

SECTION D: FISCAL MANAGEMENT

| | |
|--------------|--|
| DA | Fiscal Management Goals |
| DB | Budget Planning |
| DC | Funding Proposals and Applications |
| DD | Revenues from Investments |
| DE | Bonded Employees and Officers |
| DF | Fiscal Accounting and Reporting |
| DG | Inventories (Fixed Assets) |
| DH | Audits |
| DI | Purchasing |
| DI Procedure | Purchasing Procedures |
| DJ | Expense Reimbursements |
| DJ Form-1 | Professional Meeting Form |
| DJ Form-2 | Monthly Transportation Statement |
| DK | Credit Card |
| DL | Insurance Coverage |
| DM | Education Management Information System (EMIS) |
| DN | School Properties Disposal |
| DO | Absence of Treasurer |
| DP | Student Fees, Fines, Charges |

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are related to the funding provided and the effective, efficient management of those funds. It follows that the Findlay Digital Academy's purposes can best be achieved through prudent fiscal management.

Due to resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contributes to the educational program. This concept is incorporated into Board operations and into all aspects of Findlay Digital Academy management and operation.

As trustees of the community's investment in the facilities, materials and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Executive Director/Superintendent/Superintendent and the Treasurer keep it informed through reports, both oral and written, of the fiscal management of the Findlay Digital Academy.

With the assistance of the Treasurer and other designated personnel, the Executive Director/Superintendent is expected to develop an efficient and effective procedure for fiscal accounting, purchasing and the protection of plant, grounds, materials and equipment through prudent and economical operation, maintenance and insurance.

The Board seeks to achieve the following goals:

- to engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures to achieve the greatest educational returns for the dollars expended;
- to establish levels of funding, which provide high quality education for the Findlay Digital Academy's students;
- to use the best available techniques for budget development and management;
- to provide timely and appropriate information to all staff with fiscal management responsibilities and
- to establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

BUDGET PLANNING

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the Findlay Digital Academy. Budget planning is a year-round process involving broad participation by administrators and other personnel throughout the Findlay Digital Academy.

The Executive Director/Superintendent and Treasurer are responsible for preparing financial forecasts for at least four years beyond the current fiscal year.

The budget reflects the Findlay Digital Academy's goals, objectives and programs. Any changes or alterations in programs are approved by vote of the Board.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 5705.01; 5705.28-5705.32; 5705.35; 5705.36; 5705.37; 5705.39; 5705.391

FUNDING PROPOSALS AND APPLICATIONS

The Board considers whether to apply for any private, State or Federal grants for which it is eligible. The Executive Director/Superintendent/designee evaluates federally funded programs, State grants, and private grants including their possible benefits to the students in the Findlay Digital Academy and apprises the Board of the worth of each and makes recommendations accordingly.

The Findlay Digital Academy participates to its limit of eligibility in the use of funds provided by the state for the educational benefit of its students.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REF.: ORC 3313.20

REVENUES FROM INVESTMENTS

All monies are under the control of the Board, which extends to the Treasurer the responsibility of overseeing these funds. In addition to the objectives detailed below, all relevant sections of the Ohio Revised Code are adhered to at all times.

Objectives

The following objectives apply to the management of Findlay Digital Academy funds.

- Investments are made in order to seek preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities, whether by default or erosion of market value, do not exceed the income generated from the remainder of the portfolio.
- The Findlay Digital Academy's portfolio remains sufficiently liquid to enable the Findlay Digital Academy to meet reasonably anticipated operational requirements.
- The portfolio is managed in such a way as to exceed or at least equal the market average rate of return over the course of budgetary and economic cycles, taking into account Ohio law (which restricts the type of investments), safety considerations and cash flow requirements.
- Bank account relationships are managed in order to secure adequate services while minimizing costs.
- All deposits are concentrated in one account except where audit control considerations dictate otherwise.

Public Trust

All participants in the investment process act responsibly as custodians of public trust. Investment officials avoid any transactions that might impair confidence in the government of the School. The Board recognizes that in a diversified portfolio occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return.

Investing Authority

The investing authority resides with the Treasurer. Such authority allows for the explicit delegation of authority to persons responsible for investment transactions.

The Treasurer signs and files the investment policies with the Auditor of State.

Authorized Financial Institutions and Dealers

U.S. Treasury and Agency securities and instrumentalities purchased outright are purchased through financial institutions located within the State of Ohio or through “primary securities dealers” located in the State of Ohio, as designated by the Federal Reserve Board, whenever possible. Changing portfolio needs may dictate the use of “primary securities dealers” outside of the State of Ohio. First considerations are given to State institutions.

Repurchase Agreements are transacted only through bank branches and/or through “primary securities dealers” located within the State of Ohio with which the Findlay Digital Academy has a signed Master Repurchase Agreement as required in ORC Chapter 135.

Certificates of Deposit are transacted through commercial banks or savings and loans with either FDIC or FSLIC coverage that have branches within the Findlay Digital Academy.

A list of these authorized institutions and dealers is maintained with the investing authority. Additions and deletions to this list are made when deemed in the best interest of the Findlay Digital Academy.

Authorized Investments

The investing authority may invest on behalf of and in the name of the Findlay Digital Academy in those instruments and other relevant sections of Chapter 135 ORC, at a price not exceeding their fair market value.

Maturity

Market conditions and cash flow requirements are considered in determining the term of an investment. Provided cash flow requirements have been satisfied, maturity length is determined by market conditions and interest rate forecasts, with the goal being to buy where relative value exists along the maturity spectrum.

Diversification

Investments of the Findlay Digital Academy are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issue or a specific class of securities. Strategies to achieve this are determined and revised periodically.

Collateral

All investments and deposits are collateralized pursuant to the Ohio Revised Code.

Competitive Bids

All sales and purchases of securities are bid competitively and to the extent practical are placed with the institution yielding the highest return. The right is reserved to reject the bid yielding the

highest return on any investment if inconsistent with the investment strategy, i.e., maturity, risk, liquidity, etc.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. An independent auditor reviews the internal controls periodically. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the Findlay Digital Academy.

Reporting

The investing authority submits monthly an investment report that summarizes recent market conditions, economic developments and anticipated investment conditions. The report describes the portfolio in terms of security type, maturity and other features. The report contains all transactions executed that month. The report also explains the month's total investment return.

Performance Evaluation

The monthly investment report contains sufficient information to permit an independent organization to evaluate the performance of the investment program.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01-135.21
3313.51

BONDED EMPLOYEES AND OFFICERS

At the time of appointment or re-appointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount determined and approved by the Board.

The Executive Director/Superintendent, Board President and employees who handle school funds are included, at Board expense, in a Position Schedule Bond. Position Schedule Bonds pertain to a specific position, not to an individual.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3.06
131.18
3313.25; 3313.83
3319.05
5705.412

FISCAL ACCOUNTING AND REPORTING

The Findlay Digital Academy's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for receiving and properly accounting for all funds of the Findlay Digital Academy.

The financial records must be adequate to:

- guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
- ensure that current data are immediately available and in such form that routine summaries can be readily made;
- serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
- show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives financial statements from the Treasurer, which show receipts, disbursements, appropriations, encumbrances, balances, assets and liabilities. The Treasurer makes all other financial reports required by law or by State agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of Ohio law and in compliance with specifications of the Findlay Digital Academy's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
3301.07
3313.29; 3313.32; 3313.94
3315.04; 3315.13
Chapter 1347
Chapter 5705

INVENTORIES (Fixed Assets)

The Board, as steward of this Findlay Digital Academy's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Findlay Digital Academy shall conduct a complete inventory every five years, by physical count, of all Findlay Digital Academy-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit.

This Findlay Digital Academy shall maintain a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit:

- preparation of year-end financial statements in accordance with generally accepted accounting principles;
- adequate insurance coverage and
- control and accountability.

Leased equipment that the Findlay Digital Academy will eventually own must be inventoried.

Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1000.00 or more and with an estimated useful life of five years or more are tagged and made part of the equipment inventory.

Title I Asset Policy

Assets that are purchased with Title I funds and/or are provided by a federal agency are subject to additional statutes and regulations. These special rules and guidelines apply in addition to the rules and guidelines stated above. If there is a conflict, the specific provisions of this Policy shall prevail.

All assets that are provided by a federal agency shall be titled in the name of the Federal Government and shall be maintained and disposed of according to standards set or approved by the federal agency.

Management and Disposal of Title I Real Property.

All real property acquired with Title I funds shall be managed and disposed of according to the following rules and guidelines:

- the property shall be titled in the name of the School;
- the property shall only be used for such purposes that are permitted according to the terms of the grant;
- the School shall not sell, give, trade, or take any other action affecting the legal status of the title; and
- when the property is no longer being used for a permitted purpose, then it shall be disposed of in a manner indicated or otherwise approved by the agency who originally granted the funds.

Management and Disposal of Title I Equipment.

All equipment acquired with Title I funds shall be managed and disposed of according to the following rules and guidelines:

- the equipment shall be used in the program or project or which it was acquired so long as needed, whether or not the project or program continues to be supported by Federal funds;
- when the equipment is no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency, with priority being given to any programs or projects currently or previously supported by the same Federal agency;
- the School shall not use the equipment to provide services for a fee;
- when acquiring replacement equipment, the School must gain the approval of the Federal agency before either using the equipment as a trade-in or selling the equipment and putting the proceeds towards the cost of replacement equipment;
- when the original or replacement equipment is no longer needed, it may be retained, sold or otherwise disposed of, subject to the requirement that if the fair market value of the equipment exceeds \$5,000, the Federal agency may have a right to a portion of the fair market value of the equipment, as determined in accordance with 34 C.F.R. 80.31. State statutes may impose additional obligations upon the sale of such property.

A computer generated listing of all equipment is updated annually by the close of the Findlay Digital Academy year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

File: DG

The Treasurer is assisted by the staff in the performance of this function.

[Adoption date: May 10, 2005]
[Revision date: October 9, 2014]

LEGAL REF.: ORC 117.38; 117.09
OAC 117-2-02; 117-2-05
Federal: 34 C.F.R. 80.31, 34 C.F.R. 80.32

AUDITS

In accordance with State statutes, all Findlay Digital Academy financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's office. The Board has the right to request an independent audit with the approval of the State Auditor's office.

A copy of the Auditor's report is placed on file in the State Auditor's office; another copy is submitted to the Board. The Board makes the audit report available for public inspection.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27; 117.28
3313.29

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the Findlay Digital Academy administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board assigns the Treasurer the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the Digital Academy Board.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.171; 3313.172; 3313.18; 3313.29; 3313.31; 3313.33; 3313.37;
3313.46
3319.04
3327.08
5705.38; 5705.40; 5705.41; 5705.412
Ohio Const. VIII, § 2e

PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the Findlay Digital Academy may be purchased from the Ohio Industries for the Handicapped. If applicable and convenient, the Findlay Digital Academy will purchase products and/or services from the OIH.

Special arrangements may be made for ordering perishable and emergency supplies.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.46
3327.08
5705.41; 5705.412; 5705.44

EXPENSE REIMBURSEMENTS

Attendance at professional meetings by Findlay Digital Academy shall be governed by the following:

- The Professional Meeting form, provided by the administration office, shall be submitted to the supervisor at least two (2) weeks prior to the date of the meeting. A written approval or rejection will be returned to the applicant from the Executive Director/Superintendent's office.
- Automobile mileage will be reimbursed at the rate of \$0.45 per mile, for staff use of private automobiles. The mileage reimbursement form must be submitted before payment will be made.
- Actual personal expenses incurred as a result of attendance at professional meetings shall be reimbursed up to the following maximums:
 - Lodging – total actual cost is reimbursable. (Receipts must be submitted.)
 - Meals
 - Breakfast - \$4.00 }
 - Lunch -\$7.00 } or \$25.00 total per day
 - Dinner - \$14.00 }
 - (Receipts must be submitted.)
- Total costs of public transportation shall be reimbursable, including taxi fares to and from airports, etc., and/or care rental when necessary.
- Registration fee shall be a legitimate expense and totally reimbursable. When the cost of meals is included as a registration expense or if the meeting includes a banquet as a part of the program, the total cost of such is reimbursable.
- Actual costs of tolls and parking fees are legitimate expenses.
- Professional meeting within a radius of 500 miles of Findlay shall be considered an appropriate request. Those requesting permission to attend meeting outside that limitation may expect to bear additional costs of transportation, except as approved by the Executive Director/Superintendent.
- Attendance at professional meeting shall be authorized in accordance with the need of the Findlay Digital Academy and within the limitations of funds appropriated for this purpose. To accomplish this, the Executive Director/Superintendent may approve a total maximum expenditure to a given professional meeting by a staff member. Such notice shall be provided at the time the request is approved.

[Adoption date: May 10, 2005]

[Revision date: October 9, 2014]

FINDLAY DIGITAL ACADEMY
Professional Meeting Form

| | |
|-----------------------------|---------------------|
| Name | Purchase Order # |
| Title of Meeting/Conference | Date(s) of Meeting |
| Purpose of Meeting | Location of Meeting |
| | |

| Estimated Cost of Trip | | Actual Cost of Trip | |
|---|-----------|---|-----------|
| Miles @ \$0.45/mile | \$ | Miles @ \$0.45/mile | \$ |
| Receipts are required for all expenses listed below: | | Receipts are required for all expenses listed below: | |
| Transportation/Air Fare/Taxi | \$ | Transportation/Air Fare/Taxi | \$ |
| Lodging | \$ | Lodging | \$ |
| Meals (Max \$25.00 per day) | \$ | Meals (Max \$25.00 per day) | \$ |
| Registration/Meeting Fees | \$ | Registration/Meeting Fees | \$ |
| Parking/Tolls | \$ | Parking/Tolls | \$ |
| Other (explain) | \$ | Other (explain) | \$ |
| TOTAL CLAIM | \$ | TOTAL CLAIM | \$ |

| | |
|-----------------------------|-----------------------------|
| Signature of Employee _____ | Signature of Employee _____ |
| Date _____ | Date _____ |

| | |
|-------------------------------|-------------------------------|
| Signature of Supervisor _____ | Signature of Supervisor _____ |
| Date _____ | Date _____ |
| Approved _____ | Disapproved _____ |

| | |
|--|--|
| Signature of Executive Director/Superintendent _____ | Signature of Executive Director/Superintendent _____ |
| Date _____ | Date _____ |
| Approved _____ | Disapproved _____ |

- NOTE:
- Attach a copy of Purchase Order
 - Attach receipts for all expenses
 - Return claims within two (2) weeks after returning to work
 - Claims shall not include tips, gratuities, telephone charges, telegrams, or postage
 - Total claims shall not exceed the conference allocation for each individual or reimbursement policy of the Findlay Digital Academy.

[Approved May 5, 2005]
[Revision date: October 9, 2014]

CREDIT CARD

The Board realizes that as credit card use becomes increasingly common, clear rules must be established regarding their use. Accordingly, the following Policy is establishing what constitutes an acceptable use and states the procedures for using a credit card.

“Credit card” is defined to include credit cards, business check cards, and debit cards.

Credit Card Agreements must be approved by the Executive Director/Superintendent and the Treasurer.

Acceptable Purposes

Credit Card purchases must be limited to those purchases made for the School’s benefit and for an acceptable purpose. Acceptable purposes are those that are approved by the Board and include the following:

- transportation related expenses including: taxi fares, mileage, fuel, parking and other transportation expenses;
- accommodation expenses;
- conference/course registration fees;
- meal purchases including gratuity up to 20%;
- vendor purchases, where the vendor refuses to accept other forms of payment;
- student trip expenses, provided the use is necessary, preapproved by the Executive Director/Superintendent, and properly budgeted; and
- any other use that is deemed appropriate and acceptable by the Executive Director/Superintendent.

Unacceptable Purposes

Individuals are prohibited from making unacceptable purchases.

Unacceptable purchases include, but are not limited to the following:

- cash advancements/disbursements, unless approved;
- the purchase of alcoholic beverages, tobacco products, and any related gratuity;
- personal expenses not otherwise permitted under this Policy;
- and any purchases that are not approved and/or are consistent with this policy.

If any individual uses a credit card in an unacceptable purchase, the employee will be held financially responsible for paying the expenses and any interest incurred. Furthermore, any employee or other representative that makes unacceptable purchases may be subject to disciplinary action and may have his/her credit card privileges revoked.

Tax Exempt Forms

As a tax-exempt entity, the School does not pay State or local taxes regarding any purchase made pursuant a School purpose. All purchases on behalf of the School shall inform the merchant that the purchase is for “Official School Business” and that the purchase is tax exempt. If the merchant refuses to waive the State and local taxes, the purchaser is required to present a tax exempt form to the merchant. If the merchant still refuses to waive the State and local taxes after presenting the form, the purchase may still be made.

All authorized persons are required to carry a sufficient number of tax exempt forms so that such a form can be presented to any merchant who refuses to waive State and local taxes regarding the sale. Tax exempt forms may be obtained from the Treasurer or Principal.

Credit Card Use Procedures

All School employees and other representatives shall strictly adhere to the following rules and guidelines.

- The credit card will be used primarily by the Treasurer, Executive Director/Superintendent, Principal and in emergency situations by other Findlay Digital Academy personnel provided that prior written consent is given by the Treasurer.
- The employee shall be responsible for the credit card’s safe storage while the credit card is in his/her possession to avoid loss of the card and to avoid any unauthorized charges. If the card is lost or stolen, the employee shall immediately inform his/her immediate supervisor and the Executive Director/Superintendent.
- The employee shall make every attempt to have the State and local taxes waived regarding a purchase, including notifying the merchant that the purchase is for “Official School Business” and presenting a tax exempt form.
- The employee shall return the credit card to the Executive Director/Superintendent as soon as reasonably practicable following the credit card purchases.
- The employee shall request and maintain all receipts and appropriate documentation regarding all purchases made with the credit card. All receipts and documentation shall be presented to the Executive Director/Superintendent as soon as reasonably practicable, but not later than five (5) days after the purchase. If the receipt is not presented within this time, the employee may be held responsible for payment of the purchase, the associated interest and expenses.
- All credit card payments shall be made through the office of the Treasurer. The Treasurer shall monitor and reconcile all credit card activity each month.

[Adoption date: October 9, 2014]

INSURANCE COVERAGE

The Findlay City Schools in its role as the sponsor of Findlay Digital Academy shall purchase and maintain an insurance policy or policies sufficient to protect the School from major financial liability and loss. The duty to administer the insurance policies shall be Findlay City Schools.

Adequate insurance coverage shall include, but shall not be limited to, the following areas:

- property loss insurance coverage for all School buildings and their contents;
- comprehensive bodily injury and property damage coverage for all School-owned motor vehicles;
- any necessary specialty insurance coverage for equipment not adequately covered by existing insurance policies;
- worker's compensation coverage;
- employee insurance coverage as required by the Sponsor Contract or Board directive;
- professional liability insurance coverage for all Board Members, and officers and Findlay Digital Academy personnel; and
- any additional insurance required pursuant to the Sponsor Contract.

[Adoption date: October 9, 2014]

EDUCATION MANAGEMENT INFORMATION SYSTEM
(EMIS)

The Findlay Digital Academy will comply with all reporting required by the state's Education Management Information System.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS: ORC 3301.0714

SCHOOL PROPERTIES DISPOSAL

The Board directs the Executive Director/Superintendent to review the property of the Findlay Digital Academy periodically and to dispose of that material and equipment which is obsolete in accordance with the terms of this property.

Instructional Material

The Findlay Digital Academy reviews instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and instruction programs. Should the instructional materials be deemed no longer unusable, the following criteria are used to determine possible disposal:

- copyright date 10 or more years old;
- concepts or content do not support the current goals of the curriculum;
- information not current or
- worn beyond salvage.

Equipment

The Findlay Digital Academy inspects the equipment used in the instructional program periodically to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria are used to determine possible disposal:

- repair parts no longer readily available;
- repair records indicate no usable life remaining;
- obsolete and/or no longer contributing to the educational program;
- some potential for sale or
- creates a safety or environmental hazard.

Disposition

The Executive Director/Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties or by proper waste removal. Disposal of surplus property purchased with federal funds shall be disposed of in accordance with federal guidelines.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REF.: ORC 3313.40; 3313.41

ABSENCE OF THE TREASURER

Pursuant to ORC Section 3313.23, if the Board determines the Treasurer is incapacitated such that he/she is unable to perform the duties of his/her job, the Board may, by majority vote of its members, appoint a person to serve in his/her place pro tempore. During any such period of incapacitation, the Treasurer may be placed on a leave of absence. The Treasurer pro tempore shall perform all the duties and functions of the Treasurer and shall serve until the Board, by majority vote of its members, determines the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract of employment, whichever occurs sooner. The treasurer pro tempore may be removed at any time for cause by a two-thirds vote of the members of the Board. The compensation of the Treasurer pro tempore shall be fixed by the Board. The Treasurer pro tempore shall execute a bond immediately after his/her appointment in accordance with ORC Section 3313.25.

The Board shall determine whether the Treasurer is incapacitated based on any medical report or statement received from (A) his/her physician, or (B) the District's school physician. If the Treasurer is absent or sick more than ten (10) consecutive scheduled work days or establishes an ongoing pattern of intermittent absenteeism, the Board may require medical verification of his/her capacity to serve. In the event of a dispute over such capacity between the Treasurer's physician and the District's school physician, a third opinion from a qualified physician will be sought, at Board expense, which third opinion shall be deemed determinative. The failure or refusal of the Treasurer to cooperate in obtaining medical verification of his/her capacity may be taken into account by the Board in making a decision on the question of his/her capacity under this Policy. The Treasurer may request a hearing before the Board on any action taken under this Policy with respect to his/her capacity, and shall have the same rights at any such hearing as are granted to a teacher in a Board hearing under ORC Section 3319.16.

[Adoption date: October 9, 2014]

LEGAL REF: ORC 3313.24; 3313.25; 331916

STUDENT FEES, FINES AND CHARGES

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. Fees for these materials and supplies will be established at the beginning of every school year and may vary as the cost of materials and supplies fluctuates. A charge shall not exceed the combined cost of the materials used, freight and/or handling charges, and normal add-on for loss. Money received from resale of such materials shall be deposited as required by statute and accurate accounting of all transactions returned to the treasurer.

The Board directs the superintendent, treasurer and/or designee to prepare a schedule of fees for materials to be used in courses of instruction and also a schedule of charges that may be imposed for damage to school property (which could include books and other school property).

The district does not charge students eligible for free and reduced lunch under the national school lunch act or child nutrition act, a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free and reduced lunch under the national school lunch act or child nutrition act will be charged in compliance with state and federal law. This exception only applies to recipients of free lunch and not for students who receive reduced lunch. However, if the district determines that a student is in serious financial need, it may choose to provide any and all such materials at reduced rates or free of charge. This provision does not apply to extra-curricular activities, student enrichment programs or career and technical education, tools, equipment, materials necessary for work-force readiness training in our Millstream program.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines or damage to school property.

The late return of books, borrowed books, or materials from the school libraries is subject to appropriate fines. All fines collected are sent to the treasurer for deposit into the general fund of the Board of Education.

Collection of Student Fines and Fees

The administration may establish procedures for collection of student fees and fines.

In accordance with RC 3313.642, failure to pay fees and fines may result in the withholding of grades and credits and will not be made available to any student, graduate or anyone requesting the same on his or her behalf until all fees and fines for that student have been paid in full, except where required by law. In the event that the above course of action does not result in the fees being collected, the Board authorizes the superintendent and/or treasurer to take action with the

student and/or parents even to the recourse of small claims court for collection.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records as required by federal and state laws. The principal will advise parents of fees due at the beginning of the school year.

[Adoption date: October 9, 2014]

LEGAL REF; ORC 3313.642