

5748

**McDONALD LOCAL BOARD OF EDUCATION
WORK SESSION – 7:00 P.M.
REGULAR MEETING – 7:30 P.M.
MONDAY, NOVEMBER 17, 2014
M.H.S. GAMERTSFELDER AUDITORIUM
MCDONALD, OHIO 44437**

The McDonald Local Board of Education held a Regular Meeting on Monday, November 17, 2014, in Gamertsfelder Auditorium 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 7:30 p.m. by President Tom Hart. Treasurer Bill Johnson called the roll.

Roll Call:

Members Present: Robert Jones, Joe Krumpak, Eric Shehadi, Tom Hart

Members Not Present: John Saganich

Superintendent Ken Halbert and Principals Gary Carkido and David Vecchione were also present at the meeting. 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. 14-216 APPROVE AGENDA FOR REGULAR MEETING OF
NOVEMBER 17, 2014**

Mr. Shehadi moved and Mr. Jones seconded

Yeas: Shehadi, Jones, Krumpak, Hart

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation – None

5749

Res. 14-217 APPROVAL OF BOARD MINUTES

October 20, 2014 Regular Meeting

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

Old Business: any Old Business to bring before the Board

New Business:

A. Finance Committee – Joe Krumpak, Chairperson

Res. 14-218 TREASURER'S FINANCIAL REPORT

Treasurer's Financial Report: October 2014
a. Check Register
a. Financial Summary
b. Bank Reconciliation

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

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

Res. 14-219 COOPERATIVE PURCHASING PROGRAM

Resolution to join the State of Ohio Cooperative Purchasing Program for the 2014-2015 school year, at the cost of \$100.00.

5750

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

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

B. Personnel Committee – John Saganich, Chairperson

Res. 14-220 MEMORANDUM OF UNDERSTANDING – MEA

Resolution to approve the Memorandum of Understanding between the McDonald Local Board of Education and the McDonald Education Association (MEA) to act as fiscal agent to receive from the MEA and then pay out to the MEA officers the stated amount of dues. (See Exhibit A)

Upon the recommendation of the district superintendent I move to approve the Memorandum of Understanding.

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

Res. 14-221 SNOW REMOVAL CONTRACT

Resolution to approve the contract of Hoffman's Property Services, for the snowplowing/salting services for McDonald Local Schools for the 2014-2015 school year. Hoffman has been hired the past few years and does an excellent job. (See Exhibit B)

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

5751

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

Res. 14-222 SENIOR NEW YORK FIELD TRIP

Resolution to approve the senior class field trip to New York City on March 27, 28, and 29, 2015. Students traveling will be excused on Friday, March 27, 2015. (See Exhibit C)

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

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

Res. 14-223 RESCIND SUPPLEMENTAL CONTRACTS

Resolution to rescind the supplemental contracts for Greg Costantino and Amy Harrison as fifth and sixth grade girls' basketball coaches. They were hired on 10/20/14, resolution #14-213, as paid coaches in the amount of \$648.50 each. These contracts are not paid positions for the 2014-2015 school year, but are volunteer contracts.

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

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

Res. 14-224 SUPPLEMENTAL CONTRACTS – 2014/15

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

5752

Greg Costantino – 5th/6th Grade Girls Volunteer Basketball Coach, \$0.

Amy Harrison – 5th/6th Grade Girls Volunteer Basketball Coach, \$0.

Lance Ronghi – Assistant Varsity Boys Basketball Coach, \$4,217.

Anthony Ferradino – Freshman Boys Basketball Coach, \$3,568.

Brian Higgins – 8th Grade Boys Basketball Coach, \$2,595.

Rich Martin – 7th Grade Boys Basketball Coach, \$2,595.

Ken Greaver – 3rd, 4th, 5th, 6th Grade Boys Volunteer Basketball Coach, \$0.

Nick Accordino – Assistant Varsity Boys Volunteer Basketball Coach, \$0.

Brent Grosco – Assistant Varsity Boys Volunteer Basketball Coach, \$0.

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

Mr. Shehadi moved and Mr. Hart seconded

Yeas: Shehadi, Hart, Jones, Krumpak

Nays: None

President declared motion carried

Res. 14-225 CLASSIFIED – ONE-YEAR LIMITED CONTRACT

Resolution to hire Ricky Lemley on a one-year limited substitute contract as a substitute bus driver, at the hourly rate of \$12.00, for the 2014-2015 school year.

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

5753

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

Res. 14-226 INTERVENTION PROGRAMS – 2014/2015

Resolution to approve the following certified teachers to instruct the after-school reading and math intervention programs for grades 1 – 6 at Roosevelt Elementary for the 2014-2015 school year. The program is for one hour sessions, at the rate of \$18.50 per hour, for approximately 34 sessions per instructor, for an approximate cost of \$8,177:

Cheryl Beanblossom	Kristen Edwards
Julie Greaver	Rob Hilbun
Marilynn Kelly	Linda Metzinger
Dana Larson	Michele O’Leary
Erin Rogers	Sarah Rook
Elaine Rupe	Patrice Simmons
Patricia Vilk-Worrell	Jo Marie Jones

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

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

Res. 14-227 INTERVENTION PROGRAMS – SECRETARIAL - 2014/2015

Resolution to approve Mary C. Skufca as secretary for the after-school reading and math intervention programs for grades 1 – 6 at Roosevelt Elementary for the 2014-2015 school year. She will be working 50 sessions, at the rate of \$15.00 per hour, for an approximate cost of \$750. She will be taking attendance and making sure all students are accounted for and dismissed at the end of the day.

5754

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

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

Res. 14-228 PROFESSIONAL LEAVE

Resolution to approve the following personnel for professional leave:

Lou Domitrovich – Girls State Cross Country Meet, Columbus, 10/31/14, substitute \$80.

Chris Rupe – Girls State Cross Country Meet, Columbus, 10/31/14, substitute \$80.

Jim Hall – Football Playoff Preparation, MHS, 11/3/14, substitute \$80.

Dan Williams – Football Playoff Preparation, MHS, 11/3/14, substitute \$80.

Jo Marie Jones – LLI Training (Levelled Literacy Intervention) for Title 1 program, Niles, 11/6 – 7/14, substitute \$160.

Pam Ross – 470 Workshop – Erate, Niles, 11/12/14, substitute \$40.

Angela Sanson – Genetic Update Conference, Massillon, 11/17/14, substitute and registration \$100.

Pam Ross – Preparation Beforehand and NHS Induction Ceremony, MHS, 12/2/14, substitute \$80.

Tom Senich – Marine Corps Educators Workshop, South Carolina, 1/6 – 9/15, substitute \$320.

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

November 17, 2014

Page 8

5755

Mr. Shehadi moved and Mr. Hart seconded

Yeas: Shehadi, Hart, Jones, Krumpak

Nays: None

President declared motion carried

C. Program/Policy Committee – Robert Jones, Chairperson

Res. 14-229 OSBA SERVICES AGREEMENT

Resolution to approve the OSBA Agreement for the Update Service of modifications of new/revised board policy adoptions in the amount of \$650. (See Exhibit D)

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

Mr. Jones moved and Mr. Shehadi seconded

Yeas: Jones, Shehadi, Krumpak, Hart

Nays: None

President declared motion carried

Res. 14-230 ADJOURNMENT


Mr. Jones moved and Mr. Krumpak seconded the motion to adjourn the regular board meeting at 7:45 p.m.

Yeas: Jones, Krumpak, Shehadi, Hart

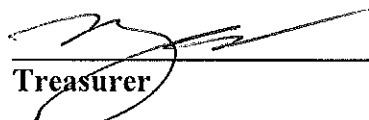
Nays: None

President declared motion carried

ATTEST:



President



Treasurer

MEMORANDUM OF UNDERSTANDING
between the
MCDONALD LOCAL BOARD OF EDUCATION
and the
MCDONALD EDUCATION ASSOCIATION

This Memorandum of Understanding (this "MOU") is entered into by and between the McDonald Local Board of Education ("Board") and the McDonald Education Association (the "MEA"), and constitutes an amendment of the September 1, 2013 Collective Bargaining Agreement between the parties (the "CBA").

WHEREAS the MEA will submit in writing to the Board a request to reimburse the MEA officers in the following amounts:

President	Gross pay of \$1,000.00
Vice President	Gross pay of \$250.00
Secretary	Gross pay of \$250.00
Treasurer	Gross pay of \$250.00

WHEREAS the MEA has Co-Presidents and no Vice President the Co-Presidents are each paid a gross pay of \$525.00;

WHEREAS the MEA has Co-Presidents and a Vice President the Co-Presidents are each paid a gross pay of \$500.00;

WHEREAS the MEA reimbursement request will be submitted to the Board no earlier than the last day of school and no later than July 1;

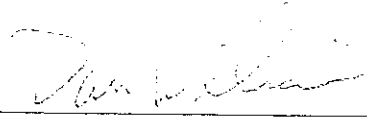
WHEREAS the MEA will reimburse the Board the full compensation amount at the time the request is submitted;

WHEREAS the Board shall perform all administration within applicable laws and regulations related to the MEA compensation of officers;

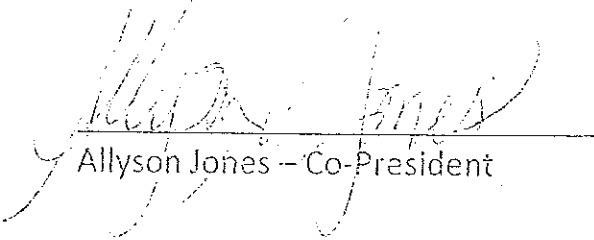
WHEREAS the Board shall have one month from the date receiving the request and full compensation to issue each officer a separate check (separate from payroll check)

WHEREAS this MOU is retroactive for the 2013-2014 school year and MEA shall submit the reimbursement request and MEA compensation check to the Board no later than November 19, 2014 for the 2013-2014 school year.

MCDONALD EDUCATION
ASSOCIATION



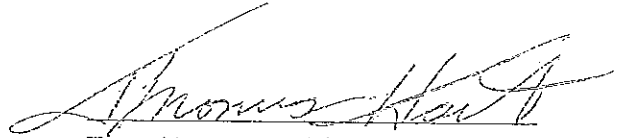
Dan Williams – Co-President



Allyson Jones – Co-President

Dated: 11-19-14

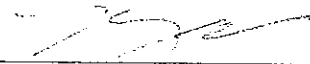
MCDONALD LOCAL BOARD OF
EDUCATION



Tom Hart, President



Ken A. Halbert, Jr., Supt.



William Johnson, Treas.

Dated: 11-19-14

CONTRACT

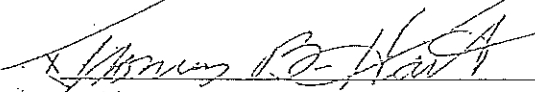
Between the
McDonald Local Board of Education
And
Hoffman's Property Services
Eric Hoffman

This 17th day of November, 2014, the McDonald Local Board of Education hereby agrees to receive snowplowing/salting services from Hoffman's Property Services, Eric Hoffman (Contract) for the 2014-2015 school year.

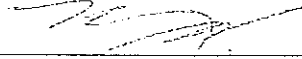
As set forth in the proposal submitted by the contractor, McDonald Local Board of Education agrees to pay the contractor a total of \$315.00 for snowplowing services per plow and \$290.00 for salting services per occurrence provided to the district on an as needed basis. An additional \$50.00 charge if snow should exceed six inches. The Contractor further agrees to comply with all terms and conditions set forth on the bid sheet. In addition, salting services will not necessarily be provided each time plowing occurs, but rather on an as needed basis as icing occurs.

It is further agreed upon that the Contractor will provided proof of workers compensation insurance and liability insurance coverage to the Board of Education prior to November 30, 2014. In addition, should the services required by the district not be performed in accordance with the proposal, the district may terminate the contract at any time due to the contractor's inability to meet the needs of the district as set forth on the bid sheet/proposal.

McDonald Local Board of Education

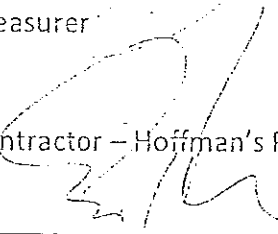


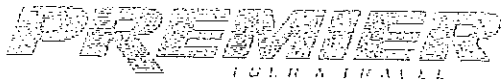
President

X 

Treasurer

Contractor – Hoffman's Property Services

X 



MCDONALD HIGH SCHOOL SENIOR CLASS
ANNUAL NEW YORK CITY TRIP ITINERARY
MARCH 27-29, 2015

Friday, March 27

Motorcoach Departure from McDonald High School, McDonald, OH	7:00 AM
Coffee/Fast Food Breakfast/Rest Stop – Milesburg, PA area	9:50 AM
Fast Food Lunch Stop –Lake Harmony, PA	12:20 PM
Arrival/Check-In at <i>MEADOWLANDS RIVER INN</i> – Secaucus, NJ	3:15 PM
Departure from the hotel to New York City	4:30 PM
Dinner Included at <i>PELLEGRINO RESTAURANT</i> in Little Italy	5:30 PM
Off Broadway Play <i>BLUE MAN GROUP</i> Included at the Astor Place Theater	8:00 PM
Approximate Return to the Hotel - Private Security Provided All Night!	11:00 PM

Saturday, March 28

Breakfast Included at the Hotel – Departure from the Hotel	8:00 AM
Visit to <i>CENTRAL PARK / JOHN LENNON MEMORIAL IMAGINE</i>	9:00 AM
Lunch (on own) <i>ROCKEFELLER PLAZA / Visit to GRAND CENTRAL STATION</i>	
Shop/Browse/Sight See On Own along <i>5TH AVENUE</i>	1:45 PM
Observation at the <i>TOP OF THE ROCK</i> at Rockefeller Center	4:30 PM
Dinner Included at <i>DALLAS BBQ RESTAURANT</i> (Chelsea Location 8 th & 23rd)	6:00 PM
Browsing and Free Time in the Times Square Area	7:30 PM
Return to the Hotel approximately	10:00 PM

Private Security Provided All Night (9 Hours Total)

Top of Rock - possibly at night

Sunday, March 29

Buffet Breakfast Included at the Hotel – Departure from hotel	8:30 AM
Visit the Brooklyn Heights District / <i>WALK ACROSS THE BROOKLYN BRIDGE</i>	9:30 AM
Free Time/Lunch Included (\$10.00 Cash) in <i>CHINATOWN</i>	10:30 AM
Visit to the <i>911 MEMORIAL PLAZA</i>	12:45 PM
Depart New York City Area	1:30 PM
Buffet Dinner Included at the <i>BONANZA RESTAURANT</i> – West Hazelton, PA	5:00 PM
Return to McDonald High School approximately	11:00 PM

THANK YOU FOR TRAVELING WITH PREMIER TOUR & TRAVEL!

(revised 10/31/14)

200 SNYDER ROAD, HERMITAGE, PA 16148

724.342.4546 TOLL FREE 877.788.8747 FAX 724.342.4549



CERTIFICATE OF LIABILITY INSURANCE

BOOK 6

OF ID: AL

DATE (MM/DD/YYYY)

04/23/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gilbert's Risk Solutions 30 E. State St., P.O. Box 688 Sharon, PA 15146 Gilbert's Insurance Agency Inc		CONTACT NAME: Kyle Gregorich PHONE (A/C. No. Ext): 724-342-6832 FAX (A/C. No.): 724-342-5372 E-MAIL ADDRESS: kgregorich@gilbertsriskolutions.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Travelers Insurance	NAIC # 15318
		INSURER B: Zurich/Assurance Company	19305
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED Brookside Management LLC
 DBA Premier Tour and Travel
 200 Synder Road
 Hermitage, PA 16148

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		680-4343X270-14-42	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ee occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ee accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		CUP-5950X608-14-42	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	01/01/2014	01/01/2015	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liab		EOL5987954	01/01/2014	01/01/2015	Limit 2,000,000 Retention 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

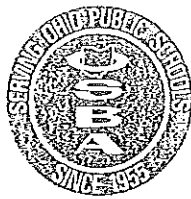
SAMPL-1

 *****SAMPLE*****

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kyle Gregorich

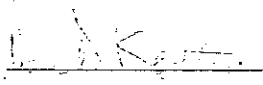
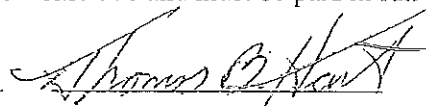
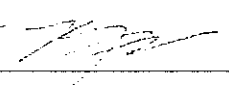


OSBA Services Agreement

Whereas, Ohio Revised Code Section 3313.171 provides for the employment of administrative consultants, this agreement is made this 17 day of Nov. 2014, between the Ohio School Boards Association (hereinafter referred to as the "Consultant"), a nonprofit corporation with its principal place of business at 8050 N. High Street, Suite 100, Columbus, OH 43235 and the McDonald Local School District (hereinafter referred to as the "Board"), with its principal place of business at 600 Iowa Ave, McDonald, OH 44437-1677 for the purpose of providing the Ohio Policy Update Service.

Now, therefore, the parties agree that the Consultant will provide the services as specifically outlined in the attached addendum in exchange for consideration and the Board will perform the responsibilities, if any, listed in the attached addendum, which is hereby acknowledged and made a part of this Agreement. The contract and the attached addendum represents the entire agreement by the parties and any changes to the agreement may be made only by a written instrument clearly setting forth the amendments and executed by both parties. This agreement is an independent agreement that is not dependent upon or related to any other contractual obligations of the parties. The relationship of the Consultant to the Board is that of an independent contractor, and nothing herein shall create any association, joint venture, or partnership of any kind between the parties. The services and information provided by the Consultant do not constitute the rendering of legal advice.

1. **Governing Law.** All questions with respect to the construction, performance, and enforcement of this Agreement and the rights and liabilities of the parties thereunder shall be determined in accordance with the laws of the State of Ohio.
2. **Force Majeure.** Neither party shall be liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, including but not limited to illness, injury, boycotts, riots, or other manifestations of civil strife or disorder, acts of God, wars, fire, epidemics, or acts in compliance with any applicable law, regulation, or order of any governmental body. In the event of a force majeure, there shall be no claim for damages by either party and each party shall bear its own costs attributable to the force majeure.
3. **Notice.** All notices or demands that either party may be required or desire to serve upon the other party in connection with this Agreement shall be in writing and may be served personally or by regular mail, with constructive receipt deemed to have occurred five (5) calendar days after the mailing or sending of such notice to the address of the principal place of business of the Board and the Consultant.
4. **Duration.** The contract shall expire upon the completion of all duties as assigned in the addendum, attached hereto and made a part of this Agreement.
5. **Cancellation/termination.** This contract may be terminated by: (a) mutual agreement of the parties or (b) written notice of breach of this Agreement by either party. Any amounts owing for services rendered prior to cancellation due to mutual agreement shall become due and must be paid in full upon cancellation.

OSBA Director of Management Services / date Board President / date Treasurer / date

Please sign and return two copies along with a purchase order to the Ohio School Boards Association.



Service Addendum – Ohio Policy Service (OPS) Update

Services Provided by the Consultant:

- Review and modify existing policies for Board adoption.
- Provide appropriate number of copies of new/revised policies.
- Suggest policies for implementation.
- Provide subscription to Policy Development Quarterly (PDQ) e-newsletter including OPS new/revised sample policies for one (1) year following date of signing of contract.
- Manual on CD.
- Telephone consultation for one (1) year.

The Board agrees to:

- Promptly provide OSBA with one (1) copy of all new/revised policies with adoption dates in a timely manner.
- Compensate Consultant for additional services not specifically enumerated at the rates outlined below.

Fee Structure. In consideration for services rendered, the Board agrees to pay the Consultant a fee of \$650, which represents the flat fee for the services outlined above. Expenses as outlined below are in addition to the flat rate and are invoiced monthly. If the Board opts for additional Consultant consultation beyond the services provided above, meetings may be scheduled based on a rate of \$150 per hour professional time, minimum two (2) hours. Travel time is paid at a rate of \$50 per hour, maximum four (4) hours per visit to the District, plus expenses as outlined below. Invoices shall be paid in full within thirty (30) days after receipt of invoice and in no event beyond ninety (90) days from the Consultant's rendering of the service. Copies beyond those ordinarily provided will be invoiced at \$.05 per page.

Invoices will be submitted pursuant to the following schedule:

- \$650 shall be invoiced to the Board at completion of this project.
- Expenses shall be invoiced monthly.

Expenses. Expenses shall consist of actual mileage incurred as a result of consultation with the Board at the current IRS reimbursement rate, lodging and meals incurred as a result of consultation with the Board, the actual cost of printing and/or mailing, facility fees, applicable recovery cost of telephone charges, and honoraria as appropriate. Any and all other expenses not specifically incorporated in this agreement or attached addendum made a part of the contract shall be the responsibility of the party incurring the cost.

Timeline. Timelines for completion of services will be as developed between the Consultant and the Board. All services shall be completed no later than one (1) year following the date of this contract.

