

6847

**MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, JULY 21, 2021 – 7:00 P.M.
M.H.S. LIBRARY
MCDONALD, OHIO 44437**

The McDonald Local School District Board of Education held a Regular Meeting on Wednesday, July 21, 2021, at 7:00 p.m., in the high school library and via McDonald Schools Facebook Live, 600 Iowa Avenue, McDonald, OH 44437.

The Regular Meeting was called to order at 7:02 p.m., by President John Saganich. Superintendent Kevin O’Connell called the roll:

Roll Call:

Members Present: Thomas Hannon, Jody Klase, Donna Shields, John Saganich

Members Not Present: Joseph Cappuzzello

“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. 21-436 Approve agenda for Regular Meeting of July 21, 2021

Mrs. Klase moved and Mrs. Shields seconded

Yeas: Klase, Shields, Hannon, Saganich

Nays: None

President declared motion carried

July 21, 2021

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Res. 21-437 Approval of Board Minutes:

Regular Meeting – June 30, 2021

Mrs. Klase moved and Mrs. Shields seconded

Yeas: Klase, Shields, Hannon, Saganich

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation - None

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

New Business:

A. Program/Policy Committee – Donna Shields, Chairperson

Res. 21-438 MEA – MEMORANDUM OF UNDERSTANDING

Resolution to approve the Memorandum of Understanding between the Board of Education of the McDonald Local School District and the McDonald Education Association. This MOU is to establish an additional supplemental position. (See Exhibit A)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mr. Hannon seconded

Yeas: Shields, Hannon, Klase, Saganich

Nays: None

President declared motion carried

6849

Res. 21-439 POLICIES – SECOND READING

Resolution to approve the second reading of the following policies to revise, add, remove, rescind, or other:

AC-R	DISCRIMINATION COMPLAINT PROCEDURE
IGED-R	DIPLOMA OF ADULT EDUCATION
AC	NONDISCRIMINATION
DH	BONDED EMPLOYEES AND OFFICERS
EF/EFB	FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES
IGCB	INNOVATIVE EDUCATION PROGRAMS
IGE	ADULT EDUCATION PROGRAMS
IGED	ADULT DIPLOMA

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mr. Hannon seconded

Yeas: Shields, Hannon, Klase, Saganich

Nays: None

President declared motion carried

6850

Res. 21-440 SCHOOL PICTURES

Resolution to approve a contract with Robert Senn Photography for the 2021-2022 school year for the purpose of group and individual school pictures for McDonald High School and Roosevelt Elementary School.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mr. Hannon seconded

Yeas: Shields, Hannon, Klase, Saganich

Nays: None

President declared motion carried

Res. 21-441 VALLEY COUNSELING SERVICES AGREEMENT

Resolution to approve the Consultant Services Provider Agreement between the McDonald Local School District and Family & Community Services, Inc. dba Valley Counseling Services, for the period of August 16, 2021 through May 28, 2022. (See Exhibit B)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mr. Hannon seconded

Yeas: Shields, Hannon Saganich

Abstain: Klase

Nays: None

President declared motion carried

B. Personnel Committee – Jody Klase, Chairperson

Res. 21-442 CERTIFIED RESIGNATION

Resolution to accept the resignation of Hailey Baker, as McDonald High School Music Teacher, Band Director, and Pep Band Director, effective July 8, 2021.

6851

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-443 SUPPLEMENTAL RESIGNATION

Resolution to accept the supplemental resignation of Daniel Paterson, as McDonald High School Assistant Band Director, effective July 5, 2021.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-444 MCDONALD HIGH SCHOOL MUSIC TEACHEER

Resolution to approve a one (1) year limited contract for Ross Hill, McDonald High School Music Teacher, for the 2021-2022 school year, pending certification and BCII/FBI background checks. Contract is based on BA step 0 of the MEA negotiated agreement (\$39,103.00).

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

6852

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-445 TRANSPORTATION SUPERVISOR CONTRACT

Resolution to approve a one (1) year limited contract for Wilma Sylak, Transportation Supervisor, for the 2021-2022 school year, pending certification and BCII/FBI background checks. Contract is for 2.5 hours per day, 206 days per year, \$19.13 per hour (Step 2 of the OAPSE negotiated agreement.) Total contract amount is \$9,851.95.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-446 ELEMENTARY SUMMER SCHOOL PROGRAM – ADMINISTRATION

Resolution to approve an additional five (5) work days for Eric Jones (Roosevelt Elementary Principal), as Supervisor for the elementary summer school program, which will run from July 26 to July 30, 2021. Eric Jones will be paid at his daily rate of \$409.55 for each of these five (5) additional work days. The total cost of the additional work days is \$2,047.75. This cost will be paid using ESSER 3 federal funding to address learning loss.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-447 SUPPLEMENTAL CONTRACTS – 2021/2022

Resolution to approve the following personnel on a one (1) year supplemental contract for the school year 2021/2022, pending BCII & FBI background checks:

Ryan Scala – Junior High Football Coach; 3,128;

Michelle Titus – Girls Head Softball Coach; \$5,865;

Ross Hill – Band Director; \$5,865;

Ross Hill – Pep Band Director; \$1,173;

Benjamin Gavitt – Drama Club Advisor; \$2,737;

Patti Worrell – Elementary Detention Supervisor; \$20.50 per hour;

Michele O’Leary – Mentor Teacher, as per negotiated agreement;

Patrice Simmons – Mentor Teacher; as per negotiated agreement; and

Brian Backur – Mentor Teacher; as per negotiated agreement.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded
Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

6854

Res. 21-448 CLASSIFIED CONTRACTS – ONE (1) YEAR LIMITED – 2021/2022

Resolution to approve the following personnel on a one (1) year limited contract for the school year 2021/2022, pending BCII & FBI background checks:

Thomas Mason – Substitute Bus Driver

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded

Yeas: Klase, Shields, Hannon, Saganich

Nays: None

President declared motion carried

Res. 21-449 CAMPUS PATROL

Resolution to pay the following McDonald Police Officers at the rate of \$27.50 per hour for campus patrol for the McDonald Local School District for all student days in the 2021-2022 school year:

Chief William Woodley

Officer Austin Bucan

Officer Dave Smith

Officer Ron Pratt

Lt. Ryan Ronghi

Officer Logan Sturgeon

Officer Brandon Caraway

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Shields seconded

Yeas: Klase, Shields, Hannon, Saganich

Nays: None

President declared motion carried

6855

D. Buildings and Grounds Committee – Thomas Hannon, Chairperson

Res. 21-450 GARDINER HVAC AGREEMENT (#C004541)

Resolution to accept the three-year Service Agreement from Gardiner, effective August 1, 2021 through July 31, 2024, for the HVAC systems for Roosevelt Elementary and McDonald High School. The cost for the Service Agreement is \$5,535.00 per year, payable annually. (See Exhibit C)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mr. Hannon moved and Mrs. Klase seconded
Yeas: Hannon, Klase, Shields, Saganich
Nays: None
President declared motion carried

Superintendent's Report.

Res. 21-451 EXECUTIVE SESSION – O.R.C. 121.22

Mrs. Klase moved and Mrs. Shields seconded, that the McDonald Local School District Board of Education go into Executive Session at 7:36 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:

6856

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

6857

Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-452 ADJOURN EXECUTIVE SESSION

Mrs. Klase moved and Mrs. Shields seconded to adjourn the Executive Session at 8:56 p.m.

Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

Res. 21-453 ADJOURNMENT

Mrs. Klase moved and Mrs. Shields seconded to adjourn the Regular Meeting at 8:57 p.m.

Yeas: Klase, Shields, Hannon, Saganich
Nays: None
President declared motion carried

ATTEST:



PRESIDENT

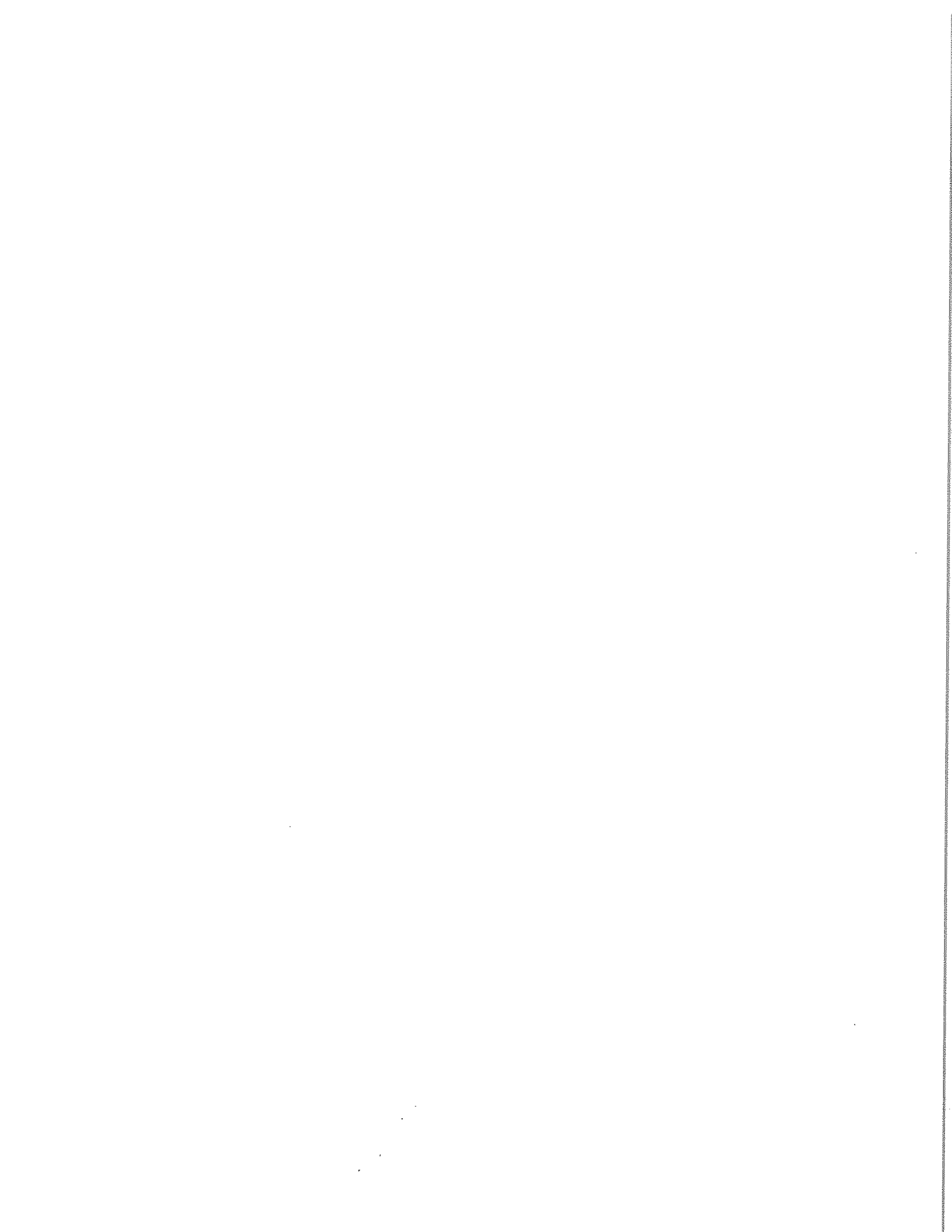


TREASURER

MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, JULY 21, 2021 – 7:00 P.M.
M.H.S. LIBRARY
MCDONALD, OHIO 44437

Visitors, please register.

1. *Brian Baetner*
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MEMORANDUM OF UNDERSTANDING
Between the
McDONALD LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
And the
McDONALD EDUCATION ASSOCIATION

This Memorandum of Understanding (hereinafter "Memorandum") is made and entered into by and between the McDonald Local School District Board of Education (hereinafter the "Board:") and the McDonald Education Association (hereinafter the "Association").

WHEREAS, the Board and the Association are parties to a Negotiated Agreement having a term of September 1, 2019, through August 31, 2022 (the "Agreement"); and

WHEREAS, the Board intends to create a second Junior High Volleyball Coach supplemental position; and

WHEREAS, The Board and the Association desire to enter into a Memorandum to create the new supplemental position.

NOW, THEREFORE, THE PARTIES HEREBY AGREE:

Section 1: For the 2021-2022 school year only, the Board will create a second supplemental coaching position of Junior High Volleyball Coach, to be compensated at the same rate as the current Junior High Volleyball Coach, as set forth in Appendix B of the Agreement.

Section 2: In all other respects, the terms and conditions of the existing Agreement shall remain in full force and effect.

Section 3: By signing this Memorandum, the Board and the Association agree that this Memorandum is not precedent setting and shall not result in a past practice.

Section 4: This Memorandum shall expire under its own terms and have no further force or effect upon the conclusion of the 2021-2022 school year.

This Memorandum of Understanding is hereby entered into this ____ day of July, 2021, by and between the following:

McDONALD LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

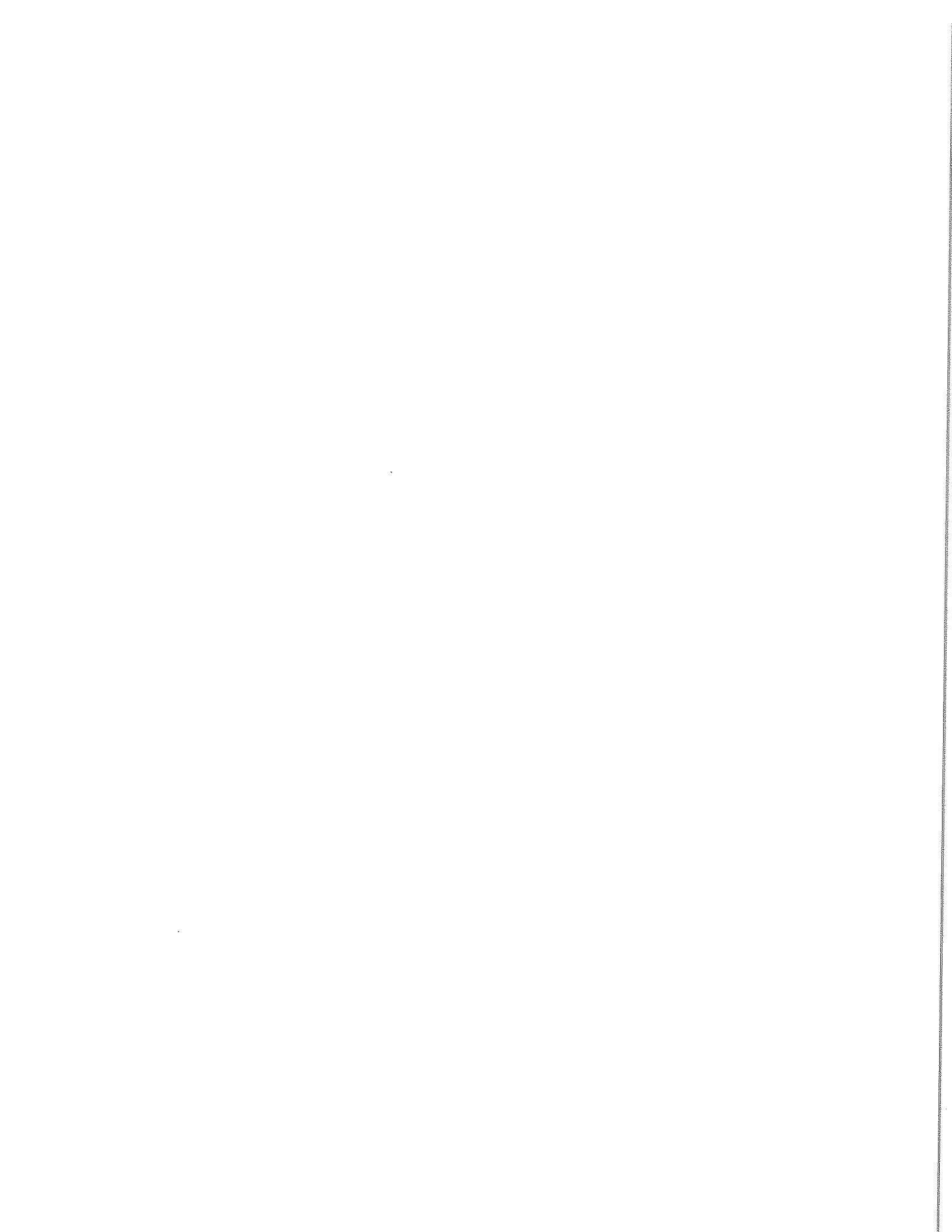
McDONALD EDUCATION
ASSOCIATION

John Saganich, Board President

Association President

Kevin O'Connell, Superintendent

Megan Titus, Treasurer



CONSULTANT SERVICES PROVIDER AGREEMENT

This Agreement is made between the McDonald Local School District and Family & Community Services, Inc. dba Valley Counseling Services, 150 East Market Street, Warren, OH 44481 for the purpose of providing behavioral health support for the 2021-2022 school year.

TIME PERIOD: August 16, 2021 to May 28, 2022

PURPOSE: The goal of the Agreement is to utilize the resources of a Behavior Support Specialist and School Social Worker to administer professional mental health support to the student body to help them find healthy ways to succeed in school.

SERVICES: One full-time Behavior Support Specialist (BSS) will be employed at the elementary school. The BSS will provide behavior interventions to help student's problem solve, develop appropriate school and classroom behaviors, and reduce the need for classroom removal. They will provide supportive resources and interventions to help students improve their conduct; to develop their self-esteem; to encourage them to behave positively.

One full-time School Social Worker will be employed at the high school. The social worker will promote the general well-being of students, work with outside agencies to provide support to families, develop and provide crisis intervention strategies to improve student success, and work to maximize coping skills for students in difficult situations.

PAYMENT: The total amount of compensation for the 2021-2022 school year will be \$54,000 to cover the cost of two full-time employees. All compensation to Valley Counseling Services will be made upon presentation of a monthly invoice in the amount of \$4,500. McDonald Local School District shall make payments of the approved amount within thirty (30) days of receipt of each invoice.

TERM: The term of the Agreement shall be for the period beginning August 16, 2021 to May 28, 2022. McDonald Local Schools will review the service performance periodically during the term of the Agreement.

MODIFICATION AND TERMINATION OF AGREEMENT:

Agreement by either party must be made in writing and subsequently agreed to in writing by the other party.

Termination of this Agreement by either party must be made in writing and shall provide thirty (30) days' notice.

1. Withhold or reduce proportionately funds not yet paid to Valley Counseling
2. Recover funds previously paid to Valley Counseling.
3. Recover non-expendable property or equipment obtained by Valley Counseling pursuant to the terms of this agreement.
4. Terminate this agreement by giving thirty (30) days' written notice.

Valley Counseling Services

Greg Musci, Chief Financial Officer

Date: _____

McDonald Local School District

Kevin O'Connell, Superintendent

Date: _____



System Service Solutions

HVAC Maintenance Agreement

Level One Three-Year Scheduled Maintenance Agreement

CONTRACT PRESENTED TO:

Megan Titus, Treasurer / CFO
McDonald Local Schools
600 Iowa Avenue
McDonald, OH 44437-1677



PROJECTS AND/OR LOCATIONS:

Roosevelt Elementary
410 West 7th Street
McDonald, OH 44437

McDonald High School
600 Iowa Avenue
McDonald, OH 44437

PRESENTED BY:

Jeff Covert
Account Manager

AGREEMENT NUMBER | START DATE

C004541 Renewal | August 1, 2021

SERVICE AGREEMENT PRICING AND ACCEPTANCE

PROJECTS & LOCATIONS:

ROOSEVELT ELEMENTARY
410 WEST 7TH STREET
McDONALD, OH 44437

McDONALD HIGH SCHOOL
600 IOWA AVENUE
McDONALD, OH 44437

GARDINER, agrees to furnish services in accordance with the "General Terms and Conditions" and attached "Schedules". This AGREEMENT shall become valid only upon acceptance by CUSTOMER and approved by GARDINER.

EQUIPMENT TO BE SERVICED – PLEASE SEE PAGE 5

This agreement price is \$5,535.00 per year, payable in annually. Any repairs provided outside the scope of the agreement will include a daily truck charge. Upon execution of this Agreement, the customer shall be responsible for determining proper Ohio sales tax. If you are tax exempt, please include your tax exemption certificate. This price is to be adjusted in future years as herein provided.

This agreement is effective from August 1, 2021 through July 31, 2024, and shall remain in effect from year to year unless terminated by either party at the end of the anniversary date by giving at least thirty (30) days written notice.

Note: This price includes provisions for safety under standard industry & GARDINER safety guidelines. Any special additional safety training, equipment, or processes required by your organization could affect the project scope and/or hours and may result in a price adjustment. If you have any specific safety practices or requirements, please alert your sales representative immediately so we ensure that our proposal fully meets your requirements.

SUBMITTED BY: Jeff Covert
Account Manager

Date: June 24, 2021

CUSTOMER ACCEPTANCE:

Signature: _____

Title: _____

Acceptance Date: _____

Purchase Order No: _____

GARDINER APPROVAL:

Signature: Jeff Covert

Jeff Covert
Account Manager

GARDINER COPY

GENERAL TERMS AND CONDITIONS

I. PRICE ADJUSTMENT

This agreement price is firm for three years.
August 1, 2021 through July 31, 2024.

II. PAYMENT

Terms of this agreement are net payment upon receipt of invoice. GARDINER reserves the right to discontinue its service anytime payments have not been made as agreed. Taxes, if applicable, will be included in billing. An itemized billing statement reflecting the application of Ohio sales tax shall be made available upon request. CFC Tax has been passed for most refrigerants per the 1990 Budget Reconciliation Bill (H.R. 3299).

III. WARRANTY: GARDINER guarantees service work and all materials of GARDINER's manufacture against defects in workmanship for 90 days from date of completion of the work and will repair or replace such products or components as GARDINER finds defective. This warranty does not include cost of handling, shipping, or transportation involved in supplying replacements for defective components. This warranty does not include the replacement of refrigerant lost from the system. On machinery and materials furnished by GARDINER, but manufactured by others, the only warranty provided is that of the manufacturer. **THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPHS ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL GSC BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.**

IV. LIMITATION OF LIABILITY: All claims, causes of action or legal proceedings against GARDINER arising from GARDINER's performance under this contract must be commenced by CUSTOMER within the express warranty period specified under Paragraph III hereof. Failure to commence any such claim, cause of action or legal proceeding within such claim, cause of action or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof by CUSTOMER. **IN NO EVENT SHALL GARDINER'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY GARDINER FROM CUSTOMER UNDER THIS CONTRACT, NOR SHALL GARDINER BE LIABLE FOR ANY SPECIAL INCIDENTAL, OR CONSEQUENTIAL, OR PUNITIVE DAMAGES. THESE LIMITATIONS ON DAMAGES SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY. GARDINER DISCLAIMS ANY LIABILITY FOR DAMAGES OF ANY KIND ARISING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES.**

V. INDEMNITY: GARDINER and customer shall mutually, in proportion to their respective degree of fault, indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and /or its respective employees or agents. With respect to any claims based on facts or conditions that occurred prior to expiration or termination of this agreement, the duty to indemnify will continue in full force and effect notwithstanding expiration or early termination.

GENERAL TERMS AND CONDITIONS

- VI. NO-HIRE; NO-SOLICITATION:** CUSTOMER hereby covenants and agrees that, without the prior written consent of the Company, he/it will not, directly or indirectly (including, without limitation, through any affiliate or related party), for a period of two (2) years after the date hereof solicit the employment of, offer employment to or hire, any employee of the Company, or any individual whose employment with the Company ended less than one hundred eighty (180) days prior to such solicitation or offer. CUSTOMER acknowledges that in the event of a violation of the covenants contained in this Section, the Company's damages will be difficult to ascertain and the Company's remedies at law will be inadequate. Accordingly, the CUSTOMER agrees that, in addition to such remedies as the Company may have at law, the Company shall be entitled to specific performance of such covenants and to an injunction to prevent any continuing violation thereof.
- VII. DISPUTES AND CHOICE OF LAWS:** This contract shall be deemed to have been entered into and shall be governed by the laws of the State of Ohio. All claims, disputes, and controversies arising out of or relating to this contract, shall be submitted to mediation, pursuant to the Commercial Dispute Resolution Procedures ("CDRP") of the American Arbitration Association. The mediation shall take place in Cleveland, Ohio within thirty (30) days of the date the dispute arises. If mediation is unsuccessful, the dispute shall proceed to binding arbitration, pursuant to the CDRP, in Cleveland, Ohio, no later than sixty (60) days after the mediation is concluded. Any judgment upon the arbitration award may be confirmed in any court having jurisdiction thereof. The parties agree that any party to the arbitration shall be entitled to discovery from the other party as provided by the Ohio Rules of Civil Procedure. Any such discovery shall be completed within four (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association. Unless otherwise agreed, the arbitration shall be completed no later than six (6) months after the arbitration commenced.
- VIII. CUSTOMER OBLIGATIONS:** The CUSTOMER shall:
- Operate the equipment in accordance with manufacturer's recommended instructions.
 - Promptly notify GARDINER of any unusual operating conditions.
 - Provide access to the equipment including removal, replacement, or refinishing of the building structure if necessary.
 - Pay for any services and materials not specifically included in this agreement. Additional charges shall be made upon CUSTOMER's authorization at prevailing rates.
 - Disposal of old oil and refrigerant shall be the CUSTOMER's responsibility if it becomes classified as hazardous.
- IX. GARDINER OBLIGATIONS:** It shall be the responsibility of GARDINER to inform the CUSTOMER of any adverse conditions beyond the scope of the preventive maintenance agreement and make recommendations to correct them.
- X. PRIORITY RESPONSE:** 1) **McDonald Local Schools** shall be considered a priority customer; GARDINER will respond to a service call within four (4) hours. 2) Any services or material supplied outside the context of this contract will be billed at best prevailing rate.
- XI. ENTIRE AGREEMENT:** These terms and conditions constitute the entire agreement between GARDINER and CUSTOMER. If there is a conflict with other terms and conditions, these terms and conditions shall control. No course of dealing or performance, or prior, concurrent or subsequent understanding, agreements, or representations become part of this contract unless expressly agreed to in writing by an authorized representative of GARDINER.

EQUIPMENT LIST

PROJECT & LOCATION: ROOSEVELT ELEMENTARY
 410 WEST 7TH STREET
 McDONALD, OH 44437

This agreement applies only to the equipment listed below:

QTY	EQUIPMENT	MAKE/MODEL	SERIAL #	TAG	SCHEDULE
8	Air Handling Units	Trane MCCA030UBO	K02D56198	AHU-1	AHU-100
		Trane MCCA030UBO	K02D56184	AHU-1R	FLR-100
		Trane MCCA030UBO	K02D56212	AHU-2	BLG-100
		Trane MCCA030UBO	K02D56188	AHU-2R	
		Trane MCCA021UBO	K02D56192	AHU-3	
		Trane MCCA012UBO	K02D53678	AHU-4	
		Trane MCCA021UBO	K02D56206	AHU-5	
		Trane MCCA006UBO	K02D53685	AHU-6	
2	Pumps (Hot Water and Cold Water Pumps)	Taco EF251DE2H1E4L0		HWP	PMP-100
		Unknown		CWP	
2	Hot Water Boilers	Bryan RV600 SERIES			BLR-100
		Bryan RV600 SERIES			CBA
2	Makeup Air Units	Semco		MUA-1	MUA-100
		Semco		MUA-2	FLR-100
					BLG-100

EQUIPMENT LIST

PROJECT & LOCATION: McDONALD HIGH SCHOOL
 600 IOWA AVENUE
 McDONALD, OH 44437

This agreement applies only to the equipment listed below:

QTY	EQUIPMENT	MAKE/MODEL	SERIAL #	TAG	SCHEDULE
11	Air Handling Units	Trane MCCA010UB0	K01K53442C	AHU-1	AHU-100
		Trane MCCA025UB0	K01K53548C	AHU-2	FLR-100
		Trane MCCA021UB0	K01K53562C	AHU-3	BLG-100
		Trane MCCA021UB0	K01K53499C	AHU-4	
		Trane MCCA021UB0	K01K53482C	AHU-5	
		Trane MCCA025UB0	K01K53513C	AHU-6	
		Trane MCCA025UB0	K01K53520C	AHU-7	
		Trane MCCA014UB0	K01K53570C	AHU-8	
		Trane MCCA025UB0	K01K53417C	AHU-9	
		Trane MCCA025UB0	K01K53424C	AHU-10	
		Trane MCCA021UB0	K01K53537C	AHU-11	
4	Pumps (Hot Water and Chilled Water Pumps)	B&G		HWP-1	PMP-100
		B&G		HWP-2	
		Unknown		CWP-1	
		Unknown		CWP-2	
2	Hot Water Boilers	Bryan RV600-W-FDG	87723	BLR-1	BLR-100
		Bryan RV600-W-FDG	87724	BLR-1	CBA

SCOPE OF COVERAGE**Level One Three-Year Scheduled Maintenance Agreement****PROJECTS & LOCATIONS:**

ROOSEVELT ELEMENTARY
410 WEST 7TH STREET
MCDONALD, OH 44437

MCDONALD HIGH SCHOOL
600 IOWA AVENUE
MCDONALD, OH 44437

MAINTENANCE AND SERVICES INCLUDED	LEVEL ONE
• Comprehensive Annual Maintenance	<input checked="" type="checkbox"/>
• Running Inspections	<input checked="" type="checkbox"/>
• Analysis Service ♦ Combustion Test	<input checked="" type="checkbox"/>
• Filter Inspection & Change	<input checked="" type="checkbox"/>
• Belt Inspection	<input checked="" type="checkbox"/>
• Written Reports	<input checked="" type="checkbox"/>
• Emergency Service	Time & Materials

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Air Handling Unit | AHU-100

RUNNING INSPECTION - Cooling

- Report in with the customers' representative.
- Check the general condition of the fan.
- Verify smooth fan operation.
- Check and record supply and control air pressure, if applicable.
- Check the belts for tension, wear, cracks and glazing.
- Verify proper operation of the motor and starter.
- Verify the operation of the control system.
- Verify clean air filters.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate uncorrected deficiencies detected.

RUNNING INSPECTION - Heating

- Report in with the customers' representative.
- Perform heating inspection/maintenance procedure applicable to the unit (steam/hot water, gas, electric).
 - Gas Heat Option-HTG1
 - Electric Heat Option-HTG2
 - Hot Water / Steam Heat Option-HTG3
- Verify smooth operation of the fans.
- Check the belts for tension, wear, cracks, and glazing.
- Verify clean air filters.
- Provide a written report of completed work, operating log, and indicate any uncorrected efficiencies detected.

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Hot Water Boiler | BLR-100

COMPREHENSIVE ANNUAL INSPECTION

General Assembly

- Report in with the customers' representative.
- Open the fire side for cleaning and inspection.
- Check the heating surfaces for corrosion, pitting, scale, blisters, bulges and soot.
- Inspect the refractory.
- Check the expansion tank and drain if needed.
- Clean the fire inspection glass, if applicable.
- Check and test boiler blow-down valve.
- Check the gas train isolation valves for leaks.
- Check the gas supply piping for leaks.
- Check the pilot solenoid valve for proper operation and leaks.
- Check the main gas and the pilot gas regulators for proper operation and leaks.
- Test the low gas pressure switch. Calibrate and record setting, if applicable.
- Test the high gas pressure switch. Calibrate and record setting, if applicable.
- Verify the operation of the burner fan air flow switch, if applicable.
- Inspect and clean the burner assembly.
- Inspect and clean the pilot igniter assembly.
- Inspect and clean the burner fan wheel and all dampers.
- Run the fan and check for vibration.
- Inspect the flue and flue damper.
- Burner Control Panel:
 - Inspect the panel for cleanliness.
 - Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Clean burner fan wheel and air dampers.
- Verify tightness of the linkage set screws and lubricate ball joints.
- Check the gas valves against leakage (where test cocks are provided).
- Change fuel oil filters, if applicable
- Cleanup unit and work area.

Controls and Safeties

- Clean contacts in program timer, if applicable.
- Check the operation of the low water cutoff safety device and feed controls.
- Verify the setting and test the operation of the operating and limit controls.
- Verify the operation of the water level control.
- Provide a written report of completed work and indicate any uncorrected deficiencies detected.

COMBUSTION TEST – Once Per Year

- Test for following items as applicable: firing rate, fuel/air ration CO², CO, smoke test.
- Adjust burner controls as required to obtain proper combustion.

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Make Up Air Unit | MUA-100

RUNNING INSPECTION

- Report in with the customers' representative.
- Check the general condition of the fan.
- Verify the operation of the control system.
- Verify clean air filters.
- Verify proper combustion air to the burner.
- Verify proper gas pressure to the burner.
- Check the flame for proper combustion.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Air Filter | FLR-100

AIR FILTER INSPECTION

The Service Company will furnish two filter inspections during the operating season for the Air Handling and Makeup Air Units under this Service Agreement as indicated below. Filters are not covered under this agreement – to be either supplied by or billed to the customer.

Disposable Filters

- Report in with the customers' representative.
- Remove dirty disposable filters.
- Install proper type and size disposable filters per air flow markings.
- Verify spacers are in place if needed.
- Clean filter section of debris.
- Dispose of old filters per Service Agreement.
- Provide written report of completed work.

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Belts | BLG-100

BELTS

The Service Company will check belts once per year and will change as needed under this Service Agreement. Belts are not covered under this agreement – to be either supplied by or billed to the customer.

SCHEDULES

Level One Three-Year Scheduled Maintenance Agreement | Pumps | PMP-100

COMPREHENSIVE ANNUAL INSPECTION

General Assembly

- Report in with the customers' representative.
- Check motor shaft and pump shaft for alignment, if applicable.
- Inspect the coupling for wear.
- Verify that the shaft guard is in place and tight, if applicable.
- Verify water flow through the pump.
- Check for leaks on the mechanical pump seals, if applicable.
- Verify proper drip rate on the pump seal packing, if applicable.
- Check sheaves and pulleys for wear and alignment, if applicable.
- Inspect belts for tension, wear, cracks, and glazing, if applicable.
- Cleanup unit and work area.

Lubrication

- Lubricate the motor bearings as necessary.
- Lubricate the pump bearings as necessary.

Motor And Starter

- Disable starter per lockout/tag out procedures.
- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check the contactors for free and smooth operation.
- Verify proper volts and amps.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

