

**ELMWOOD LOCAL SCHOOLS  
BOARD OF EDUCATION**

**Regular Meeting - Monday, May 8, 2023 / 5:30 p.m.  
Elmwood Schools Auditoria  
Bloomdale, Ohio 44817**

Board minutes are not official until approved at the June 2023 Board of Education meeting.

Roll: Time 5:30 pm

Mrs. Davis	Present
Mr. Lee	Present
Mr. Pennington	Present
Mrs. Reynolds	Present
Mrs. Silverwood	Present

Call to Order

At this time, meeting called to order.

Pledge of Allegiance

**86-23**

Executive Session: Time 5:34 pm

President Lee requested to go into Executive Session to discuss the investigation of charges or complaints against a public employee, official, licensee or student.

Motion by Mr. Lee    Seconded by Mr. Pennington

***Mrs. Reynolds Yes Mr. Lee Yes Mrs. Davis Yes  
Mr. Pennington Yes Mrs. Silverwood Yes***

Return from Executive Session: Time 5:56 pm

President Lee certified that the Board did discuss the above aforementioned executive item.

**87-23**

Acceptance of Minutes of Previous Meeting:

- Regular Meeting – April 10, 2023

Motion by Mr. Pennington    Seconded by Mrs. Davis

***Mrs. Davis Yes Mr. Lee Yes Mrs. Reynolds Yes  
Mr. Pennington Yes Mrs. Silverwood Yes***

Adjustment of Proposed Agenda for Tonight's Meeting

Superintendent Borton made any changes to the agenda at this time.

Superintendent's Recognition and Updates

- Student of the Month
- NEOLA – 1<sup>st</sup> read
- Strategic Plan presentation

Hearing of the Public

Dave Lee – Girls wrestling

As a reminder, from this point on, the remainder of the meeting will be audiotaped.

# ELMWOOD BOARD OF EDUCATION

May 8, 2023

## TREASURER'S REPORTS

Financial

### 88-23

It is recommended that the financial statements for the month of April be approved as presented by the Treasurer.

Motion by Mrs. Davis    Seconded by Mrs. Silverwood

*Mr. Pennington Yes Mrs. Reynolds Yes Mr. Lee Yes  
Mrs. Silverwood Yes Mrs. Davis Yes*

### 89-23

It is recommended to approve reimbursement from the General Fund to the Lunchroom Fund for unpaid student meal charges deemed bad debts as required by the new USDA/ODE mandate. Further, these charges will be added to the unpaid fee list for the affected students and will be deposited into the General Fund at the time of collection.

Motion by Mrs. Reynolds    Seconded by Mr. Pennington

*Mr. Pennington Yes Mrs. Silverwood Yes Mr. Lee Yes  
Mrs. Reynolds Yes Mrs. Davis Yes*

### 90-23

It is recommended to participate in the Ohio Association of School Business Officials and the Ohio School Boards Association 2024 Worker's Compensation Group Retrospective Rating Program with a targeted refund of 63% and an enrollment fee of \$625.00.

Motion by Mrs. Davis    Seconded by Mrs. Reynolds

*Mr. Lee Yes Mrs. Davis Yes Mrs. Silverwood Yes  
Mr. Pennington Yes Mrs. Reynolds Yes*

### 91-23

It is recommended to adopt the FY2023 Five-Year Forecast update and its corresponding assumptions. (Exhibit A)

Motion by Mr. Pennington    Seconded by Mrs. Davis

*Mrs. Davis Yes Mrs. Reynolds Yes Mr. Pennington Yes  
Mrs. Silverwood Yes Mr. Lee Yes*

### 92-23

It is recommended to approve the following supplemental appropriation:

584 Supporting Stronger Connections    Increase \$ 9,555.64

Motion by Mr. Pennington    Seconded by Mrs. Davis

*Mr. Lee Yes Mrs. Reynolds Yes Mrs. Silverwood Yes  
Mrs. Davis Yes Mr. Pennington Yes*

**ELMWOOD BOARD OF EDUCATION**  
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SUPERINTENDENT’S RECOMMENDATIONS & REPORTS

93-23

Consent Agenda

- a) It is recommended that the Class of 2023 be approved for participation in commencement exercises. Some students on this list may not have completed all requirements for graduation by Sunday, May 21, 2023, and will not receive a diploma until all graduation requirements are met and all obligations to the school are resolved. (Exhibit B)
- b) It is recommended that the Wood County Substitute Teacher & Aide List additions and deletions for the past month and all subsequent revisions be approved for the 2022-2023 school year.
- c) It is recommended that Wood County Hospital – Ready Works & Wood County Schools Health Consortium Clinic be appointed to conduct the physical examinations for Elmwood’s school bus & van drivers for the 2023-2024 school year.
- d) It is recommended to accept the Superintendent’s certification of compliance of all safety plans as required by law.
- e) It is recommended to approve the following three (3) policies that are required for Cyber Security Liability Coverage – Account Access and Authorization Policy, IT Asset Management Policy and Software Asset Management Policy (Exhibit C, D, E)

- f) It is recommended that the following donations be accepted:

<u>Donator</u>	<u>Recipient</u>	<u>Amount</u>
Roger & Bonna Benschoter	Elmwood MS Track	\$50.00
James & Judith Seifert	Elmwood MS Track	\$40.00

- g) It is recommended that the following overnight trip be approved.

<u>Group</u>	<u>Date</u>	<u>Location</u>	<u>Purpose</u>
HS Football	July 13-14, 2023	Elmwood High School	Team Bonding

- h) It is agreed that Elmwood has adopted and is enforcing a nutrition standards policy that considers the requirements of Ohio Revised Code 3313.814 and governs the types of food and beverages that may be sold on the premises of its school(s).

- i) It is recommended that the Student Athlete Code of Conduct be approved for the 2023-2024 school year. There are no changes. [Complete document can be seen upon request]

Motion by Mr. Pennington    Seconded by Mrs. Reynolds

**Mrs. Silverwood Yes Mr. Pennington Yes Mrs. Davis Yes**  
**Mrs. Reynolds Yes Mr. Lee Yes**

**ELMWOOD BOARD OF EDUCATION**  
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Action Agenda

**94-23**

It is recommended that the following retirements/resignations be accepted.

- Becky Dibling – Bus Driver – retirement effective July 31, 2023
- Jeff McMahon – Elem. Teacher – resignation effective July 31, 2023
- Derek Meyer – HS Teacher – resignation effective August 15, 2023
- Terry Rothenbuhler – Cafeteria Supervisor – retirement effective September 1, 2023

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mrs. Reynolds Yes Mr. Lee Yes Mrs. Silverwood Yes  
 Mr. Pennington Yes Mrs. Davis Yes***

**95-23**

It is recommended that the following individuals be hired for a certified position for the 2023-2024 school year as indicated below, pending BCII/FBI and verification of employment, certification/licensure, and transcripts.

<u>Name</u>	<u>Tentative Placement</u>	<u>Contract</u>	<u>Column/Step</u>
Matt Hauenstein	HS Math	One-Year Limited, 2023-2024	BA/8
Kelly Bates	MS Intervention Specialist	One-Year Limited, 2023-2024	M/10

Motion by Mr. Pennington      Seconded by Mrs. Davis

***Mr. Pennington Yes Mrs. Reynolds Yes Mrs. Davis Yes  
 Mrs. Silverwood Yes Mr. Lee Yes***

**96-23**

It is recommended that the following individual be issued a thirteen month, as needed, classified contract, effective June 1, 2023 - June 30, 2024.

<u>Name</u>	<u>Building</u>	<u>Tentative Placement</u>	<u>Contract</u>	<u>Step/Rate</u>
Laura Nungester	District	Custodian	261 days, 8 hrs/day	Step 2

Motion by Mr. Pennington      Seconded by Mrs. Davis

***Mrs. Davis Yes Mr. Lee Yes Mrs. Silverwood Yes  
 Mr. Pennington Yes Mrs. Reynolds Yes***

**ELMWOOD BOARD OF EDUCATION**  
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**97-23**

It is recommended that the resignation of Allison Betz, Head Cook, be accepted, effective July 31, 2023.

It is recommended that the following contract be approved per the Confidential / Supervisory Salary Schedule.

<u>Name</u>	<u>Position</u>	<u>Contract</u>	<u>Step/Rate</u>
Allison Betz	Cafeteria Supervisor	Two-Year, Non-Teaching 3319.02 Supervisory Contract Aug 1, 2023 - July 31, 2025	Step 3

Motion by Mr. Pennington    Seconded by Mrs. Reynolds

***Mrs. Silverwood Yes Mrs. Reynolds Yes Mrs. Davis Yes  
Mr. Lee Yes Mr. Pennington Yes***

**98-23**

It is recommended to hire the following students, on an as needed basis, at a rate per the substitute salary schedule, for the Summer of 2023, effective May 30, 2023 through August 21, 2023.

Madelayne Lee	Isabella Courtney
Evan Barringer	Dylan Armentrout
Payton Ziegler	Drake Holbrook

Motion by Mrs. Reynolds    Seconded by Mrs. Silverwood

***Mrs. Reynolds Yes Mr. Pennington Yes Mrs. Silverwood Yes  
Mrs. Davis Yes Mr. Lee Abstained***

**99-23**

It is recommended that the following individuals be issued a Continuing, certified contract effective July 1, 2023.

John (JT) Bates – High School – M/11  
Kyle Hackenburg - High School – M30/11  
Krysteena Lawrence – High School – M/14  
Emily Reynolds – High School – M15/9  
Shelby Bratt – Middle School – M30/11  
Kathryn Deeds – Elementary – M/10

Motion by Mr. Pennington    Seconded by Mrs. Reynolds

***Mr. Lee Yes Mrs. Silverwood Yes Mrs. Davis Yes  
Mr. Pennington Yes Mrs. Reynolds Yes***

**ELMWOOD BOARD OF EDUCATION**

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**100-23**

It is recommended that the following individuals be issued a Three Year, certified contract effective July 1, 2023 – June 30, 2026.

Ashley Kuehne – Middle School – M10  
Elizabeth Giesige – Elementary – BA150/12  
Samantha Hoover – Elementary – M/4  
Angela Crum – District – M30/13  
Shannon Damschroder – District – M30/4

Motion by Mrs. Davis      Seconded by Mr. Pennington

***Mrs. Reynolds Yes Mrs. Silverwood Yes Mrs. Davis Yes  
Mr. Lee Yes Mr. Pennington Yes***

**101-23**

It is recommended that the following individuals be issued a Two Year, certified contract effective July 1, 2023 – June 30, 2025.

Kori Skattebo – High School – M/4  
Roseann Halliday – Elementary – M30/12

Motion by Mrs. Reynolds      Seconded by Mr. Pennington

***Mrs. Silverwood Yes Mr. Lee Yes Mrs. Reynolds Yes  
Mr. Pennington Yes Mrs. Davis Yes***

**102-23**

It is recommended that the following individuals be issued a One Year, certified contract effective July 1, 2023 – June 30, 2024.

Hanna Grass – High School – BA150/3  
Garrett Michalkiewicz – Middle School – BA150/3  
Robin Reynolds – Middle School – M15/4\*  
Michelle St. Jean – Middle School – M/4\*  
Madison Hoffman – Elementary – BA150/2  
Kalista Thain – Elementary – BS/2

\* retire/rehire – one-year limited contracts only

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mrs. Reynolds Yes Mrs. Silverwood Yes Mr. Pennington Yes  
Mrs. Davis Yes Mr. Lee Yes***

**103-23**

It is recommended to employ Brenda Schnitker\* as Special Ed Director, effective July 1, 2023 - June 30, 2024, for 210 days at Step 4 of the Certified Supervisor/Director Salary Schedule.

\* retire/rehire – one-year limited contract only

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mrs. Silverwood Yes Mr. Pennington Yes Mrs. Reynolds Yes  
Mr. Lee Yes Mrs. Davis Yes***

**ELMWOOD BOARD OF EDUCATION**  
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**104-23**

It is recommended to employ Laurie Lee\* as EMIS/Transportation Supervisor, effective July 1, 2023 - June 30, 2024, at Step 4 of the Confidential/Supervisory Salary Schedule.

\* retire/rehire – one-year limited contract only

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mrs. Reynolds Yes Mr. Lee Yes Mrs. Davis Yes  
 Mr. Pennington Yes Mrs. Silverwood Yes***

**105-23**

It is recommended that the following individual be issued a Two Year, as needed, classified contract, effective July 1, 2023 - June 30, 2025, pending BCII/FBI and licensure if applicable.

<u>Name</u>	<u>Building</u>	<u>Tentative Placement</u>	<u>Step/Rate</u>
Jennifer Vanscoder	District	Cafeteria	Step 3
Melissa Mohney	District	Custodian	Step 3
Jaime Hawkins	Elementary	Student Attendant/Aide	Step 1
Kristi Motot	Elementary	Student Attendant/Aide	Step 1

Motion by Mr. Pennington      Seconded by Mrs. Davis

***Mr. Lee Yes Mrs. Davis Yes Mrs. Silverwood Yes  
 Mr. Pennington Yes Mrs. Reynolds Yes***

**106-23**

It is recommended that the following individuals be issued a One Year, as needed, classified contract, effective July 1, 2022 - June 30, 2023.

<u>Name</u>	<u>Building</u>	<u>Tentative Placement</u>	<u>Step/Rate</u>
Beth Bateson	District	Cafeteria	Step 5 *
Sheryl Wright	District	Cafeteria	Step 5 *

\* retire/rehire – one-year limited contracts only

Motion by Mrs. Reynolds      Seconded by Mrs. Silverwood

***Mrs. Silverwood Yes Mrs. Davis Yes Mr. Lee Yes  
 Mrs. Reynolds Yes Mr. Pennington Yes***

**107-23**

It is recommended that the following individuals be issued a One Year, as needed, classified contract, at a rate per the substitute salary schedule, effective July 1, 2023 - June 30, 2024, pending BCII/FBI and licensure if applicable.

<u>Name</u>	<u>Building</u>	<u>Tentative Placement</u>
Kim Garner	Comm. Ctr.	Fitness Center Attend. Sub
Brooke Rosendale	Comm. Ctr.	Fitness Center Attend. Sub
Christina Schreiner	Comm. Ctr.	Fitness Center Attend. Sub
Joe Wright	District	Grounds Mowing

Motion by Mrs. Reynolds      Seconded by Mrs. Davis

***Mr. Pennington Yes Mrs. Reynolds Yes Mrs. Davis Yes  
 Mr. Lee Yes Mrs. Silverwood Yes***

**ELMWOOD BOARD OF EDUCATION**

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**108-23**

It is recommended to hire Jace Grossman for strength coach services for the 2023-2024 school year at a cost of \$16,000.00. Contract will run from June 1, 2023 – May 31, 2024.

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mr. Lee Yes Mrs. Silverwood Yes Mrs. Reynolds Yes  
Mrs. Davis Yes Mr. Pennington Yes***

**109-23**

It is recommended that the following individual(s) be approved for extra hours for the 2023-2024 school year. (Exhibit F)

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mr. Pennington Yes Mrs. Silverwood Yes Mr. Lee Yes  
Mrs. Reynolds Yes Mrs. Davis Yes***

**110-23**

It is recommended that the Substitute Salary Schedule for the period of May 30, 2023 – June 30, 2024 be approved. (Exhibit G)

Motion by Mrs. Davis      Seconded by Mr. Pennington

***Mr. Lee Yes Mrs. Silverwood Yes Mrs. Davis Yes  
Mr. Pennington Yes Mrs. Reynolds Yes***

**111-23**

It is recommended to approve the procedures for the addition of new school-sponsored athletic teams. (Exhibit H)

Motion by Mrs. Davis      Seconded by Mrs. Reynolds

***Mrs. Davis Yes Mrs. Silverwood Yes Mr. Pennington Yes  
Mrs. Reynolds Yes Mr. Lee Yes***

**112-23**

It is recommended that the contract between Wood County Hospital Rehabilitation Services and Elmwood Local School District for Athletic Trainer Services be approved for the 2023-2024 school year at a cost of \$30,000. (Exhibit I)

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mr. Pennington Yes Mr. Lee Yes Mrs. Reynolds Yes  
Mrs. Silverwood Yes Mrs. Davis Yes***

**113-23**

It is recommended that the contract between Wood County Hospital Rehabilitation Services and Elmwood Local School District for Athletic Trainer Services be approved for the period of June 5, 2023 to July 28, 2023, for up to 20 hours/week at \$25/hour. (Exhibit J)

Motion by Mrs. Reynolds      Seconded by Mrs. Silverwood

***Mrs. Davis Yes Mr. Lee Yes Mrs. Reynolds Yes  
Mrs. Silverwood Yes Mr. Pennington Yes***



**ELMWOOD BOARD OF EDUCATION**

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**114-23**

It is recommended that the following be set for adult lunch prices, for the 2023-2024 school year:

Lunch: \$3.50 Adult (\$.15 increase due to Federal requirement)

Motion by Mrs. Davis      Seconded by Mr. Pennington

***Mrs. Reynolds Yes Mr. Lee Yes Mrs. Davis Yes  
Mr. Pennington Yes Mrs. Silverwood Yes***

**115-23**

It is recommended that the following be set for breakfast & lunch prices, for the 2023-2024 school year:

Breakfast: \$2.00 (\$.25 increase due to Federal requirement)  
Lunch: \$2.50 Elementary (\$.15 increase due to Federal requirement)  
          \$2.75 High School/Middle School (\$.15 increase due to Federal requirement)  
Milk: \$.60 (no change)  
Entrée \$2.00 (\$.25 increase due to Federal requirement)

Motion by Mr. Pennington      Seconded by Mrs. Davis

***Mrs. Davis Yes Mr. Lee Yes Mrs. Reynolds Abstained  
Mr. Pennington Yes Mrs. Silverwood Yes***

**116-23**

It is recommended that the contract with Northwest Ohio Educational Technology for the 2023-2024 school year be approved. Cost will be \$2,769.30. (Exhibit K)

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mr. Pennington Yes Mrs. Reynolds Yes Mr. Lee Yes  
Mrs. Silverwood Yes Mrs. Davis Yes***

**117-23**

It is recommended to approve the contract between the NwoESC (Northwest Ohio Educational Service Center) and the Elmwood Local School District for services to the visual impairment program, for the 2023-2024 school year, be approved on an as needed basis.

Motion by Mrs. Davis      Seconded by Mr. Pennington

***Mr. Pennington Yes Mrs. Silverwood Yes Mr. Lee Yes  
Mrs. Reynolds Yes Mrs. Davis Yes***

**118-23**

It is recommended to amend the 2023-2024 Wood County ESC Menu of Services Agreement, approved Feb. 13, 2023, Resolution #39-23, to include Adaptive Physical Education Services.

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mr. Lee Yes Mrs. Davis Yes Mrs. Silverwood Yes  
Mr. Pennington Yes Mrs. Reynolds Yes***

**ELMWOOD BOARD OF EDUCATION**  
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**119-23**

It is recommended that the bid be accepted for the purchase of two (2) 72 passenger, propane school buses from Cardinal Bus Sales, Inc. for \$ 248,914.00. (Exhibit L)

Motion by Mr. Pennington      Seconded by Mrs. Silverwood

***Mrs. Davis Yes Mrs. Reynolds Yes Mr. Pennington Yes  
Mrs. Silverwood Yes Mr. Lee Yes***

**120-23**

It is recommended to issue a parental transportation contract to Leanna and Jason Daniels to transport their child to and from school for the 2022-2023 school year at a rate of \$5 per trip/\$10 per day. It has been determined that this is in the best interest of the parent, child and District.

Motion by Mr. Pennington      Seconded by Mrs. Reynolds

***Mr. Lee Yes Mrs. Reynolds Yes Mrs. Silverwood Yes  
Mrs. Davis Yes Mr. Pennington Yes***

**121-23**

It is recommended that the Strategic Plan final document be approved. (Exhibit M)

Motion by Mrs. Reynolds      Seconded by Mrs. Silverwood

***Mrs. Reynolds Yes Mr. Pennington Yes Mrs. Silverwood Yes  
Mrs. Davis Yes Mr. Lee Yes***

Building Reports

High School

- Congratulations to Julia Gross who was awarded the prestigious Franklin B. Walter Award and Scholarship! Julia is the only student in Wood County to receive the coveted award!
- On April 24th, Thunder Struck Transportation presented to our students on safe driving around semi trucks.
- The HS and MS received word that they received national recognition again this year for the PLTW programs. Elmwood is 1 of 17 schools in the State to receive the recognition.
- May 8th-May 12th: Teacher Appreciation Week
- May 10th: 9th Grade Holocaust Memorial Museum Field Trip
- May 11th: Science Club/NHS/Physics Cedar Point Field Trip
- May 12th: Senior Checkout Day
- May 15th: Academic Excellence Awards Night (7pm)
- May 16th: Advanced American History Field Trip
- May 18th: Graduation Rehearsal (10am)
- May 21st: Graduation (2pm)
- May 25th: Last Day of School!
- May 26th: Teacher Workday!

Middle School

- State AIR Testing has wrapped up and we only have a couple students who need to do make-ups left
- The MS is planning our traditional field day and awards handout on the last day of the year, May 25th. The awards ceremonies will be by grade level around lunch time. Specific directions for parents wishing to attend will be sent out to parents whose students are getting awards.
- The 8th grade choir will be singing at Wood Lane Friday May 19th.

# ELMWOOD BOARD OF EDUCATION

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Building Reports continued

## Middle School

- This Junior High track season is approaching the conclusion with the NBC meet this Friday at Otsego.
- The annual Spring Arts Festival was held yesterday
- Field Trips: 6th grade on May 3rd went to the Mudhens game, 7th grade is going to the Mudhens game May 24th.
- The HS and MS received word that they received national recognition again this year for the PLTW programs. Elmwood is 1 of 17 schools in the State to receive the recognition.
- Thanks to our local Bowling Green, Walmart and the manager Tom Kehres EMS received a \$1000 grant to be used for our PBIS Roarstore

## Elementary

- The end of year state testing for students in grades 3-4 is being completed.
- Kindergarten screening was completed on April 24th. Any students enrolling later will be screened at a later time.
- The Book Fair took place May 1-5.
- Kindergarten graduation will take place on May 11<sup>th</sup> at 6:30.
- Hawaii Day is May 19<sup>th</sup>
  
- Elementary Awards is May 24<sup>th</sup> at 10:00.
- Elementary Field Day will be held on May 23.
- PTO Royal Citizens for the month of May are: Tanner Miller, Kolben Gilliam, Kenzley Bomer, Cora Shaffer, Niklaus McKee, Hannah Doogs, Thayne Tyson, Beckley Feick, Jaquan Smith, Jillian Bennett, Juliette Bloom, Emery Weasner, Soren Hawkins, Bearett Feick, Jace Main, Jack Good, McKenzie Huss, Reece Cook, Colton Carter, Adelynn Chapman, Maci Dennis

Legislative Update

- Budget Bill

Committee Reports

Board Member Comments

The next Board meeting is scheduled for Monday, June 12, 2023 at 5:30 pm in the Elmwood Schools Auditoria.

Special Meeting – Closing of Fiscal Year: Thursday, June 29, 2023 at 5:00 pm

## 122-23

Adjournment – Time 7:28 pm

Motion by Mr. Pennington      Seconded by Mrs. Davis

**Mr. Lee Yes Mrs. Davis Yes Mrs. Silverwood Yes  
Mr. Pennington Yes Mrs. Reynolds Yes**

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Jenalee Niese, Treasurer

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Ryan Lee, Board President

# ELMWOOD BOARD OF EDUCATION

## May 8, 2023

### EXHIBIT A

#### Elmwood Local Schools

Wood

EXHIBIT A

Schedule of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Years Ended June 30, 2020, 2021 and 2022 Actual;  
Forecasted Fiscal Years Ending June 30, 2023 Through 2027

5/8/2023 - May Update

	Actual			Average Change	Forecasted				
	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022		Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027
Revenue									
010 General Property Tax (Real Estate)	2,722,086	2,772,574	2,730,253	0.2%	2,643,097	2,801,683	2,829,700	2,857,997	2,886,577
020 Tangible Personal Property Tax	3,014,778	3,203,328	2,202,297	-12.5%	2,206,567	2,600,666	2,544,849	2,497,872	2,447,514
030 Income Tax	2,009,934	1,996,997	2,359,814	8.2%	2,859,984	2,917,784	2,975,872	2,930,597	2,871,574
1035 Unrestricted State Grants-in-Aid (all 3100's except 3130)	6,946,462	6,960,941	7,999,601	4.0%	7,370,910	7,373,287	7,385,659	7,393,045	7,400,436
1045 Restricted State Grants-in-Aid (all 3200's)	210,239	164,549	206,089	1.8%	309,419	309,419	309,419	309,419	309,419
1045 Restricted Federal Grants-in-Aid (all 4200's)									
050 Property Tax Allocation (3130)	400,536	404,873	399,381	-0.1%	194,719	195,723	198,659	200,646	202,652
060 All Other Revenues except 1931, 1933, 1940, 1950, 5100, 5200	2,122,867	1,194,877	416,347	-54.4%	439,026	446,719	454,527	462,481	470,555
070 Total Revenues	17,326,902	16,898,138	15,688,722	-4.8%	16,023,732	16,649,975	16,702,350	16,652,066	16,744,938
Other Financing Sources									
1010 Proceeds from Sale of Notes (1940)									
1020 State Emergency Loans and Advancements (Approved 1950)									
1040 Operating Transfers-in (5100)									
1060 Advances-in (6200)									
1070 All Other Financing Sources (1931 and 1933)									
1080 Total Other Financing Sources									
Expenditures									
1010 Personnel Services	8,668,736	8,573,497	8,976,496	3.6%	9,376,299	9,674,141	10,045,933	10,603,841	10,923,995
1020 Employees' Retirement/Insurance Benefits	3,959,980	3,594,508	3,660,535	7.1%	4,260,787	4,578,785	4,968,179	5,111,588	5,367,157
1030 Purchased Services	2,021,597	1,994,617	1,615,814	-10.2%	28,875	22,660	18,000	15,976	13,525
1040 Supplies and Materials	420,332	569,833	508,337	12.4%	533,754	561,960	573,199	584,663	596,357
1050 Capital Outlay	489,354	317,304	235,767	-30.4%	303,889	110,047	316,248	116,573	120,000
1060 Interest and Fiscal Charges									
1060 Other Object									
1300 Total Expenditures	16,172,970	15,400,669	15,603,790	-1.7%	16,567,609	17,401,797	18,229,925	18,803,508	19,553,936
Other Financing Uses									
1010 Operating Transfers-Out	165,280	122,950	20,000	-64.7%	200,000	100,000	60,000	60,000	60,000
1020 Advances-Out									
1040 All Other Financing Uses	62	122,950	20,367	-64.5%	500	500	500	500	500
1040 Total Other Financing Uses	165,342	122,950	20,367	-64.5%	200,500	100,500	60,500	60,500	60,500
1050 Total Expenditures and Other Financing Uses	16,338,312	15,523,619	15,624,157	-2.2%	16,868,109	17,502,297	18,289,425	18,864,008	19,614,436
010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,122,519	1,290,284	222,207	-33.9%	688,313	735,040	1,642,076	2,166,942	3,824,200
010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	4,817,282	5,939,771	7,230,055	22.5%	7,452,282	6,763,949	6,028,909	4,486,833	2,319,891
020 Cash Balance June 30	5,939,771	7,230,055	7,452,282	12.4%	6,763,949	6,028,909	4,486,833	2,319,891	1,504,306

#### Elmwood Local Schools

Wood

EXHIBIT A

Schedule of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Years Ended June 30, 2020, 2021 and 2022 Actual;  
Forecasted Fiscal Years Ending June 30, 2023 Through 2027

5/8/2023 - May Update

	Actual			Average Change	Forecasted				
	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022		Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027
010 Estimated Encumbrances June 30	124,209	87,379	87,379	-14.8%					
010 Reservation of Fund Balance									
020 Canteen and Instructional Materials									
030 Capital Improvements									
040 Budget Reserve									
049 DP/IA/PBA									
049 SSSP									
049 Debt Service									
049 Property Tax Advances									
070 Bus Purchases									
080 Subtotal									
1010 Fund Balance June 30 for Certification of Appropriations	5,815,582	7,142,676	7,364,883	13.0%	6,763,949	6,028,909	4,486,833	2,319,891	1,504,306
Revenue from Replacement/Renewal Levies									
1010 Income Tax - Renewal									
1020 Property Tax - Renewal or Replacement									
1300 Cumulative Balance of Replacement/Renewal Levies									
2010 Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	5,815,582	7,142,676	7,364,883	13.0%	6,763,949	6,028,909	4,486,833	2,319,891	1,504,306
Revenue from New Levies									
1010 Income Tax - New									
1020 Property Tax - New									
1030 Cumulative Balance of New Levies									
1010 Revenue from Future State Advancements									
1010 Unreserved Fund Balance June 30	5,815,582	7,142,676	7,364,883	13.0%	6,763,949	6,028,909	4,486,833	2,319,891	1,504,306
ADN Forecasts									
1010 Kindergarten - October Count	100	68	97	6.5%	97	95	95	95	95
1015 Grades 1-12 - October Count	1,178	1,084	1,177	2.8%	1,256	1,200	1,200	1,200	1,200

See accompanying summary of significant forecast assumptions and accounting policies  
Includes: General fund, Emergency Levy fund, DP/IA fund, Textbook fund and any portion of Debt Service fund related to General fund debt

**ASSUMPTIONS**

May Update 2023

**Notes to the Five-Year Forecast FY2023 - FY2027**

This forecast has been projected using assumptions based on the current information available at the present time. The goal of this forecast is to project trends that may assist the Board in making financial decisions. While it is very difficult to project a full 5 years in the future, the first 2 years should be viewed as a respectable projection of the District's financial outlook. As with any forecast, all information is subject to change.

**Revenues:**

**1.010 General Property Tax (Real Estate):** Property Valuation for Elmwood Local School District for CY2020 (collected in CY2021) is listed below as certified to the Department of Education. Elmwood property is assessed 3.4 inside mills and 30.6 outside mills which were voted as continuing levies. In October 2021, the Board moved 1.2 inside mills of property taxes from current expense to permanent improvement. The total inside/outside mills have a new effective rate of 20.023640 mills for Residential/Agricultural nearing the 20-mill floor and 21.780477 mills for Commercial/Industrial.

Total Valuation Assessed	2018/2019	2019/2020	2020/2021	2021/2022
Real Property:				
Residential/Agricultural:	147,730,990	147,605,600	141,258,130	142,594,310
Commercial /Industrial:	5,735,630	5,683,860	5,631,520	5,805,270
Public Utility Property:	131,300	149,940	163,170	184,200
Tangible Personal Property:	43,531,340	100,369,430	155,189,370	151,751,040
<b>Total Assessed:</b>	<b>197,129,260</b>	<b>253,808,830</b>	<b>302,242,190</b>	<b>300,334,820</b>

The triennial update in 2020 produced a decrease in CAUV values giving Elmwood an 1.85% increase in tax collections. Due to these lower values, a 0.5% increase is projected for FY2023 with hopes of reaching the 20-mill floor. A 6% increase is projected for FY2024 due to the reappraisal and a 1% for the remaining years.

**1.020 Tangible Personal Property Tax:** This includes Public Utilities Personal Property tax which is collected at the full millage rate on public utilities located within the district. Public utility values depreciate 2% per year. Elmwood collects tax revenue from two Rover pipelines with an estimated overall receipt of \$5 million. Rover appealed the assessed value requesting it to be reduced to 54% of the original value. The initial collections received in FY2019 were on the appealed value. The State Tax Commissioner ruled against the appeal which led Rover to appeal with the Board of Tax Appeals reducing it from 54% to 46%. The FY2021 payments were paid on 50% valuation. In FY2022 the pipeline appealed once more to 39.43% reducing our revenue by 30.3% or \$957,014. August collections in FY2023 show a 2% increase in revenue, estimates for the remainder of FY2023 will optimistically carry that 2% increase over last years' collections.

**1.030 Income Tax:** School District Income Tax collections comprise 14% of the school district's total revenue. Elmwood has two five-year levies, which at the November 2018 general election, voters extended through 2025 and 2026 by a 62% and 59% passage rate. The District experienced an upswing in FY2020 of 4.85%. With the impact from COVID-19, collections decreased by \$12,937 or .6% for FY2021. In FY2022 a rebound in tax collections over the previous year generated an additional \$338,817, a 14.5% increase. For FY2023 a 4% increase is projected FY2024 through FY2027 a conservative 3% increase is projected due to continued economic uncertainty. In FY2026 and FY2027 Line 1.03 was decreased by .5% and placed on line 11.01 reflecting the renewal of the .50% tax that expires December 31, 2025.

**Notes to the Five-Year Forecast FY2023 - FY2027 (Continued)**

**1.035 Unrestricted State Grants-in-Aid:** State funding for schools is based on several factors all of which are subject to deliberations and approval of the Ohio General Assembly. For the FY2021 the district saw a reversal of the state funding reductions caused by the pandemic. While Casino revenues were down in FY2020 and FY2021, revenues rebounded by 10% in FY2022. Casino revenues are expected to level out for the remaining years of this forecast. A new Biennium Budget – Fair School Funding Plan (FSFP) was enacted on June 30, 2021. This new funding plan was phased in with the December 2021 foundation payment, this new funding plan changed the way our foundation payments are received in but did not affect our overall state foundation funding revenue. Personal property valuation from the pipeline will impact our new state funding totals moving forward beginning in FY2023 absorbing any increase we may have received, therefore the foundation payment has been flatlined through the remainder of this forecast.

**1.040 Restricted State Grants-in-Aid:** This line includes Career Tech weighted aid which the State requires 75% of this funding be spent on educational trips, supplies and equipment for these programs; Catastrophic cost reimbursement and Economic Disadvantaged funding, now called Poverty Based Assistance (funds which Elmwood uses for intervention programs) are also included in this line. With the new biennium budget, the following changes took place beginning December 2021; restricted funding is being added for Gifted Education and English Learner Funding; Student Wellness and Success Funding was reduced in half and will now appear in this line moving from line 1.035 Unrestricted State Grants-in-Aid.

**1.045 Restricted Federal Grants-in-Aid:** Includes Restricted Federal Grants.

**1.050 Property Tax Allocation:** Included are Non-Business Credit, Owner Occupancy Credit, and Homestead Reduction Tax Credit which the State provides to homeowners on their real estate taxes. The same increases reflected on Line 1.010 Real Estate revenues are reflected here through FY2027. This was reduced beginning in FY2022 due to the movement of 1.2 inside mills to the Permanent Improvement fund.

**1.060 All Other Operating Revenue:** Other revenue consists of interest income, student fees, open enrollment, excess costs charged to other districts, facility rental, donations, membership dues for the fitness center, etc. Excess costs charged to other districts for special education was \$149,508 in FY2021 and \$137,269 for FY2022. This category also reduced in FY2020 due to the COVID-19 pandemic with closing the fitness center and rentals of the building. The sale of new Certificates of Participation (COPs) to refinance the 2011 Athletic Complex Renovation COPs (\$1,116,867) appears on this line for FY2020 along with a \$13,809 property insurance claim reimbursement. A dividend of \$242,685 was received to help offset COVID-19 expenses in FY2021. With the phase in of the new Fair School Funding Plan, open enrollment as a separate line item has been removed as students are now funded in the district they are educated this reduced this line item by \$494,964 in FY2022. Interest Income has increased with the raising of interest rates in FY2023 combined with additional rental income from the new Life Wise Academy program. An increase of 4% is projected for these categories in FY2023 and 1.75% through FY2027.

**2.060 All Other Financing Sources:** This includes refunds of prior fiscal year expenditures and E-Rate reimbursement based on internet usage during the prior fiscal year. Also included are refunds of Workers' Compensation premiums. In FY2020 Elmwood received a \$39,881 premium refund plus \$10,904 refund as part of the BWC Group Retrospective Rating Program. BWC also refunded our FY2018 premium in the amount of \$51,667 to help with the effects of the offset COVID-19 pandemic. FY2021 refunds on this line included our 2019 BWC \$65,156 premium to offset the pandemic costs; fuel tax refunds: \$17,887 alternative fuel tax; and a \$3,332 excise fuel tax; and a refund of fleet insurance premiums for the time the busses were idle March 17 through June 30, 2020. In FY2022, Elmwood received a surcharge reimbursement from SERS in the amount of \$16,268 and a reimbursement of \$93,645 from ESSER III – COVID Relief funds for online school purchased in FY2021.

**EXHIBIT A continued**

**ELMWOOD BOARD OF EDUCATION**  
 May 8, 2023

Notes to the Five-Year Forecast FY2023 - FY2027 (Continued)

Expenditures:

**3.010 Personal Services:** In May 2021, the Non-Certified staff negotiated a 2.5% increase in FY2022 and a 2.0% increase for FY2023 and FY2024. The certified staff negotiated a 2% increase for FY2023, FY2024, and FY2025 which matched the estimate used in the May update. In FY2022 the Student Wellness and Success Funds (SWSF) paid 100% of the elementary guidance counselor's salary; this was added back into the general fund for FY2023. An additional high school guidance counselor was funded utilizing the ARP - American Rescue Plan (ESSER III) grant; 100% of the counselor's salary will come out of the grant for FY2022 through FY2024 and will be added back to the general fund expenses beginning in FY2025. In FY2022 Nursing Services was being funded by Student Wellness and Success and was removed from this forecast line, beginning in FY2023 services will be provided as a contracted service and moved to Purchased Services (Line 3.030). Due to mid-year retirements in FY2022, FY2023 salaries will be reduced from the 4% increase projected. Three retirements occurred in December 2021, two retire-rehire in December of 2022. FY2023 saw an increase in retirements taking place in May and September. In FY2025 additional retirements are expected.

**3.020 Employee Retirement/Insurance Benefits:** Retirement 14%, Workers' Compensation 1% and Medicare 1.45% have been estimated using these standard percentages. In July of FY2023 medical premiums increased 20%, with a lump sum payment of \$124,921. In FY2024 an 8% increase has been projected due to the continual cost increase of medical services, to help restore the consortiums budget and offset clinic costs. A 6% increase is projected in FY2025 and a hopeful leveling out of 5% increase for the remaining two years of this forecast. Retirement and Workers Compensation adjustment were made for FY2022 through FY2027 that correspond to the retirements listed on line 3.010. In addition, benefits paid by the SWSF and ARP (ESSER III) grants for guidance counselors will be added back to the general fund expenditures in FY2023 and FY2025.

**3.030 Purchased Services:** Includes electric, natural gas, phones, water/sewer, legal services, contracted repairs, building and fleet insurance and excess costs paid to other districts; services purchased from the Wood County Educational Service Center including Psychologist, Physical Therapy and costs for students attending ESC Special Education units. Wood County ESC services decreased by 13% at the beginning of FY2023, should this hold true for the remainder of the fiscal year, this decrease will help offset increases in public utility bills. Beginning with the new FY2022 biennial budget students are being funded where they are educated eliminating tuition, special education scholarship deductions, open enrollment and community school costs from Purchased Services. In FY2023 building and fleet insurance took a 17% leap due to increased property valuation and cost of replacement in a catastrophic event, this cost is seen in the FY2022 yearend for FY2023 coverage, an 8% increase is forecasted for future insurance years. In FY2023 Nursing Services will be provided as a contracted service through the Wood County Hospital increasing our Purchased Services. After adjustments, an increase of 3% per year is projected for purchased services in FY2023 and a 2.5% through FY2027.

**3.040 Supplies and Materials:** This category includes instructional supplies, textbooks, office supplies, custodial supplies, bus fuel and parts. An increase of 5% is projected for FY2023 due to rising fuel costs, increased freight cost and continued supply shortages with a 2.5% increase projected for all supplies through FY2027.

Notes to the Five-Year Forecast FY2023 - FY2027 (Continued)

**3.050 Capital Outlay:** In FY2019 three propane buses and a used bus with a wheelchair lift were purchased; \$300,500 for safety renovations to the building, doors, and offices with \$230,850 carried over to FY2020; \$112,000 for safety cameras; \$20,000 to relocate doors of the physical education offices adjacent to the locker rooms; and \$76,480 for LED lighting in the Community Center. Two new busses were purchased in FY2021, the State School Bus Purchase Grant covered half the cost of one bus. In FY2022, a handicap bus was purchased. To keep with our replacement schedules and utilizing and utilizing an additional \$45,000 in school bus grants - one bus was purchased and encumbered at 2022 fiscal yearend to be paid in FY2023 and one additional bus is scheduled to be purchased in FY2023 contingent on receiving a second grant payout. In FY2023 seven new copiers were purchased for a total cost of \$55,623.83, an additional \$15,000 is budgeted in FY2023 to replace the last two existing copiers. A dump truck with a snow plow was purchased in FY2023 for \$53,000. This line item also includes maintenance equipment and other district equipment purchases estimated to increase 6% in FY2023 due to inflation and 2% for the remaining years of this forecast.

**4.055 - 4.060:** These lines reflect yearly principal and interest payments to retire the Certificates of Participation sold in FY2012 to finance the Athletic Complex Renovation Project; and Certificates of Participation sold in FY2014 to finance a new band room addition, LED Outdoor lighting and technology upgrades. In FY2020 the remaining Athletic Complex Certificates of Participations were called and refinanced at 2.65%, saving the District \$85,664.13 in interest through December 2031 when they will be fully retired.

**4.300 Other Objects:** The majority of the expenses in this category are for county auditor and treasurer's fees, Wood County Educational Service Center payments through the state foundation, annual audits, liability insurance, and school income tax administrative fees. In FY2022 the cost of liability insurance increased by 22% which is paid before FY2021 yearend. For all other expenses in this category a 2% increase has been projected in these categories for FY2023 - FY2027. The purchase and cost to refinance the 2011 Athletic Complex Renovation Certificates of Participation (\$1,116,867) appears on this line for FY2020.

**5.010 Transfers-Out:** The Athletic Fund experienced a significant loss in ticket and concession sales in FY2021 due to spectator limitations, the Board transferred \$30,000 in FY2021 to help offset this loss in revenue. The Board also transfers money yearly to the 035 Employee Termination Fund to set aside severance pay for employees upon retirement. A transfer of \$42,950 was made in FY2021, \$20,000 in FY2022 with annual adjustments made to this transfer based on retirement eligibility. The Board transfers money annually to the 006 Cafeteria Fund to offset their struggle from decreased revenues and higher food cost as a result of federal guidelines. The Board transferred \$50,000 in FY2021, in FY2022 the federal government provided free lunch and breakfast for all students and increased the Federal subsidy reimbursement considerably ending the year with a positive balance of \$219,246. For FY2023 free lunches for all was removed in legislation and with that the federal reimbursement decreased by 29% for breakfast and 34% for lunch. This is combined with the increase in staff and student negative lunch balances and a 15% increase in food cost, it is estimated that \$150,000 would need transferred by yearend. The Board of Education is permitted to transfer .5% of its budget to student activity funds.

**5.030 Other Financing Uses:** Includes refunds of prior year receipts.

**6.010 Excess of Revenues over Expenditures:** COVID-19 has continued to impact our district with cuts in State aid in combination with the pipeline appealed valuation. Revenues became less than expenditures beginning in FY2023 due to the expiration of COVID relief grants and the district begins to spend a portion of its carryover balance.

**Final Note:** Readers of this Forecast are cautioned that this forecast is based on assumptions. Actual circumstances will almost certainly differ from the assumptions required to be used in preparation of this projection. As a result, the actual future financial situation of the School District may be materially different from that stated in this projection.

EXHIBIT A continued

ELMWOOD BOARD OF EDUCATION  
May 8, 2023

**ELMWOOD BOARD OF EDUCATION**  
*May 8, 2023*

**EXHIBIT B**

EXHIBIT B

EHS Class of 2023

Abigail Joy Allison	Regann Kay Hiser	Hannah Rose Shaferly
Celciana Adela Almaraz	Olivia Marie Holderman	Tyler Jay Simon
Alex Michael Arnold	Keathen D. Jacobs	Dakota James Smith
Anna Ruth Barber	Taylor Jeffrey	Allen Michael Sterling
Austin Baumlein	Gavyn Kaufman	Matia Susan *
Conner L. Beckford	Sophia King	Easton Lee Thomas
Lucas Patrick Bennett	Kendall J. Lachey	Zoe Angel Thomas
Sarah M. Best	Alex Lee	Caleb Tyson
Hannah JoAnn Betz	Emaline Grace Lee	Mathew R. Tyson
Carter Biecheler	Katelynn Sue Leemaster	Anthony E. Veryser
Frank Blair	Kaitlynn Beverly Logston	Thomas J. Veryser
Delaney Blake	Kyle Andrew Long	Alexander D. Voska
Aaron Eugene Boes	Felix Angel Lopez	Allison McKayla Warns
Josiah Boggs	Zachery Michael May	Keith Weber
Matthew Christian Borsos	Adam Thomas Meyer	Hayden Charles Wickard
Madison Marie Bowers	Anna Rose Meyer	Gregory Delbert Wise
Tyler William Boyer	Mallory Jean Miller	Joseph J. B. Wise
Nathan Anthony Buchman	Uriah Sebastian Miller	Odin Woodbury
Jackson K. Childress	Madison Milligan	Jameson N. Young
Hailey Clark	Adam Samuel Mohre	Cole Robert Zeigler
Olivia Grace Courtney	Elijah L. Moody	Wyatt Leon Zeigler
Thomas Clinton Curtis	Mason Todd Mossbarger	Garrett Edward Ziegler
Alexander L. Endicott	Landon F. Murray	
Cannon James Endicott	Rachel Paige Murray	
Kristopher Randall Essex	Phillip George Myers	
Madison Elizabeth Feehan	Grady Alexandr Nekoranec	
Fathia Marie Finton	Silas Michael Nietz	
Xavier Flugga	Lily Nuding	
Cara Alice Frank	Lilian Eleonora Nungester	
Aidan John Frankfather	Mason T. Oliver	
Edward Gallagher III	Tanner S. Pennington	
Angelina Jade Garcia	Sophie Mae Piper	
Gavin Michael Gostnell	Sydnie Marie Piper	
River Lillian Graham	Kennadie Celeste Plouck	
Bryan Charles Grilliot	Jacob Darin Reinhart	
Julia Nicole Gross	Broden Lawrence Reynolds	
Joseph M. Gudakunst	Declan J. Rowe	
Lucas Jeffrey Harman	Derrek James Russell II	
William Hugh Harrison	Emalie Madison Schroeder	
Leila-Christine Hile	Kynzie M. Science	

\*Certificate of Completion

# Elmwood Schools Account Access and Authorization Policy

Elmwood Local Schools

## INTRODUCTION

### Background

This policy is authorized and in use by Elmwood Local School District hereafter referred to as ELMLS, as defined in the definition page of this document, and it applies to personnel, as defined in the definition page of this document. The confidentiality, integrity, and availability of information stored within the information systems of ELMLS must be protected in order to comply with federal and state law, governing policies, and to preserve our reputation as a caretaker of sensitive information. Identification and authentication controls are in place to ensure that ELMLS information system grants access only through the use of proper credentials and that the credentials are only given to authorized personnel

### Purpose

The purpose of this policy is to protect the confidentiality, integrity, and availability of information stored within the information systems managed, authorized, and in use by ELMLS by defining the controls required to authenticate to the Information system.

### Scope and Applicability

This policy applies to the information systems managed by ELMLS and personnel who access the information systems owned and maintained by ELMLS.

### Exceptions

Any ELMLS exceptions to this policy are documented in Appendix "A" of this document.

## ACCESS AND ACCOUNTS AUTHORIZATION POLICY

The ELMLS Technology Department or their designee shall ensure that policies and procedures exist to:

- Manage the process of creating, changing, and safeguarding passwords/phrases
- Prevent staff from sharing passwords/phrases with others
- Advise staff to commit their passwords/phrases to memory and not allow them to be written down



- Govern password/phrase change frequency
- Dictate when passwords/phrases must be supplemented with additional access controls such as Google Authenticator, Microsoft Authenticator, PasswordManagers like (1PassWord) and YubiKey, or other supplemental two and/or three factor authentication verification procedures.

This Policy applies to all ELMLS related authentication activities including but not limited to the following types of computer hardware, application, and device based accounts:

- Systems administrator ie. Super admin Roles in Google, Global Admin in Microsoft Cloud 365
- Role-based administrative
- End-user accounts
- Network infrastructure devices (e.g. firewalls, routers, wireless access points, etc.)
- Third party service providers
- Web applications

#### PROCEDURES

##### Establish and Maintain an Inventory of Accounts

Establish and maintain an inventory of all accounts managed in the enterprise. The inventory must include both user and administrator accounts. The inventory, at a minimum, should contain the person's name, username, start/stop dates, and department. Validate that all active accounts are authorized, on a recurring schedule at a minimum quarterly, or more frequently. (CIS Controls V8.0 5-1)

##### Use Unique Passwords

Use unique passwords for all enterprise assets. Best practice implementation includes, at a minimum, a 8 mix character password for accounts using MFA and a minimum 8 mix character password for accounts not using MFA. (CIS Controls V8.0 5-2)

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Include both numbers (0-9) and special characters (e.g. @, #, \$, \*)

- Where possible, use different passwords/phrases for general office activities (e.g. e-mail, file access) vs. systems that store sensitive or confidential data

Password attributes shall be enforced through a directory service password group policy applied at the ELMLS enterprise level.

Staff shall not choose passwords/phrases that:

- Include common words found in a dictionary
  - Are the same as passwords/phrases used on personal accounts (e.g. email, online banking, or social media)
  - Contain personal information such as a spouse or pet's name, Social Security Number, driver's license number, street address, phone number, etc.
  - Contain sequences or repeated characters (1234, 3333, etc.)

Staff with special system privileges, assigned by a transaction, program, process, or group membership, should select a unique password/phrase from other accounts held by that individual.

Generic user accounts shall not be authorized for use by staff on any ELMLS based computer applications or hardware.

##### Password Passphrase Guidelines

Staff shall follow this ELMLS security policy and guideline to ensure passwords/phrases are not compromised. Security training shall ensure staff are educated and reminded of:

- Security related risks of lax password procedures
- ELMLS requirements in selecting and protecting passwords/phrases
- Not selecting the "Remember Me" or "Remember Password" feature in web applications and browsers
- Cautions when using social media so a password/phrase combination is not compromised

Additionally, passwords and passphrases must not be:

- Revealed or shared with any other individual
- Stored, written down, or transmitted in clear (unencrypted) text
- Inserted into unencrypted email messages or other forms of electronic communications

Should a staff member believe their password/phrase has been compromised or made available to others, they must immediately reset/change their password and notify ELMLS Technology Department through Helpdesk Ticket System.

#### Account Creation

1. IT must develop procedures for creating accounts and assigning privileges.
2. Administrator privileges must only be provided to administrative accounts.
  - a. Administrator and privileged accounts must only be used for appropriate installation and maintenance tasks; not for daily use.
  - b. Administrator accounts must be unique and assigned to a specific individual, unless technically constrained by a system or application.
3. It is the responsibility of IT to maintain an account inventory.
4. At a minimum the account inventory must contain the following data for each account:

#### New User Accounts

##### Onboarding

1. IT must maintain procedures for modifying access, permissions, and roles to user accounts.
  - a. Newly created accounts must be represented within this process.
  - b. Changing user roles must be included in this process.
  - c. The permissions granting process must enforce the principle of least privilege.
  - d. Unnecessary default or generic accounts must be changed before a new system is deployed into the enterprise.
  - e. Network Administrator or Technology Director is solely responsible for new staff and outside personnel requesting accounts and access.
  - f. Assigned Building Staff will handle New Students accounts and passwords.
  - g. Student Teachers and Long-Term Subs will need to go through the Board Office to fill out proper paperwork before the account is created and given out on a temp basis based on the last day of being in the classroom.

When creating and granting access for a new end user account:

- System administrators shall establish a unique ID and unique password/phrase separate from their regular user account

- End user passwords will be conveyed to staff and customers in a secure manner
- End users will be required to change their initial password/phrase to something that adheres to policy and is known only to that user

#### Disable Dormant Accounts

Delete or disable any dormant accounts after a period of days of inactivity, where supported.

Passwords/phrases shall be changed on a regular basis according to the following schedule:

- Administrative passwords/phrases must be changed at least every 60 days.
- Staff Accounts user passwords/phrases must be changed at least every 180 days.
- Staff shall not repeat any of their prior five passwords/phrases.

Staff no longer employed will have their accounts disabled after first pay of new contract year (late September to early October)

Students Graduated will have their accounts disabled 30 days after Graduation date. Removed the following year.

These password policies shall be enforced through a directory service password group policy applied at the ELMLS enterprise level.

#### Restrict Administrator Privileges to Dedicated Administrator Accounts

Restrict administrator privileges to dedicated administrator accounts on enterprise assets. Conduct general computing activities, such as internet browsing, email, and productivity suite use, from the user's primary, non-privileged account. (CIS Controls V8.0 5-3)

## Account Management

### Centralized Account Management

Centralize account management through a directory or identity service. (CIS Controls V8.0 5-5) This will include On-Premise Microsoft Active Directory and Google Workspace User Management as district source of truth. A running database will be kept in Microsoft Sharepoint Online Restricted Lists.

Each category of account will have an identified Account Administrators who will establish the conditions for group or role membership.

Account Administrators will maintain a list of authorized users of their respective Information systems, along with the mission supporting need for the account.

Access to an information system without a specific business need as applied to a group or role requires authorization from ELMLS IT Director. Exceptions to this control must be reported, with authorization, to the ELMLS Superintendent.

Accounts are to be requested and access granted to information systems in accordance with personnel job functions. Human Resources will notify Account Admins upon personnel hire, transfer, or termination. Account Admins are responsible to identify when an information system usage or access requirement changes and accounts or access for assigned roles on that system are no longer necessary.

Account Admins will retain the request for user account creation, the intended use of the account, and other information that pertains to the use of that account as required.

Account Admins are required to review the accounts for which they are responsible regularly, with a time period based on the account sensitivity. Account Admins will maintain records of their review. Account Admins are responsible to ensure that shared account authentication methods are modified upon transfer or termination of an authorized shared account holder.

## Access Control Management

### Centralize Access Control

Centralize access control for all enterprise assets through a directory service or SSO provider, where supported. (CIS Controls V8.0 6-1)

### Establish an Access Granting Process

Establish and follow a process, preferably automated, for granting access to enterprise assets upon new hire, rights grant, or role change of a user. (CIS Controls V8.0 6-7)

This will also apply to students when they are new to Elmwood or Leaving Elmwood. Student Information person or Guidance Counselors will let the IT Department know when Students are enrolled or leaving the district in order to create and disable Network Access.

### Establish an Access Revoking Process

Establish and follow a process, preferably automated, for revoking access to enterprise assets, through disabling accounts immediately upon termination, rights revocation, or role change of a user. Disabling accounts, instead of deleting accounts, may be necessary to preserve audit trails. (CIS Controls V8.0 6-2)

### Access Enforcement

All information systems shall enforce access authorizations for logical access in accordance with this policy.

### Information Flow enforcement

The information system shall restrict access to authorized pathways and control the flow of information by the deployment of:

- Firewall and Access Control Lists
- Elimination and disabling of unneeded services
- Requiring authentication on all services which provide access to sensitive information.

### Separation of Duties

In order to ensure that no personnel can provide greater access to an information system without collusion present, administrators should not have more than two of the listed roles. Where it is not possible to segregate duties, monitoring controls shall be employed to ensure that greater access cannot be provided without detection. (roles indicated below are examples only)

Duty or Role	Titles/Groups/Account Manager
Firewall Administrator	Network Services at Noeca Our ITC
Technology Director	Greg Bishop
Network Administrator	David Fawcett
Logging/Monitoring	TBA
File Integrity Monitoring	Both Greg Bishop and David Fawcett

Define and maintain role-based access control, through determining and documenting the access rights necessary for each role within the enterprise to successfully carry out its assigned duties. Perform access control reviews of enterprise assets to validate that all privileges are authorized, on a recurring schedule at a minimum annually, or more frequently. (CIS Controls V8.0 6-8)

#### Least Privilege

Authorized access for personnel shall be restricted to the access required for them to perform their function. Neither physical nor logical access is given without a mission requirement or business need.

Security functions within the system, such as system administration functions like creation and deletion of user accounts, shall be limited to those who require this level of access to perform their job functions.

#### Unsuccessful Login Attempts

The information system shall enforce a limit of 5 or less consecutive invalid login attempts by a user, and will (Lock / Disable) the offending account for a period of Minimum 15 minutes or until released by the Account Admins or designated system administrator.

#### System Use Notification

All systems shall provide notice to users before granting access that provides privacy and security notice consistent with applicable federal, state, and local laws. The notice shall include notification that:

- Users are entering a private system
- Information system usage may be monitored, recorded, and/or subject to audit
- Unauthorized use is prohibited and may be subject to criminal and/or civil penalties
- Use of the system implies consent to monitoring

The notification should remain on the screen until acknowledged by the user.

The text of the notification will contain the following:

"This is a private information system. This system is private property and is provided only for authorized use. This system will be monitored for lawful purposes. All information placed on or sent over this system may be monitored. Unauthorized use may subject you to administrative action and/or civil or criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for prosecution. Use of this system constitutes consent to monitoring."

Publicly accessible systems shall display a system use notification prior to granting further access. The notice should contain:

- Intended use of the system
- Information system usage may be monitored, recorded, and/or subject to audit

**Previous Logon (Access) Notification**

The information system notifies the user, upon successful logon (access) to the system, of the date and time of the last logon (access).

**Concurrent Session Control**

The information system limits the number of concurrent sessions for each administrative account to five.

**Session Lock**

The information system shall lock and force a user to re-authenticate after 30 minutes of inactive time or upon request from the user. The locked session should not allow view of active work projects on the screen.

**Session Termination**

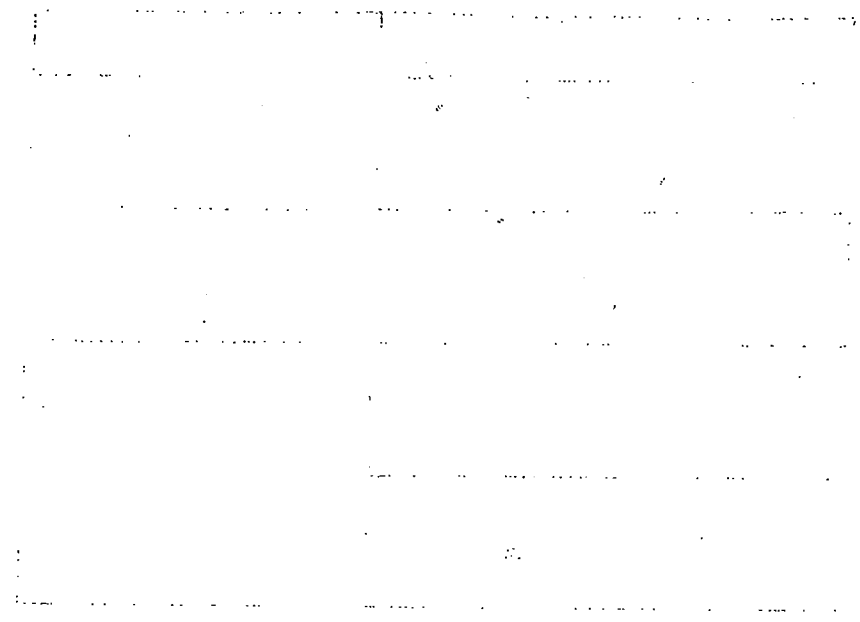
The information system shall terminate a user session that is inactive for 60 minutes on systems that process (PII / Sensitive Information).

**Permitted Actions Without Identification or Authentication**

Personnel and others are permitted access to public-facing web systems, kiosks, and other public services without authentication. Areas of the facilities that are designated for public access may be visited without identification or authentication.

Specific information systems that provide non-sensitive public data are listed below.

Information System	Purpose



**Require MFA for Externally-Exposed Applications**

Require all externally-exposed enterprise or third-party applications to enforce MFA, where supported. Enforcing MFA through a directory service or SSO provider is a satisfactory implementation of this Safeguard. (CIS Controls V8.0 6-3)

**Require MFA for Remote Network Access**

Require all externally-exposed enterprise or third-party applications to enforce MFA, where supported. Enforcing MFA through a directory service or SSO provider is a satisfactory implementation of this Safeguard. (CIS Controls V8.0 6-4)

**Remote Access**

Personnel whose responsibilities may require working from remote locations will be provided with VPN access to the information system. VPN users are instructed that use of the VPN follows the same rules, guidance, and code of conduct as use of internal information systems, and that use may be monitored

internally. Sharing of sensitive data must be authorized by the Elmwood Board of Education and reviewed annually for continued need and compliance.

**Access Control Decisions**

The organization establishes procedures to ensure security reviews are applied to each access request prior to access enforcement.

**Roles and Responsibilities**

Role	Responsibility
IT ELMLSstaff	Validate compliance on an annual basis.
IT Director	

**Train Personnel**

Personnel are informed by an ELMLS Human Resources representative of this policy during the new-hire process and are incrementally informed when the policy changes.

**Follow Up**

The products of this policy must be reviewed at least annually and when the ELMLS Technology Director and Network Administrator review indicates that updates are required.

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The products of this policy must be reviewed at least annually and when the ELMLS Technology Director and Network Administrator review indicates that updates are required.

# ELMWOOD BOARD OF EDUCATION

May 8, 2023

## EXHIBIT C continued

### **Compliance**

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **Documentation Compliance Review**

All roles identified above must maintain documented proof of compliance for portions of this policy that are applicable to their responsibilities.

### **REFERENCE**

Ohio Department of Education Cyber Security Department Policy Templates

<https://www.ohio-k12.help/cyber-security/resource-library/cyber-security-policy-templates/>

Colorado Department of Education Policy Templates

<https://www.cde.state.co.us/dataprivacyandsecurity/sampletpolicies>

Department of Homeland Security and Center of Information Security Agency (CISA) CIS Controls V8.0

<https://www.cisecurity.org/insights/white-papers/account-and-credential-management-policy-template-for-cis-controls-5-and-6>

# **Elmwood Enterprise IT Asset Management Policy**

*Elmwood Local Schools*

## **INTRODUCTION**

### **Background**

This policy is authorized and in use by Elmwood Local School District hereafter referred to as ELMLS, as defined in the definition page of this document, and it applies to personnel, as defined in the definition page of this document. Asset management is the process of receiving, tagging, documenting, and eventually disposing of equipment. It is critically important to maintain up to date inventory and asset controls to ensure computer equipment locations and dispositions are well known. Lost or stolen equipment often contains sensitive data. Proper asset management procedures and protocols provide documentation that aid in recovery, replacement, criminal, and insurance activities.

### **Purpose**

This policy provides procedures and protocols supporting effective organizational asset management specifically focused on electronic devices.

### **Scope and Applicability**

This policy applies to all ELMLS staff.

### **Exceptions**

Any ELMLS exceptions to this policy are documented in Appendix "A" of this document.

**EXHIBIT D**

**ELMWOOD BOARD OF EDUCATION**  
*May 8, 2023*



## POLICY

### PROCEDURES

#### Establish and Maintain Detailed Enterprise Asset Inventory

Establish and maintain an accurate, detailed, and up-to-date inventory of all enterprise assets with the potential to store or process data, to include: end-user devices (including portable and mobile), network devices, non-computing/IoT devices, and servers. Ensure the inventory records the network address (if static), hardware address, machine name, enterprise asset owner, department for each asset, and whether the asset has been approved to connect to the network. For mobile end-user devices, MDM type tools can support this process, where appropriate. This inventory includes assets connected to the infrastructure physically, virtually, remotely, and those within cloud environments. Additionally, it includes assets that are regularly connected to the enterprise's network infrastructure, even if they are not under control of the enterprise. Review and update the inventory of all enterprise assets bi-annually, or more frequently. (CIS Controls 1:1)

#### A. ASSET TYPES

The following minimal asset classes are subject to tracking and asset tagging:

- Desktop workstations
- Laptop mobile computers
- Tablet devices
- Printers, copiers, fax machines, and multifunction print devices
- Servers
- Network appliances (e.g. firewalls, routers, switches, Uninterruptible Power Supplies (UPS), endpoint network hardware, and storage)
- Voice over Internet Protocol (VOIP) Telephony Systems and Components
- Internet Protocol (IP) Enabled Video and Security Devices

#### B. ASSET TRACKING REQUIREMENTS

The following procedures and protocols apply to asset management activities:

- All assets must have an internal [LEP] asset number assigned and mapped to the device's serial number.
- An asset-tracking database shall be created to track assets. It shall minimally include purchase and device information including:
  - Date of purchase
  - Make, model, and descriptor
  - Serial Number
  - Location
  - Type of asset
  - Owner
  - Department
  - Disposition

Prior to deployment, ELMLS IT staff shall assign an ID to the asset and enter its information in the asset tracking database. All assets maintained in the asset tracking database inventory shall have an assigned owner. Utilize an active discovery tool to identify assets connected to the enterprise's network. Configure the active discovery tool to execute daily, or more frequently. (CIS Controls 1:3)

ELMLS database tools include Microsoft Sharepoint List with Power Apps as Frontend, Noeca Library Workflows, PDQ Inventory Collections by PDQ.com. Amplified Labs Chrome Gopher for Chrome Devices

#### Use Dynamic Host Configuration Protocol (DHCP) Logging to Update Enterprise Asset Inventory

Use DHCP logging on all DHCP servers or Internet Protocol (IP) address management tools to update the enterprise's asset inventory. Review and use logs to update the enterprise's asset inventory weekly, or more frequently. (CIS Controls 1:4)

#### Use a Passive Asset Discovery Tool

**EXHIBIT D continued**

Use a passive discovery tool to identify assets connected to the enterprise's network. Review and use scans to update the enterprise's asset inventory at quarterly, or more frequently. (CIS Controls 1:5)

1. Extreme IQ Manage Portal for AP inventory and Online Device Inventory usage
2. Amplified Labs Chrome Gopher to inventory and track Chrome Device
3. Observium for Network Devices

### ASSET DISPOSAL AND REPURPOSING

Procedures governing asset management shall be established for secure disposal or repurposing of equipment and resources prior to assignment, transfer, transport, or surplus.

When disposing of any asset, sensitive data must be removed prior to disposal. Tech Department support staff shall determine what type of data destruction protocol should be used for erasure. Minimally, data shall be removed using low level formatting and degaussing techniques. For media storing confidential or student personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal. Only use certified electronic recyclers.

#### *Controlled Disposal*

1. Enterprise assets to be decommissioned or retired must be returned to IT.
2. IT must make a copy of the user data, as needed.
3. IT will be responsible for the secure erasure of the primary memory storage device within the enterprise asset, where applicable.
4. IT will be responsible for updating the status of the enterprise asset within all enterprise management systems.
  - a. IT must ensure that records are retained in compliance with the *Record Retention Policy*.
5. Document the removal of the enterprise asset from the enterprise within the asset inventory.

#### *Uncontrolled Disposal*

1. All lost or stolen enterprise assets must be immediately reported to the appropriate business units, including IT, cybersecurity, and finance.
2. A report must be filed with law enforcement for all enterprise assets assumed stolen.
3. Lost and stolen enterprise assets must have their access to enterprise data revoked as soon as possible.
  - a. The enterprise assets must also be removed from the inventory.

### C. ADDRESS UNAUTHORIZED ASSETS

Ensure that a process exists to address unauthorized assets on a monthly basis. The enterprise may choose to remove the asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset. (CIS Controls 1:2)

1. Enterprise assets not included within the inventory must be investigated, as these assets may be unauthorized.
  - a. Assets not owned by the enterprise must be removed from the network unless temporary access is granted by the IT business unit.
  - b. Assets owned by the enterprise but not kept within the enterprise asset inventory must be added to the inventory.
2. Users are required to connect their enterprise assets to the enterprise network on a weekly basis, where practical.
3. Permanently air-gapped systems must be approved by IT.
4. IT must address unauthorized assets on a weekly basis at a minimum.
5. IT must choose to remove the unauthorized asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset.

#### *Usage*

In general, refer to the enterprise's *Acceptable Use Policy*. The following can substitute until an appropriate policy is created:

- D. Users must handle all enterprise assets with care.
- E. Bi-annual, or more frequent, verification of each enterprise asset must be completed in-person or remotely unless an exemption is authorized by supervisory management.
- F. It is the responsibility of the enterprise asset owner to:
  - a. Maintain control over the enterprise asset.
  - b. Contact IT with any problems such as malfunctions, needed repairs, and underutilized equipment or in the event of equipment loss. Refer to *Acceptable Use Policy*.

### Roles and Responsibilities

Role	Responsibility
IT ELMLS staff	Validate compliance on an annual basis.

**Train Personnel**

**Follow Up**

The products of this policy must be reviewed at least annually and when the ELMLS review indicates that updates are required.

**Compliance**

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Documentation Compliance Review**

All roles identified above must maintain documented proof of compliance for portions of this policy that are applicable to their responsibilities.

**REFERENCES**

Ohio Department of Education Cyber Security Department Policy Templates

<https://www.ohio-k12.help/cyber-security/resource-library/cyber-security-policy-templates/>

Colorado Department of Education Policy Templates

<https://www.cde.state.co.us/dataprivacyandsecurity/sampleitpolicies>

Department of Homeland Security and Center of Information Security Agency (CISA) CIS Controls V8.0

<https://www.cisecurity.org/insights/blog/6-new-policy-templates-to-help-you-enact-cis-controls-ig1>

<https://www.cisecurity.org/controls>

**EXHIBIT D continued**

## Appendix A

### Exceptions

## Appendix B

### From CIS Background on Asset Life Cycle

#### Enterprise Asset Lifecycle

Identifying and tracking enterprise assets is an important process in the *Enterprise Asset Lifecycle*. In order to protect a network, an enterprise must first know what is on the network. In addition, many other security controls are dependent on the enterprise asset inventory, such as data management, secure configuration of assets, access control, and more. Shown below in Figure 2 are the high-level "steps" of the *Enterprise Asset Lifecycle*, followed by a detailed description of what each step entails.

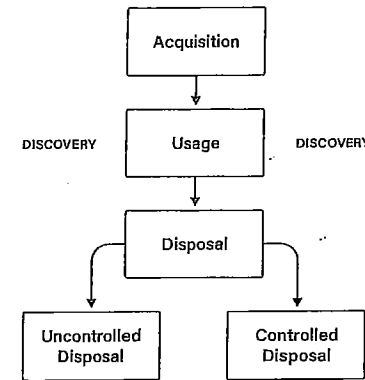


Figure 2. Enterprise Asset Lifecycle

- **Acquisition** – Purchasing new enterprise assets or obtaining new enterprise assets by transfer from another business unit.
- **Discovery** – The identification of new enterprise assets by actively searching for systems connected to the enterprise network. This process is constantly occurring throughout the lifecycle of an enterprise asset.
- **Usage** – The authorized use of enterprise assets by users. For the purposes of this document, users may include employees (both on-site and remote), third-party vendors, contractors, service providers, consultants, or any other user that operates an enterprise asset.
- **Controlled Disposal** – Retiring enterprise assets in a secure manner.

- **Uncontrolled Disposal** – Lost, stolen, or otherwise unaccounted for enterprise assets. As an enterprise grows, this tends to become a regularly occurring issue, and it is worthwhile to discuss the procedures around this before it becomes a problem.

#### Acquisition

The acquisition process generally consists of purchasing new enterprise assets from external vendors, including from managed service providers (MSPs) and cloud service providers (CSPs), or obtaining new enterprise assets by transfer from another business unit within the same enterprise. Those individuals charged with making purchasing decisions, often from the IT or financial business units, should evaluate all vendors before making a purchase. There should be a pre-defined process in place to ensure the vendor is reputable and that major components are not left out of any contracts.

CIS provides a simple template for starting an enterprise asset inventory, but many enterprises will quickly find the need to move to something more robust, such as a third-party tool or database. Note that the enterprise asset inventory is likely to contain sensitive information that could be leveraged by malicious parties. Therefore, the inventory should have sufficient access control to prevent unauthorized access and modification.

#### Discovery

Once an inventory is created, the maintenance process begins. Part of this maintenance process consists of searching for new enterprise assets on your network. Enterprises can use large-scale, comprehensive enterprise products to maintain enterprise asset inventories. Smaller enterprises can leverage security tools already installed on enterprise assets or used on the network to collect this data. To the extent practical, users will need to routinely connect their enterprise assets to the enterprise network to ensure that IT knows which assets are out there and being used. This can be challenging in a world of remote users and regular travel.

Once inventory is taken, either via a scan or other means, it is time to check all discovered enterprise assets against the known list of approved assets. This may take some time, but it is critical from a cybersecurity perspective. Any unauthorized assets that were identified must be investigated to understand if they are new assets that need to be added to the approved inventory listing or if they are assets that need to be removed. These assets may have connected accidentally or may be malicious in nature and must be removed. If an asset is deemed to be malicious, it may be pertinent to activate the enterprise's incident response process.

#### Usage

The *Usage* phase is the step with the least amount of interaction with IT and cybersecurity, as users are simply operating the enterprise asset they were provisioned with to accomplish their everyday work tasks. A set of rules governing how a user can leverage enterprise assets to perform their job should be in place and properly communicated to the user. Accordingly, the *Usage* phase of this *Enterprise Asset Management Policy* contains a sample set of policy statements. Yet it is commonplace for these rules to be placed within a separate policy document called an *Acceptable Use Policy*. The owner of this *Enterprise Asset Management Policy* may choose to delete all content in the *Usage* section and simply refer to an external *Acceptable Use Policy* that may already be in place. Note that the statements contained within the *Usage* phase of this document are insufficient to act as a fully realized *Acceptable Use Policy*.

#### Uncontrolled Disposal

Users will lose or relinquish their enterprise assets from time to time. Uncontrolled disposal of enterprise assets includes a user losing their device or having it stolen. It is often difficult to tell exactly what occurred. In either scenario, enterprise access from that asset needs to be removed as soon as possible, and the data may need to be wiped from the asset. Users need to be trained to report this occurrence right away so that IT can act quickly. A report should be filed with law enforcement, which is also often required for insurance and liability reasons. The enterprise asset should be noted as stolen or lost in the asset inventory.

#### Controlled Disposal

This phase of the lifecycle will be how enterprise assets reach their end of life. Assets to be decommissioned need to be returned from users to IT so that user data can be retrieved and/or transferred as necessary. Then all enterprise data can be removed from the enterprise asset in a secure fashion as required in the *Data Management Plan*. Enterprise assets may then be sold to third-party providers for resale or securely destroyed. The device should be noted as retired or decommissioned in the enterprise asset inventory. Access to enterprise data should be revoked for this device.

# Elmwood Schools Software Asset Management Policy

Elmwood Local Schools

## INTRODUCTION

### Background

This policy is authorized and in use by Elmwood Local School District hereafter referred to as ELMLS, as defined in the definition page of this document, and it applies to personnel, as defined in the definition page of this document. A standardized software policy offers better supportability, a more consistent operating experience for users and is one component used to help protect the security of [LEP] resources. IT Department] is tasked with ensuring that only approved applications are used on computing devices within the organization.

### Purpose

Software asset management is the process of procuring, identifying, tracking, maintaining, and removing software on enterprise assets. This *Software Asset Management Policy* provides the policies for governing the software asset lifecycle while an enterprise is using a software asset. A software inventory must be created and maintained to support the enterprise's mission and to help ensure only authorized software is installed and used. This software inventory must be up-to-date and reflect the current state of software across the enterprise.

### Scope and Applicability

#### Software Asset Management Lifecycle

Shown below in Figure 2 are the high-level "steps" of the *Software Asset Lifecycle*, followed by a detailed description of what each step entails. Identifying and tracking software assets is an important process in the *Software Asset Management Lifecycle*. In order to protect a network and its assets, an enterprise must first know what software is on a network. In addition, many other security controls are dependent on the software asset inventory, such as secure configurations, account management, access control,

EXHIBIT E

ELMWOOD BOARD OF EDUCATION  
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and more.

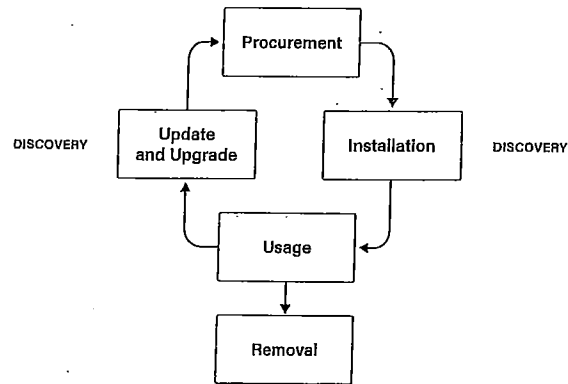


Figure 2. Software Asset Management Lifecycle

- **Procurement** – Acquiring new software from software vendors and managing software licenses.
- **Installation** – Deploying new software products to employee assets, to include phones, tablets, desktops, servers, and cloud infrastructure.
- **Discovery** – The identification of software by actively searching systems connected to the enterprise network.
- **Usage** – The authorized use of approved software by employees.
- **Update and Upgrade** – Applying minor software patches or replacing a software asset with new functionality.
- **Removal** – Deleting or retiring software from enterprise assets.

#### Procurement

The procurement process generally consists of purchasing new software from external vendors, including from managed service providers (MSPs) and cloud service providers (CSPs), or obtaining new software by transfer from another business unit within the same enterprise. Those individuals charged with making purchasing decisions, often from the IT or financial business units, should evaluate all vendors before making a purchase. There should be a predefined process in place to ensure the vendor is reputable and that major components are not left out of any contracts.

Note that the software asset inventory is likely to contain sensitive information that could be leveraged by malicious parties. Therefore, the inventory should have sufficient access control to prevent unauthorized access and modification.

#### Installation

The installation process generally consists of deploying new services or additional software required for business functions to employee assets, including laptops, desktops, phones, tablets, servers, and cloud infrastructure. This process varies for each software and the device on which it is installed. However, in general it requires code to be copied to local folders on the asset to facilitate access by the operating system. Installation includes the creation of necessary directories and registering environment variables. During this process, IT would ensure the software is configured appropriately, not only for execution but also security purposes.

#### Discovery

Once software applications are installed on enterprise assets, the maintenance process begins. Part of this maintenance process consists of searching for new software on your enterprise assets through the use of freely or commercially available discovery tools. Any new software identified should be added to the software asset inventory.

Once the inventory is updated, either via discovery or other means, it is time to check all discovered software against the known list of approved software. This may take some time, but it is critical from a cybersecurity perspective. Any unauthorized software must be investigated to understand if this is new software that needs to be added to the approved inventory listing or if the software is unauthorized and needs to be removed. Some software may be malicious in nature and must be removed. If a software is deemed to be malicious, it may be pertinent to activate the enterprise's incident response process.

#### Usage

This phase is the step with the least amount of interaction with IT and cybersecurity, as users are simply using the software they were provisioned with to accomplish their everyday work tasks. A set of rules governing how a user can leverage software to perform their job should be in place and properly communicated to the user. Accordingly, the usage phase of this document contains a sample set of policy statements. It is commonplace for these rules to be placed within a separate policy document called an *Acceptable Use Policy*. The owner of this *Software Asset Management Policy* may choose to delete all content in the usage section and refer to an external *Acceptable Use Policy* that may already be in place. Note that the statements contained within the *Usage* phase of this document are insufficient to act as a fully realized *Acceptable Use Policy*.

#### Update & Upgrade

The upgrade process for software entails replacing the software asset with a newer version provided by the developer. Newer versions of software are usually accompanied by major changes or security enhancements, and often drastically change the application, operating system, or software. The update process is the act of modifying already installed software, which consists of patches and *ad hoc* updates that do not consist of major changes to the software. Some enterprises may wish to test updates before they are integrated into production environments. Updates are part of a regular operational process whereas upgrades occur when the enterprise requires additional features or otherwise retire the existing version. This means that software updates occur more frequently than software upgrades, and upgrades may never occur depending on budget or the developer. For additional information please refer to the *Vulnerability Management Policy Template*.

#### Removal

Software removal refers to the process of uninstalling software from an enterprise asset or enterprise environment. Removal may be necessary due to various reasons such as the software is now deemed unauthorized or is no longer necessary for the enterprise's business functions or mission. Additionally, contracts with vendors may have ended, or software may simply have been superseded by another

application. It's often common to remove software and data from assets when sending a device back for warranty or repair. Removal can be completed manually or with the assistance of tooling. It is important to remember that components of the software may be located in different directories and folders.

#### License Management

All software has a license associated with it. This may be a commercial, open source or an implicit free license. A software license states what can and cannot be done with the software, under what conditions it can be used or modified, for how long, any bounds surrounding distributing the software to others, and potentially more. Abiding to each license is best practice and often the law. Tracking user licenses, maintaining registration fees, complying with licensing terms, and most importantly, determining relevance for each license is a necessity. Most enterprises have a wide range of software and licenses in use every day. A license management system allows enterprises to have a clear view and understanding of the licenses and entitlements that they own, and how they are being used within their environment.

#### Exceptions

Any ELMLS exceptions to this policy are documented in Appendix "A" of this document. Special exceptions may be made to this policy for specific employees depending on the required job function and the skills of the employee. Possible reasons for a granted exception include:

- Staff who require specialized software to test new applications on development, test and production networks
- A programmer that must execute non-standard applications in order to test the software
- Network administrators who install and test software as a part of their regular job duties
- Users or contractors providing specialized service functions within the organization

Exceptions are handled on a case-by-case basis by the IT Department or their designee and documented.

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

## POLICY

The ELMLS IT Department shall prepare and maintain a list of software applications that are approved for general use by staff. Programs that appear on the approved list of software applications shall include general office productivity products (e.g. word processing, spreadsheets, presentations) as well as utility and management programs specific to a department or function (e.g. anti-malware, inventory, help desk, custom applications, on-demand apps and software, etc.).

Only approved software applications are allowed to access ELMLS networks and information resources. Under no circumstances shall staff use programs that are not on the approved list of software applications. Staff members who introduce a security issue by installing and running an unapproved program risk disciplinary action.

Staff are encouraged to use and operate programs that appear on the approved list of software applications wherever possible. However, there are always exceptions based on special use cases. Should a staff member need access to a piece of software that does not appear on the approved list for their work, they must submit a FMX ticket request to the ELMLS IT Department to evaluate the application and request. This process applies to licensed applications, shareware, freeware, trial programs, and all other software installed on the user's business computing asset(s). The ELMLS IT Department may evaluate special requests and also updates the approved list of software applications on an as needed basis.

#### PROCEDURES

##### Establish and Maintain a Software Inventory

Establish and maintain a detailed inventory of all licensed software installed on enterprise assets. The software inventory must document the title, publisher, initial install/use date, and business purpose for each entry; where appropriate, include the Uniform Resource Locator (URL), app store(s), version(s), deployment mechanism, and decommission date. Review and update the software inventory bi-annually, or more frequently. (CIS Controls 2:1)

##### Installation

1. Any software installed on enterprise assets, alongside other relevant information within the software asset, must be recorded within the software inventory. This must include:
  - a. Title of software
  - b. Developer or publisher of software
  - c. Date of acquisition



- d. Date of installation
  - e. Educational purpose
  - f. Version(s)
  - g. Uniform Resource Locator (URL)
  - h. Deployment mechanism
  - i. End-of-support (EoS) date, if known
  - j. End-of-life (EoL) date, if known
  - k. Any relevant licensing information
  - l. Decommission date
2. IT must verify the software asset inventory every six months, or more frequently as needed.
  3. Only software that has been approved by IT may be installed.
  4. Only cloud services that have been approved by IT may be used within the enterprise.
  5. Mobile devices may only obtain software from IT approved sources.

**Update and Upgrade**

1. All updates and upgrades must be approved by IT prior to installation. IT configuring a device for automatic updates, or directing users to do so, constitutes a tacit approval.

**Removal**

1. Software to be decommissioned must be removed from all enterprise assets.
2. Assets containing retired software must be protected with additional defensive mitigations, such as removal from the network or isolation.
3. Ensure that any retired software did not store data in other servers or cloud infrastructure not owned by the enterprise.

**Ensure Authorized Software is Currently Supported**

Ensure that only currently supported software is designated as authorized in the software inventory for enterprise assets. If software is unsupported, yet necessary for the fulfillment of the enterprise's mission, document an exception detailing mitigating controls and residual risk acceptance. For any unsupported software without an exception documentation, designate as unauthorized. Review the software list to verify software support at least quarterly, or more frequently. (CIS Controls 2:2)

**Address Unauthorized Software**

Ensure that unauthorized software is either removed from use on enterprise assets or receives a documented exception. Review monthly, or more frequently. (CIS Control 2:3)

1. Identified software not included within this inventory must be investigated as the software may be unauthorized.

- a. Assets containing unauthorized software must be removed from the network unless temporary access is granted by the IT business unit.
- b. The presence of unauthorized software must be properly investigated.
- c. All newly discovered (authorized) software must be added to the software inventory.
- d. Unauthorized software must be removed from use on enterprise assets or receive a documented exception.

**Utilize Automated Software Inventory Tools**

Utilize software inventory tools, when possible, throughout the enterprise to automate the discovery and documentation of installed software. (CIS Control 2:4)

- PDQ Inventory from PDQ.com
- SharePoint List
- Google Workspace Admin Console Chrome Extensions Reports

**Usage**

In general, refer to the enterprise's *Acceptable Use Policy*.

There are no IG1 safeguards that support this portion of the software asset management process.

**Discovery**

IT must review all software installed on enterprise assets on a monthly basis.

- a. All installed software on enterprise assets must be reported to IT on a regular basis.
- b. All newly discovered software must be checked against the list of approved software in the software asset inventory.

**EXHIBIT E continued**

### Allowlist Authorized Software

Use technical controls, such as application allowlisting, to ensure that only authorized software can execute or be accessed. Reassess bi-annually, or more frequently. (CIS Controls 2:5)

#### Procurement

1. Only individuals from IT are approved to procure software.
2. IT must maintain a list of approved software vendors.
3. Software must only be purchased from vendors on the approved software list.

### Allowlist Authorized Scripts

Use technical controls, such as digital signatures and version control, to ensure that only authorized scripts, such as specific .ps1, .py, etc., files, are allowed to execute. Block unauthorized scripts from executing. Reassess bi-annually, or more frequently. (CIS Controls 2:7)

### Roles and Responsibilities

Role	Responsibility
IT ELMLS staff	Validate compliance on a (Time Period) basis.
IT Director	
Network Administrator	

### Train Personnel

Personnel are informed by an ELMLS IT Department staff member of this policy during the new-hire process and are incrementally informed when the policy changes.

### Follow Up

The products of this policy must be reviewed at least annually and when the ELMLS review indicates that updates are required.

### Compliance

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### Documentation Compliance Review

All roles identified above must maintain documented proof of compliance for portions of this policy that are applicable to their responsibilities.

### REFERENCES

Ohio Department of Education Cyber Security Department Policy Templates

<https://www.ohio-k12.help/cyber-security/resource-library/cyber-security-policy-templates/>

Colorado Department of Education Policy Templates

<https://www.cde.state.co.us/dataprivacyandsecurity/sampleitpolicies>

Department of Homeland Security and Center of Information Security Agency (CISA) CIS Controls V8.0

<https://www.cisecurity.org/Insights/blog/6-new-policy-templates-to-help-you-enact-cis-controls-ig1>

<https://www.cisecurity.org/controls>

**ELMWOOD BOARD OF EDUCATION**

*May 8, 2023*

**EXHIBIT F continued**

**Appendix A**

**Exceptions**

**ELMWOOD BOARD OF EDUCATION**

*May 8, 2023*

**EXHIBIT F**

EXHIBIT F

**EXTRA HOURS  
2023-2024**

NAME	BLDG	POSITION	HOURS	STEP
Debbie Bechstein	Elementary - Preschool	Bus Driver	As Needed	Step 7
Christie Kapelka	Elementary - Preschool	Bus Driver	As Needed	Step 10
Penny Osborne	Elementary - Preschool	Bus Driver	As Needed	Step 16
Bruce King	District	Bus OBI	As Needed	Step 8
Victoria Riddle	District	Bus OBI	As Needed	Step 7
Kim Garner	District	Caré	As Needed	Step 7

# ELMWOOD BOARD OF EDUCATION

May 8, 2023

## EXHIBIT G

ELMWOOD LOCAL SCHOOL DISTRICT  
 SUBSTITUTE SALARY SCHEDULE  
 May 30, 2023 – JUNE 30, 2024

EXHIBIT G

POSITION	RATE		2022-23 RATE
TEACHER	\$105	PER DAY	\$105
TEACHER (SUB WHO RETIRED FROM ELMWOOD AS A TEACHER)	\$115	PER DAY	\$105
BUS DRIVER (OAPSE STEP 0)	\$19.16 (starting July 1)	PER HOUR	\$18.79
BUS DRIVER (SUB WHO RETIRED FROM ELMWOOD BUSSING (OAPSE STEP 0 + \$2.00))	\$21.16 (starting July 1)	PER HOUR	\$18.79
CAFETERIA	\$11.25	PER HOUR	\$10.50
CAFETERIA (SUB WHO RETIRED FROM ELMWOOD CAFETERIA)	\$13.25	PER HOUR	\$10.50
CUSTODIAN	\$14.00	PER HOUR	\$11.50
CUSTODIAN (SUB WHO RETIRED FROM ELMWOOD AS A CUSTODIAN)	\$16.00	PER HOUR	\$11.50
SECRETARY	\$11.25	PER HOUR	\$10.50
SECRETARY (SUB WHO RETIRED FROM ELMWOOD AS A SECRETARY)	\$13.25	PER HOUR	\$10.50
AIDES	\$11.25	PER HOUR	\$10.50
AIDES (SUB WHO RETIRED FROM ELMWOOD AS AN AIDE)	\$13.25	PER HOUR	\$10.50
FITNESS CENTER	\$10.75	PER HOUR	\$10.10
GROUPS WORKER	\$10.75	PER HOUR	\$10.10
SUMMER HELP	\$10.75	PER HOUR	\$10.10

PROCEDURES FOR THE ADDITION OF NEW  
SCHOOL-SPONSORED ATHLETIC TEAMS

Guidelines for the addition of new school-sponsored athletic teams

1. First and foremost, to be considered for a school sponsored athletic team, the sport must be recognized as a sanctioned sport by the OHSAA.
2. Adding a sport in the future is always contingent on District finances and Board of Education Approval

3. Probationary Period

Prior to being considered as a school-sponsored varsity program, a team must compete for a minimum of three (3) years as a club sport program. To start this process, the club should submit their intent form to the Athletic Director. During this probationary period:

- There will be no financial support from the school, athletic department, or athletic boosters.
- Awards, uniforms, equipment, supplies, transportation, entry fees, coaches, officials, liability insurance, etc. will be the responsibility of the club program.
- Elmwood School District transportation resources will not be available to the club program.
- Team members will not be eligible for Elmwood Varsity Letters.
- Coaches and players on the club team must demonstrate the ability to abide by Ohio High School Athletic Association (OHSAA) and Elmwood School District rules and regulations.
- Club teams are not permitted to participate in state sponsored tournaments (OHSAA Bylaws).
- Coaches, players, and parents must complete all forms and waivers as deemed appropriate by the Elmwood School District prior to the start of practice each year.

At the conclusion of each season, a cost summary will be provided to the Elmwood School Athletic Director.

4. Minimum Number of Participants

To be considered for school sponsored varsity status, the team will need to demonstrate a player roster equal to one and one-half (1 ½) times the number of student athletes for three years necessary to:

- a) For a team sport, 1 ½ times the number to field a full team (Example – soccer 11 players/17 player roster; softball 9 players/14 player roster, etc.)
- b) For non-team-based sport, 1 ½ times the number to have enough players needed to compete in at least half of the sports contest's events. (Example - golf 4 players/6 player roster, wrestling 7 players/11 player roster, etc.)

Board Adopted May 8, 2023

Athletes who participate on a currently sponsored school team and appear on the eligibility list, who choose to participate in a club sport, will not count toward the minimum number of participants for a club sport.

The minimum number of participants must be maintained throughout the entire sport season.

A team roster must be submitted to the Elmwood Athletic Director prior to the first practice day.

5. Facilities

There must be appropriate facilities available to accommodate the new team. This decision will be determined by the administration. Prior to starting a club sport, space issues should be discussed with administration.

Club sports will be permitted to use school facilities during times that do not conflict with established school team schedules.

Requests for the use of school facilities must go through and be approved by the Elmwood through the district's facility management software (FMX).

Once a team is approved as a school sponsored varsity program, practice and game time will be provided on an equal basis through discussion and cooperation between the affected coaches and the athletic director.

6. Final Approval

Following three (3) consecutive seasons that a club sport showed that it has maintained the minimum number of participants (and proof that it is sustainable), showed financial justification comparable to similar teams in the athletic program, and successfully completed all other requirements as outlined in this guideline, the team may be considered for school-sponsored varsity status. This request will be taken to the Board of Education for their determination of approval.

Upon approval by the Board of Education as a school-sponsored varsity program, the Elmwood High School Athletic Director will seek a qualified coach and establish approximate budgets and schedules for the next season.

Guidelines for the elimination of an existing school-sponsored team

If an existing school-sponsored varsity program fails to maintain the required minimum of one and one-half (1 ½) the number of student athletes necessary to compete for three (3) consecutive years, the program may be discontinued as a school-sponsored sport. See minimum number of participants section above for details.

The minimum number of student athletes for a team must be maintained for the entire sport season to prevent a team from falling into this distinction.

If a team meets and maintains the minimum number of required players in year two (2) or year (3), the team will retain full school-sponsored varsity status. A new three (3) year consecutive count would begin during the next season that the team did not maintain the required minimum number of student athletes.

Board Adopted May 8, 2023



Rehabilitation Services

950 W Wooster St.  
Bowling Green, Ohio 43402  
Phone: 419.354.8950  
WoodCountyHospital.org

Wood County Hospital of Bowling Green, Ohio, a non-profit corporation agrees to provide the following Athletic Training services to Elmwood High School for the 2023-2024 school year.

- I. A qualified athletic trainer assigned by the Sports Medicine Section of the Rehabilitation Services Department of Wood County Hospital will be responsible for the following:
  - 1. To act as a reasonable and prudent professional by following the guidelines and standards of the National Athletic Trainers Association (NATA) and the Athletic Trainer's Section of the Occupational Therapy, Physical Therapy, and Athletic Trainers Board, State of Ohio.
  - 2. To attend those practices and games agreed upon by the Athletic Trainer and the Athletic Director.
  - 3. To evaluate injuries that occur during scheduled and supervised practices and/or games; management of injuries includes, but is not limited to, sidelines/training room, and splinting/immobilization of injury as deemed necessary.
  - 4. **PHYSICIAN REFERRAL PROCEDURE** will be as follows: Wood County Hospital Sports Medicine/Athletic Trainers will assess student athletes athletic related injuries that are reported to them and concur with the Parents/Guardian in the event a Physician referral is indicated. Wood County Sports Medicine/Athletic Trainers will refer to Bowling Green Orthopedics or Wood County Advanced Orthopedics, who as Team Physicians, work jointly together in the care for athletic injuries. The Athletic Trainer assigned to your school, as per State of Ohio law, works under these physicians and follows their guidelines. Any student athlete seen by another outside Physician, must follow their orders and be released to participate by that Attending Physician. In the event of administrators or coaches, who become overly involved in the Physician referral process, Wood County Hospital Sports Medicine may defer coverage of a sport if other medical agencies become involved in the care and referral process for the student athletes.
  - 5. To provide care upon referral of a Team physician for treatment and rehabilitation of the athlete, depending upon availability of the Athletic Trainer.
  - 6. To recommend to coaches/administration:
    - A. Athlete's ability to safely return to competition.
    - B. Environmental conditions that may be hazardous to the athlete's health and well-being such as lightning, temperature extremes - heat, humidity, and cold; unsafe field conditions.
  - 7. To assist in the development of pre and post-season conditioning programs when requested.

- 8. To supervise student athletic trainer:
  - A. University/College students:
    - 1. Must be registered for credit in a practicum/internship/master's program or an independent study for athletic training.
    - 2. Must have university/college supervisor.
    - 3. Must work under supervision of the Athletic Trainer.
  - B. High School Students:
    - 1. Must be assigned by the Athletic Director and supervised by the Athletic Trainer.

II. This contract shall include the following services provided by Wood County Hospital:

- 1. Average 40 hours per week. Based on the season's sports schedules, the Athletic Trainer will provide a comprehensive schedule of coverage including day, date, and time. Coverage of athletic activities beyond the initial 40 hours may be billed at the rate of \$30.00 per hour.
  - a. Collision (football)
  - b. Contact (wrestling and basketball)
  - c. Non-contact (volleyball, track and field, baseball, softball, golf, cross country)
- 2. Any conflicts will be discussed by the Athletic Director and the Athletic Trainer.
- 3. Time begins when the Athletic Trainer arrives at the school grounds.
- 4. When away contest coverage is requested, travel time is considered as part of the coverage time.
- 5. Home coverage conflicts will be discussed by the Athletic Trainer and the Athletic Director.
- 6. Scheduled contests occurring over the holiday vacation will be covered.
- 7. When Elmwood High School is closed (inclement weather), there may be no Athletic Training services that day.
- 8. Athletic Training coverage for OHSAA sponsored post-season events, conducted at Elmwood High School will not be the responsibility of Wood County Hospital. The Athletic Director and Athletic Trainer can discuss any additional coverage including cost.
- 9. It is recommended, when agreed upon by the parents, that athletes be referred to the Sports Trauma Clinic conducted at Wood County Hospital on Saturday mornings as scheduled from 8:30 AM to 9:30 AM for evaluation by the athletic trainer and a sports medicine physician. Evaluations by the physicians are without charge, customary fees will be charged for diagnostic testing and for braces and splints. The Sports Trauma Clinic will be closed on holidays.

EXHIBIT I

ELMWOOD BOARD OF EDUCATION  
May 8, 2023

10. Freshman/Middle School athletes may come to the high school to be seen. Hours will be posted outside the training room.

A. Flow Chart

1. High School collision/contact games
2. High School collision/contact practices
3. Freshman games
4. Middle School

III. Wood County Hospital will continue to provide the Sports Medicine/First Aid Seminars for certification of athletic staff, coaches, and directors of student's extracurricular activities as required by the Ohio Department of Education, per an additional annual fee. This will be conducted in 2023-2024 per contracts with Wood County Hospital, or on an individual sign-up basis.

IV. In return for the Athletic Training services provided, Elmwood High School Agrees to provide to the Athletic Trainer:

1. Payment for Athletic Training services in the amount of \$30,000. Payments will be due according to the following schedule: \$15,000 by September 30, 2023, and \$15,000 by January 31, 2024.
2. A room, to be called a Training Room, in which the Athletic Trainer may perform injury evaluations, treatments, strapping, and bracing.
3. Supplies and equipment necessary to provide first aid care, injury evaluations, protective strapping, bracing, injury treatment, and daily record maintenance.

Supply list for training room:

Alcohol, gallons and swabs	Heel and lace pads
Ankle braces	Ice bags
Antibiotic ointment	Kling - 3" 4", sterile and non-sterile
Antiseptic spray, ointment, soap	Knee immobilizers - medium, large and extra large
Arm slings, medium, large, extra large	Moleskin - sheets and rolls
Band Aides - various sizes/kinds	Nose plugs
Bite Stick	Peroxide
Blister materials	Pre-wraps
Blood cleaner items	Rosin
Butterfiles/steri-strips	Saline solution - pint-size bottles
Cinder suds	Save-a-Tooth
Cleaners - various kinds	Scissors - bandage, sharp point, heavy duty
Cooler - various sizes	Second skin
Crutches - various sizes	Skin lube
Elastic wraps - 2", 3", 4", 6" singles, 4", 6" doubles	Tape - various kinds and sizes
Eyewash	Tongue depressors
Foam and felt sheets ¼" and ½" thickness	Trainer's angels
Gauze - sterile and non-sterile	Tuf-skin
Gloves	Assorted items based on need such as splinting supplies

Fall Coverage

Monday through Saturday, including practice for football and partial for volleyball. Coverage will include all varsity football, and home volleyball games. Game coverage will begin at the conclusion of football practice, Freshman games and middle school events.

Winter Coverage

Monday through Saturday. Times will vary depending on game schedule. Coverage will include all home varsity, junior varsity, and freshman basketball games; wrestling meets; and middle school events.

Spring Coverage

Monday through Saturday. Times will vary depending on game schedule. Coverage will include all home softball and baseball games, including Saturday contests, and all home track meets. If all three teams are at home for contests, priority will be softball and baseball, then track. If track has a home meet, and ball teams have practice, priority will be given to the track meet, Freshman and middle school events.

**\*\*This Contract may be terminated by either party with a 30 day written notice.\*\***

**EXHIBIT I continued**

**ELMWOOD BOARD OF EDUCATION**  
**May 8, 2023**



**ELMWOOD BOARD OF EDUCATION**

May 8, 2023

EXHIBIT I continued

Elmwood School District

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Athletic Director

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Board President

Wood County Hospital

Date: 5/3/23 By: [Signature]  
Director of Rehabilitation Services

Date: 5/3/23 By: [Signature]  
Sports Medicine Supervisor



Rehabilitation Services

950 W Wooster St.  
Bowling Green, Ohio 43402  
Phone: 419.354.8950  
WoodCountyHospital.org

REHAB SERVICES SUMMER AGREEMENT

This agreement ("Agreement") is made and entered into this 10th day of April, 2023 by and between Wood County Hospital ("Hospital") and Elmwood High School ("School").

Hospital has a Rehab Services Department which provides schools with Athletic Training/Sports Medicine Coverage.

School desires to contract with Hospital to provide therapy services as needed for School's student-athletes.

The parties agree as follows:

1. SERVICES

Upon request of School, Hospital's Rehab Services Department will provide School's athlete(s) with injury care and prevention.

2. TERM OF AGREEMENT

The term of this Agreement is June 5, 2023 to July 28, 2023 ("Term"). This Agreement may be extended with the mutual consent of both parties. This Agreement may be terminated at any time during the Term by either party with fourteen (14) days prior written notice. The agreement is for 20 Hours per week coverage at Elmwood High School.

3. COMPENSATION

School will compensate Hospital for the services under this Agreement in the amount of Twenty-Five dollars (\$25.00) per hour. Payment will be made to Wood County Hospital - Rehab Services Department within thirty (30) days of the receipt of the invoice for services.



Rehabilitation Services

950 W Wooster St.  
Bowling Green, Ohio 43402  
Phone: 419.354.8950  
WoodCountyHospital.org

4. HOSPITAL OBLIGATIONS

The Athletic Trainer or Physical Therapist will: 1) render services to School's athletes in a manner consistent with the established and accepted methods and practices for therapists in the therapist(s) specialty; hold a current license to provide therapy services in the state of Ohio. Hospital will maintain professional liability insurance to cover staff employed to provide services described in this Agreement. Documentation of therapy/treatment will be provided as requested by School and all information will be kept confidential.

5. SCHOOL OBLIGATIONS

School will provide space at its facility to enable such Athletic Trainer or Physical Therapist to perform services and responsibilities, and permit the utilization of all therapy equipment presently in service at the facility.

6. ALTERATIONS

Any alteration or modification of this agreement must be in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and copies thereof, as of the day, month, and year first written above.

WOOD COUNTY HOSPITAL

*Deborah Butler* Date: 4/5/23

Deborah Butler  
Director of Rehab Services

*Michael Messaros* Date: 4/5/23

Michael Messaros  
Sports Medicine Supervisor

SCHOOL

\_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

ELMWOOD BOARD OF EDUCATION  
May 8, 2023

EXHIBIT J



### 2023-2024 NWOET CONTRACT

Options include: Basic and Comprehensive Membership, Learn360 Subscription, and/or Technology Planning Services ~ One and Two Year Options ~

**UPGRADE from our free Basic Membership to one of these GREAT options!**  
VALID FOR ANY SIZE DISTRICT through June 30, 2025 ~ great values for districts to improve classroom skills

**NWOET's Technology-Evolution Planning Service \$3,500**   
Complete Technology Evolution Planning Service PLUS 3 days in-district support

Or **Two-Year Membership includes 100 Hours district services \$6,500.00**   
100 hours any combination of NWOET Technology Services or Traditional Comp@ \$1.95 ADM

Or **Traditional NWOET Comprehensive Membership**   
\$1.95/student ~ Includes 8 - 40 hours NWOET services depending on district size, use until June 30, 2024 ~ \$395.00 minimum

Every upgrade option includes all of the following:

- NWOET "Live PD Via Video" and in-person (when allowed) based on district size  
*Includes a minimum of 4 hours plus 4 additional hours/300 ADM, minimum charge of \$395.00. Example: 150 student district cost \$395, receive 4 hours; 700 student district - \$1365 for 13 hrs. Call/email to verify how many hours are provided with YOUR Comprehensive Membership, plus additional FREE services outlined below.*
- Online professional development from NWOET ~ always FREE to Comprehensive Members  
Over 100 free online classes from NWOET at no-cost, includes professional development certificates and more
- District technology planning support  
No charge for tech planning services including Tech Curriculum Review, PD planning and more by using included in-district hours to cover these services
- Classroom technology professional development customized to meet your needs and time frame  
Any workshop we offer can be customized (almost always at no cost to you) to meet your needs.
- Teacher planning period, in-classroom tech demonstrations, phone help, Q & A  
An NWOET technology coach comes to your building to help teachers with almost any technology question

**NWOET Basic Membership (no cost) Free**

- Includes 2 hours free, 'live' customized video professional development or in-district services ~ plus 10-50% discount compared with non-member rates for most other services

Please sign to verify NWOET Membership option. THANK YOU!

Superintendent \_\_\_\_\_ Date 5/8/23 PO# \_\_\_\_\_ or Invoice \_\_\_\_\_  
or authorized representative

Please PRINT Name Tony Borton

District Elmwood Local School District ADM 1074 Total Due \$2094.30

Please scan and return to nwoet@nwoet.org or fax 888-338-3248 or mail to NWOET, 1867 N. Research Drive, Bowling Green, Ohio 43402 v-1.16.2023



### Additional Services from NWOET:

NWOET BASIC MEMBERS receive two FREE hours

~Purchase additional hours:

Purchase any package listed on page one of this contract and receive a discount off prices listed below on 2, 20 and 40 hour contracts (\*best rate\* 100-hour pricing shown includes all discounts)

- \$ 250 - 2 additional hours In-district (1<sup>st</sup> visit is free for BASIC members)
- \$2,500 - 20 hrs. In-district
- \$3,500 - 40 hrs. In-district
- \$6,500 - 100 hrs. ~ includes TWO YEARS Comprehensive Member benefits

### RENEWAL 2023 - 2024 LEARN360 Video Streaming

Price valid for NWOET Basic Members plus Learn360 contracts signed by June 30, 2023, then subject to current rate.

NW Ohio Area Media Center and NWOET offer video steaming in conjunction with LEARN360.

For more information on LEARN360 video streaming, please call 800-966-9638 or e-mail [nwoet@nwoet.org](mailto:nwoet@nwoet.org).

Price valid for contract RENEWAL signed by June 30, 2023. Please call/email for new contract costs after that date.

Comprehensive Member Learn360 rates for service through June 30, 2024  
\$1.25 per student (\$455.00 minimum per building & \$675.00 maximum per building)

Building 1 Name: Elmwood \$1.25 x ADM 1074 = 675.00 (\$455.00 min., \$675.00 max.)

Building 2 Name: \_\_\_\_\_ \$1.25 x ADM \_\_\_\_\_ = \_\_\_\_\_ (\$455.00 min., \$675.00 max.)

Building 3 Name: \_\_\_\_\_ \$1.25 x ADM \_\_\_\_\_ = \_\_\_\_\_ (\$455.00 min., \$675.00 max.)

You may attach a sheet listing additional buildings if needed. Thank You.

Basic & Non-Members: add \$50.00 processing fee per building X \_\_\_\_\_ buildings = \$ \_\_\_\_\_

TOTAL STREAMING AMOUNT DUE \$ 675.00

NW Ohio Area Media Center and NWOET offer video steaming in conjunction with LEARN360

NO price increase for renewing subscribers; new subscribers, please call for information.

800-966-9638 or e-mail [nwoet@nwoet.org](mailto:nwoet@nwoet.org).

Basic & Non-Members: add \$50.00 processing fee per building

\$2094.30 (NWOET contract cost) + \$675.00 (LEARN360 cost) = \$2769.30 Total Due

EXHIBIT K

ELMWOOD BOARD OF EDUCATION  
May 8, 2023

**ELMWOOD BOARD OF EDUCATION**

May 8, 2023

EXHIBIT L

EXHIBIT L

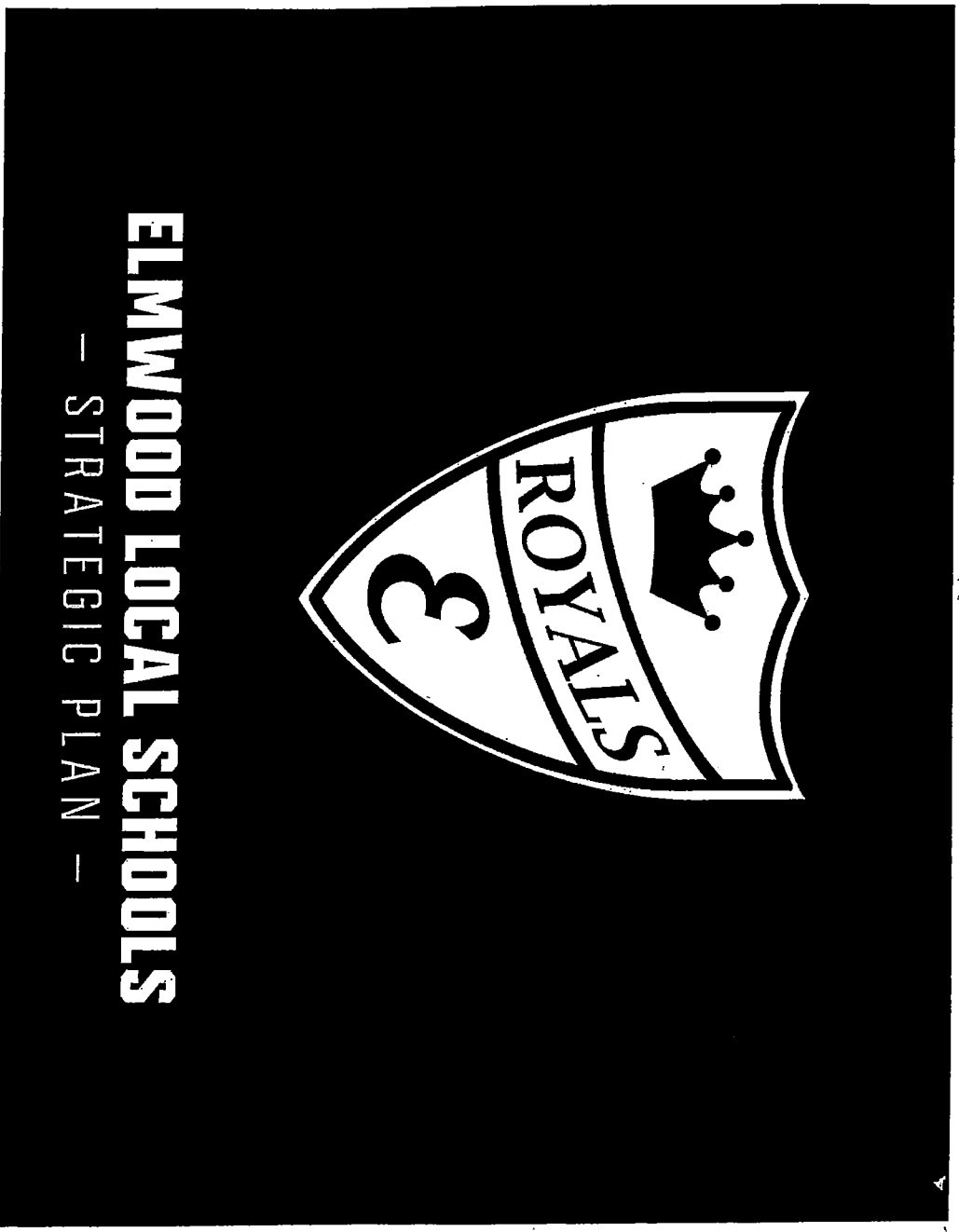
ELMWOOD LOCAL SCHOOL DISTRICT		
Recommendation for Lowest and Best Bus Bids		
April, 2023		
		Price Per Bus
2 - 72 Passenger bus, with options, trade in	Cardinal Bus	\$248,914.00
<b>Total</b>		<b>\$248,914.00</b>

BUS BIDS		
BASE PRICE COMPARISONS - 72 passenger		
April 2023		
COMPANY	PRODUCT	PRICE
Cardinal	Bluebird	\$123,935.00
Myers - Bid Diesel - not according to specs	Thomas	

**ELMWOOD BOARD OF EDUCATION**

*May 8, 2023*

**EXHIBIT M**



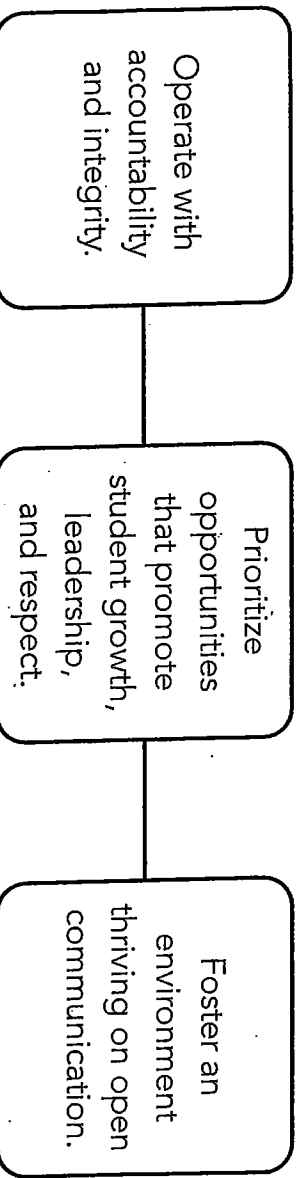
**Mission:**

To provide engaging educational pathways for our students to reach their full potential and become successful members of society.

**Vision:**

Empower all students through personalized learning experiences while building hope, trust, and confidence within the Elmwood Local Schools community.

**Core Values:**



# ELMWOOD BOARD OF EDUCATION

May 8, 2023

## EXHIBIT M continued

### **Desired Outcome:**

Elmwood Local Schools' priority is to create a safe learning environment where education is student-driven, utilizing diverse course offerings and extracurricular opportunities.



ELMWOOD LOCAL SCHOOLS • STRATEGIC PLAN

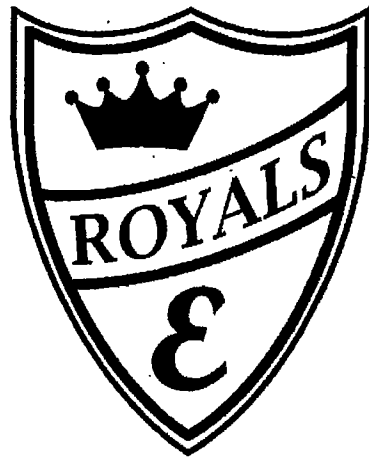
3

### **Strategic Initiatives:**

- 1. Develop an emotionally and physically safe learning environment.**
- 2. Enhance internal and external communication to build hope and trust.**
- 3. Empower students and staff to develop learning experiences through curriculum/coursework, community service, and extracurriculars.**
- 4. Guide students to be career and/or college ready.**

*\*District Goals: Will be developed, monitored, and progress reported on an ongoing basis by the internal team. Measured outcomes against the Desired Outcome will determine the success of the initiatives, goals, etc.*

# ELMWOOD LOCAL SCHOOL DISTRICT



7650 Jerry City Road, Bloomdale, OH 44817

P: 419-655-BLUE (2583)

F: 419-655-3995



EXHIBIT M continued

ELMWOOD BOARD OF EDUCATION  
May 8, 2023