

The Board of Education met in regular session at 6:00 pm in the Glenwood Community Room. President Pochard called the meeting to order. Present were Mr. Aldrich, Mrs. Dysinger, Mr. Pochard, Mrs. Robertson, Treasurer Mr. Barnhart, and Assistant Superintendent Mr. Roth.

Dr. Siebenaler Wilson arrived at 6:01pm

CELEBRATIONS

Mrs. Plesec welcomed the Board along with second grade students from Jefferson Primary. Mrs. Dysinger celebrated the students and the support administration and staff show the students. Mr. Roth celebrated a smooth start to the school year.

2017-009-001 Grant:

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to accept the presidential discretionary grant totaling \$250 was awarded to Findlay City Schools to support the creation of a yoga program at Glenwood Middle School. Funding source: M. Margaret Foster Education Fund.

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye. President Pochard declared the motion carried.

2017-009-002 Approval of Minutes

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Dysinger to approve the Regular Meeting minutes from August 21, 2017.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mr. Aldrich, aye; Mr. Pochard, aye; Mrs. Robertson, aye. President Pochard declared the motion carried.

2017-009-003 Consent Items (A-G)

It was motioned by Mrs. Robertson, seconded by Mr. Aldrich to approve consent items A-G.

CERTIFICATED PERSONNEL

A. Leave of Absence (will use paid sick, personal, and/or vacation time, if available)

Jodi Smith (Donnell, Math and Science)
Effective: 8/15/17-9/29/17
Reason: FMLA

Tyler Smith (FHS, Science)
Effective: 8/22/17- 9/4/17
Reason: FMLA

Jennifer Bain (Lincoln, Intervention Specialist)
Effective: 8/22/17- 8/30/17
Reason: FMLA

Dan Pack (Donnell, Grade 8)
Effective: 8/15/17 - 9/14/17
Reason: FMLA

B. Resignation

Kyle Hackenburg Head Golf Coach (Girls') – FHS ~ 50%
Reason: Personal Effective: 2017-18 School Year

C. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules; and contingent upon subsequent receipt by the Board of a report B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Adult Education Instructor ~ Step 0 @ \$21.51/hour

Brian Beltz
Laura Clark
Rochelle Manley
Rebecca Rader
Justin Shank
Dan Sterling

2. Adult Education Instructor ~ Step 1 @ \$21.80/hour

Dave Charles Tim Montgomery

3. Adult Education Instructor ~ Step 2 @ \$22.09/hour

Troy Althaus
Jan Miller

Karen Ibarra
Ginger Owenga

Tammy Jordan
Carol Treece

4. Week Night School Monitor-Middle School @ \$22.01/hour (2017-2018 School Year)

Kim Murphy – Glenwood
Marcus Tuttle - Glenwood
Linda Vandermolen – Donnell

5. PASS Teachers for 2017-2018 School Year

Linda Dangelo – Step 2 @ \$22.59/hour
James Orr – Step 2 @ \$22.59/hour

6. Grade 3 Intervention @ \$22.01/hr up to 4 hrs/week beginning September 11, 2017

Lori Anast

7. CP Physical Science & Honors Physical Science Curr Writing Revision @ \$22.01 for 8hrs/ course (Acct #001-1100-111-16)

Tyler Smith Rebecca Wolfe

8. Findlay Digital Academy Hourly Employees

The treasurer recommends the following employee who works for the FDA but will be paid through FCS in 2017-2018 at an hourly wage of \$21.78: Brenda Boster

9. Cosmetology Extended Hours for 2017-18 school year @ \$22.59/hr (Perkins Grant 524-1310-111-9018-000000-302)

Heather Schroeder – 12 hours maximum per month for 9 months

10. Elem Engineers I Instructor, Step 2 @ \$22.59/hr for 30 hrs – Sat mornings, 1st Sem (Acct#018-1210-113-9430)

Laura Finney

11. Middle School Robotics I Instructor, Step 2 @ \$22.59 for 30 hrs–Tues after school, 1st Sem (Acct#018-1210- 113-9430)

Laura Finney

12. High School Robotics I Instructor, Step 2 @ \$22.59 for 30 hrs–Tues evenings, 1st Sem (Acct#018-1210-113-9430)

Craig Perry

13. High School Block Grant First Semester Stipend @ \$500

Ryan Allshouse
Taylor Barton
Ryan Headley
Judy Lentz
Jordan Nugeness

14. Supplemental Duty Assignments – Certificated Personnel for 2017-2018 School Year

Jacquelyn Arthur	Student Council Advisor - Wilson Vance (50%) @ \$887.11
Jeanine Baker	Dept. Chair - Elementary - Grade 4 @ \$887.11
Kim Betts	Just Say No Advisor - Bigelow Hill @ \$1,108.89
Matthew Bower	Dept. Chair - Art (K-5) @ \$1,626.37
Brad Burrows	Assistant Football Coach – FHS @ \$4,916.08
Lisa Canterbury	Middle School Team Leader – Donnell @ \$1,940.56
Michelle DeBusman	Assistant Director of 7th Grade Outdoor Camp @ \$1,090.41
Blake Delaney	Head Golf Coach (Girls) - FHS ~ 50% @ \$3,382.11
Joe DeVaul	Middle School Strength Coach – Glenwood @ \$887.11
Robyn Drerup	Dept. Chair - Elementary – Kindergarten @ \$1,626.37
Alaine Emens	Dept. Chair - Physical Education (K-5) ~ 50% @ \$887.11
Alaine Emens	Elementary Intramural Director - Wilson Vance @ \$1,848.15
Nicole Fort	Just Say No Advisor - Wilson Vance @ \$1,848.15
Tina Gephart	Dept. Chair - Elementary - Grade 5 @ \$887.11
Sue Harrington-Williams	Middle School Team Leader – Donnell @ \$1,201.30
Jessica Herron	Just Say No Advisor - Chamberlin Hill @ \$1,108.89
Kristin Hudok	Dept. Chair - Elementary - Grade 3 @ \$1,626.37
Deanna Kiesel	Elementary Intramural Director - Chamberlin Hill @ \$1,848.15
Andrea Kokensparger	Just Say No Advisor - Wilson Vance @ \$1,848.15
Amanda Kuznicki	Just Say No Advisor - Chamberlin Hill @ \$1,108.89
Julie Lammers	Just Say No Advisor - Bigelow Hill @ \$1,848.15

Joy McCarthy	Student Council Advisor - Lincoln @ \$887.11
Jordan Nugeness	Junior Class Advisor - High School @ \$2,236.26
Dan Pack	Middle School Team Leader – Donnell @ \$1,940.56
Sydney Robbins	Student Council Advisor - Wilson Vance (50%) @ \$887.11
Kara Ross	Just Say No Advisor – Lincoln @ \$1,108.89
Kelly Scherger	Dept. Chair - Physical Education (K-5) ~ 50% @ \$887.11
Kelly Scherger	Elementary Intramural Director - Lincoln @ \$1,848.15
Nancy Sheaffer	Middle School Publications Advisor – Donnell @ \$1,108.89
Nancy Sheaffer	Middle School Team Leader – Donnell @ \$1,201.30
Brian Sheehe	Middle School Drum Line Director @ \$1,848.15
Brian Sheehe	Student Council Advisor – Donnell @ \$1,626.37
Megan Simon	7th Grade Girls' Volleyball Coach – Donnell @ \$3,049.45
Tamara Spaeth	Dept. Chair - Elementary - Grade 1 @ \$1,626.37
David Sprouse	Elementary Intramural Director - Bigelow Hill @ \$1,108.89
Ryan Sprout	Assistant 7th & 8th Grade Football Coach – Donnell @ \$2,051.45
Ryan Sprout	Middle School Strength Coach - Donnell @ \$4,324.67
Jeff Stutzman	Middle School Intramural Director – Donnell @ \$1,848.15
Andrea Suter	Just Say No Advisor - Lincoln @ \$1,108.89
Kevin Swan	Assistant Cross Country Coach – FHS @ \$3,160.34
Kevin Swan	Secondary Alternatives Advisor – Glenwood @ \$1,848.15
Becky Wank	Dept. Chair - Elementary - Grade 2 @ \$1,626.37
Mackenzie Wenner	Student Council Advisor - Bigelow Hill @ \$1,626.37
Katie Wheeler	Middle School Show Choir – Donnell @ \$1,090.41
Judy Wicinski	Dept. Chair - Vocal Music (K-5) @ \$1,626.37
Mike Wilson	Director of 7th Grade Outdoor Camp @ \$1,090.41

15. Volunteer – 2017-2018 Certified Club Advisors/Helpers

Kendra Grubinski – FCA Volunteer
 Katie Kin – Girls on the Run Volunteer
 Brittany Launder – Girls on the Run Volunteer
 Jennifer Stillings – Girls on the Run Volunteer
 Barb Tardibuono – Future Educators of American Volunteer
 Beverly Vetovitz – Volunteer Cross Country Coach
 Macie Wenner – Girls on the Run Volunteer

CLASSIFIED PERSONNEL

D. Leave of Absence (will use paid sick, personal, and/or vacation time, if available)

Sarah Fraley (Aide, Jefferson)
 Effective: 2017/2018 School Year
 Reason: Personal

Jennifer Miller - (Administration, Asst. Treasurer)
 Effective: 9/5/17 – 9/24/2017
 Reason: FMLA

E. Resignation

Deborah Alesch (ISA Aide, High School) (2 years)
 Reason: Other Employment Effective: August 2, 2017

Jennifer Miller (Assistant Treasurer, Administration) (12 years)
 Reason: Other Employment Effective: September 25, 2017

F. Correction to the August 7, 2017 Minutes

Jasmyne Chapa, Food Service Aide
 From: effective date: August 16, 2017
 T: effective date: August 2, 2017

G. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules, and contingent upon subsequent receipt by the Board of a report from B.C.I. which is not inconsistent with the applicant's answers on the employment application.

1. Aide

Julie Coan (Cosmetology Aide, Millstream)
 Salary: Step 1 @ \$13.44/hour for 15 hours/week
 Effective: September 12, 2017

2. Custodian At Large

Anthony Ricker (Custodian At Large, Facilities)
Salary: Step 1 @ \$16.44/hour
Effective: October 1, 2017

3. Parent Mentor

Karen Herold (Parent Mentor)
Salary: \$19,616 (ODE parent mentor grant 499-9018)
Effective: 2017/2018 School Year

4. Building Intervention Grants @ \$10.32 per hour

Heidi Corbin – Jefferson Michelle Fisher – Jefferson

5. Noon Hour Monitors @ \$9.81/hour

Taryn Bregel – Jacobs
Samantha Brininger – Wilson Vance
Kayla Braun – Washington Preschool
Cathy Frederick – Jefferson
Kylie Givens – Washington Preschool
Amy Hudson – Bigelow Hill
Melissa Ludwig – Chamberlin Hill
Hailee Olsen - Jacobs
Sara Tomko – Washington Preschool
Leslie York – Washington Preschool
Shannon Zajec – Jacobs

6. Building Intervention Grants @ \$22.01 per hour

Kathy Conine – Whittier

7. 2017-2018 Findlay Learning Center Flexible Instructional Assistant @ \$22.01/hr

Mary Burget up to 29 hrs/week

8. Substitute and/or Per Diem Employees

Jonathan Parsons ~ Substitute Custodian @ \$11.25/hour

9. Supplemental Duty Assignments – Non-Certificated Personnel for 2017-2018 School Year

WHEREAS, in accordance with the provision of the Ohio Revised Code 3313.53, the duly appointed representatives of the Findlay Board of Education have offered the following extra-duty positions, listed below, to the certificated employees of the district and have advertised the positions to certificated personnel not employed by the district, and

WHEREAS, no qualified certificated individuals have been found for these positions,

NOW BE IT THEREFORE RESOLVED, that the Findlay Board of Education hereby deems it appropriate to employ non-certificated personnel for the specified positions for a period not to exceed one (1) year and that the compensation shall be according to the adopted salary schedule for said position(s):

Bobby Brown Assistant Freshman Football Coach – FHS @ \$3,585.41
Gabrielle Smith 7th Grade Girls' Volleyball Coach – Glenwood @ \$3,049.45
Sean Swisher Varsity Assistant Girls' Tennis – FHS @ \$3,160.34

10. Volunteer – 2017-2018 Classified Club Advisors/Helpers

Dani Armstrong – Percussion Volunteer
Paul Baransy – Donnell Band Volunteer
Tim Bower – Band Volunteer Chaperone
Katie Brown – Girls' Rock Camp Volunteer
Nikki Cordy – Girls' Rock Camp Volunteer
Brian Fortin – Percussion Volunteer
Jerin Fuller – Band Volunteer
Matt Gordon – Donnell Band Volunteer
Irene Johns – Band Volunteer Chaperone
Stan Johns – Band Volunteer Truck Driver
Danny Kelly – Volunteer Football Coach
Thomas Knopf – Percussion Volunteer
Walter Lucas – Percussion Volunteer
Cody Mason – Band Volunteer
Coral Narandrea – Girls' Rock Camp Volunteer
Craig Oliver – Volunteer Football Coach

Kayleigh Overmeyer – Girls' Rock Camp Volunteer
Dylan Pritchett – Adult Education Volunteer
Lisa Selhorst – Band Volunteer Chaperone
James D Smith – FFE Volunteer Vocal/Coach
Colin Stoffel – Volunteer Football Coach
Jane Stultz – Band Volunteer Chaperone
John Stultz – Band Volunteer Chaperone
Sheryl Stultz – Band Volunteer Chaperone
Tracy Susko – Band Volunteer Chaperone
Tracy Willoughby – Donnell Band Volunteer
Kelly Wolbert – Girls' Rock Camp Volunteer

11. Findlay Digital Academy Hourly Employees

The treasurer recommends the following employee to work on an as needed basis for FDA in 2017-2018 at an hourly wage of \$13.44 per hour:

Sharon Snyder

Roll call: Mrs. Robertson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye; Mr. Pochard, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

ACTION ITEMS

2017-009-004 Sponsorship Contract Between FDA and FCS

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Dysinger to approve the Supplement to Amended and Restated Sponsorship Contract between FDA and FCS as shown in **EXHIBIT A**.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mr. Aldrich, aye; Mr. Pochard, aye; Mrs. Robertson, aye. President Pochard declared the motion carried.

2017-009-005 Out-of-State Travel

It was motioned by Mr. Aldrich, seconded by Mrs. Robertson to recommend approval of the following out-of-state travel:

- Kim Plesec and Emily Karhoff to travel to Elkins, West Virginia on 9/19/17-9/21/17 to attend a professional development conference.

Roll call: Mr. Aldrich, aye; Mrs. Robertson, aye; Mrs. Dysinger, aye; Mr. Pochard, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

REPORTS TO THE BOARD

Mr. Pochard provided an update from a recent Finance Committee meeting.

2017-009-006 Executive Session

It was motioned by Mrs. Dysinger, seconded by Mr. Aldrich to go into executive session at 6:25 pm for the purpose of discussing the employment and compensation of personnel.

Roll call: Mrs. Dysinger, aye; Mr. Aldrich, aye; Mr. Pochard, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

2017-009-007 Adjournment

It was motioned by Mr. Pochard, seconded by Mrs. Dysinger to adjourn the meeting at 7:45 pm.

Roll call: Mr. Pochard, aye; Mrs. Dysinger, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

Treasurer

President

To be read and approved on October 2, 2017.

**SUPPLEMENT TO
AMENDED AND RESTATED SUCCESSOR
COMMUNITY SCHOOL SPONSORSHIP CONTRACT**

This Supplement (the "Supplement") is entered into on this ____ day of _____, 2017, by and between the Findlay City School District Board of Education (hereinafter the "SPONSOR") and the Governing Authority of the Findlay Digital Academy (hereinafter the "SCHOOL") and is a supplement to the Amended and Restated Successor Community School Sponsorship Contract (the "Contract") between the parties.

WHEREAS pursuant to Section 3314.38 of the Ohio Revised Code, community schools may operate a program that enrolls and educates eligible individuals as defined in R.C. §3317.23 who are at least twenty-two (22) years of age for up to two (2) consecutive school years to earn a high school diploma; and

WHEREAS, prior to applying to establish such a program, O.A.C. §3301-45-03(E) requires the Contract to authorize such a program.

WHEREAS, the SCHOOL and the SPONSOR desire authorize the program by supplementing the Contract.

NOW, THEREFORE, in consideration of the covenants and obligations contained herein and in the Contract, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. The Following Article X shall be supplemented to the Contract:

Article X: Adult (22+) High School Diploma Program

- A. Notwithstanding any provision of this Contract to the contrary, consistent with R.C. §3314.38, and subject to continued Ohio Department of Education approval, the SCHOOL may enroll and educate eligible individuals as defined in R.C. §3317.23 who are at least twenty-two (22) years of age for up to two (2) consecutive school years to earn a high school diploma. An enrolled eligible individual may satisfy the requirements to earn a high school diploma by successfully completing a competency-based educational program. The SCHOOL'S program shall operate consistent with the requirements stated in Exhibit 9, attached hereto.
- B. The SCHOOL shall comply with all requirements set forth in R.C. §§3317.23, 3317.231, 3314.38, and Chapter 3301-45 of the Administrative Code as applicable to community schools operating dropout prevention and recovery programs.

- C. The SCHOOL shall meet the minimum performance standards established by O.A.C. 3301-45-06(D) or its successor rule.
 - D. The SPONSOR shall be responsible for monitoring compliance and performance of the SCHOOL. The SPONSOR shall review the Ohio Department of Education's annual report to ensure the SCHOOL is meeting goals as set forth by the Ohio Department of Education to remain an eligible provider. The SCHOOL shall make available to the SPONSOR, upon request, all annual and monthly reports that are provided to the Ohio Department of Education.
- 2. The aforementioned supplement to the Contract shall be effective immediately.
 - 3. Except as stated in this Supplement, all other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Supplement on the date first written above.

GOVERNING AUTHORITY OF THE
FINDLAY DIGITAL ACADEMY

BOARD OF EDUCATION OF THE
FINDLAY CITY SCHOOL DISTRICT

Board President

Board President

Treasurer

Treasurer

Superintendent

Superintendent

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FINDLAY CITY SCHOOL DISTRICT

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Treasurer

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Superintendent

Superintendent

EXHIBIT 9

ADULT (22+) HIGH SCHOOL DIPLOMA PROGRAM

The SCHOOL's Adult (22+) High School Diploma Program shall be consistent with the following:

1. Enrollment Area. The SCHOOL will serve adult learners enrolled in the Adult (22+) High School Diploma Program who reside within Hancock County, Ohio, unless otherwise agreed to by the Ohio Department of Education ("ODE").
2. Policies. The SCHOOL shall maintain Governing Authority approved policies addressing:
 - (a) student admission/enrollment,
 - (b) attendance,
 - (c) maintenance of records,
 - (d) non-discrimination,
 - (e) Federal Educational Rights and Privacy Act (FERPA),
 - (f) student's success plans,
 - (g) career counseling, and
 - (h) prior learning experiences and awarding of credit to adult learners before enrollment.
3. Ineligibility. If the SCHOOL declines to enroll an adult learner for eligibility reasons, the SCHOOL agrees to notify the applicant in writing of the reasons for declining enrollment.
4. Manual. The SCHOOL will provide each adult learner with a policy and procedures manual for program implementation.
5. Guidance. The SCHOOL shall follow guidance documents for the Adult (22+) High School Diploma Program created by ODE.
6. Classes. The SCHOOL will provide classes or settings for adult learners enrolled in the Adult (22+) High School Diploma Program separate from students younger than 18 years of age.
7. Records and Reporting. The SCHOOL agrees to keep records of adult learners enrolled in the Adult (22+) High School Diploma Program and agrees to report student enrollment in accordance with sections 3314.38, 3317.036, and 3345.86 of the Ohio Revised Code as applicable.

8. Testing. The SCHOOL agrees to administer tests, as required by section 3313.614 of the Ohio Revised Code, to adult learners enrolled in the Adult (22+) High School Diploma Program and to report test results to ODE in accordance with procedures established by ODE.
9. Availability. The SCHOOL will make its facilities and all Adult (22+) High School Diploma Program records available during regular business hours, to the department, upon request, and to the SPONSOR for use in compliance reviews.
10. Student Data. The SCHOOL shall submit to ODE required student data as defined in 3301-45-04(D)(1) through (7) of the Ohio Administrative Code.
11. Report. The SCHOOL shall provide data as defined in 3301-45-06(B)(1) through (9) of the Ohio Administrative Code to satisfy requirements outlined in the Measurement of Provider Performance Report.
12. Credit. The SCHOOL shall consider prior learning experiences in adult learners and award appropriate credit using educational options as outlined in Rule 3301-45-03(C)(2) of the Ohio Administrative Code, prior to enrolling the adult learner in the program.
13. Overpayment. The SCHOOL will promptly refund to the State any amounts overpaid on behalf of an adult learner due to ineligibility, withdrawal, data error, or any other valid reason.

EXHIBIT 9

ADULT (22+) HIGH SCHOOL DIPLOMA PROGRAM

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11. Report. The SCHOOL shall provide data as defined in 3301-45-06(B)(1) through (9) of the Ohio Administrative Code to satisfy requirements outlined in the Measurement of Provider Performance Report.
12. Credit. The SCHOOL shall consider prior learning experiences in adult learners and award appropriate credit using educational options as outlined in Rule 3301-45-03(C)(2) of the Ohio Administrative Code, prior to enrolling the adult learner in the program.
13. Overpayment. The SCHOOL will promptly refund to the State any amounts overpaid on behalf of an adult learner due to ineligibility, withdrawal, data error, or any other valid reason.

EXHIBIT 9

ADULT (22+) HIGH SCHOOL DIPLOMA PROGRAM

The SCHOOL's Adult (22+) High School Diploma Program shall be consistent with the following:

1. Enrollment Area. The SCHOOL will serve adult learners enrolled in the Adult (22+) High School Diploma Program who reside within Hancock County, Ohio, unless otherwise agreed to by the Ohio Department of Education ("ODE").
2. Policies. The SCHOOL shall maintain Governing Authority approved policies addressing:
 - (a) student admission/enrollment,
 - (b) attendance,
 - (c) maintenance of records,
 - (d) non-discrimination,
 - (e) Federal Educational Rights and Privacy Act (FERPA),
 - (f) student's success plans,
 - (g) career counseling, and
 - (h) prior learning experiences and awarding of credit to adult learners before enrollment.
3. Ineligibility. If the SCHOOL declines to enroll an adult learner for eligibility reasons, the SCHOOL agrees to notify the applicant in writing of the reasons for declining enrollment.
4. Manual. The SCHOOL will provide each adult learner with a policy and procedures manual for program implementation.
5. Guidance. The SCHOOL shall follow guidance documents for the Adult (22+) High School Diploma Program created by ODE.
6. Classes. The SCHOOL will provide classes or settings for adult learners enrolled in the Adult (22+) High School Diploma Program separate from students younger than 18 years of age.
7. Records and Reporting. The SCHOOL agrees to keep records of adult learners enrolled in the Adult (22+) High School Diploma Program and agrees to report student enrollment in accordance with sections 3314.38, 3317.036, and 3345.86 of the Ohio Revised Code as applicable.

8. Testing. The SCHOOL agrees to administer tests, as required by section 3313.614 of the Ohio Revised Code, to adult learners enrolled in the Adult (22+) High School Diploma Program and to report test results to ODE in accordance with procedures established by ODE.
9. Availability. The SCHOOL will make its facilities and all Adult (22+) High School Diploma Program records available during regular business hours, to the department, upon request, and to the SPONSOR for use in compliance reviews.
10. Student Data. The SCHOOL shall submit to ODE required student data as defined in 3301-45-04(D)(1) through (7) of the Ohio Administrative Code.
11. Report. The SCHOOL shall provide data as defined in 3301-45-06(B)(1) through (9) of the Ohio Administrative Code to satisfy requirements outlined in the Measurement of Provider Performance Report.
12. Credit. The SCHOOL shall consider prior learning experiences in adult learners and award appropriate credit using educational options as outlined in Rule 3301-45-03(C)(2) of the Ohio Administrative Code, prior to enrolling the adult learner in the program.
13. Overpayment. The SCHOOL will promptly refund to the State any amounts overpaid on behalf of an adult learner due to ineligibility, withdrawal, data error, or any other valid reason.