

T H E Y O U N G S T O W N C I T Y S C H O O L D I S T R I C T

Brenda Kimble, President
Michael Murphy, Vice-President
Jacqueline Adair
Dario Hunter
Corrine Sanderson
Ronald Shadd
Tina Cvetkovich

Justin Jennings, CEO
Christine Sawicki, CAO
Joseph Meranto, Superintendent
A.J. Ginnetti, Treasurer

**RESOLUTION OF THE CHIEF EXECUTIVE OFFICER
December 11, 2019**

RESOLUTION NO. 12.11.19 - 05

WHEREAS, Ohio Revised Code § 3302.10 provides that the Chief Executive Officer shall exercise complete operational, managerial, and instructional control of the District; and

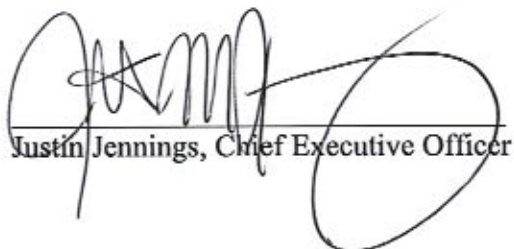
WHEREAS, the powers and duties of the Chief Executive Officer include, but are not limited to, modifying policies and procedures established by the District board, assigning employees to schools and approving transfers, defining employee responsibilities and job descriptions, conducting employee evaluations, making reductions in staff, and contracting for services for the District.

NOW, THEREFORE BE IT RESOLVED the Youngstown City School District adopts Policy 10140 "Authority and Control of the Chief Executive Officer as Applied to Travel/Professional Development Reimbursement" to modify the policies, administrative guidelines and procedures established by the District board in Policy 6550 "Travel Payment and Reimbursement." Policy 10140 supersedes the policies, administrative guidelines and procedures established by the District board in Policy 6550 and any and all corresponding administrative guidelines to the extent Policy 6550 or administrative guidelines address travel payment and reimbursement.

NOW, THEREFORE BE IT FURTHER RESOLVED the Youngstown City School District adopts the Travel/Professional Development Request form.

On December 11, 2019, this resolution was considered by the Chief Executive Officer.

This resolution is adopted upon the signature of the Chief Executive Officer on the date set forth below:


Justin Jennings, Chief Executive Officer

12-11-19
Date

10140 AUTHORITY AND CONTROL OF THE CHIEF EXECUTIVE OFFICER AS APPLIED TO TRAVEL/PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Pursuant to Section 3302.10, the Chief Executive Officer (“CEO”) has the responsibility and authority to act for the board of education and superintendent of the District during the period of Academic Distress. During this period of Academic Distress, where language in Ohio Revised Code Chapter 33 or any other provision of Ohio law refers to the "Board of Education" or "Board" or "Superintendent," the CEO shall have the authority to act with respect to modifying policies and procedures established by the board, which authority shall remain with the CEO as long as the District remains under Academic Distress pursuant to Ohio Revised Code Section 3302.10.

With such authority, the following modifications are made to District Policy 6550 – Travel Payment and Reimbursement – and shall supersede any previous District or board policy, administrative guideline, procedure and/or practice when paying for and/or reimbursing travel for official business on behalf of the District and/or for travel and other expenses related to professional development or training. This modified policy shall remain in full force and effect and shall serve as the process and procedure for payment and/or reimbursement for travel for official business and/or payment or reimbursement for professional development or training as long as the District remains under Academic Distress pursuant to Ohio Revised Code Section 3302.10.

Travel expenses incurred for official business on behalf of the District, which travel occurs outside the boundaries of Mahoning County or beyond thirty-five (35) miles outside of the District shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, pursuant to the process described on the Travel/Professional Development Request form.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved, in advance, by the District. The District shall pay and/or reimburse mileage in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel and/or professional development or training shall comply with the procedures established in the Travel/Professional Development Request Form.

[Modified December 10, 2019; Adopted December 10, 2019]

Legal References: R.C. 3302.10



PROFESSIONAL DEVELOPMENT REQUEST

SUBMIT COMPLETED PAPERWORK WITHIN 30 DAYS BEFORE TRAVEL

BEFORE YOU TRAVEL (30 days prior):

1. Complete "BEFORE YOU TRAVEL" on this form prior to travel for approval of the request
2. Turn completed request into principal/director/supervisor

UPON YOUR RETURN (within 7 days after return):

Complete "UPON YOUR RETURN" section of this form

Configure receipts:

- ★ Original receipts ONLY
- ★ Receipts must have a name, address, phone of establishment plus date and time of visit
- ★ One date per page for submitting meal reimbursements
- ★ All receipts must be itemized
- ★ No alcohol purchases allowed on receipt
- ★ No staples or highlighter
- ★ Please tape corners, sides, edges (to be scanned through a copier and must not tear)
- ★ Do not put tape over the ink (both tape and highlighter make ink disappear)
- ★ Submit completed paperwork and receipts within 7 days upon your return

EMPLOYEE INFORMATION	
Date:	
Name:	
School Building:	
Position:	
PROFESSIONAL DEVELOPMENT PLAN DETAILS:	
Name of training/workshop/conference:	
Date(s):	
Location:	
Sponsoring Group/Organization:	
Address:	
Website:	
Phone Number:	Fax Number:

TITLE FUND (complete fund number): _____

GENERAL FUND (complete fund number): _____

Provide details describing objectives, topics, and content that should be covered during this activity.

Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity?

How does this training/development relate to your primary assignment or role at YCSD?

How will your attendance at this activity benefit the school or students you work with?

List the names of other faculty and/or staff from your school site who will attend this professional development:

How many other professional development workshops/trainings/conferences have you attended this school year?

What plans will be made to ensure that your school site responsibilities will be addressed during your absences (substitute, cancellation of electives, etc.)?

Indicate your strategy for redelivery to colleagues?

**SUBMIT COMPLETED PAPERWORK WITHIN 30 DAYS BEFORE TRAVEL
&
SUBMIT ALL RECEIPTS AND PAPERWORK WITHIN 7 DAYS AFTER YOUR RETURN**

EXPENDITURES

BEFORE YOU LEAVE		OFFICE USE ONLY	UPON YOUR RETURN	
Plan to leave for Conference:			Actually left for Conference:	
DATE:	TIME:		DATE:	TIME:
Plan to return from Conference:			Actually Returned from Conference:	
DATE:	TIME:		DATE:	TIME:
Estimated Expenses:			Actual Expenses:	
Transportation	\$		Transportation	\$
Hotel	\$		Hotel	\$
Registration	\$		Registration	\$
Mileage Report	\$		Mileage Report	\$
Parking	\$		Parking	\$
Other:	\$		Other:	\$
Meals	\$		Meals	\$
Estimate Total:	\$		Actual Expense Total:	\$

Date of Submission: _____

Employee Signature

DATE

Principal/Director and/or Supervisor Signature

DATE

Chief Executive Officer, Justin M. Jennings Signature

DATE