

# Auburn Career Center



## Auburn Vocational Board of Education Agenda August 6, 2019 6:30 pm

### Item #1 Roll Call

\_\_\_ Mrs. Jean Brush

\_\_\_ Mr. Geoffrey Kent

\_\_\_ Mr. Terry Sedivy

\_\_\_ Mr. Kenneth Cahill

\_\_\_ Mr. Ken Klima

\_\_\_ Mr. Erik Walter

\_\_\_ Dr. Susan Culotta

\_\_\_ Mr. Roger Miller

\_\_\_ Mrs. Mary Wheeler

\_\_\_ Mrs. Mary Javins

\_\_\_ Mr. Paul Stefanko

### Item #2 Pledge of Allegiance

### Item #3 Approve Agenda

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### Item #4 Approve Minutes of June 25, 2019 Regular Board Meeting

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### Item #5 Public Participation

**Item #6 Administrative Reports**

- A. Discussion - OSBA Capital Conference - November 10-12, 2019
- B. Staff In-Service Days – August 12 & 13, 2019
- C. Opening of School Year for Students – August 14, 2019
- D. Student House Auction – Saturday, August 10, 2019 @ 11:00 am

**Item #7 Facilities Committee Report - Update**

**TREASURER’S AGENDA**

**Item #8 Render Financial Reports**

ORC 3313.29-The treasurer shall render a statement to the Board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending June 30, 2019 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (Attachment Item #8)

**No Action Required.**

**Item #9 Approve Transfers**

It is my recommendation that the Board approve the following transfers from the General Fund effective August 7, 2019.

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
Public School Support	\$50,000.00	Student trips for local, state and national contests
Employee Benefit Self Insurance	\$29,386.76	Healthcare Deductible
Capital Improvement	\$700,000.00	Capital Projects- 2 Yr. Allocation
Food Service – Lunchroom	\$30,000.00	Food Service 19-20 school year

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #10 Approve Change Funds**

It is my recommendation that the Board approve the change funds for the 2019-2020 school year total of \$137.00.

Attendance/Main Office	\$80.00
Lunchroom	\$57.00
<b>Total</b>	<b>\$137.00</b>

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## Item #11 Approve Creating the Student Activity Fund for the Criminal Justice & Security Program

It is my recommendation that the Board of Education Creating the Student Activity Fund for the Criminal Justice & Security Program.

Student Activity Fund: 200-997A

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## Item #12 Approve 2019-2020 Purpose Statement/Activity Budgets

It is my recommendation that the Board of Education approve the following purpose statement/activity for the 2019-2020 school year.

Program	Acct. Number	Last Year Balance 6/30/19	Revenue Anticipated
Advance Manufacturing	200-902A	\$70.00	\$30.00
Allied Health Technology	200-901A	\$292.42	\$1,100.00
Architecture & Project Management	200-909A	\$0.00	\$600.00
Automotive Collision	200-985A	\$478.98	\$1,700.00
Automotive Technology Jr. & Sr.	200-912A	\$1,622.73	\$2,200.00
Student Leadership Team	200-914A	\$0.00	\$100.00
Criminal Justice & Security	200-997A	\$0.00	\$200.00
Computer Networking & Technology	200-903A	\$0.00	\$850.00
Construction Jr. & Sr.	200-987A	\$103.30	\$600.00
Cosmetology Jr. & Sr. / Holland	200-992A	\$1,232.24	\$4,700.00
Cosmetology Jr. & Sr. /Malvicino	200-992B	\$1,386.33	\$3,000.00
Culinary Arts Jr. & Sr.	200-940A	\$42.65	\$2,000.00
DECA	200-930A	\$1,602.23	\$2,050.00
Electrical Engineering Prep	200-996A	\$11.57	\$1,000.00
Emergency Medical Services	200-927A	\$191.25	\$200.00
Plant, Turf & Landscape Management	200-915A	\$51,208.66	\$46,000.00
HVAC Jr. & Sr.	200-937A	\$0.00	\$600.00
Mobile Applications & Technology	200-917A	\$0.00	\$800.00
Interactive Multimedia Jr. & Sr.	200-907A	\$7,334.26	\$6,000.00
Internet Program Development Jr. & Sr.	200-982A	\$2,223.39	\$1,000.00
Mechanical Technology Applications	200-925A	\$6,972.78	\$2,200.00
National Technical Honor Society	200-908A	\$107.32	\$100.00
Patient Care Technician Jr. & Sr.	200-995A	\$0.00	\$600.00
Practical Nursing Adult	200-911A	\$829.83	\$0.00
SADD	200-950A	\$801.97	\$300.00
Skills USA	200-990A	\$1,117.08	\$3,500.00
Sports Medicine Jr. & Sr.	200-932A	\$122.75	\$0.00
Teaching Professions Pathway Jr. & Sr.	200-945A	\$1,099.29	\$2,323.00
Welding Jr. & Sr.	200-924A	\$439.04	\$1,000.00
<b>Total</b>		<b>\$79,290.07</b>	<b>\$84,753.00</b>

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

# SUPERINTENDENT'S AGENDA

## Item #13 Human Resources

Resolution to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #13)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## Item #14 Resolution Reaffirming, Memorializing, and Adopting Vacation Policies

**WHEREAS**, the Board employs R.C. 3319.02 administrative employees.

**WHEREAS**, R.C. 3319.02 provides that a board of education may establish vacation leave for its R.C. 3319.02 administrative employees.

**WHEREAS**, the Board already has a policy and practice of providing vacation leave for its R.C. 3319.02 administrative employees who are employed on a full-time basis for a minimum of two hundred and sixty (260) days per contract year, which is memorialized in its existing administrative contracts.

**WHEREAS**, the Board also employs full-time R.C. 3319.08 teaching employees.

**WHEREAS**, the Board already has a policy and practice of providing vacation leave for its R.C. 3319.08 teaching employees who are employed on a full-time basis for a minimum of two hundred and sixty (260) days per contract year.

**WHEREAS**, the Board also employs full-time R.C. 3319.081 exempt non-teaching employees.

**WHEREAS**, the Board already has a policy and practice of providing vacation leave for its regular R.C. 3319.081 exempt non-teaching employees who are employed on a full-time basis for a minimum of two hundred and sixty (260) days per contract year.

**WHEREAS**, NEOLA® provides the Board with a complete service for developing and updating Board Bylaws and Policies, Administrative Guidelines/Procedures, Forms, Staff Handbooks, and Student/Parent Handbooks in electronic and printed formats.

**WHEREAS**, pursuant to the process outlined in Bylaw 0171 ("Review of Policy"), it has been brought to the Board's attention that, for whatever reason, the Board's current vacation policy and practice with respect to its full-time two hundred and sixty (260) day R.C. 3319.02 administrative, R.C. 3319.08 teaching, and R.C. 3319.081 exempt non-teaching employees is not currently listed or located on the Board's bylaws/policies/administrative guidelines/administrative procedures/forms website, which is maintained and operated by NEOLA®.

**WHEREAS**, the Board wishes to reaffirm, memorialize, and adopt what is already a policy and practice of the Board with respect to the vacation leave of its full-time two hundred and sixty (260) day R.C. 3319.02 administrative, R.C. 3319.08 teaching, and R.C. 3319.081 exempt non-teaching employees.

**WHEREAS**, Bylaw 0131 (“Legislative”) provides that: “The Board shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the School District.”

**WHEREAS**, Bylaw 0131 (“Legislative”) further provides that: “Policies shall be adopted, amended, or repealed by a majority vote of the full Board.”

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Board reaffirms, memorializes, and adopts the following policy with respect to its full-time two hundred and sixty (260) day R.C. 3319.02 administrative employees:

**VACATION LEAVE**

Administrators who are employed on a full-time basis for a minimum of two hundred and sixty (260) days per contract year shall be entitled to twenty (20) days of paid vacation leave during each contract-year period.

No unused vacation days shall accrue or carry over from year to year. For example, if an administrator does not use any paid vacation leave prior to July 31, that administrator shall have zero (0) days of paid vacation leave on August 1.

2. The Board reaffirms, memorializes, and adopts the following policy with respect to its full-time two hundred sixty (260) day R.C. 3319.08 teaching employees:

**VACATION LEAVE**

Full-time professional staff members – i.e., staff members employed pursuant to an R.C. 3319.08 contract – who are employed a minimum of two hundred and sixty (260) days per contract year shall be entitled to the same vacation benefits that are provided to members of the Career and Technical Association. No other professional staff members shall be entitled to vacation leave.

3. The Board reaffirms, memorializes, and adopts the following policy with respect to its regular, full-time, two hundred sixty (260) day R.C. 3319.081 exempt non-teaching employees:

**VACATION LEAVE**

Regular, full-time, classified staff members – i.e., staff members employed pursuant to an R.C. 3319.081 contract – who are employed a minimum of two hundred and sixty (260) days per contract year and are also exempt from membership in the Career and Technical Association (“C.A.T.A.”) shall, nonetheless, be entitled to the same vacation benefits that are provided to members of C.A.T.A. No other exempt classified staff members shall be entitled to vacation leave.

4. The Treasurer shall record the adoption of these policies in the minutes of the Board and ensure that the Board’s reaffirmation, memorialization, and adoption as set forth above is listed and located in the appropriate places in the Board’s bylaws/policies/administrative guidelines/administrative procedures/forms website which is maintained and operated by NEOLA®.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #15 Approve School Resource Officer**

It is my recommendation that the Board approve Lieutenant Michael Reed as the school resource officer for Auburn Career Center. The agreement between the Lake County Sheriff’s Office and Auburn Career Center for the 2019-2020 school year would remain. Auburn’s portion for the upcoming school year would be \$81,179.00. (Attachment Item #15)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #16 Approve 2019-2020 SY School Crisis Plan**

It is my recommendation that the Board approve the school crisis plan for the 2019-2020 school year. The plan consists of updates from the policies and/or laws that have been modified at the state level. (Attachment Item #16: Emailed)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #17 Approve Adult Workforce Education Instructor Handbook SY 2019-2020**

It is my recommendation that the Board approve the Adult Workforce Education Instructor handbook for the 2019-2020 school year. Note any of the changes made have meet federal standards and/or board policies. (Attachment Item #17: Emailed)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #18 Approve Adult Workforce Public Safety Program Handbooks SY 19-20**

It is my recommendation that the Board of Education approve the following Adult Workforce Public Safety handbooks for the 2019-2020 school year. (Attachment Item #18: Emailed)

- Emergency Medical Technician Program
- Paramedic
- Emergency Responder Program
- Firefighter Volunteer
- Program Firefighter I & II Program
- Fire Inspector
- Fire Instructor

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #19 Approve Fiscal Operations Handbook SY 19-20**

It is my recommendation that the Board of Education approve the Fiscal Operations Handbook for the 2019-2020 school year. (Attachment Item #19: Emailed)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item#20 Authorize Superintendent & Treasurer to Communicate with Geauga ESC regarding iSTEM locations**

It is my recommendation that the Board of Education authorize the Superintendent and Treasurer to send communication to Geauga ESC in regards to terminating the MOU between Auburn Career Center and Geauga ESC/iSTEM.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #21 Consent Agenda: Contracts/Affiliation Agreements**

Resolution to approve the following contracts and affiliation agreements:

- a. *Business Partnership Affiliation Agreements (Attachment Item #21a)*
- b. *Gauga County Workforce Development System (Attachment Item #21b: Emailed)*

Memorandum of Understanding between Auburn Career Center and OhioMeansJobs to integrate service delivery of the local workforce development system, through which workforce development, educational and other services are made available to individuals.

- c. *Identisys Inc.*

Maintenance Agreement terms and conditions/contract proposal for the Badgepass software support contract.

- d. *Ohio Talent Development Network MOU*

Memorandum of Understanding between auburn Career Center and Ohio Talent Development Network is a statewide workforce development system to serve as the ACT Workkeys and National Career Readiness Certificate master site.

- e. *Ohio Means Jobs Workforce Development Revolving Loan Fund Program*

It is my recommendation that the Board approve the award agreement between the Office of the Ohio Treasurer of State and Auburn Career Center under Ohio Means Jobs Workforce Development Revolving Loan Fund Program. (Attachment Item #21e)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #22 Other**

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #23 Executive Session**

a) **Pursuant to Ohio Revised Code Section 121.22(G) (1), I hereby recommend that the Board make a motion to adjourn to executive session for the purpose of** considering the appointment, **employment,** dismissal, discipline, promotion, demotion, or compensation **of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.

\_\_\_ Mrs. Jean Brush

\_\_\_ Mr. Geoffrey Kent

\_\_\_ Mr. Terry Sedivy

\_\_\_ Mr. Kenneth Cahill

\_\_\_ Mr. Ken Klima

\_\_\_ Mr. Erik Walter

\_\_\_ Dr. Susan Culotta

\_\_\_ Mr. Roger Miller

\_\_\_ Mrs. Mary Wheeler

\_\_\_ Mrs. Mary Javins

\_\_\_ Mr. Paul Stefanko

Motion \_\_\_\_\_

Time In: \_\_\_\_\_

Second \_\_\_\_\_

Time Out: \_\_\_\_\_

**Item #24 Adjourn**

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

*Please Notice Enclosures: Attachments*  
**Regular Board Meeting**  
**September 3, 2019 @ 6:30 pm**