 1997	On 3 rd shelf from bottom
Employee Information Reports		1/1995 - 6/2000	" "
SM1 & SM2 Reports Cash Projection Reports		10/1999 - 2002	"
Annual Spending Plans		1990	" "
Deduction File Status Report		1987	" "
Register	Blue binders 9 total	June 2009	2 nd shelf from bottom
Deductions	"	2/1/09 - 1/22/10	"
ERN Reg.	"	11/09 - 12/09	"
Sick Leave	"	6/1/09 - 3/31/10	"
Payroll	"	7/1/08 - 9/09	"
Bank Reconciliations		8/06 - 6/09	Box #6
FY 2002 History Reports GL by Month and GL by Account			Bottom shelf Box #7
Receipt Ledger by Receipt		FY 99	Box #8
GL Appropriation Histories		FY01	Box #9

Receipt Ledger History Report		FY99	Box #10
Appropriation Ledger History Report		2002	Box #10
History Report		FY 98	Box #11
GL Transaction History Report		2001-2002	Box #12
GL Transaction History		7/7/1994	Box #12
Receipt Ledger Transaction History Report by Receipt		7/3/2002	Box #12
Appropriation Resolution		7/3/2002	Loose on top of Box #8
Fund Balances		6/30/2002	" "
Schedule of Expenditures			" "
Combined State of Revenue Budget & Actual		7/12/2005	" "
Appropriation Ledger Transaction History		9/19/2002	Loose on top of Box #7
Receipt Ledger History by Receipt		9/17/2002	" "
Right Shelf -- Left Side of Room			
Bank Deposit Receipts		5/26/2006 - 6/4/2009	4 th shelf from bottom box #13
	11 blue binders		4 th shelf from bottom
FY06 Year End USAS			"
FY08 Receipts			"
FY2006 Off System Check Reports			"
FY2006 Mass Convert Requisitions			"
FY2009 Receipts			"
FY2006 Invoice Report Listing			"
FY2006 Check posting			"
FY2006 Purchase Order Posting			"
FY 2006 Requisition Posting			"
Outstanding Checklist Payroll & Budgetary		7/2004	"
All Funds Monthly Cash Financial Rept.		7/2000	"

GAAP	Manila envelopes	FY98	4 th shelf from bottom
412 Set Aside Calculations	"	FY2002	"
GAAP Reports	"	1997	"
GAAP Conversion	"	FY1996	"
GAAP Reimbursement	"	11/96	"
Lunchroom	"	Oct. 2006-May 2007	"
Statement of revenue			Loose on shelf 4 th shelf
Combination Statement of revenue		7/6/2007 & 7/4/2008	" "
Yellow P.O's	20300-22800	11/30/98 - 1/12/01	Box #14 3 rd shelf from bottom
Personnel Files			Box #15
LPDC Former Employees			Box #16
Budgetary	21603 -21635	Dec. 2010	Box #17
Budgetary	22287 - 22357	June 2011	Box #17
ZBA's		1/1993 - 6/1994	Box #18
Outstanding payroll		7/92-6/94	Box #18
Bank Charges		5/92 - 6/94	Box #18
Payroll statements		1/93 - 6/94	Box #18
Budgetary statements		7/91 - 6/94	Box #18
Star Stmt's.		1/93 - 6/94	Box #18
Payroll		3/1/01 - 6/30/01	2 nd shelf from bottom
Box of microfiche		1983 - Dec. 2003	" "
Personnel Files	A - H		Box #19
Personnel Files	J - P		Box #20
Personnel Files	R - Z		Box 21
Right Side of Records Room			
Contents	Sequence or Receipt	Date	Located where
Hand Ledgers			Box #22
Liquidated PO's & Deposit Slips	15110-17148	9/1/14-4/1/96 7/90-12/91 & 7/93 - 12/93 & 1/94 - 12/94	Box #23
Liquidated PO's	10750-17291 17307-18498 16696 -17823		Box #23
Voided PO's	11015 - 11905 12067 - 14522 14622-17120	7/91-4/16/92 5/92 - 5/94 4/94 - 3/96	Box #23

OSFC Project Bid Documents		2000-2003	Box #24
Variety of Insurance issues		1996	Box 25
Variety of Agreements		1986- 1990	Box #26
Voter information	Maroon file folder		4 th shelf from bottom
Levy Brochures & Levy Stamp			"
Bank Dep. Receipts/System Receipts/Bank Reconciliations/Bank Stmt.		July 2009- June 2010	Box #27
3 rd shelf from bottom			
Budgetary canceled checks	9454 -11088	July 1990-June 1991	Green box
Deposit Slips		July 1990-July 1991	Green box
Budgetary Checks	16062-18272	1/3/95 -- 6/27/96	Box #26
ZBA's			Box #26
Star Bank & Budgetary Bank Stmt		7/95-6/96	Box #26
DPPG		94 - 95	Box #26
VIB		" "	Box #26
Chap I		" "	Box #26
Lunchroom Reports		9/94 -- 6/96	Box #26
Deposit Slips		7/29/2010-6/22/2011	Box #27
Bank Statements		5/27/2011 - 6/10/2011	Box #27
Bank Reconciliations USAS Receipts		May 2011 - June 2011	Box #27
Payroll		6/96 -- 7/97	Box #28
Title I		96 -97	Box #28
Bottom Shelf			
	Cks #38444-20414	July 2009-Dec.2009	Box #29
	Cks. #21068-21601	July 2010-Dec. 2010	Box #30
Vouchers /packets	Cks. #20416-21062	Jan. 2010-June 2010	Box #31
Middle Shelf			
PO's	10499 - 10085	11-7-90 - 3-14-91	Very top shelf manila envelope
PO's	9498 - 5277	1989-1990	"
1099's		1989	"
1099's		1990	"
PO's	9800-10084	1990	"
PO's	9499-9799	1990	"
Ohio House Bill		1992	Binder

Chapter 2		92-93	5 th shelf from bottom Box #32
Chapter 1		92-93	"
Title V1B		92-93	"
Food Service		92-93	"
Lunchroom		91-92 92-93	Box #32
Verification			Box #32
VE-21 VE-22			Box #32
Vocational Mileage			Box #32
Driver Ed		92-94	Box #32
McDonald Local		June 30, 2010	Box #33
School Single Audit			
PO's		7-2012 - 4-2013	Loose on 3 rd shelf from bottom
Financials		2009-2010	Box #34
2009 Reconciliation	Brown Expandable		3 rd shelf from bottom
Julian & Grube workpaper file	" "	FY08	" "
Julian & Grube workpaper file	Brown Expandable	FY09	3 rd shelf from bottom
Julian & Grube workpaper file	Brown Expandable	FY05	" "
Regular Audit		Year ending June 30, 2007	Small box on 3 rd shelf
2 nd shelf from bottom			
W2's & 1099's		1999 - 2013	Box #35
Variety of binders		Regarding insurance	Box #36
OSFC Paperwork			Box #37
Lease Agreement - Elem - gym			Box #37
Depository		7.06	Box #37
TC Bonds			Box #37
Financial Reports		2005	Box #37
2004 Original Appraisal Rpt.			Box #37
TAN	250,000 9 mo. Cash flow note	1-3-08 - 12-08 6-08	Box #37
Improvement bonds		June	Box #37
Tan	90,000, 120,000 \$200,000		Box #37
Bottom Shelf			
Title program		1998 & 1999	Box #38
Student Activity		2000	Box #38
Lunch Room		2000	Box #38
Payroll & Budget Statements		1/98-12/99	Box #38

Bank One Sweeps			Box #38
Ledger Book		12 -1-62 – 12 -1-81	Box #39
Ledger Book		4-1-24 – 10-1-1945	Box #39
Ledger Book		11-1-52 – 11-1-79	Box #39
Deposit Slips		9-25-84 – 11-22-85	Box #39
Senior Awards			Box #39
Advice of charge		1987-1988	Box #39
Bond & Coupon Stmts		1987-1989	Box #39
Bond & Coupon stmts		1990	Box #39
Bank Statements 1984, 1985 & 1982			Box #39
Right Side Shelf			
Appropriation History And binders		FY94	Box #40
Receipt History and General Ledger History			Box #40

ROOM 116			
CONTENTS	SEQUENCE/RECEIPTS	DATES	LOCATED
1 st file cabinet on right			
5 th shelf from bottom			

BOE Minutes		1980- 1999	Box #40
BOE Minutes		1/2000 – 4/ 2010	Box #41
BOE Minutes		3/1979 -12/1979	Box #42
4 th shelf from bottom			Blue and white box
Open Enrollment EMIS information			
2 nd shelf from bottom			
STRS SERS OAPSE OEA/MEA Taxes W2's		87-88 through 89-90 86 – 87 through 89-90 1988-1989 1989-1990 1988-1989 1989-1990 1988,89,90 1989-1990	Box #43
GAAP Audit Budgets General Purpose Financial Stmts		1995-2000 July 1995- June 2000 12/1995, 1997, 1998, 7/2000 – 12/31/2001 June 1995-June 1997	Box #44
Parental Transportation Scholarships Local Report Cards Relay for Life Donations NY Trip Intervention School House		2007-2011 2007-2009 2001-2010 2009 2011 2010-2012 12/2010	Box #45
Bottom Shelf			
Payroll Recap Sheets W2's		1/1993 – 12/ 1993 1990-91-92	Box #46
Voided Checks Paid PO's	#34508-34566	5/30/2006 July-December 2005	Box #47
Sick Leave MEA/OEA Taxes SERS/STRS Employee W4 School House Insurance Rebates		2008-2009 2009-2010 2008 & 2009 2009-2010 2007-2010 8/2007-8/2009 2007/2008/2009	Box #48
2 nd file cabinet on right			
Top shelf			
Payroll & YTD Report	16 blue binders	2004-2007 2005-2009	
Payroll Binder	Dk. Blue Binder	1-8-2010	
Qtr. Year & Fiscal Report		2009	
Payroll Reports		4/27/2007	Loose on shelf
4 th shelf from bottom			
Payroll Binders	14 binders	7/2008 – 8/25/2011	

3 rd shelf from bottom			
Calendar year end closings		2008& 2009	Box #49
Use of school facility forms		6/2007 - 9/2010	
Gold passes - retiree's		3/2009	
Medical mutual		7/2008,8/2009, 9/2010	
Payroll		2008-2009	
School Calendar		9/2010	
Intervention		9/2010	
Home Instruction		9/2010	
Insurance Rebates		2010	
Payroll/Sick Leave		2010-2011	Box #50
STRS/SERS		2010/2011, 2011/2012	Box #51
EMIS		2010&2011	
McDonald Taxes		2009	
Open Enrollment		2010/2011 & 2011 &	Box #51
Class/Certified		2012	
Notices/Contracts		2010/2011 & 2011 &	
Insurance Rebates		2012	
Supplemental Contract		2011/2012	
Finger print records		2010/2011	
School calendar		&2011/2012	
Work Calendars		2002/2003	
Calendar/FIS year End Reports		2011/2012	
		2006-2012	
		2011&2012	
Sick Leave/Payroll		2011-2012	Box #52
Lunchroom		2004-2006	Box #53
Reconciliation stmts.		2005-2006	
2 nd shelf from bottom			
Board Folders		Jan. 2011 - Dec. 2012	Box #54
BOE folders		Jan. - Dec 2010	Box #55
LPDC Folders		1997- 2001	
School House		6/2000-9/2000	
Fed/State/City taxes		2000&2001	
Medical Mutual		1/2001&1/2002	Box #56
BOE folders		1/2001-12/2001	
MEA Mou		1999&2001 & 2002	
MEO & OAPSE Neg.		Jan. 2005	
OAPSE MOU		8/2000 - 6/2001	
OAPSE Contracts		19996-2002	
Second Nat. Bk			
Medical Ins. transfers			
Bottom Shelf			
LPDC Meetings		6/2008 - 5/2010	Box #57
Board Meetings		1/2009-12/2009	

Calendar year end 717 Credit Union New Hire Reporting NY Trips Calamity Days		2006-2007 2003 2007-2009 08/2009 & 9/2010	
ERI Programs		7/2008/8/2009, 9/2010	Box #57
Sick Leave/Payroll		2009-2010	Box #58
Insurances Annuities OAPSE OAPSE Neg MEA/OEA Taxes School Calendar & Year end		2007-2011 2010-2011 2010-2011 9/2010 2010-2011 2010 2010-2011	Box #59
3 rd shelf from right			
Top shelf			
1988 Pay Calculations/classified certified		1986-1987	Box #60
Medicare State/City Rpts Check History Payroll Sick Leave Deductions Register Employee Register	30 binders	1/2000 - 10/2008	
Budget Acct. Information		7/1/2006-8/31/2006	
Small Box Levy Committee			
4 th shelf from bottom			
Sick leave Deductions Register Payroll STRS	30 blue binders	6/2006 - 6/2012	
3 rd Shelf from bottom			
Sick Leave EMIS Calendars LPD Mtgs.		2007-2008 6/2008, 10/2008, 6/2009 2007/08, 2008/09 11/2006 - 11/2007	Box #61
BOE Mtg. Open Enrollment Bus Trips		1/2007-12/2007 2008/2010 2007/2008	Box #61

Payroll STRS/SER City Tax W4's		2007/2008 2008/2009 2008 2003-2004	Box #62
BOE folders Supplementals Contracts Annuities Insurance		1/2008-12/2008 2007-2009 2007-2009 2008-2009 2008-2010	Box #63
Insurances BOE Minutes School Calendars Intervention Home Tutor Employee Paperwork Vision/Life/Dental Ins. Job Postings Use of school facilities Classified Sub Roster BOE pymt. Of janitors Highly qualified teachers Hold Harmless		2006 2005-2006 2005/06 & 2006/07 05/2006 2005/06 2005/06 2005&2006 1990-2005 2003-06 2000 2005-06 1990-2003 4/2004 2006/07	Box #64
Payroll Sick Leave Professional Days Bus Trips		2006-2007	Box #65
Vision Correspondence " Bills Flex Plan & Bills		7/2002 - 5/2008 1/2007-6/2007 & 2007&2008 2006,2007,2008	Box #66
Insurance PPO Ins. & Bills EMIS Taxes OAPSE/SERS/STRS Direct Deposit All Annuities		2006-2008 12/2002-2008 2006-2007 2006-2007 2006&2007 6/2006 - 6/2007 2007	Box #66
Annuities OAPSE/MEA/OEA Taxes Open Enrollment STRS/SERS American United AIG American Fund Elem/HS Intervention		2004-2005 2002/03 & 2003/04 2002 & 2003 2004-2006 2003/04 2004-2005 2004-2005 2004-2005 2004-2005	Box #67

Ins. Rebates		" "	
Home Instructions		2002-2003	
School Calendar		2004-2005	
School House		8-2004-4-2005	
Sick Leave		2005-2006	Box #68
Payroll			
Absence/Sub Forms			
Bus Trips			
Professional Meetings			
Work Calendars			
Class/Certified Salary		2004-2005	Box #69
Notices		2004-2006	
Teacher Contracts			
Supplementals		2004-2005	
STRS/SERS		2004,2005,2006	
Taxes			
OAPSE		2004-2006	
MEA		2004 & 2005	Box #69
LPDC Minutes			
EMIS			
Joe Danko Garnishments		1/2006	
TC Courts		1/2005	
US Dept. of Ed.		2005	
School house			
Norma Piganelli Days		2002-2003	Box #70
Absence Report			
Sick Leaves			
Bus Trips			
Payroll			
Insurances:		2004 -- 2005	Box #71
Sick Leave		2004-2005	Box #72
Payroll			
Absence/Sub Forms			
Excused Absences			
Bus Trips			
Professional Meetings			
Work Calendars			
4 th File Cabinet on right			
Top Shelf			
Variety of Building plans			
4 th shelf from bottom			
Several manuals regarding renovations of buildings	51 total		
Copies of newspaper articles	Green binder	January 1970- December 14, 1982	
3 rd shelf from bottom			

BOE minutes		1978-1982 & 1995	Box #73
Minutes BOE		1/1984 -- 12/1990	Box #74
BOE Agenda Folders		1996-1998	Box #75
Canceled checks	#24000-25834	6/1992 -- 3/1993	Box #76
Canceled checks	#25835 -- 26499	3/1993	Box #77
Condensed Employee Fiscal Information Report	Binder	2/1986 -- 12/1990	
Sick Leave	Binder	1/1991 -- 8/1992	
BOE Minutes		1/1991-12/1994	Box #78
Liquidated Constructions PO's		2000-2003	Box #79
Ohio Facilities Commission Manuals	4 total	3/9/2001	
Development Outline Specifications Manuals	2 total	Jan. 26, 2001	
2 nd shelf from bottom			
Flex Plan Classified/Certified/ notices/contracts Direct Deposit Papers Student & Property Ins. Food Service Program OAPSE, MEA Agreements & Negotiations MEA Grievance MEA Mou Capital Conference		2009 2009-2010 2006-2010 7/2008-9/2010 7/2008-9/2010 1993-1996 1982 -- 2005 2007 2007 2007-2010 2007 & 2008	Box #80
Progress Reports & Procedural Manual	12 total		
Chapter 1 & 2 Title VI-B Vocational Education & Mileage Food Service Agreement Certification-Sick Leave Accumulation		1990 -- 1991 1991 1990-1991 1990-1991 1990-1991	Box #81
Bylaws & Policies Binders Jullan & Grube Inc. Reports		1984 & 1990 2005	Box #82
Variety of letters OSFC Facilities Info Variety of Documents Construction agreements File cabinet back wall right side		1998- 2001	Box #83

Top Shelf		9-21-1984 - 1-1986	Box #84
Payroll		1986	Box #85
Payroll		1-1995-12-1995	Box #86
Payroll Recap Sheets			
Sick Leave Recap		1989- 1990 schoolyear	
Policy Manuals			
Manual with newspaper articles		5/2/1919 - 12/15/1969	
Policy Manual		Augus 1984	
4 th shelf from bottom			
Payroll Deduction Billings		1991 -1999	Box #87
BOE meetings		1999	
Insurance		6/1990 - 1999	
New Employees		1996-1999	
paperwork		1987-1998	
School house newsletter		1996-1999	
Co-op purchasing lists		1969-2000	
School calendar			
Costs for pupil		1984-1988	Box #88
Bus/Bakery Bids		1990-1992	
Extra curricular bus		1993-1996	
OAPSE/MEA		1986-1993	
VIB		1991-1992	
DPDF		1991-1994	
Payroll		1997-1999	Box #89
Pre - Payroll verification	Binder	1986	
Employee Register	Binder	June 1985- Sept. 1982	
Payroll Distribution Rept.	Binder	July 1991-December 1991	
3 rd shelf from bottom			
Sick Leave		1983-1984 10/1986 - 12/1987	Box #90
Drivers Education		1995-1996	Box #91
Waivers		1995-2000	
Grants		1994 & 2000 - 2003	
Insurances		2004-2007	
Home Instructions		1998-2007	Box #91
Food Service Program		2000-2007	
Lunch verification		2001-2002	
School house		2006-2007	
Intervention			
Calamity Days		2004-2007	
Contracts/Notices		2006-2007	
Scholarships		1998-2007	
LPDC		2001-2004	Box #92
BOE folders		1/2002-12/2004	
2 nd shelf from bottom			

Payroll worksheets Employee files		1977-1983	Box #93
Payroll Bus trips		7-1999 -2000	Box #94
Payroll		1982	Box #95
Salary Notices/Contracts Taxes SERS/STRS BOE folders School house folders		1986-2000 1998-2000 1998-1999 1997-2000 2/1999 – 2/2000	Box #96
Insurance Contracts OAPSE/MEA SERS/STRS Fingerprint & BCI Rpts.		1999-2001	Box #97
Insurances Contracts Notices STRS/SERS School calendar		1/2004-6/2004 2002-2004 2002-2004 2002-2003 2001-2004	Box #98
Bottom Shelf			
Sick leave sheets Salary notices Payroll recap sheets Contracts Non renewal Sports medicine certificates		1/1996 – 8/1996 1989-1996 1-12/1996 – 5/31/1996 1986-1996 1990-1992 1991-1996	Box #99
Insurances Annuities OAPSE/MEA SERS/STRS Taxes		2000-2003 2000-2003 2002-2002 2002-2002 2002	Box #100
Sick Leave Payroll Professional Meetings Absence/Sub Rept. Bus Trips		2000-2001 1999-2000	Box #101
File against back wall far left			
Top Shelf			
Payroll		1/1980 – 6/1982	Box #102
Sick Leave Professional Leave		1991-1993	Box #103

Vacation			
Payroll Timesheets		1-8-1988 12-30-1988	Box #104
Payroll Recap Sheets		1/1991-12/1991	Box #105
Payroll Recap Sheets		1/1991-12/1991	Box #105
4 th shelf from bottom			
Payroll checks	#21472-23999	7-12-1991 6-26-1992	Box #106
Payroll		7-1982-8-1984	Box #107
Payroll		1986-1990	Box #108
Salary Calculations		8/1984-9/1985	Box #109
Salary Notices		1981-1986	Box #109
Non Renewals		1985-1986	
Limited Contracts		1979-1986	
Payroll Retirement		1980-1986	Box #110
3 rd shelf from bottom			
Sick Leave Records		1950-1972	Box #111
Payroll Reports	#19000-21468	1/1989 - 6/1991	Box #112
Payroll checks		7-27-1990 to 6-28-1991	
Contracts		1987-1999	Box #113
Salary Notices		1996-1999	
Administrator Contracts		1973-3/1999	
Lunchroom Rpts.		1995-1999	
Home Inst. Rpts		1994-1998	
Taxes		1991-1993	Box #114
OAPSE/MEA		1990-1992	
W4's		1987-1993	
Payroll		1977-1982	Box #115
Payroll		1/1990-12/1990	Box #116
Dues OAPSE & MEA		1992-1995	Box #117
SERS		1989 - 1993	
STRS		1993-1994	
W2's		1993-1994	
2 nd shelf from bottom			
Payroll		1992	Box #118
Payroll/Sick Leave		1/1994-12/1994	Box #119
W2's		1995-1998	Box #120
Payroll checks	#014500 - 30499	11-1993-12-1994	
Bottom shelf			
Sick leave/Professional		1/1996-8/1996	Box #121
Salary notices		1990-1996	
Contracts		1986-1995	
Renewal		1980-1992	
Sports medicine certificate		1992-1996	
Bus trips		1997-1999	Box #122

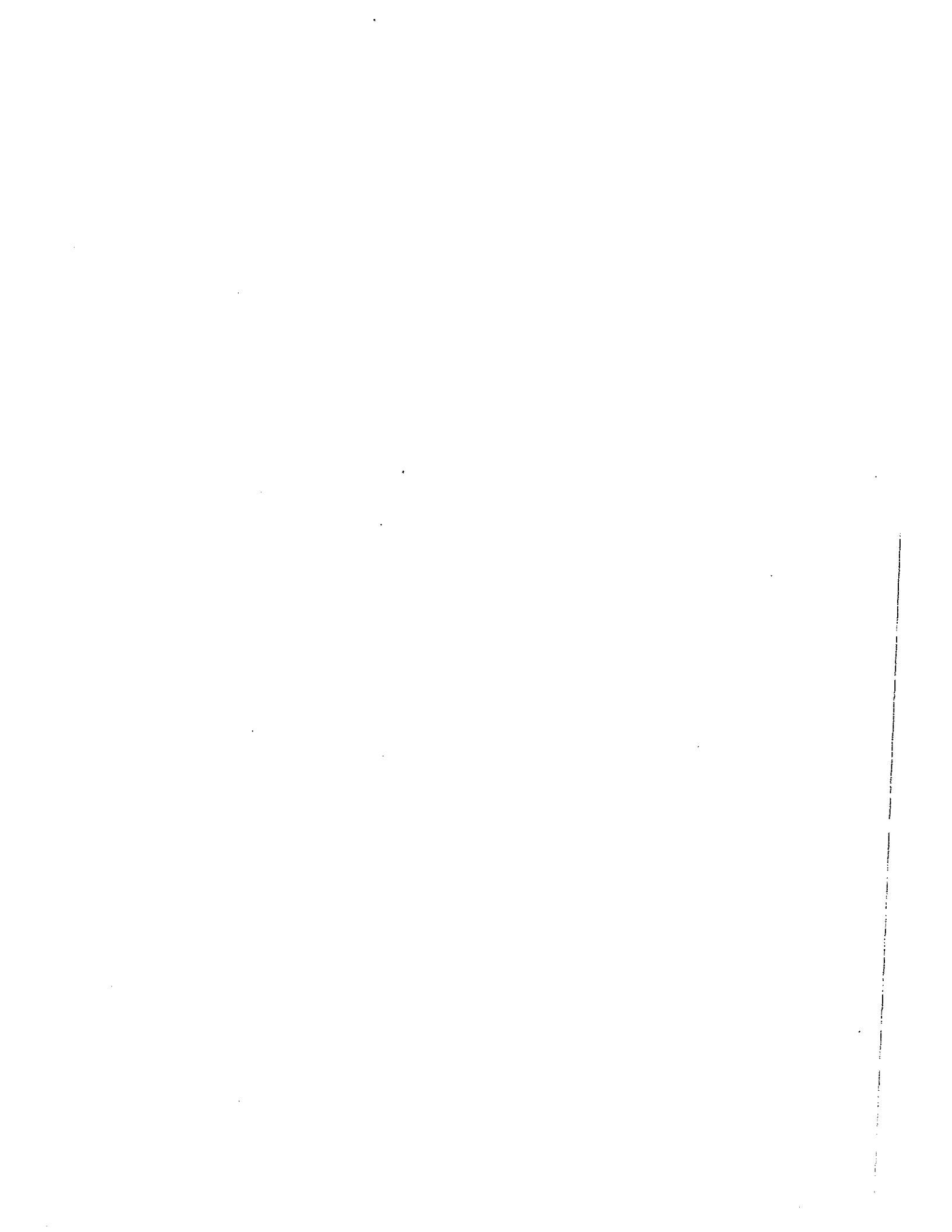
Absence reports Professional Meetings Sick leave Payroll SERS/STRS/OEA etc Taxes		1998-1999 1998-1999 1998-1999 1998-1999 1994-1998 1995-1997	Box #122
EMIS Reports SB 140 Rpt. Closing Annual Rpt. Ins. Rebates Valic Ins. Bill		1992-1998 10/1992- 6/1992 1974-1996 1996-1999 1994-1998	Box #123
Box on floor			
Paid PO's	#22360 – 22997	July 2011 – Dec. 2011	Box #124

Room 238 Storage 2 nd floor			
CONTENTS	SEQUENCE	DATES	LOCATED
Receipt Books	13846 – 15453	June 1996 – January 1998	Box #125
Receipt Books	19475 – 17865	June 26, 2000- December, 12 2001	Box #126
Receipt Books	19674 – 21864	6/2002 – 9/2004	Box #127
Receipt Books	21885 – 23693	9/2004 – 8/2006	Box #128
Receipt Books	23694 – 26305	5/2006 – 5/2009	Box #129
Checks	#16069	Jan. 10, 1995 – June, 1995	Box #130

Year End Reports		2003	Box #131
Artifacts			Box #132
Artifacts			Box #133
Artifacts			Box #134
Receipts		1999-2001	Box #135
Insurances		1999-2006	Box #136
NY Trip		2002-2004	Box #137
Tax Levies		1986-1998	
Student Activity		2001-2005	
SF 14, 6, 410		1992-2002	
Budgets		1984-1993	
Lunchroom Reports		1997-1998	Box #138
Student Activity		1996-1998	
Emergency Repair		1998-1999	
Grant (plans & specs)			
Audit Reports		1990-1996	
Excess Cost Bills		1996-1998	
Yearbook receipts		2003-2009	Box #139
Paid PO's checks	30270-31001	July -- December 2003	Box #140
Paid PO's		Jan. -- June 2003	Box 141
Void Liq. PO's			
Checks	29626-30269		
Paid PO's checks	27323-28048	July -- Dec. 2001	Box #142
Payroll checks	55500 - 58000	5/19/03-3/19/04	Box #143
Payroll checks	58500-62013	5/28/04-4/1/05	Box #144
Budgetary checks	12481-14500	4/8/199/-11/17/1993	Box #145
Payroll checks	51676-55499	2/15/02-5/9/03.	Box #146
Cancelled payroll cks.	47999-49000	11/2000-3/2001	Box#147
Payroll checks	43500-44862	11/1999-4/2000	Box #148
Budgetary checks	21150-23633	7/1998-4/2000	Box #149
Payroll checks	39991-43499	7/98-11/99	Box #150
Checks		1996-1998	Box #151
Payroll checks	38677-39990	1/1998-6/1998	Box #152
Payroll checks	30793-34737	1/13/1995-12/28/1995	Box #153
Checks Deleted PO's	37934-38435	1/2009-6/2009	Box #154
Accounts Payable		Jan. 2008-June 2008	Box #155
Budgetary			
Accounts Payable		Jan. 2007-June 2007	Box #156
Budgetary			
Checks	23190-23812	Jan. 2000-June 2000	Box #157
Checks	21865-22540	Jan. -- June 1999	Box #158
Checks	26002-26652	July 2000-Dec. 2000	Box #159
Treasurer's file		Prior to FY10	Box #160
Budget Deposits		2003-2005	Box #161
Checks	23634-28358	5/2000-3/2002	Box #162
Payroll	48000-52110	11/2000-3/2002	

Checks	62500-99096	5/2005-10/2009	Box #163
Payroll checks	11000-13999	7/24/1987-8/19/1988	Box #164
Budget checks	28121-31500	11/17/2002-5/28/2004	Box #165
Checks	33000-38648	7/2005-10/2009	Box #166
Payroll checks	14000-18940	8/19/1988-6/29/1990	Box #167
Checks	18000-18890	7/1/1989-6/30/1990	Box #168
Payroll checks	6668-10999	1/10/1986-7/26/1987	Box #169
Accounts Payable Budgetary		July 2007-December 2007	Box #170
Checks	37328-37932	July 2008-Dec. 2008	Box #171
Checks	34607-35301	July 2006-Dec. 2006	Box #172
Checks	26658-27318	Jan. - June 2001	Box #173
Paid PO's		April 1997-June 1998	Box #174
Checks	21154-21828	July - Dec. 1998	Box #175
Checks	15388-16061	July 1994-Dec. 1994	Box #176
Paid PO's		July 21, 1995- Dec. 21, 1995	Box #177
Checks	32386-33105	Jan. - June 2005	Box #178
Checks	21627-32382	July - Dec. 2004	Box #179
Checks	31002-31617	Jan - June 2004	Box #180
PO's		Jan.- June 1998	Box #181
Checks	22551-23183	July - Dec. 1999	Box #182
Checks	19701-20484	July 16, 1997-Dec. 29,1997	Box #183
PO's		Jan. 1993 - July 1993	Box #184
Checks	13983-14666	July 1993 - Dec. 1993	Box #185
Checks	14673-15376	Jan. 1994-June 1994	Box #186
Checks Paid PO's	28760-29623	July - Dec. 2002	Box #187
Checks	28051-28750	1/15/2002-6/17-2002	Box #188
Checks	18930-19691	12/30/1996-6/24/1997	Box #189
Checks	18284-19927	7/18/1996-12/18/1996	Box #190
Checks	17515-18272	1/11/1996-6/27/1996	Box #191
Checks	12425-13196	7/10/1992-12/1992	Box #192
Paid PO's		Jan. 1992-June 1992	Box #193
Checks	10208-10899	2/1991-6/1991	Box #194
Coat Closet in Board Office			
2 nd shelf from top left side			
Deductions		7/1/12 - 4/30/13	White binder
SERS - STRS		7/1/12 - 5/30/14 QRTRPT - ODJFS	White binder

W9 Reports W2 Quarterly Reports OBES Wage Emp. Wage Acct. Reports		6/11 - 12/11	Blue Binder
Deductions		5/1/13-2/14	White Binder
3 rd shelf from top left side			
Payroll		5/1/13 - 6/30/13	White binder
Sick Leave		7/1/13 - 2/14	White binder
Sick Leave		2/1/13 - 6/30/13	White binder
Payroll		11/1/12 - 1/31/13	White binder
4 th shelf from top right side			
Payroll		12/13/13 - 2/14 Bonus pay - MEA	White binder
Payroll		2/1/13-4/30/13	White binder
Payroll		10/1/13 - 12/10/13	White binder
Payroll		7/11/12 - 10/25/12	White binder
5 th shelf from top left side			
Sick Leave ERNREG		7/1/12 - 1/31/13 7/12	White binder
Payroll		7/1/13 - 9/30/13	White binder
5 th shelf from top right side			
Accounts Payable Print Log		1/1/11 - 6/30/13	Black Binder
Accounts Payable Print Log		6/15/06 - 12/20-10	Blue Binder
Payroll		3/1/14 - 5/14	White Binder



NOVEMBER 2014 REGULAR SEASON SCHEDULE

WEEK 1 AUGUST 9TH, 10TH

MCDONALD @ BADGER (SATURDAY)
CHAMPION @ LAKEVIEW (SATURDAY)
NEWTON FALLS @ MATHEWS (SUNDAY)
JACKSON MILTON @ SOUTHLINGTON (SUNDAY)
BYE WEEK FOR BROOKFIELD

WEEK 2 AUGUST 16TH

MATHEWS @ SOUTHLINGTON (SATURDAY)
NEWTON FALLS @ JACKSON MILTON (SATURDAY)
BADGER @ BROOKFIELD (SATURDAY)
MCDONALD @ LAKEVIEW (SATURDAY)
BYE WEEK FOR CHAMPION

WEEK 3 AUGUST 23RD, 24TH

BROOKFIELD @ CHAMPION (SATURDAY)
JACKSON MILTON @ LAKEVIEW (SUNDAY)
BADGER @ MATHEWS (SUNDAY)
NEWTON FALLS @ SOUTHLINGTON (SUNDAY)
BYE WEEK FOR MCDONALD

NOVEMBER 2014 REGULAR SEASON SCHEDULE

WEEK 4 AUGUST 30TH, 31ST

CHAMPION @ SOUTHINGTON (SATURDAY)

LAKEVIEW @ BADGER (SATURDAY)

BROOKFIELD @ MATHEWS (SUNDAY)



NEWTON FALLS @ MCDONALD (SUNDAY)

BYE WEEK FOR JACKSON MILTON

WEEK 5 SEPTEMBER 6TH, 7TH

BADGER @ CHAMPION (SATURDAY)

LAKEVIEW @ SOUTHINGTON (SATURDAY NIGHT GAME)

BROOKFIELD @ JACKSON MILTON (SUNDAY)



MATHEWS @ MCDONALD (SUNDAY)

BYE WEEK FOR NEWTON FALLS

WEEK 6 SEPTEMBER 13TH



JACKSON MILTON @ MCDONALD (SATURDAY)

SOUTHINGTON @ BADGER (SATURDAY)

BROOKFIELD @ LAKEVIEW (SATURDAY)

CHAMPION @ NEWTON FALLS (SUNDAY)

BYE WEEK FOR MATHEWS

NOVFL 2014 REGULAR SEASON SCHEDULE

WEEK 7 SEPTEMBER 20TH

CHAMPION @ JACKSON MILTON (SATURDAY)

NEWTON FALLS @ BROOKFIELD (SATURDAY)

X

SOUTHINGTON @ MCDONALD (SATURDAY)

LAKEVIEW @ MATHEWS (SATURDAY NIGHT GAME)

BYE WEEK FOR BADGER

WEEK 8 SEPTEMBER 27TH

MATHEWS @ CHAMPION (SATURDAY)

JACKSON MILTON @ BADGER (SATURDAY)

X

BROOKFIELD @ MCDONALD (SATURDAY NIGHT GAME)

LAKEVIEW @ NEWTON FALLS (SUNDAY)

BYE WEEK FOR SOUTHINGTON

WEEK 9 OCTOBER 4TH

MATHEWS @ JACKSON MILTON (SATURDAY)

SOUTHINGTON @ BROOKFIELD (SATURDAY)

MCDONALD @ CHAMPION (SATURDAY)

BADGER @ NEWTON FALLS (SUNDAY)

BYE WEEK FOR LAKEVIEW

NOVEMBER 2014 PLAYOFFS SCHEDULE

NOTES:

THE NORTH DIVISION'S 5TH PLACE TEAM DOES NOT MAKE THE PLAYOFFS.
CHAMPION AND JACKSON MILTON DO NOT HOST A PLAYOFF GAME.



WEEK 1 DIVISIONAL ROUND (ALL GAMES SATURDAY OCTOBER 11TH)

NORTH DIVISION

SOUTH DIVISION

SEEDS 1 VS 4 @ BADGER

SEEDS 1 VS 4 @ SOUTHLINGTON

SEEDS 2 VS 3 @ BROOKFIELD

SEEDS 2 VS 3 @ MCDONALD

WEEK 1 CHEER OFF COMPETITION (SATURDAY OCTOBER 12TH)

@ JACKSON MILTON HIGH SCHOOL GYMNASIUM

WEEK 2 DIVISIONAL CHAMPIONSHIPS (BOTH SAT. AND SUN. GAMES)

NORTH @ LAKEVIEW (SATURDAY OCTOBER 18TH)

SOUTH @ NEWTON FALLS (SUNDAY OCTOBER 19TH)

WEEK 3 SUPER BOWL (SATURDAY NIGHT OCTOBER 25TH)

@ MATHEWS MUSTANG STADIUM



July 21, 2014

McDonald Local School District
600 Iowa Avenue
McDonald, Ohio 44437

Attention: Mr. Ken Halbert, Superintendent

Re: *McDonald High School
Gymnasium Masonry Repair*

Dear Ken:

I have reviewed the submitted bids for the referenced work. Based on the bid submittals and past experience with the Contractor, it is the recommendation of this office to award the Base Bid for General Construction to Jim Santini Builders for the submitted cost of \$37,377.00. It is also the recommendation of this office to reject the cost submitted for Alternate G-1. Please contact me directly should you require any additional information.

Regards,

Timothy A. Thomas, AIA
13024/001/tck

