

LIBERTY PREPARATORY SCHOOL

Governing Board

Regular Meeting Minutes

May 11, 2017

3:30 PM

Smithville United Methodist Church

243 N. Milton St.

Smithville, OH 44677

Director's Business Items:

2017-33 Maneese moved and Bartashus seconded the motion to:

Approve the hire of Becca Napoli as Social Studies Teacher for the 2017-18 School Year. Step 1 (\$32,500) pending proper certification and background checks. This position will be hired thru Tri-County ESC payroll.

Approve the list of graduates for the 2016-17 School Year pending completion of final graduation requirements.

Vote: Yes: Bartashus, Maneese, Brown, Hanson, Chenevey.

2017-34 Chenevey moved and Brown seconded the motion to:

Approve Summer School in a joint partnership with ANAZAO for 4 weeks in June. No additional cost to the board. Liberty will provide teaching staff at the ANAZAO facility.

Approve an extra day for Linda Fenn on June 8 for training at the Akron Regional Food Bank.

Vote: Yes: Brown, Chenevey, Bartashus, Maneese, Hanson.

Board Business:

2017-35 Chenevey moved and Brown seconded the motion to approve and adopt the following board policies as provided by Day Ketterer:

2240 Student Use of inhalers and Epinephrine Auto-injectors by Schools (new)

To replace 2241 (Tabled from April Meeting)

Vote: Yes: Maneese, Brown, Hanson, Chenevey, Bartashus.

2017-36 Brown moved and Maneese seconded the motion:

Having received verbal notification by Tri-County ESC of its intent to non-renew our sponsorship agreement at the end of the 2017-18 school year, the board authorizes Day Ketterer to begin the search for a new sponsor for the 2018-19 School Year.

Vote: Yes: Brown, Hanson, Chenevey, Bartashus, Maneese.

Sponsor's Report: Dr. Williams reported that all items have been submitted through the Epicenter. Additional items will be submitted as needed.

Dr. Williams reminded all board members that they needed to renew their public records trainings and provide certificates to the ESC.

2017-37 Brown moved and Maneese seconded the motion to change the next meeting date to Monday June 5, 2017 at 3 PM, and to adjourn the meeting.

Vote: Yes: Bartashus, Chenevey, Maneese, Brown, Hanson.

Board President

Treasurer

Date: 6/01/17

F I N A N C I A L R E P O R T
Processing Month: May 2017

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(FUNDSUMM)

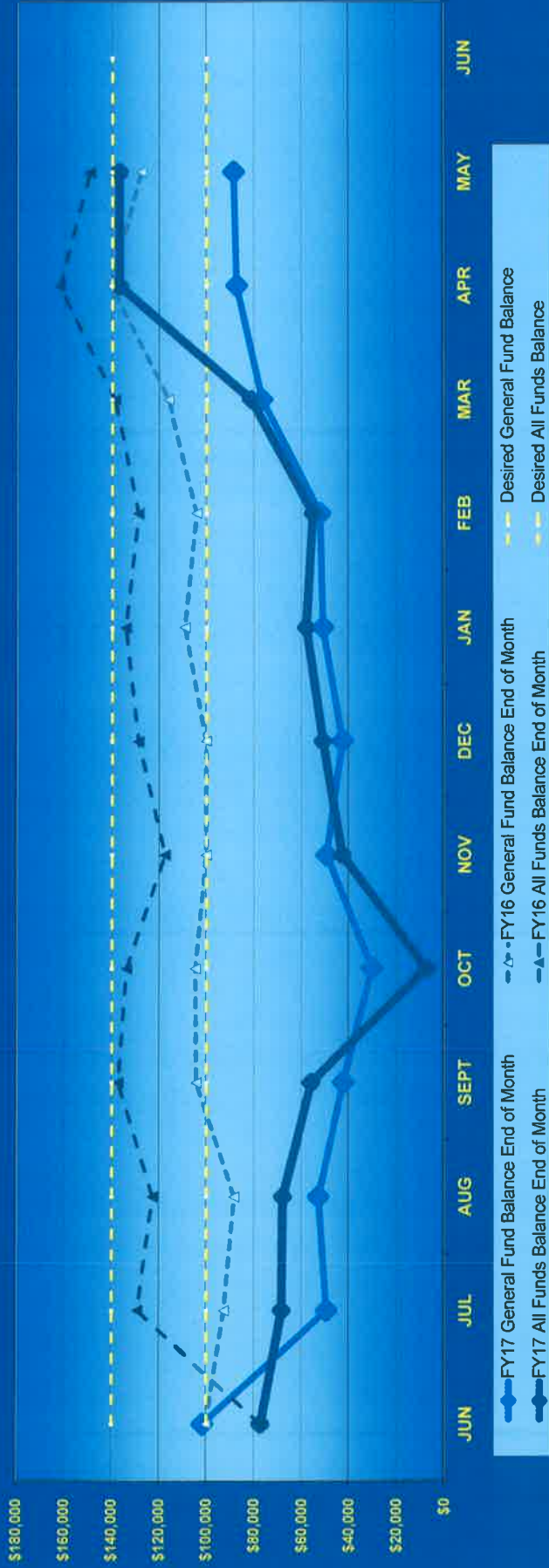
Account Description	Appropriation	Expended	% Exp	Encumbered	Balance
General Fund					
400 PURCHASED SERVICES	553,917.99	433,277.69	78.2%	122,664.73	2,024.43-
500 SUPPLIES AND MATERIALS	64,971.86	60,548.10	93.2%	6,855.98	2,432.22-
600 CAPITAL OUTLAY	9,396.15	8,684.59	92.4%	600.00	111.56
800 MISCELLANEOUS OBJECTS	12,202.00	11,251.20	92.2%	2,361.00	1,410.20-
Total General Fund	640,488.00	513,761.58	80.2%	132,481.71	5,755.29-
Other Funds					
014 ROTARY-INTERNAL SERVICES	14,400.00	13,090.00	90.9%	900.00	410.00
018 PUBLIC SCHOOL SUPPORT	250.00	0.00	0.0%	100.00	150.00
516 IDEA PART B GRANTS	19,306.77	19,306.78	100.0%	0.00	0.01-
572 TITLE I DISADVANTAGED CHILDREN	26,207.90	26,207.90	100.0%	0.00	0.00
590 IMPROVING TEACHER QUALITY	4,340.05	1,279.83	29.5%	292.70	2,767.52
Total Other Funds	64,504.72	59,884.51	92.8%	1,292.70	3,327.51
Grand Total All Funds	704,992.72	573,646.09	81.4%	133,774.41	2,427.78-
July 1 Beginning Cash Balance (All Funds):	101,651.44				
Total MTD Receipts:	46,088.09	FYTD Receipts: 609,011.46			
Current Cash Balance (All Funds):	137,016.81				

9290 Thru Year

Cash Balances

Cash Balances	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY17 General Fund Balance End of Month	\$101,651	\$49,584	\$52,878	\$42,330	\$30,099	\$49,418	\$42,614	\$51,009	\$52,059	\$76,657	\$87,418	\$88,658	
FY16 General Fund Balance End of Month	\$	\$92,653	\$88,370	\$104,076	\$104,459	\$99,994	\$100,037	\$108,856	\$103,967	\$115,953	\$140,526	\$127,716	
Desired General Fund Balance	\$	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
FY17 All Funds Balance End of Month	\$77,263	\$68,487	\$67,924	\$55,865	\$7,065	\$42,603	\$50,914	\$58,007	\$55,066	\$81,176	\$136,872	\$137,017	
FY16 All Funds Balance End of Month	\$140,000	\$129,197	\$122,760	\$137,272	\$133,852	\$117,543	\$128,772	\$134,123	\$128,770	\$138,633	\$161,963	\$149,213	
Desired All Funds Balance	\$	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000

Cash Balances



Date: 06/01/2017
Time: 2:47 pm

LIBERTY PREPARATORY SCHOOL
Financial Report by Fund/SCC

Fund #	Fund Description	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
Begin Balance	MID Receipts						
001 0000	General Fund	529,970.99	44,702.20	521,561.58	88,657.52	132,481.71	43,824.19-
80,248.11	45,942.21						
001 9001	BUDGET RESERVE FUND	20,454.50	0.00	7,800.00-	49,605.37	0.00	49,605.37
21,350.87	2,756.94-						
014 9001	Saturday School	11,990.00	1,100.00	13,090.00	1,100.00-	900.00	2,000.00-
0.00	1,460.00						
018 9001	Principal's Fund	237.81	0.00	0.00	290.27	100.00	190.27
52.46	45.13						
516 9016	IDEA Spec ED FY16	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00						
516 9017	IDEA Spec ED FY17	19,050.39	256.39	19,306.78	256.39-	0.00	256.39-
0.00	1,397.69						
572 9016	Title I FY16	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00						
572 9017	Title I FY17	26,207.90	145.10-	26,207.90	0.00	0.00	0.00
0.00	0.00						
590 9016	Title II-A FY16	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00						
590 9017	Title II-A FY17	1,099.87	29.96	1,279.83	179.96-	292.70	472.66-
0.00	0.00						
GRAND TOTALS:		609,011.46	45,943.45	573,646.09	137,016.81	133,774.41	3,242.40
101,651.44	46,088.09						

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NUMBER	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM AMOUNT	
Check: 001303 Type: W Date: 05/04/17 Vendor: HILTON COLUMBUS AT EASTON Vendor#: 016018 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	OAEP CONFERENCE- HOTEL EX		0017045	0001	0017045	05/04/17	05	001	2422	439	0000	000000	000	00	000	374.00	
																Check total:	\$374.00
Check: 001304 Type: W Date: 05/11/17 Vendor: JENICE McENDREE Vendor#: 001505 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	Mileage EMIS / Asst Treas		0017108	0002	17108-2	05/03/17	05	001	2422	439	0000	000000	000	00	000	127.65	
0002	OFFICE SUPPLIES		0017108	0004	17108-2	05/03/17	05	001	2415	512	0000	000000	000	00	000	9.78	
																Check total:	\$137.43
Check: 001305 Type: W Date: 05/11/17 Vendor: MULTI-COUNTY JUVENILE ATTENTION CENTER Vendor#: 000206 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	ALTERNATIVE SCHOOL FALL		0017047	0001	17047-1	05/11/17	05	001	1140	411	0000	000000	000	00	000	2,048.76	
																Check total:	\$2,048.76
Check: 001306 Type: W Date: 05/11/17 Vendor: OABP - OHIO ASSOCIATION OF EMIS PROFESSIONALS Vendor#: 010604 Stat/Date: Bank:																	
0001	OAEP MEMBERSHIP - 1 YEAR		0017044	0001	200005564	05/03/17	05	001	2422	439	0000	000000	000	00	000	50.00	
																Check total:	\$50.00
Check: 001307 Type: W Date: 05/11/17 Vendor: TRI-COUNTY ESC Vendor#: 000134 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	Sandy Hadsell Treasurer		0017113	0003	GENL24742	05/03/17	05	001	2510	415	0000	000000	000	00	000	842.29	
0002	Brian Hessey Director Ser		0017113	0004	GENL24742	05/03/17	05	001	2415	415	0000	000000	000	00	000	6,601.46	
0003	Jessica Goodrich Gen ED		0017113	0005	GENL24742	05/03/17	05	001	1190	411	0000	000000	000	00	000	3,895.06	
0004	Matt McHam Econ Disadv Tu		0017113	0007	GENL24742	05/03/17	05	001	1270	411	0000	000000	000	00	000	2,168.30	
0005	Econ Disadvantaged Math T		0017113	0009	GENL24742	05/03/17	05	001	1270	411	0000	000000	000	00	000	2,862.13	
0006	Jenna Parnell Dean of Stu		0017113	0012	GENL24742	05/03/17	05	001	2415	415	0000	000000	000	00	000	2,921.79	
0007	Jenna Parnell Gen Ed Teac		0017113	0013	GENL24742	05/03/17	05	001	1190	411	0000	000000	000	00	000	1,439.08	
0008	Chuck Saris Gen ED Teache		0017113	0014	GENL24742	05/03/17	05	001	1190	411	0000	000000	000	00	000	1,578.48	
0009	Jennifer Sherman Spec ED		0017113	0015	GENL24742	05/03/17	05	001	1240	411	0000	000000	000	00	000	3,766.23	
0010	Susan Flinner Spec ED Tea		0017113	0017	GENL24742	05/03/17	05	001	1240	411	0000	000000	000	00	000	5,053.97	
0011	Linda Fenn IDEA Spec Ed A		0017113	0018	GENL24742	05/03/17	05	001	1240	411	9017	000000	000	00	000	256.39	
0012	Linda Fenn Spec Ed Aide		0017113	0019	GENL24742	05/03/17	05	001	1240	411	0000	000000	000	00	000	1,015.25	
0013	Jenice McEndree Secretari		0017113	0020	GENL24742	05/03/17	05	001	2422	419	0000	000000	000	00	000	2,559.98	
0014	Jenice McEndree Asst Trea		0017113	0021	GENL24742	05/03/17	05	001	2510	415	0000	000000	000	00	000	1,260.87	
																Check total:	\$36,221.28
Check: 001308 Type: W Date: 05/11/17 Vendor: UNITED STATES TREASURER Vendor#: 016019 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	TAX EXEMPT FILING STATUS		0017046	0001	0017046	05/11/17	05	001	2415	418	0000	000000	000	00	000	850.00	
																Check total:	\$850.00
Check: 001309 Type: W Date: 05/23/17 Vendor: CARDMEMBER SERVICE Vendor#: 000166 Stat/Date: RECONCILED:05/31/17 Bank:																	
0001	Classroom Supplies - VISA		0017106	0001	MAY	05/23/17	05	001	1190	511	0000	000000	000	00	000	23.96	
0002	Office Supplies		0017106	0003	MAY	05/23/17	05	001	2415	512	0000	000000	000	00	000	9.60	
																Check total:	\$33.56

Date: 06/01/2017
Time: 3:14 pm

LIBERTY PREPARATORY SCHOOL
SORT BY CHECK NUMBER
MONTHLY CHECKS WRITTEN
CHECK DATES BETWEEN 05/01/2017 AND 05/31/2017
WARRANT, REFUND CHECKS

Page: 2
(CHECKPY)

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NUMBER	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT	
Check: 001310 Type: W Date: 05/23/17 Vendor: DAY KETTERER LTD Vendor#: 001511 Stat/Date: RECONCILED:05/31/17 Bank:																		
0001	BOARD POLICY UPDATES		0017041	0001	0334711	05/23/17	05	001	2310	419	0000	000000	000	00	000		1,681.00	
0002	LEGAL FEES		0017041	0002	0334711	05/23/17	05	001	2310	418	0000	000000	000	00	000		356.00	
																	Check total:	\$2,037.00
Check: 001311 Type: W Date: 05/23/17 Vendor: JOSTENS C/O JOHN ARMSTRONG Vendor#: 000153 Stat/Date: RECONCILED:05/31/17 Bank:																		
0001	2017 GRADUATION SUPPLIES		0017049	0001	20154881/55569	05/23/17	05	001	1190	519	0000	000000	000	00	000		550.22	
																	Check total:	\$550.22
Check: 001312 Type: W Date: 05/23/17 Vendor: NORTH POINT ESC Vendor#: 016020 Stat/Date: Bank:																		
0001	ALTERNATIVE SCHOOL 16/17		0017048	0001	1-63520	05/01/17	05	001	1190	519	0000	000000	000	00	000		630.00	
																	Check total:	\$630.00
Check: 001313 Type: W Date: 05/23/17 Vendor: U.S. BANK EQUIPMENT FINANCE Vendor#: 010612 Stat/Date: Bank:																		
0001	COPIER LEASE		0017017	0001	MAY	05/23/17	05	001	1190	426	0000	000000	000	00	000		182.40	
0002	ADDTL COPIER OVERAGE CHAR		0017017	0003	MAY	05/23/17	05	001	1190	423	0000	000000	000	00	000		50.84	
																	Check total:	\$233.24
Check: 001314 Type: W Date: 05/26/17 Vendor: CINCINNATI INSURANCE COMPANY Vendor#: 000200 Stat/Date: Bank:																		
0001	LIABILITY INSURANCE		0017036	0001	100343325-3	05/26/17	05	001	2419	851	0000	000000	000	00	000		762.00	
0002	MANAGEMENT LIABILITY ANNU		0017051	0001	1000355334	05/26/17	05	001	2419	851	0000	000000	000	00	000		1,986.00	
																	Check total:	\$2,748.00
Check: 001315 Type: W Date: 05/26/17 Vendor: JENNA PARNELL Vendor#: 010603 Stat/Date: RECONCILED:05/31/17 Bank:																		
0001	MILEAGE REIMBURSEMENT		0017050	0001	0017050	05/26/17	05	590	2213	419	9017	000000	000	00	000		29.96	
																	Check total:	\$29.96

V	VOIDED CHECKS	0	CHECK TOTALS	0.00
R	RECONCILED CHECKS	9	CHECK TOTALS	42,282.21

W	WARRANT CHECKS	13	CHECK TOTALS	45,943.45
M	MEMO CHECKS	0	CHECK TOTALS	0.00
B	REFUND CHECKS	0	CHECK TOTALS	0.00
I	INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T	TRANSFER CHECKS	0	CHECK TOTALS	0.00
D	DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C	PAYROLL CHECKS	0	CHECK TOTALS	0.00
MISSING CHECKS				
**	TOTAL CHECKS (LESS VOIDED)	13	** TOTAL NET	45,943.45
***	TOTAL CHECKS WRITTEN	13	*** GRAND TOTALS	45,943.45

GIFTED EDUCATION AND IDENTIFICATION

The Governing Board shall ensure that procedures are established to identify all gifted students. The School follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the School Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program. All educational programs for gifted children must follow all minimum standards required for their grade level.

The Chief Academic Officer shall identify children in the grades served by the School who may be gifted in one (1) or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one (1) or more of the following content areas:
 - a. Mathematics
 - b. Science
 - c. Reading, writing, or a combination of these skills
 - d. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, and drama.

A student shall demonstrate Superior Cognitive Ability if within the preceding 24 months, the student in question either:

- A. Scored two standard deviations above the mean (minus the standard error of measurement) on an approved individual intelligence test administered by a licensed or certified school psychologist or licensed psychologist; or
- B. Accomplished any one of the following:
 - a. Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
 - b. Performed at or above the ninety-fifth percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test; or
 - c. Attained an approved score on one or more above grade-level standardized, nationally normed approved tests.

A student shall demonstrate Superior Academic Ability superior to that of students of similar age in a specific academic ability field if, within the preceding 24 months, a student performed at or above the ninety-fifth percentile at the national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.

A student shall demonstrate Creative Thinking Ability superior to a student of a similar age, if within the previous twenty-four months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:

- A. Attained a sufficient score, as established by the department of education, on an approved individual or group test of creative ability; or
- B. Exhibited sufficient performance, as established by the department of education, on an approved checklist by a trained individual of creative behaviors.

A student shall demonstrate "Visual or Performing Arts Ability" superior to that of students of similar age if the student has done both of the following:

- A. Demonstrated to a trained individual through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area; and
- B. Exhibited to a trained individual sufficient performance, as established by the department of education, on an approved checklist of behaviors related to a specific arts area.

After any initial gifted identification, a student shall remain identified regardless of subsequent testing or classroom performance.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the Chart of Approved Assessment Instruments for Gifted Screening and Identification.

The School shall ensure that the instruments:

- A. Are administered by a trained individual in conformance with the instructions provided by their publisher;
- B. Have been validated for the specific purpose and populations for which they are used and measure the specific area(s) of gifted ability;
- C. Allow for appropriate screening and identification of minority or disadvantaged students, students with disabilities, and English learners;
- D. Are provided and administered in the student's native language or other mode of communication if English is a barrier to the student's performance or if requested by the parent;
- E. Are provided and administered using the accommodations in a student's Individualized Education Program or 504 Plan. If these accommodations are not consistent with a test's allowable accommodations, a comparable approved assessment instrument shall be used; and

- F. Are selected and administered so as to best ensure that when a test is administered to a student with a disability or impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the student's disability or impaired sensory, manual or speaking skills.

Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School shall be accepted.

The Governing Board shall adopt and the Chief Academic Officer shall submit to the Ohio Department of Education a plan for the screening, assessment, and identification of children who are gifted. Any revisions to the School plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:

- A. A description of the assessment instruments from the list approved by the department that the School will use to screen and identify students who are gifted;
- B. The provision of at least two whole grade screening opportunities as follows:
 - a. For (1) superior cognitive ability, (2) specific academic ability in the areas of (a) mathematics and (b) reading, writing or a combination of these skills, and (3) creative thinking ability for all students once prior to the end of grade two.
 - b. For (1) superior cognitive ability, (2) specific academic ability in the areas of (a) mathematics and (b) reading, writing or a combination of these skills, and (3) creative thinking ability for all students once after the completion of grade two but prior to the end of grade six.
- C. Acceptable scheduling procedures for screening and for administering assessment instruments for identifying students who are gifted. These procedures shall provide:
 - a. In the case of students who have requested assessment or who have been recommended for assessment by teachers, parents, or other students, at least two opportunities a year for assessment regardless of the grade levels where gifted services are offered. A student's initial assessment shall be completed within ninety days of referral;
 - b. Assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, students with disabilities, and English learners; and
 - c. Assurance that any student transferring into the School will be assessed within ninety days of the transfer at the request of a parent;
- D. Procedures for notification of parents within thirty days of the School's receipt of a student's results on any screening procedure or assessment instrument; and
- E. The provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of students for assessment, or the placement of a student in any program or for receipt of services.
- F. A copy of the School's policy for screening and identification of gifted students which is distributed to parents.

The School's plan may provide for contracting with any qualified public or private service provider for screening or assessment services under the plan.

The Chief Academic Officer shall:

- A. ensure equal opportunity for all children identified as gifted to receive any or all services offered by the School;
- B. implement a procedure for withdrawal of children from School services and for reassessment of children;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. inform parents of the contents of this policy as required by R.C. 3324.06;
- E. submit, as required, an annual report to the Ohio Department of Education.

Placement procedures for School services shall be in conformance with the School's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, School educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the School shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible School students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language. These written criteria shall not unduly restrict access to services.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.
- E. All School students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.

The Chief Academic Officer shall implement all policies and procedures in accordance with laws, rules and regulations, and follow the Operating Standards for Identifying and Serving Gifted Students.

The Chief Academic Officer shall develop a plan for the service of gifted students enrolled in the School identified under this policy. Services specified in the plan may include such options as the following:

- A. a differentiated curriculum from the standard curriculum for that course in depth, breadth, complexity, pace, and/or where content is above-grade level.
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy 5112)

- H. early high school graduation (see Policy 5464)
- I. dual enrollment options including, but not limited to, the postsecondary enrollment option program
- J. advanced placement
- K. honors classes
- L. international baccalaureate courses
- M. self-contained classrooms
- N. resource rooms
- O. independent study/educational options
- P. advanced online courses and programs
- Q. other options identified in the rules of the Ohio Department of Education

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs and shall be developed in collaboration with an educator who holds licensure or endorsement in gifted education. The Written Education Plan shall:

- A. provide a description of the services to be provided, including both goals (including measurable academic goals) and methods and performance measures for evaluating progress;
- B. methods and schedule for reporting progress to students and parents;
- C. specify staff members responsible for providing that specific services are delivered;
- D. implement a procedure for resolving disputes with regard to identification and placement decisions;
- E. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the School policy detailed below;
- F. specify a date by which the WEP will be reviewed for possible revision.

The WEP shall be provided to parents, the collaborating educator and all educators responsible for providing gifted education services to the student. The School shall attempt in writing to obtain a parent or guardian signature on the WEP. Students shall not be denied services due to the lack of a parent or guardian signature.

For each student identified as gifted who is not provided gifted services the School shall disseminate to parents or guardians a no services letter which clearly communicates that the student is not receiving gifted services.

The School shall provide parents with periodic reports regarding the student's progress toward meeting goals and the effectiveness of the services provided in accordance with the WEP.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

All personnel providing gifted services shall be provided with appropriate space and sufficient time for designing their work, evaluating student progress, conferencing, and planning. These personnel shall meet the following qualifications:

A gifted intervention specialist must:

- A. Hold licensure or endorsement in gifted education; and
- B. Participate in ongoing professional development related to gifted education as documented on the Individual Professional Development Plan (IPDP) or other methods as determined by the department.

A general education teacher who is designated as the provider of gifted services shall:

- A. Receive specialized training in gifted education as documented and monitored by the School on the teacher's Individual Professional Development Plan (IPDP) or other methods as determined by the department in order to meet the following competencies:
 - a. The ability to differentiate instruction based on a student's readiness, knowledge and skill level, including using accelerated content, complexity, depth, challenge, creativity and abstractness;
 - b. The ability to select, adapt, or create a variety of differentiated curricula that incorporate advanced, conceptually challenging, in-depth, distinctive and complex content;
 - c. The ability to provide an extension or replacement of the general education curricula, to modify the learning process through strategies such as curriculum compacting, and to select alternative assignments and projects based on individual student needs
 - d. The ability to understand the social and emotional needs of students who are gifted and to address the impact of those needs on student learning;
 - e. The ability to recognize and respond to characteristics and needs of students from traditionally underrepresented populations who are gifted and create safe and culturally responsive learning environments;
 - f. The ability to use data from a variety of sources to measure and monitor the growth of students who are gifted;
 - g. The ability to select, use, and interpret technically sound formal and informal assessments for the purpose of academic decision making; and
 - h. The ability to participate in the development of the WEP.
- B. Participate in ongoing professional development related to gifted education as documented on the Individual Professional Development Plan (IPDP), or other methods as determined by the department, from an educator who holds licensure or endorsement in gifted education, a graduate degree in gifted education, or is a state or national presenter in gifted education. Professional development covering the competencies listed in (D)(8)(b)(i)(a) – (h) must include at least 30 clock hours during the first year, at least 30 clock hours during the second year, and additional clock hours each year thereafter as determined by the School. Any documented clock hours earned in the 24 months prior to the adoption of this rule shall count toward this requirement; and

- C. Receive ongoing support in curriculum development and instruction from an educator who holds licensure or endorsement in gifted education.

A coordinator of gifted education services shall:

- A. Demonstrate evidence of at least three years successful teaching experience;
- B. Hold Ohio administrative specialist license, if the coordinator is to supervise teachers;
- C. Hold licensure or endorsement in gifted education; and
- D. Participate in ongoing professional development related to gifted education as documented on the Individual Professional Development Plan (IPDP) or other methods as determined by the department.

Coordinators of gifted education shall provide the following services for school districts:

- A. Assist in the identification of students who are gifted;
- B. Assist in the placement of students who are gifted in appropriate educational services and settings;
- C. Assist school personnel in the design of gifted education services;
- D. Consult with school personnel regarding gifted education issues in School strategic planning processes and the development of school improvement plans;
- E. Assist school personnel in the on-going evaluation of the effectiveness of gifted education services, including input from parents of students who are gifted;
- F. Consult with school personnel about ways to develop and adapt curriculum, materials, and teaching strategies; and
- G. Assist school personnel in ensuring that documents required in this rule regarding gifted identification procedures and written criteria for placement in gifted services are accurate and accessible to parents and other stakeholders.

The School shall report the amount of funds spent on gifted education using guidelines prescribed by the Department of Education.

Each year the School shall submit data to the department of education specifying:

- A. The number of students in each of grades kindergarten through 12 screened, the number assessed, and the number identified as gifted in each category specified in section 3324.03 of the Revised Code.
- B. The number of students receiving gifted services in conformance with this rule.

The School shall only report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the Operating Standards for Identifying and Serving Gifted Students.

R.C. 3301.07(K), 3324.01 - 3324.07, 3315.09, 3317.024(O)

A.C. 3301-51-15