

AGENDA

**ROCKY RIVER CITY SCHOOL DISTRICT
Office of the Superintendent of Schools
BOARD OF EDUCATION MEETING**

**7:00 P.M., THURSDAY, NOVEMBER 19, 2009
Board Room, Rocky River Board of Education
21600 Center Ridge Road**

AGENDA

A. REGULAR BUSINESS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**

BE IT RESOLVED by the Board of Education of the Rocky River City School District that it hereby adopts this Agenda, including any addendum attached hereto, for the November 19, 2009 meeting.

- 5. Special Recognition**
- 6. Reports**
 - a. Superintendent's Update**
- 7. Oral and Written Communications**

Residents, students, staff, and others are welcomed by the President of the Board or the Superintendent to address the Board at this time.
- 8. Minutes of Preceding Meetings**
 - a. Board of Education Special Meeting – October 5, 2009**
 - b. Board of Education Committee Meeting – October 7, 2009**
 - c. Board of Education Finance Committee Meeting – October 15, 2009**
 - d. Board of Education Meeting – October 15, 2009**
- 9. Committee Reports***
 - a. Policy and Legislation - Mr. Milano**

10. Representative Reports*

- a. Representative to Strategic Planning Committees – Mr. Milano**
- b. Representative to the Finance Committee – Mr. Swartz**
- c. Representative to the Rocky River Parks and Recreation Commission – Ms. Goepfert**
- d. Representative to Community Challenge/Recovery Resources – Mrs. Rounds**
- e. Representative to the Rocky River Education Foundation – Ms. Goepfert**

11. Treasurer's Report – Mr. Markus

- a. Resolution to Approve Financial Statement and Intrafund Transfers for General Accounting – October 2009**

WHEREAS, the Board of Education passed Resolution #7-09 to dispense with the Listing of Warrants; and

WHEREAS, the funds for payment of these vouchers are included in the 2009-2010 Appropriation; and

WHEREAS, the Finance Committee has reviewed the Financial Statement, Appropriation Expenditure Summary Report, and the List of Bills;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Financial Statement and intrafund transfers in the amount of \$19,934.40 for October 2009; and

BE IT FURTHER RESOLVED that the Financial Statements (**Exhibit A**) be included in the Minutes and that the Appropriation Expenditure Summary Report and the List of Bills be filed in the Treasurer's Office for Audit.

- b. Resolution to Amend Appropriation**

BE IT RESOLVED, by the Board of Education of the Rocky River City School District that the amount of the amended appropriation for all funds as of October 31, 2009 is \$38,537,963.

BE IT FURTHER RESOLVED that the current Certificate of Resources (**Exhibit B**) in effect identifies sufficient resources to operate the education program for Fiscal 2010 (July 1, 2009 to June 30, 2010).

- c. Resolution to Approve Then and Now Certificate**

WHEREAS, the requirements of ORC Section 5705.41(D) state that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, ORC Section 5705.41(D) provides an exception that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that

he is completing his certification, sufficient funds were available or in the process of collection to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Then and Now Certificates submitted to the Rocky River Board of Education (**Exhibit C**) be approved and that the Treasurer is hereby authorized to draw a warrant for the orders or contracts associated with such certificates as soon as reasonably possible.

B. SUPERINTENDENT'S REPORT

1. Retirements and Resignations

None.

2. Appointments -- Certificated Staff*

(SUBSTITUTE TEACHERS FOR THE 2009-2010 SCHOOL YEAR)*

Name

Karen Dixon
Carol Fox
Erin Lewis
Jaclyn Sepich

(TUTORS AND INSTRUCTORS FOR THE 2009-2010 SCHOOL YEAR) *

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Ken Linden	Tutor – Home Instruction	\$ 29.33/hr.

3. Supplemental Duty Appointments for the 2009-2010 School Year *

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
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Interscholastic Coaching

Mark Harris **	Swimming, Asst., H.S.	\$ 2636
Josh Brown **	Swimming, Co-Asst., H.S.	1318

Associated Athletic Activities

Tiffany Kostas **	Asst. Cheerleader Adv., Basketball, HS	2055
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Co-Curricular

Allison Harris Erni **	Marching Squad Advisor, H.S.	2100
Sara Olinger	Junior Class Advisor	835

** No certificated employees expressed an interest in these positions which are being filled by qualified individuals.

4. Appointments -- Support Personnel*

(SUPPORT STAFF FOR THE 2009-2010 SCHOOL YEAR)*

<u>Name</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Rate of Pay</u>
Paula Santiago	Lunch Monitor	10/22/09	\$11.94/hr.

(OCCASIONAL EMPLOYEES - SUPPORT STAFF FOR THE 2009-2010 SCHOOL YEAR)*

Name

Melinda Counihan
Thomas Davis
Dennis Johnson
George Vargics

* Employment conditional upon receipt of a negative drug test screening and a satisfactory criminal reference check

5. Adjustments in Salary and Assignments

None.

6. Resolution to Approve Leave of Absence

None

7. Resolution to Approve Dynamic Therapeutic Services Agreement

BE IT RESOLVED by the Board of Education of the Rocky River City School District that an agreement be entered into between Dynamic Therapeutic Services and the Board of Education of the Rocky River City School District for the 2009-2010 school year for provision of occupational therapy services, a copy to be included in the minutes; and

BE IT FURTHER RESOLVED that a sum not to exceed Fifty Five Thousand, Nine Hundred, Sixty Five dollars (\$55,965.00) be appropriated for payment of this agreement subject to certification by the Treasurer as to the availability of funds.

8. Resolution to Discard, Sell and/or Donate Surplus Property

BE IT FURTHER RESOLVED by the Board of Education of the Rocky River City School District that, in accordance with **Board Policy 7310 – Disposition of Surplus Property**, the treasurer can discard, sell or donate (non-profit organizations) the following surplus property without any restrictions or reservations as to the future use thereof.

English

Webster's Collegiate Dictionary: 22
American Heritage Dictionary of England: 1
Journeys: A Reading and Literature: 10
Strategies in Reading Workbook: 12
Elements of Literature, Sixth Course: 28
Skills for Reading C: 6
Skills for Reading D: 2
Better Reading: 7
American Literature: A Chronological Approach: 1
How to Read a Short Story: 6
Be a Better Reader, 5th edition, Level F: 10
Roget's Thesaurus of English Words and Phrases: 1
Roget's International Thesaurus, 3rd edition: 1 Philosophy and Literature: 28
The Spoken Word: 47
About Philosophy, 8th edition: 14
The New English Bible with the Apocrypha: 18
Patterns of Religion: 16
World Drama Book and Study Guide: 1
Communicating for Success: 2
Elements of Literature 5th Course: 1
Elements of Literature Test Generator: 1
Elements of Literature 4th Course: 4 and 1 teacher's edition
Webster's Collegiate Thesaurus: 1
Grammar and Composition, Level 3:1 and 1 teacher's edition
Grammar and Composition, Level 5: 1 and 1 teacher's edition
Elements of Writing, 4th Course: 1
Elements of Writing, 5th Course: 1
Elements of Writing, 3rd Course: 2
Elements of Writing, Complete Course: 1
Writing and Grammar Communication in Action: 1
Literature V Editor is Kitzhaber: 1
Reflections in Literature: 2 Adventures in Reading: 2

9. Resolution to Approve Candidates for Graduation

BE IT RESOLVED by the Board of Education of the Rocky River City School District that **Joseph Patrick Byrnes II** who has completed the course requirements as specified by Policy, be approved for graduation from Rocky River High School.

10. Resolution to Accept Gifts to Schools

BE IT RESOLVED by the Board of Education of the Rocky River City School District that, in accordance with **Board Policy 7230 - Public Gift**, the following be and the same is hereby accepted as an absolute and unconditional gift to the Board without any restrictions or reservations as to the future use thereof.

DONOR

Anonymous

Adam Nelson
311 South First St. #408
San Jose, CA 95113

DONATION

A donation in the amount of \$1,000.00 to the RRHS Instrumental Music Fund.

A donation in the amount of \$500.00 for the Rocky River High School Forensics Club.

DONOR

Prestige Delivery Systems
Midwest Ave. Suite 104
Garfield Heights, OH 44125

DONATIONS – ROCKY RIVER ANGEL FUND

HP Computer with 15” Viewsonic, CRT 9535 monitor, keyboard and mouse donated for an under-privileged family to use for schoolwork.

C. OTHER BUSINESS

- 1. Other**
- 2. Resolution to Adjourn**

BE IT RESOLVED by the Board of Education of the Rocky River City School District that it hereby adjourn.

ROCKY RIVER CITY SCHOOLS
 Financial Report by Fund
 FINANCIAL REPORT FOR OCTOBER 2009

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
660,270.16	976,329.89	13,602,613.09	3,015,591.05	10,082,983.65	4,179,899.60	1,737,896.90	2,442,002.70
TOTAL FOR Fund 002 - BOND RETIREMENT:							
4,032,709.70	4,102.87	1,346,981.33	114.30	9,005.56	5,370,685.47	0.00	5,370,685.47
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
112,290.66	12,366.29	49,496.80	65,714.29	156,007.67	5,779.79	19,704.95	13,925.16-
TOTAL FOR Fund 004 - BUILDING:							
6,633.14	60,419.60	60,419.60	59,219.60	60,516.81	6,535.93	5,173.00	1,362.93
TOTAL FOR Fund 006 - FOOD SERVICE:							
111,084.18	45,500.50	119,568.36	56,772.99	135,161.75	95,490.79	54,281.77	41,209.02
TOTAL FOR Fund 007 - SPECIAL TRUST:							
62,183.26	23.69	576.71	408.00	1,258.00	61,501.97	0.00	61,501.97
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
17,060.59	7,649.41	17,606.66	57.74	18,626.33	16,040.92	3,128.90	12,912.02
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:							
31,029.09	52,408.04	189,916.62	25,321.96	118,024.14	102,921.57	77,639.17	25,282.40
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
70,099.74	9,690.58	30,534.75	3,315.48	11,552.13	89,082.36	25,109.06	63,973.30
TOTAL FOR Fund 019 - OTHER GRANT:							
10,631.95	0.00	0.00	80.00	1,061.85	9,570.10	454.64	9,115.46
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:							
226.26	19,867.98	59,167.00	20,357.98	60,966.85	1,573.59-	0.00	1,573.59-
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
110,695.90	13,166.83	51,506.32	8,210.42	19,218.37	142,983.85	51,356.43	91,627.42
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
13,098.94	13,463.62	70,094.93	18,297.05	116,194.24	33,000.37-	71,532.59	104,532.96-
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
117,115.48	82.06	290,241.30	97,727.91	332,296.40	75,060.38	204,932.42	129,872.04-
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM							
5,851.78	0.00	0.00	5.41	5,858.44	6.66-	0.00	6.66-
TOTAL FOR Fund 440 - ENTRY YEAR PROGRAMS:							
3,500.00-	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00

EXHIBIT A

ROCKY RIVER CITY SCHOOLS
 Financial Report by Fund
 FINANCIAL REPORT FOR OCTOBER 2009

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	
TOTAL FOR Fund 450 - SCHOOLNET EQUIP/INFRASTRUCTUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00
TOTAL FOR Fund 452 - SCHOOLNET PROFESS. DEVELOPMEN	0.01	0.00	0.00	0.00	0.00	0.01	0.00	0.01
TOTAL FOR Fund 459 - OHIO READS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 516 - IDEA PART B GRANTS:	13,618.15	123,574.96	219,291.08	178,949.93	231,833.16	1,076.07	179,567.24	178,491.17-
TOTAL FOR Fund 532 - FISCAL STABILIZATION FUND:	0.00	13,652.70	28,001.82	11,536.39	16,914.95	11,086.87	0.00	11,086.87
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:	0.00	0.00	0.00	0.00	0.00	0.00	486.00	486.00-
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE	16,930.02-	0.00	57,356.25	30,185.10	83,311.39	42,885.16-	11,933.22	54,818.38-
TOTAL FOR Fund 573 - TITLE V INNOVATIVE EDUC PGM:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 584 - DRUG FREE SCHOOL GRANT FUND:	0.00	0.00	1,772.50	1,471.58	1,471.58	300.92	1,471.58	1,170.66-
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED:	0.00	0.00	1,176.36	195.00	195.00	981.36	8,555.00	7,573.64-
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:	8,052.37-	0.00	15,436.18	14,008.74	23,260.78	15,876.97-	7,158.48	23,035.45-
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS:	5,346,116.60	1,356,299.02	16,219,257.66	3,607,540.92	11,485,719.05	10,079,655.21	2,460,381.35	7,619,273.86

**ROCKY RIVER CITY SCHOOL DISTRICTS
SUMMARY OF INVESTMENTS AND CASH BALANCES
October 31, 2009**

INVESTMENTS:

	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Cost/ Balance</u>	<u>Rate</u>	
<u>Operating Funds</u>					
STAR Ohio		Daily	\$60,363.17	0.14%	
Charter One CD	1/23/2009	11/24/2009	\$250,000.00	1.62%	
Tri State CDARS	8/25/2009	11/27/2009	\$500,000.00	0.90%	
Tri State CDARS	8/25/2009	2/25/2010	\$250,000.00	1.39%	
Huntington Bank CD	3/4/2009	3/4/2010	\$500,000.00	2.05%	
Huntington CD	4/16/2009	4/16/2010	\$250,000.00	1.90%	
Huntington Bank CD	7/9/2009	7/9/2010	\$500,000.00	1.16%	
JP Morgan Chase FHLB	10/27/2009	4/27/2011	\$500,000.00	1.00%	
JP Morgan Chase FFCB	6/24/2009	6/17/2011	\$498,133.33	1.20%	
JP Morgan Chase FHLB	7/10/2009	6/17/2011	\$500,079.31	1.25%	
			\$0.00		
Subtotal			\$3,808,575.81	1.32%	
			Charter One	\$128,617.69	0.35%
			Huntington	\$7,516.43	0.05%
			NCB MMA	\$4,078,979.23	0.50%
			Charter One MRA	\$297,410.10	0.35%
			Subtotal	\$4,512,523.45	
Total Investments			\$8,321,099.26		
<u>CASH:</u>					
Demand Deposit Accounts - Net			\$1,756,860.95		
Petty Cash and Change Funds			\$1,695.00		
Sub-Total			\$1,758,555.95		
Total Investments and Cash			\$10,079,655.21		

<u>Date</u>	<u>Advancing Fund</u>	<u>Receiving Fund</u>
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Rocky River City School District
 Appropriation Summary as of October 31, 2009 - All Funds
 With Certified Resources For FY 2010 To Date

Fund Name	USAS Fund No.	Budget as of 9/30/09	Net Changes October 2009	Revised Budget as of 10/31/09	P/Y Encumbrances	Total Expendable as of 10/31/09	Certificate of Estimated Resources - Amendment #6	Resources Over/(Under) Revised Budget	Add/(Reduce) Amount of "Other Sources" on Amendment #6	Revised Est. Resources Amendment #7
General Fund	001	\$31,206,175	(\$61,020)	\$31,145,155	\$319,893	\$31,465,048	\$32,047,177 x	\$902,021	(\$32,095)	\$32,015,082
Bond Retirement	002	3,107,839	0	3,107,839	-	3,107,839	7,753,028 x	4,645,189		7,753,028
Permanent Improvement	003	199,214	0	199,214	20,376	219,590	241,473 x	42,259		241,473
Building	004	6,633	60,420	67,053	-	67,053	6,633 x	(60,419)	60,420	67,053
Food Service	006	537,131	0	537,131	423	537,554	628,186 x	91,055		628,186
Trust - Band Uniform Fund	007-9007	0	0	-	-	-	30,049 x	30,049		30,049
Trust - Scholarship	007-9008	25,000	0	25,000	-	25,000	41,849 x	16,849		41,849
Trust - Unclaimed Funds	007-9009	500	0	500	-	500	12,065 x	11,565		12,065
Trust - Rocky River Angel Fund	007-9907	2,000	0	2,000	-	2,000	7,030 x	5,030		7,030
Trust - Rocky River Angel Fund - Goldwood	007-9908	500	0	500	-	500	1,011 x	511		1,011
Trust - Technology Improvement Fund	007-9909	2,915	0	2,915	-	2,915	2,952 x	37		2,952
Trust - Herb Score Memorial Fund (NEW)	007-9910	0	20,100	20,100	-	20,100	- x	(20,100)	20,100	20,100
Uniform School Supply	009	26,400	0	26,400	-	26,400	43,561 x	17,161		43,561
Rotary Funds	011	303,593	0	303,593	7,779	311,372	320,436 x	16,843		320,436
School Support Funds	018	56,000	0	56,000	4,098	60,098	114,593 x	58,593	100	114,693
Private Source Grants	019	9,506	1,000	10,506	855	11,361	9,777 x	(729)	1,000	10,777
Self-Insurance Fund	024	180,569	0	180,569	-	180,569	180,795 x	226		180,795
Student Activities	200	212,104	0	212,104	17,950	230,054	292,991 x	80,887		292,991
Athletic and Co-Curricular	300	376,076	0	376,076	10,175	386,251	388,633 x	12,557		388,633
<i>State Grants:</i>										
Auxiliary Services (Private Schools)	401	667,146	107	667,253	117,115	784,369	667,146	(107)	107	667,253
EMIS	432	7,000	0	7,000	-	7,000	12,852 x	5,852		12,852
Entry Year Programs	440	0	0	-	-	-	-	0		-
School Net - Capital	450	0	0	-	-	-	-	0		-
Data Communications	451	0	0	-	-	-	-	0		-
School Net - Professional Dev.	452	0	0	-	-	-	-	0		-
Misc State Grants	499	0	0	-	-	-	-	0		-
<i>Federal Grants:</i>										
IDEA-B	516	1,110,882	0	1,110,882	21,930	1,132,811	1,110,882 x	0		1,110,882
School District Fiscal Stabilization	532	84,790	0	84,790	-	84,790	84,790 x	0		84,790
Title III - Limited English Proficiency	551	12,931	0	12,931	-	12,931	12,931 x	0		12,931
Title I	572	280,284	0	280,284	12,392	292,676	285,671 x	5,388		285,671
Title V	573	0	0	-	-	-	-	0		-
Drug-Free Schools	584	7,187	0	7,187	-	7,187	7,187 x	0		7,187
Preschool - Special Education	587	25,954	0	25,954	-	25,954	25,954 x	0		25,954
Title II-A	590	67,237	0	67,237	651	67,888	67,247 x	9		67,247
Misc. Federal Grants	599	1,790	0	1,790	-	1,790	1,790 x	0		1,790
Total All Funds		\$38,517,356	\$20,607	\$38,537,963	\$533,637	\$39,071,600	\$44,398,689	\$5,860,726	\$49,632	\$44,448,321

EXHIBIT B

Amended appropriation passed at the 11/19/09 meeting of the Rocky River Board of Education

Amended Certificate has been or will be requested from the County Budget Commission

VENDOR NO	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	AMOUNT	INVOICE NO	PAYMENT
657425	011	1120 2150	411 550	9924	000000	024	00	\$4882.50		

APPROPRIATION TRANSFER ATTACHED



ROCKY RIVER CITY SCHOOL DISTRICT
 21600 CENTER RIDGE ROAD
 ROCKY RIVER, OHIO 44116-3980
 440-333-6000

PURCHASE ORDER NO.
57010

ORIGINATOR DATE 10/22/09	DATE REQUESTED FOR DELIVERY BY ASAP	AUTHORIZATION #	CHECK IF GROUP PURCHASING <input type="checkbox"/>
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VENDOR

The Ohio State University
 Stone Lab
 P.O. Box 119
 Put-In-Bay, OH 43456

S ATTN:

H
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P
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O

- OTHER _____
- Board Office
21600 Center Ridge Rd.
- Service Building 20951 Detroit Rd.
- Beach Education Center
1101 Morewood Pkwy.
- Goldwood Primary School 21600 Center Ridge Rd.
- Kensington Intermediate School 20140 Lake Rd.
- Middle School 1631 Lakeview Rd.
- High School 20951 Detroit Rd.

QUANTITY	DESCRIPTION AND CATALOG NUMBER	UNIT PRICE	AMOUNT
1	6th Grade to Stone Lab on October 8-9, 2009 workshop fee		1237.50
6	chaperone fees	55.00	330.00
51	student fees	65.00	3315.00
TOTAL ...			\$4882.50

NOTE: Money was collected from students and deposited into account.

TREASURER'S CERTIFICATE

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purposes and is in the Treasury or in process of collection to the credit of the Rocky River City School District free from any obligation or certification now outstanding.

10/22/09
 DATE TREASURER

INSTRUCTIONS TO VENDOR

- ALL SHIPMENTS MUST BE PREPAID
- EXEMPT FROM FEDERAL EXCISE TAX - FEDERAL I.D. #34-6002315 - AND OHIO SALES TAX.
- ROCKY RIVER BOARD OF EDUCATION WILL NOT IN ANY MANNER BE RESPONSIBLE FOR GOODS DELIVERED OR WORK DONE ON ITS ACCOUNT UNLESS AUTHORIZED.
- THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

DATE ADMINISTRATIVE SERVICES

ORIGINATOR'S OFFICE

V. Kozub

ORIGINATOR

D. Opdycke

COORDINATOR/MANAGER/FOREMAN/OTHER

CENTRAL OFFICE

[Signature]
 PRINCIPAL

ENCUMBERED

DIVISION ADMINISTRATOR

APPROVED FOR PAYMENT

PARTIAL FULL

BY *[Signature]*

DATE 10/22/09

Denham, Janice

From: Markus, Greg
Sent: Monday, October 26, 2009 12:53 PM
To: Denham, Janice
Subject: FW: Stone Lab P.O.

Janice,

Please attach to this p.o. that need to be approved by the Board and give both to me so I can scan this in and get this to Sue for the agenda.

Thanks,

Greg

Greg R. Markus, CPA
Treasurer/CFO
Rocky River City Schools
Board of Education Offices
21600 Center Ridge Rd.
Rocky River, OH 44116
440-356-6704 ph
440-356-6014 fax

www.rrcs.org

PLEASE NOTE MY NEW EMAIL ADDRESS: Markus.Greg@rrcs.org

PLEASE NOTE: This message and any response to it may constitute a public record and, therefore, may be subject to disclosure upon request under Ohio law. However, if electronic communications contain student records or medical information, they shall be maintained as confidential to the fullest extent of the law.

From: Gifford, Samuel
Sent: Monday, October 26, 2009 11:41 AM
To: Markus, Greg
Subject: Stone Lab P.O.

Greg:

First of all I would like to apologize for this oversight. I was under the impression that this was handled within the appropriate amount of time, i.e. submitted before the actual fieldtrip date. I spoke with the teacher and he mentioned that often times the quoted rate and the actual rate are different based on student numbers (can be more or less than original number submitted as some students enroll late or happen to be ill that day of the trip). All of this being said, ultimately the PO was not submitted within the correct window of time and more attention will be paid to this in the future. Additionally, funds were collected to pay for this trip, which may have thrown the process of track. I am sorry about any confusion or problems this may have caused. It will not happen again.

10/26/2009

Sincerely,

Sam

Samuel L. Gifford
Principal
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10/26/2009