

**REGULAR MEETING  
THE BOARD OF EDUCATION OF  
YOUNGSTOWN CITY SCHOOL DISTRICT  
YOUNGSTOWN, OHIO**

**20 West Wood Street**

**May 22, 2012**

The Youngstown Board of Education met in regular session at the I.L. Ward Building on May 22, 2012. President Lock P. Beachum, Sr. called the meeting to order at 5:30 p.m. The meeting opened with the Pledge of Allegiance followed by a moment of silence. Roll call was taken with the following board members in attendance:

Members present: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble  
Members absent: None

Board members discussed agenda items.

**STUDENT BOARD MEMBERS**

Members present: Robinson, Sharp, Ward  
Members absent: None

Mr. Beachum updated board members regarding that status of the treasurer's position. He further noted that a special board meeting will be held June 5<sup>th</sup> at 4:30 p.m. to meet with a representative of Hazard, Young, Attea and Associates regarding the search for the position of treasurer.

The regular portion of the meeting was reconvened in the boardroom at 6:00 p.m.

**APPROVAL OF AGENDA**

As the first item of business, Mr. Beachum called for a motion approving the agenda. Ms. Mahone moved that the agenda be approved as presented. It was seconded by Ms. Haire-Ellis. On roll call vote the results were as follows:

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble  
Nays: None

Motion carried, and the agenda was approved as presented.

## PRESENTATIONS

Ed Matey, athletic director, acknowledged the following contributors who presented donations to The Rayen Stadium Renovation Project. Mr. Matey was assisted by Richard Atkinson, chairman of the Extra Curricular/Sports Committee.

Dr. Martha Bruce	\$ 1,000.00
Beth Sparks/Sparks Group (In honor of Watson/Tressel family)	\$ 1,000.00
Norma and Frank Watson	\$20,000.00

Michele Dotson, Youngstown Early College principal; Holly Seimetz, East High School principal and Debbie Zitella, Chaney High School assistant principal recognized the following 2012 valedictorians:

Youngstown Early College - Jamie Lynn Doyle

East High School - Devonte' Fleeton

Chaney High School - Lauren Kowal

Coordinator Lois Thornton recognized the following Destination Imagination team managers: Julius Poole - Wilson Middle School, Jeanne Constantino - East High School and Brandon Martin - Taft Elementary School. Also, Ms. Thornton recognized parents, students and principals: Jerome Harrell, Holly Seimetz and assistant principal Debbie Zitella for their help and dedication to the program.

## COMMUNICATIONS

There were no oral or written communications.

## CITIZEN PARTICIPATION

President Beachum called for citizen participation. Tom Anderson noted his attendance at the Groundbreaking and Ribbon Cutting Ceremony for the East High School Panthers Garden Club which was held May 16, 2012. Edna Douglas, assistant principal, introduced Ms. House who explained the process of coordinating the garden club. The mission statement of the club is: *"To develop responsible environmental stewardship, health and wellness awareness and community service."*

Jerron Jenkins, senior advisor/retiring teacher; Traci Cain, senior advisor/teacher; Kerisha Lebert, senior class president; Justice Robinson, senior vice president; Jerrica Henry, student; Lawanna Sims, parent and Holly Seimetz, principal spoke to their request and plans regarding commencement ceremonies being held at East High School.

## **COMMITTEE REPORTS**

Brenda Kimble, Certificated Personnel/Community Relations Speakers Bureau Committee; Rachel Hanni, Curriculum/Career Tech Committee; Michael Murphy, Business/Non-Instructional/Non-Certified Committee; Andrea Mahone, Legal/Legislative/Policy Committee; Richard Atkinson, Extra Curricular/Sports Committee and Marcia Haire-Ellis, Curriculum/Career Tech Committee spoke to committee meeting information, recommended passage of resolutions pertaining to their committees and noted future meeting dates.

## **STUDENT BOARD MEMBERS**

Janae Ward representing Chaney High School, Patricia Sharp representing East High School and Leon Robinson representing Youngstown Early College presented information on the various activities taking place at their schools.

## **FACILITIES REPORT**

Harry Evans, chief of maintenance, noted that the Rayen Renovation Project is on schedule.

## **BOARD PRESIDENT'S REPORT**

President Beachum requested that staff members continue their cooperation with the treasurer's office at this time, and that an interim will be appointed in the near future.

## **NEW BUSINESS**

### **CONSENT AGENDA**

Ms. Mahone offered a motion to place Resolution No. 104-12 through 113-12 on a Consent Agenda. Ms. Hanni seconded the motion, and on roll call vote the results were as follows:

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

Mr. Beachum then entertained a motion to adopt the Consent Agenda. Ms. Mahone Murphy moved adoption of the Consent Agenda, seconded by Mr. Murphy which included Resolution No. 104-12 through Resolution No. 113-12 summarized as follows:

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

**The Public Schools  
Youngstown, Ohio  
Office of the Treasurer**

**RESOLUTION NO. 104-12**

**A RESOLUTION OF THE YOUNGSTOWN BOARD OF EDUCATION  
PROVIDING FOR THE TRAVEL FOR BOARD PURPOSES**

**WHEREAS**, the Board of Education adopted a policy which requires that prior to any travel, a board member(s) is required to request that the treasurer prepare a board resolution which includes the name of the board member(s) requesting to travel, the title of the conference/workshop, the date of the conference/workshop, and the estimated dollar amount for expenses. Upon approval from the Board, the board member(s) requesting the expenditure is authorized to use the District credit card solely for the pre-approved expenses that are actually incurred; and

**WHEREAS**, board member, Lock P. Beachum, Sr. has advised the treasurer of his intention to attend the 2012 Cube Issues Seminar, July 26-28, 2012, to be held at Teachers College, Columbia University, New York, N.Y.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education authorizes Lock P. Beachum, Sr. to attend the 2012 Cube Issues Seminar, July 26-28, 2012, to be held at Teachers College, Columbia University, New York, N.Y.

Registration	\$ 425.00
Hotel (3 nights @ \$193.93)	\$ 581.79
Air Fare (Estimated)	\$ <u>200.00</u>
Total	\$1,206.79

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 105-12**

**RESOLUTION TO APPROVE REPLACEMENT POLICY ON  
RESPONSIBILITIES OF THE SUPERINTENDENT**

**WHEREAS**, the Board of Education of the Youngstown City School District adopted a policy regarding the duties and responsibilities of the Superintendent; and

**WHEREAS**, the Board has caused its policy to be reviewed by the Superintendent and his designees to obtain a recommendation as to updating such policy with revisions as are necessary and appropriate; and,

**WHEREAS**, the Superintendent has recommended that the Board adopt the replacement policy entitled, "Responsibilities of the Superintendent," at Section 1230 of its Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Youngstown City School District hereby ratifies, approves and adopts the replacement policy entitled "Responsibilities of the Superintendent," a copy of which is attached hereto and made a part hereof by the reference.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**RESPONSIBILITIES OF THE SUPERINTENDENT**

**The Superintendent shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and classified staff and by acting as a proper role model for staff and students both in the school and outside the District.**

**The Superintendent is directly responsible to the Board of Education for the performance of the following duties and responsibilities:**

- A. keep the Board informed with respect to matters affecting school operations and provide the Board with information, guidance, and support necessary to formulate policy**
- B. provide that all aspects of District operations comply with State and Federal laws and regulations as well as Board contracts and policies**
- C. provide leadership for the development, implementation, and assessment of the Strategic Plan's vision, mission, and initiatives**
- D. establish and implement a written educational plan for the schools of the District consistent with the educational goals adopted by the Board**
- E. provide for the recruitment, selection, and development of District staff in the attainment of the District's goals**
- F. recommend changes in staffing and instructional program based on analysis of staff and student performance assessment data**

- G. recommend innovations and strategies to continually improve the educational and operational practices of the District**
- H. promote the efficient and effective use of District resources in the daily operations of the schools**
- I. work constructively with the Board, administrative leadership team, and District staff in pursuit of established educational and operational goals and objectives**
- J. communicate effectively with parents, citizens, and community groups; secure their input, involvement, and support for school programs and initiatives**
- K. maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District**
- L. perform such other duties as the Board may direct or assign**

**Adopted: 8/24/04**

**Revised:**

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 106-12**

**RESOLUTION TO APPROVE REPLACEMENT POLICY ON  
DUTIES OF THE TREASURER**

**WHEREAS**, the Board of Education of the Youngstown City School District adopted a policy regarding the duties and responsibilities of the Treasurer; and

**WHEREAS**, the Board has caused its policy to be reviewed by the Superintendent and his designees to obtain a recommendation as to updating such policy with revisions as are necessary and appropriate; and,

**WHEREAS**, the Superintendent has recommended that the Board adopt the replacement policy entitled, "Duties of the Treasurer," at Section 1320 of its Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Youngstown City School District hereby ratifies, approves and adopts the replacement policy entitled "Duties of the Treasurer," a copy of which is attached hereto and made a part hereof by the reference.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**DUTIES OF THE TREASURER**

**The District's Treasurer, in addition to the responsibilities required by law, is responsible for helping the District achieve its goals by providing leadership and supervision in the program of fiscal management.**

**The Treasurer shall meet the qualifications specified for the position (A.C. 3301-5-01) and shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:**

- A. serve as the Chief Financial Officer of the District;**
- B. receive, deposit, manage, disburse, and account for all Federal, State, and local funds of the District in accordance with the Board's policies, administrative guidelines, and Ohio law;**
- C. be responsible for the financial affairs of the District in accordance with the provisions of State law;**
- D. establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;**
- E. direct and assign employees who are directly engaged in the day-to-day fiscal operations of the District, as designated by the Board;**
- F. provide that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements, policies of the Board, and the District's administrative guidelines;**
- G. analyze the effectiveness of District business and financial functions and recommend appropriate changes in program, staffing, and/or management strategies to meet established District goals;**
- H. work constructively with the Superintendent and District staff toward the achievement of District goals;**

- I. promote the efficient and effective use of District resources in the daily operations of the schools;**
- J. interpret the budget and the District's fiscal affairs to District staff and to interested members of the community to secure their input, involvement, and support for school programs and initiatives;**
- K. maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District;**
- L. perform such other duties as the Board may direct or assign.**

**Observation of the Treasurer's performance and preparation of performance reports shall be the responsibility of the Board and Superintendent.**

R.C. 3301.074, 3313.16, 3313.26, 3313.261, 3313.262, 3313.27, 3313.28

R.C. 3313.29, 3313.33, 3313.51

A.C. 3301-5-01

Adopted: 8/24/04

Revised: 12/20/05

Revised: 5/22/07

Revised:

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 107-12**

**RESOLUTION TO APPROVE REVISED POLICY ON  
VENDOR RELATIONS**

**WHEREAS**, the Board of Education of the Youngstown City School District, pursuant to R.C. 2909.33, 3319.391, 3319.392 and the Auditor's Bulletin 2000-006, adopted a policy to make and enforce such rules regarding vendor relations; and

**WHEREAS**, the Board has caused its policy to be reviewed by the Superintendent and his designees to obtain a recommendation as to updating such policy with revisions as are necessary and appropriate; and

**WHEREAS**, the Superintendent has recommended that the Board adopt the revised policy entitled, "Vendor Relations," at Section 6460 of its Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Youngstown City School District hereby ratifies, approves and adopts the revised policy entitled "Vendor Relations," a copy of which is attached hereto and made a part hereof by the reference.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**VENDOR RELATIONS**

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which s/he is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

Employee accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant "rewards" programs as a result of a District purchase is strictly prohibited.

**Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school**

**officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for his/her personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.**

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

In accordance with State law and Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody or control of a child.

A completed Declaration Regarding Material Assistance/Non-Assistance to A Terrorist Organization (DMA) form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.

A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at a time.

R.C. 2909.33, 3319.391, 3319.392

Auditor's Bulletin 2000-006

**Ohio Ethics Commission Opinion No. 2011-08 (effective November 3, 2011)**

Adopted: 8/24/04

Revised: 3/13/07

Revised: 4/22/08

Revised: 2/24/09

Revised: 4/26/11

Revised:

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 108-12**

**RESOLUTION TO APPROVE REVISED POLICY ON  
PERSONAL INFORMATION SYSTEMS**

**WHEREAS**, the Board of Education of the Youngstown City School District, pursuant to R.C. 1347.05, adopted a policy to make and enforce such rules regarding personal information systems; and

**WHEREAS**, the Board has caused its policy to be reviewed by the Superintendent and his designees to obtain a recommendation as to updating such policy with revisions as are necessary and appropriate; and

**WHEREAS**, the Superintendent has recommended that the Board adopt the revised policy entitled, "Personal Information Systems," at Section 8320.01 of its Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Youngstown City School District hereby ratifies, approves and adopts the revised policy entitled "Personal Information Systems," a copy of which is attached hereto and made a part hereof by this reference.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**CRITERIA FOR PERSONAL INFORMATION SYSTEMS**

This guideline identifies the criteria relevant to the development of the District's Personal Information ("PI") system. The District's PI system shall be maintained and operated in accordance with the provisions of R.C. Chapter 1347. Only personal information that is necessary and relevant to the effective operation of the District shall be collected, maintained and used.

“Personal information” means any information that describes anything about a person or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person.

The Superintendent is directly responsible for the operation of the PI system, including preparing and implementing rules that provide for the operation of the information system. To that end, the following components shall be included in the operation of the system:

- A. Identification of the person responsible for the PI system.
- B. Rules that provide for the operation of the system.
- C. Procedures for informing each employee who has responsibility for the operation or maintenance of the PI system, or the use of personal information maintained in the system, of the applicable provisions of R.C. Chapter 1347 and the rules adopted for the operation of the PI system.
- D. Identification of the disciplinary measures to be applied to any employee who initiates or otherwise contributes to any disciplinary or other punitive action against any individual who brings to the attention of appropriate authorities, the press, or any member of the public, evidence of unauthorized use of information contained in the PI system. The disciplinary action identified shall be consistent with State and Federal law and any applicable collective bargaining agreement(s), and may include action up to and including termination.

- E. Procedures for informing each person who is asked to supply personal information for the system whether the person is legally required to provide the information or may refuse to supply the information;
- F. Procedures for monitoring the accuracy, relevance, timeliness, and completeness of the personal information in the system;
- G. Direction to maintain the personal information in the system with accuracy, relevance, timeliness, and completeness.
- H. Identification of the reasonable precautions to be taken to protect personal information in the system from unauthorized modification, destruction, use, or disclosure.
- I. Direction to collect, maintain, and use only personal information that is necessary and relevant to the functions that the District is required or authorized to perform, and to eliminate personal information from the system when it is no longer necessary and relevant to those functions.

Each employee who has any responsibility for the operation or maintenance of the PI system, or the use of personal information maintained in the system, shall be provided a copy of any rules that are promulgated regarding the system and shall be trained in how to comply with the rules and the relevant provisions of the law.

Issued and Approved: 5/22/12

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 109-12**

**RESOLUTION TO APPROVE REVISED POLICY ON  
STUDENT RECORDS**

**WHEREAS**, the Board of Education of the Youngstown City School District, pursuant to R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321, 34 C.F.R. Part 99, 20 U.S.C. Section 1232f through 1232i (FERPA), 26 U.S.C. 152, 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act, 20 U.S.C. 7165(b), and 20 U.S.C. 7908, adopted a policy to make and enforce such rules regarding students records; and

**WHEREAS**, the Board has caused its policy to be reviewed by the Superintendent and his designees to obtain a recommendation as to updating such policy with revisions as are necessary and appropriate; and

**WHEREAS**, the Superintendent has recommended that the Board adopt the revised policy entitled, "Student Records," at Section 8330 of its Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Youngstown City School District hereby ratifies, approves and adopts the revised policy entitled "Student Records," a copy of which is attached hereto and made a part hereof by this reference.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

“Legitimate educational interest” is defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisor, or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student’s parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board’s annual notification – Form 8330 F9 – includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

- B. provide “personally-identifiable” information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, **with respect to reporting a crime committed by a student with a disability**, to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

**While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students’ names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.**

- F. **disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under these exceptions. (See Form 8330 F16) The District will**

**verify that the authorized representative complies with FERPA regulations.**

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable request, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained, if required.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within ten (10) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, mis-leading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

**Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement /compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.**

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C. Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

Adopted: 8/24/04

Revised: 5/13/08

Revised: 5/12/09

Revised:

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 110-12**

**RESOLUTION TO ADOPT POLICY ON  
ENVIRONMENTAL HEALTH AND SAFETY ISSUES**

**WHEREAS**, the Board of Education of the Youngstown City School District recognizes its responsibility relative to student, employee, and visitor health and safety; and

**WHEREAS**, the Board believes there is a need for the development of a comprehensive program designed to provide a healthy, safe and secure environment on district property and at District-sponsored activities; and

**WHEREAS**, the Superintendent has developed and recommended to this Board adoption of the attached policy entitled, "Environmental, Health and Safety Issues."

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Youngstown City School District that the policy entitled, "Environmental Health And Safety Issues," recommended by the Superintendent, a copy of which is attached hereto and incorporated herein by this reference, is hereby ratified, approved and adopted by this Board.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

**ENVIRONMENTAL HEALTH AND SAFETY ISSUES**

The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

***STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY***

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.**
  
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.**

- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.**
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.**
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.**
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.**

***PHASE-OUT/BANNED PRODUCTS***

**The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.**

***ANIMALS IN CLASSROOMS***

**Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean (see AG 8405A).**

**Owners of pets (see AG 8405A) and service animals (see AG 9160B) brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.**

**INDOOR ENVIRONMENTAL QUALITY (IEQ)**

**The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.**

**Contributing factors to excessive moisture levels include the following:**

- A. roof leaks**
- B. structural defects in the building**
- C. improperly controlled humidity levels**
- D. faulty HVAC systems**

**As preventative measures, the District shall do the following:**

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination**
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards**
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment**
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted**

**In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified (see AG 8405).**

***DIESEL EXHAUST AND SCHOOL BUS IDLING***

**In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.**

**The Superintendent shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).**

***POLLUTION CONTROL AND PREVENTION***

**In an effort to comply with environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.**

**SEE ALSO THE FOLLOWING RELATED POLICIES:**

- Policy 7430 - Risk Reduction Program**
- Policy 8410 - Crisis Intervention**
- Policy 8420 - Emergency Situations at Schools**
- Policy 8431 - Preparedness for Toxic Hazard and Asbestos Hazard**
- Policy 8442 - Reporting Accidents**
- Policy 8450 - Control of Casual-Contact Communicable Diseases**
- Policy 8453 - Direct Contact Communicable Diseases**
- Policy 8453.01 - Control of Blood-Borne Pathogens**

Adopted:

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 111-12**

**RESOLUTION TO ADOPT POLICY ON  
PEDICULOSIS (HEAD LICE)**

**WHEREAS**, the Board of Education of the Youngstown City School District realizes that head lice is a universal problem and is particularly prevalent among elementary school-age children; and

**WHEREAS**, the Superintendent has developed and recommended to this Board adoption of the attached policy entitled, "Pediculosis (Head Lice)."

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Youngstown City School District that the policy entitled, "Pediculosis (Head Lice)," recommended by the Superintendent, a copy of which is attached hereto and incorporated herein by this reference, is hereby ratified, approved and adopted by this Board.

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes:

Nays:

Motion carried.

5/22/12

**PEDICULOSIS (HEAD LICE)**

**Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.**

**Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.**

**If a child in the District is found to have lice, the child's parent will be contacted to have the child picked up immediately from school and treated. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as a criteria for return to school.**

**The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.**

Adopted:

**DEPARTMENT OF HUMAN RESOURCES**

**The Public Schools  
Youngstown, Ohio**

**Office of the Superintendent**

**RESOLUTION NO. 112-12**

**CERTIFICATED PERSONNEL  
APPOINTMENTS, LEAVES OF ABSENCE, RETIREMENTS AND RESIGNATIONS**

**RESOLVED**, based upon the recommendation of the Assistant Superintendent of Human Resources, the following appointments, leaves of absence, retirements and resignations are being accepted for the 2011-12 school year:

**APPOINTMENTS**

Principal's Professional Development Fund 572 (Purchased Services) - \$195.85 per day, not to exceed the amount of \$2,400.00 - Effective June 12, 2012 - August 13, 2012:

Susan Koulianos

Aquaponics Manager - Fund 524 (Purchased Services) - \$15.50 per hour, 7.5 hours per day, not to exceed the amount of \$8,500.00 - Effective May 14, 2012 - July 31, 2012:

Sarah Wilhelm

**LEAVES OF ABSENCE**

Hilda L. Freudenberg	Ext. Medical	Eff. 05/02/12 thru 06/04/12
Margaret A. Stanko	Ext. Medical	Eff. 05/15/12 thru 06/04/12

**RETIREMENTS**

Teachers

Nancy E. Kerrigan	Retirement	Eff. 05/31/12
Patricia A. Lutz	Retirement	Eff. 07/01/12
Patricia A. Nelms	Retirement	Eff. 07/01/12
Marjorie P. Ware	Retirement	Eff. 07/01/12
Bertha I. Zahorsky	Retirement	Eff. 07/01/12

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Administrator

S. Diane Rollins	Retirement	Eff. 06/01/12
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**RESIGNATIONS**

Teachers

Kenneth Andrews III	Other Employment	Eff. 07/01/12
Nathan C. Boyd	Other Employment	Eff. 06/04/12

Administrator

Vickie L. Browning-Prowitt	Other Employment	Eff. 06/01/12
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**CERTIFICATED PERSONNEL  
APPOINTMENTS**

**RESOLVED**, based upon the recommendation of the Assistant Superintendent of Human Resources, the following appointments are being accepted for the 2012-13 school year:

**APPOINTMENTS**

Administrator - Fund 001

Susan R. Koulianos - 10 Months, 198 days - Grade 9, Step 6 - \$72,298.00 -  
Effective. August 14, 2012

S. Diane Rollins - 12 Months, 219 days - Grade 12, Step 6 - \$85,003.00 - **\$7,762.80**  
**prorated** Effective June 4, 2012 - June 30, 2012; \$85,854.00 - Effective August 1, 2012

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes:

Nays:

Motion carried.

5/22/12

**The Public Schools  
Youngstown, Ohio  
Office of the Superintendent**

**RESOLUTION NO. 113-12**

**CLASSIFIED PERSONNEL  
APPOINTMENTS**

**RESOLVED**, based upon the recommendation of the Assistant Superintendent of Human Resources, the following appointments are being accepted for the 2011-12 school year:

**APPOINTMENTS**

Security Guard - (Fund 001) - \$23.08 per hour; to be used on an “as needed” basis, not to exceed 12 hours per week:

Nicholas Menichini

Monitorial Aide (Fund 006) - \$7.70 per hour; to be used on an “as needed” basis; not to exceed 20 hours per week:

Christina Johnson

Ms. Mahone moved, seconded by Mr. Murphy that the foregoing resolution be adopted.

Ayes: Mahone, Murphy, Atkinson, Beachum, Haire-Ellis, Hanni, Kimble

Nays: None

Motion carried.

5/22/12

## **ADJOURNMENT**

There being no further business requiring board action at this time, Mr. Murphy moved that the meeting adjourn. Mr. Atkinson seconded the motion, and upon voice vote all board members voted yes. Mr. Beachum announced the meeting adjourned at 7:03 p.m.

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President

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Treasurer