

**Auburn Vocational School District  
BOARD OF EDUCATION**

**Minutes of September 5, 2023**

The September 5, 2023 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

The following members were present:

Mrs. Brush	Miss Maruschak	Mr. Stefanko
Dr. Culotta	Mr. Miller	Mr. Walter
Mr. Kent	Mrs. Rayburn	Mrs. Wheeler

Absent: Mr. Cahill and Mr. Strever

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

**127-23 Approve Agenda**

A motion was made by Mr. Kent seconded by Mr. Stefanko to approve the September 5, 2023 agenda.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None  
Mr. Walter declared the motion passed

**128-23 Approve Minutes of the Regular Meeting on August 1, 2023**

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the regular minutes of the August 1, 2023 Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Walter, and Mrs. Wheeler

**Nays:** None  
**Abstain:** Miss Maruschak and Mr. Stefanko  
Mr. Walter declared the motion passed

**Administrative Report**

- Superintendent Update - Brian Bontempo
- OSBA Capital Conference (November 12-14, 2023)

### **Board Advisory Committee's Update**

- Facilities – Jeff Slavkovsky gave an update to the Board

### **Public Participation – None**

### **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 July 31, 2023 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

### **No Action Required.**

#### **129-23      Approve Transfers**

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the permanent appropriations for fiscal year 2023-2024. (Attachment Item #9)

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

#### **130-23      Approve District Organizational Chart 2023-2024**

A motion was made by Mrs. Wheeler and seconded by Mr. Miller to approve the district organizational chart for the 2023-2024 school year, for the purpose of Auburn's Practical Nursing accreditation for the Ohio Board of Nursing. (Attachment Item# 10)

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

#### **131-23      Human Resources**

A motion was made by Mr. Kent and seconded by Miss Maruschak to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**132-23 Approve Facility Use Agreement**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the Auburn Vocational School District Board of Education "*Facility Use Agreement*" which would be required to be completed by any outside organization requesting use of the Auburn facility(ies). (Attachment Item #12)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**133-23 Approve High School Affiliation Agreement**

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the Auburn Vocational School District Board of Education "*High School Affiliation Agreement*" which would be required to be completed by any outside business/industry when high school students are provided education work opportunities under the business/industry's supervision.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**134-23 Approve Adult Affiliation Agreement**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the Auburn Vocational School District Board of Education "*Adult Affiliation Agreement*" which would be required to be completed by any outside business/industry when adult students are provided education work opportunities under the business/industry's supervision.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**135-23 Approve Practical Nursing Student Handbook for 2023-2024 SY**

A motion was made by Mrs. Wheeler and seconded by Miss Maruschak to approve the Practical Nursing Handbook for the 2023-2024 SY. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**136-23 Approve Annual Report to the Board of Nutrition Standards in the District**

A motion was made by Mr. Stefanko and seconded by Mr. Kent to approve for the 2023-2024 school year, the district is in compliance and enforcing all nutrition standards as outlined in state law and USDA regulations. These standards are detailed in Board policies: 8500 Food Services; 8510 Wellness; 8531 Free and Reduced Price Meals; 8540 Vending Machines; and 8550 Competitive Food Sales.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**137-23 Approve 23-24 SY Revised Breakfast & Lunch Meal Prices**

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to approve the following 2023-2024 school year breakfast and lunch meal prices:

Breakfast \$2.45 (price not changed)  
Reduced Price Breakfast \$0.00

Lunch \$3.75 (price not changed)  
Reduced Price Lunch \$0.00

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**138-23 Approve Consent Agenda**

A motion was made by Miss Maruschak and seconded by Mr. Kent to approve Item #19 A-E as a consent motion.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

### **139-23 Contract/Affiliation Agreement**

A motion was made by Mr. Kent and seconded by Mr. Stefanko to approve the following contract and/or affiliation agreement(s) with the amendment to Item #19D to include insurance coverage language:

- A. *Mayfield Heights High School EMT-B/Fire 1 and 2 Program Agreement (Attachment Item #19A)*
- B. *Clinical Agreement with Hospice of Western Reserves (Attachment Item #19B)*
- C. *Business Partnership Affiliation Agreement (s) SY23-24 (Attachment Item 19C)*
- D. *MOU between Sinclair Community College & Auburn Career Center (Attachment Item #19D)*
- E. *Educator Career Pathways Affiliation Agreement (s) ST23-24 (Attachment Item#19E)*

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

### **140-23 Executive Session**

A motion was made by Mr. Miller and seconded by Mrs. Brush to recess into executive session at 6:45 p.m. pursuant to R.C. 121.22(G) for the following purposes: (1) conferencing with an attorney for the public body concerning disputes involving the public body that are the subject of pending and/or imminent court action; (2) preparing for and reviewing negotiations with public employees concerning their compensation and/or other terms and conditions of their employment; and (3) matters required to be kept confidential by federal law and/or regulations and/or state statutes pursuant to R.C. 121.22(G)(3), (4), and (5) and applicable laws. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**Return to public session at 7:24 p.m.**

**141-23 Resolution to Vacate Resolution #125-23**

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to vacate resolution #125-23.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

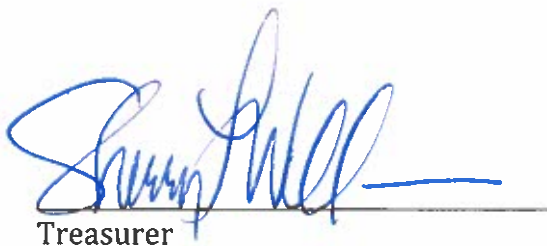
**142-23 Adjourn**

A motion was made by Mr. Kent and seconded by Mr. Stefanko to adjourn the meeting at 7:26 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn  
Career Center**



*Attachment Item #8*

*Financial Reports*

**Auburn Career Center**  
**Bank Reconciliation**  
**July 31, 2023**

Dollar Bank - Main Depository	\$ 13,946,706.71
Huntington	\$ 122,302.60
O/S checks - a/p	\$ (95,715.08)
O/S checks - p/r	\$ (3,703.78)
Payroll Accum (O/S)-Checks NI	\$ (362.72)
Pending Payroll Items in Transit	
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>13,969,764.73</u>
Health Care Deductible Pool - Dollar	\$ 4,150.18
Star Ohio	\$ 112,654.25
<b>Net Available Cash</b>	<b><u>\$ 14,086,569.16</u></b>
<b>Investments:</b>	
Wells Fargo	\$ 2,557,543.75
<b>Total Investments</b>	<b><u>\$ 2,557,543.75</u></b>
Balance per bank	<b>\$ 16,644,112.91</b>
Balance per books	<b>\$ 16,644,112.91</b>
	\$ -

**Investments Report**

Institution	Amount
Wells Fargo	\$ 2,557,543.75



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL	\$ 8,609,047.13	\$ 216,983.60	\$ 8,826,030.73	\$ 923,435.89	\$ 923,435.89	\$ 1,207,501.48	\$ 6,695,093.36
Code 002 BOND RETIREMENT	\$ 1,010,419.00	\$ 0.00	\$ 1,010,419.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,010,419.00
Code 004 BUILDING	\$ 2,942,169.43	\$ 182,700.00	\$ 3,124,869.43	\$ 108,777.00	\$ 108,777.00	\$ 73,923.00	\$ 2,942,169.43
Code 006 FOOD SERVICE	\$ 104,265.71	\$ 0.00	\$ 104,265.71	\$ 3,486.54	\$ 3,486.54	\$ 9,950.00	\$ 90,829.17
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 3,875.00	\$ 0.00	\$ 3,875.00	\$ 0.00	\$ 0.00	\$ 6,099.50	\$ (2,224.50)
Code 011 ROTARY-SPECIAL SERVICES	\$ 20,254.76	\$ 0.00	\$ 20,254.76	\$ 59.71	\$ 59.71	\$ 0.00	\$ 20,195.05
Code 012 ADULT EDUCATION	\$ 1,901,500.39	\$ 75,134.13	\$ 1,976,634.52	\$ 203,804.71	\$ 203,804.71	\$ 388,706.49	\$ 1,384,123.32
Code 014 ROTARY-INTERNAL SERVICES	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT	\$ 23,218.85	\$ 21,218.85	\$ 44,437.70	\$ 4,477.86	\$ 4,477.86	\$ 28,282.31	\$ 11,677.53
Code 019 OTHER GRANT	\$ 52,462.06	\$ 0.00	\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,462.06
Code 022 DISTRICT CUSTODIAL	\$ 19,622.14	\$ 0.00	\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,622.14
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 0.00	\$ 5,508.28	\$ 5,508.28	\$ 1,378.13	\$ 1,378.13	\$ 4,130.15	\$ 0.00
Code 070 CAPITAL PROJECTS	\$ 211,000.00	\$ 246,076.36	\$ 457,076.36	\$ 320,457.31	\$ 320,457.31	\$ 306,310.48	\$ (169,691.43)
Code 200 STUDENT MANAGED ACTIVITY	\$ 73,015.21	\$ 70.00	\$ 73,085.21	\$ 30.00	\$ 30.00	\$ 40.00	\$ 73,015.21
Code 501 ADULT BASIC EDUCATION	\$ 77,535.92	\$ 19,479.40	\$ 97,015.32	\$ 41,170.36	\$ 41,170.36	\$ 13,711.84	\$ 42,133.12
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 106,969.57	\$ 2,664.00	\$ 109,633.57	\$ 30,018.73	\$ 30,018.73	\$ 2,732.00	\$ 76,882.84
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 12,921.42	\$ 2,269.81	\$ 15,191.23	\$ 2,269.81	\$ 2,269.81	\$ 2,269.81	\$ 10,651.61
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 512,782.20	\$ 34,943.32	\$ 547,725.52	\$ 45,896.84	\$ 45,896.84	\$ 94,388.36	\$ 407,440.32

**AUBURN VOCATIONAL SCHOOL DISTR**  
**Monthly Appropriation Summary Report**

	EYTD Appropriated	Prior Year Encumbrance	EYTD Expendable	EYTD Expended	MIID Expended	Encumbrance	EYTD Unencumbered
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>	\$ 0.00	\$ 8,445.00	\$ 8,445.00	\$ 8,445.00	\$ 8,445.00	\$ 37,280.00	\$ (37,280.00)
<b>Grand Total</b>	<b>\$ 15,681,736.32</b>	<b>\$ 815,492.75</b>	<b>\$ 16,497,229.07</b>	<b>\$ 1,693,707.89</b>	<b>\$ 1,693,707.89</b>	<b>\$ 2,175,325.42</b>	<b>\$ 12,628,195.76</b>

## AUBURN VOCATIONAL SCHOOL DISTR

### Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MYD Received	FYTD Received	MYD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 001 GENERAL</b>									
001-0000	GENERAL FUND	\$ 10,920,414.04	\$ 2,991,054.62	\$ 2,991,054.62	\$ 923,435.89	\$ 923,435.89	\$ 12,988,032.77	\$ 1,207,501.48	\$ 11,780,531.29
		<b>\$ 10,920,414.04</b>	<b>\$ 2,991,054.62</b>	<b>\$ 2,991,054.62</b>	<b>\$ 923,435.89</b>	<b>\$ 923,435.89</b>	<b>\$ 12,988,032.77</b>	<b>\$ 1,207,501.48</b>	<b>\$ 11,780,531.29</b>
<b>Code 004 BUILDING</b>									
004-0000	CONSTRUCTION FUND	101,469.43	0.00	0.00	0.00	0.00	101,469.43	0.00	101,469.43
004-9021	\$1.3 MILLION BOND APPR 12/1/20	84,247.04	0.00	0.00	23,577.00	23,577.00	60,670.04	60,670.04	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,939,152.96	0.00	0.00	85,200.00	85,200.00	2,853,952.96	13,252.96	2,840,700.00
		<b>\$ 3,124,869.43</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 108,777.00</b>	<b>\$ 108,777.00</b>	<b>\$ 3,016,092.43</b>	<b>\$ 73,923.00</b>	<b>\$ 2,942,169.43</b>
<b>Code 006 FOOD SERVICE</b>									
006-0000	LUNCHROOM	53,011.37	0.00	0.00	3,486.54	3,486.54	49,524.83	9,950.00	39,574.83
		<b>\$ 53,011.37</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,486.54</b>	<b>\$ 3,486.54</b>	<b>\$ 49,524.83</b>	<b>\$ 9,950.00</b>	<b>\$ 39,574.83</b>
<b>Code 009 UNIFORM SCHOOL SUPPLIES</b>									
009-0000	UNIFORM SUPPLY	3,850.00	25.00	25.00	0.00	0.00	3,875.00	6,099.50	(2,224.50)
		<b>\$ 3,850.00</b>	<b>\$ 25.00</b>	<b>\$ 25.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,875.00</b>	<b>\$ 6,099.50</b>	<b>\$ (2,224.50)</b>
<b>Code 011 ROTARY-SPECIAL SERVICES</b>									
011-0000	CUSTOMER SERVICE	20,254.76	0.00	0.00	59.71	59.71	20,195.05	0.00	20,195.05
		<b>\$ 20,254.76</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 59.71</b>	<b>\$ 59.71</b>	<b>\$ 20,195.05</b>	<b>\$ 0.00</b>	<b>\$ 20,195.05</b>
<b>Code 012 ADULT EDUCATION</b>									
012-0000	ADULT EDUCATION	352,172.02	126,420.60	126,420.60	203,804.71	203,804.71	274,787.91	385,796.49	(111,008.58)
012-922S	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		<b>\$ 355,209.02</b>	<b>\$ 126,420.60</b>	<b>\$ 126,420.60</b>	<b>\$ 203,804.71</b>	<b>\$ 203,804.71</b>	<b>\$ 277,824.91</b>	<b>\$ 388,706.49</b>	<b>\$ (110,881.58)</b>
<b>Code 014 ROTARY-INTERNAL SERVICES</b>									
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
		<b>\$ 677.53</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 677.53</b>	<b>\$ 0.00</b>	<b>\$ 677.53</b>
<b>Code 018 PUBLIC SCHOOL SUPPORT</b>									
018-0000	PRINCIPAL FUND	21,218.85	2,000.00	2,000.00	4,477.86	4,477.86	18,740.99	28,282.31	(9,541.32)
		<b>\$ 21,218.85</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 4,477.86</b>	<b>\$ 4,477.86</b>	<b>\$ 18,740.99</b>	<b>\$ 28,282.31</b>	<b>\$ (9,541.32)</b>
<b>Code 019 OTHER GRANT</b>									
019-0000	SCHOLARSHIP	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00
019-914R	ROBOT DONATIONS	5,462.06	0.00	0.00	0.00	0.00	5,462.06	0.00	5,462.06
		<b>\$ 52,462.06</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 52,462.06</b>	<b>\$ 0.00</b>	<b>\$ 52,462.06</b>
<b>Code 022 DISTRICT CUSTODIAL</b>									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	3,682.00	0.00	0.00	0.00	0.00	3,682.00	0.00	3,682.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
022-999S	SCHOLARSHIP FUNDS	\$ 5,816.67	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,816.67	\$ 0.00	\$ 5,816.67
		<b>\$ 19,622.14</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19,622.14</b>	<b>\$ 0.00</b>	<b>\$ 19,622.14</b>
<b>Code 024 EMPLOYEE BENEFITS SELF INS.</b>									
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	5,508.28	0.00	0.00	1,378.13	1,378.13	4,130.15	4,130.15	0.00
		<b>\$ 5,508.28</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,378.13</b>	<b>\$ 1,378.13</b>	<b>\$ 4,130.15</b>	<b>\$ 4,130.15</b>	<b>\$ 0.00</b>
<b>Code 070 CAPITAL PROJECTS</b>									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	246,076.36	211,000.00	211,000.00	320,457.31	320,457.31	136,619.05	306,310.48	(169,691.43)
		<b>\$ 246,076.36</b>	<b>\$ 211,000.00</b>	<b>\$ 211,000.00</b>	<b>\$ 320,457.31</b>	<b>\$ 320,457.31</b>	<b>\$ 136,619.05</b>	<b>\$ 306,310.48</b>	<b>\$ (169,691.43)</b>
<b>Code 200 STUDENT MANAGED ACTIVITY</b>									
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	231.04	0.00	0.00	0.00	0.00	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	34.15	0.00	0.00	0.00	0.00	34.15	0.00	34.15
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,897.73	0.00	0.00	0.00	0.00	2,897.73	0.00	2,897.73
200-915A	LANDSCAPE HORT INFORMATION SUPPORT & SERVICES JR & SR	53,128.91	0.00	0.00	0.00	0.00	53,128.91	0.00	53,128.91
200-917A	WELDING II	254.11	0.00	0.00	0.00	0.00	254.11	0.00	254.11
200-924A	MAINT & ENVIR SERVICES	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	EMERGENCY MEDICAL SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	CULINARY ARTS I & II	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-940A	TEACHING PROF PATHWAYS I & II	1,490.17	0.00	0.00	0.00	0.00	1,490.17	0.00	1,490.17
200-945A	S.A.D.D. INTERNET PROG & DEV JR & SR	548.44	0.00	0.00	0.00	0.00	548.44	0.00	548.44
200-950A	AUTOMOTIVE COLLISION REPAIR #2	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	SKILLS USA	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25
200-985A	COSMETOLOGY #1 / HOLLAND JR & SR	429.29	0.00	0.00	0.00	0.00	429.29	0.00	429.29
200-990A	PATIENT CARE TECHNICIAN JR & SR	1,273.79	0.00	0.00	0.00	0.00	1,273.79	0.00	1,273.79
200-992A	ELECTRICAL ENGINEERING	470.77	0.00	0.00	30.00	30.00	440.77	40.00	400.77
200-995A		204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A		11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57

**AUBURN VOCATIONAL SCHOOL DISTR**  
**Monthly Cash Summary Report**

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-998A	DISTRICTWIDE STUDENT TRAVEL	\$ 772.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 772.00	\$ 0.00	\$ 772.00
<b>Code 501 ADULT BASIC EDUCATION</b>		<b>\$ 73,085.21</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>	<b>\$ 73,055.21</b>	<b>\$ 40.00</b>	<b>\$ 73,015.21</b>
501-923A	ADULT BASIC EDUCATION	19,479.40	0.00	0.00	41,170.36	41,170.36	(21,690.96)	10,455.84	(32,146.80)
501-924A	ASIPRE FY24	0.00	0.00	0.00	0.00	0.00	0.00	3,256.00	(3,256.00)
<b>Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND</b>		<b>\$ 19,479.40</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 41,170.36</b>	<b>\$ 41,170.36</b>	<b>\$ (21,690.96)</b>	<b>\$ 13,711.84</b>	<b>\$ (35,402.80)</b>
507-923D	DODD	2,630.00	0.00	0.00	29,715.50	29,715.50	(27,085.50)	2,698.00	(29,783.50)
507-923G	OHIO'S PATHWAYS TO GRADUATION	34.00	0.00	0.00	303.23	303.23	(269.23)	34.00	(303.23)
<b>Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND</b>		<b>\$ 2,664.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30,018.73</b>	<b>\$ 30,018.73</b>	<b>\$ (27,354.73)</b>	<b>\$ 2,732.00</b>	<b>\$ (30,086.73)</b>
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	2,269.81	0.00	0.00	2,269.81	2,269.81	0.00	2,269.81	(2,269.81)
<b>Code 524 VOC ED: CARL D. PERKINS - 1984</b>		<b>\$ 2,269.81</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,269.81</b>	<b>\$ 2,269.81</b>	<b>\$ 0.00</b>	<b>\$ 2,269.81</b>	<b>\$ (2,269.81)</b>
524-923Q	VOC ED: CARL D. PERKINS - 1984	32,250.00	0.00	0.00	35,783.36	35,783.36	(3,533.36)	32,250.00	(35,783.36)
524-923R	VOC ED: CARL D. PERKINS - 1984	2,693.32	0.00	0.00	5,339.43	5,339.43	(2,646.11)	2,035.54	(4,681.65)
524-924Q	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	0.00	4,774.05	4,774.05	(4,774.05)	58,902.82	(63,676.87)
524-924R	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>		<b>\$ 34,943.32</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 45,896.84</b>	<b>\$ 45,896.84</b>	<b>\$ (10,953.52)</b>	<b>\$ 94,388.36</b>	<b>\$ (105,341.88)</b>
599-923S	K-12 SCHOOL SAFETY GRANT	51,705.00	0.00	0.00	8,445.00	8,445.00	43,260.00	37,280.00	5,980.00
<b>Grand Total</b>		<b>\$ 15,007,320.58</b>	<b>\$ 3,330,500.22</b>	<b>\$ 3,330,500.22</b>	<b>\$ 8,445.00</b>	<b>\$ 8,445.00</b>	<b>\$ 43,260.00</b>	<b>\$ 37,280.00</b>	<b>\$ 5,980.00</b>

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Type: ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type: Check</b>										
32635	59000	ACCOUNTS_PA	Check	7/11/2023	GRAINGER	466	RECONCILED	7/14/2023		\$ 5,339.36
		YABLE								
32661	59001	ACCOUNTS_PA	Check	7/11/2023	CHARTER COMMUNICATI ONS	13042	RECONCILED	7/21/2023		85.05
		YABLE								
32657	59002	ACCOUNTS_PA	Check	7/11/2023	USI INSURANCE SERVICES, LLC	41563	RECONCILED	7/14/2023		56,062.00
		YABLE								
32660	59003	ACCOUNTS_PA	Check	7/11/2023	COUNTRYSIDE TRUCK SERVICE INC.	41602	RECONCILED	7/17/2023		1,056.59
		YABLE								
32664	59004	ACCOUNTS_PA	Check	7/11/2023	AT&T	171	RECONCILED	7/14/2023		910.40
		YABLE								
32648	59005	ACCOUNTS_PA	Check	7/11/2023	ESSENTIAL EDUCATION	41738	RECONCILED	7/18/2023		1,134.00
		YABLE								
32663	59006	ACCOUNTS_PA	Check	7/11/2023	MCPHILLIPS PLUMBING	11069	RECONCILED	7/14/2023		2,200.00
		YABLE								
32632	59007	ACCOUNTS_PA	Check	7/11/2023	ABM	42305	RECONCILED	7/14/2023		18,095.98
		YABLE								
32665	59008	ACCOUNTS_PA	Check	7/11/2023	LOCATTON CARPET CO.	10408	RECONCILED	7/14/2023		625.00
		YABLE								
32642	59009	ACCOUNTS_PA	Check	7/11/2023	UNITED PARCEL SERVICE	2108	RECONCILED	7/17/2023		40.00
		YABLE								
32650	59010	ACCOUNTS_PA	Check	7/11/2023	PARLIGHTS INC	42651	RECONCILED	7/14/2023		5,401.55
		YABLE								
32644	59011	ACCOUNTS_PA	Check	7/11/2023	SC STRATEGIC SOLUTIONS	41786	RECONCILED	7/18/2023		9,972.42
		YABLE								
32641	59012	ACCOUNTS_PA	Check	7/11/2023	OHIO ACTE	682	RECONCILED	7/14/2023		4,500.00
		YABLE								
32654	59013	ACCOUNTS_PA	Check	7/11/2023	AMERICAN EXPRESS	40915	RECONCILED	7/17/2023		2,283.87
		YABLE								
32662	59014	ACCOUNTS_PA	Check	7/11/2023	DAVE HALL CREATIVE	42177	RECONCILED	7/14/2023		725.00
		YABLE								
32636	59015	ACCOUNTS_PA	Check	7/11/2023	EDUTECH GROUP LLC	42335	RECONCILED	7/31/2023		36,250.00
		YABLE								
32639	59016	ACCOUNTS_PA	Check	7/11/2023	ENNIS BRITTON CO., L.P.A.	42602	RECONCILED	7/18/2023		1,197.00
		YABLE								
32652	59017	ACCOUNTS_PA	Check	7/11/2023	ILLUMINATING COMPANY	925	RECONCILED	7/12/2023		20,703.71
		YABLE								
32653	59018	ACCOUNTS_PA	Check	7/11/2023	HENGST STREFF BAJKO C.W.	41179	RECONCILED	7/19/2023		56,600.00
		YABLE								
32646	59019	ACCOUNTS_PA	Check	7/11/2023		41930	RECONCILED	7/12/2023		945.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32658	59020	YABLE ACCOUNTS_PA	Check	7/11/2023	COURTNEY COMPANY WEBB SUPPLY	8435	RECONCILED	7/12/2023		\$ 202.84
32643	59021	YABLE ACCOUNTS_PA	Check	7/11/2023	LAKE COUNTY TREASURER	8426	RECONCILED	7/13/2023		3,537.87
32631	59022	YABLE ACCOUNTS_PA	Check	7/11/2023	CITY OF P-VILLE UTIL.	215	RECONCILED	7/18/2023		822.42
32634	59023	YABLE ACCOUNTS_PA	Check	7/11/2023	DOMINION ENERGY OHIO	4003	RECONCILED	7/14/2023		1,239.25
32637	59024	YABLE ACCOUNTS_PA	Check	7/11/2023	WKKY	12341	RECONCILED	7/14/2023		1,000.00
32656	59025	YABLE ACCOUNTS_PA	Check	7/11/2023	MAJOR WASTE DISPOSAL	570	RECONCILED	7/14/2023		84.00
32649	59026	YABLE ACCOUNTS_PA	Check	7/11/2023	RAULAND SOUNDCOM SYSTEM	1063	RECONCILED	7/17/2023		710.00
32647	59027	YABLE ACCOUNTS_PA	Check	7/11/2023	GENE PTACHEK & SON	640	RECONCILED	7/13/2023		360.50
32666	59028	YABLE ACCOUNTS_PA	Check	7/11/2023	VISUAL ARMOR SECURITY	41461	RECONCILED	7/13/2023		8,445.00
32655	59029	YABLE ACCOUNTS_PA	Check	7/11/2023	TRANE US, INC	12472	RECONCILED	7/17/2023		16,806.00
32667	59030	YABLE ACCOUNTS_PA	Check	7/11/2023	KARLOVEC MEDIA GROUP	1614	RECONCILED	7/21/2023		2,000.00
32659	59031	YABLE ACCOUNTS_PA	Check	7/11/2023	CRILE ROAD HARDWARE	551	RECONCILED	7/12/2023		381.15
32640	59032	YABLE ACCOUNTS_PA	Check	7/11/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	7/12/2023		564.98
32633	59033	YABLE ACCOUNTS_PA	Check	7/11/2023	GUARDIAN ALARM COMPANY	42508	RECONCILED	7/12/2023		1,302.18
32638	59034	YABLE ACCOUNTS_PA	Check	7/11/2023	LISA SPROWLS	41755	RECONCILED	7/12/2023		136.26
32645	59035	YABLE ACCOUNTS_PA	Check	7/11/2023	DAVID SPALL	42585	RECONCILED	7/12/2023		376.90
32651	59036	YABLE ACCOUNTS_PA	Check	7/11/2023	BRIAN BONTEMPO	41373	RECONCILED	7/12/2023		925.66
32675	59037	YABLE ACCOUNTS_PA	Check	7/20/2023	SPRINT	41733	RECONCILED	7/25/2023		300.02
32695	59038	YABLE ACCOUNTS_PA	Check	7/20/2023	21C ADVERTISING	414	RECONCILED	7/27/2023		3,000.00
32687	59039	YABLE ACCOUNTS_PA	Check	7/20/2023	BREATHING AIR SYSTEMS	41934	RECONCILED	7/25/2023		4,482.03
32692	59040	YABLE ACCOUNTS_PA	Check	7/20/2023	JOHN D. PREUER &	7053	RECONCILED	7/31/2023		4,289.70

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32688	59041	ACCOUNTS_PA	Check	7/20/2023	ASSOCIATES TIMECLOCK	42500	RECONCILED	7/25/2023		\$ 4,838.00
		YABLE			PLUS LLC					
32711	59042	ACCOUNTS_PA	Check	7/20/2023	GAZETTE NEWSPAPERS	11455	RECONCILED	7/24/2023		25.00
		YABLE			LEAF					
32701	59043	ACCOUNTS_PA	Check	7/20/2023	LEAF	1519	RECONCILED	7/25/2023		3,600.00
		YABLE								
32672	59044	ACCOUNTS_PA	Check	7/20/2023	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	7/28/2023		47.00
		YABLE			AT&T					
32718	59045	ACCOUNTS_PA	Check	7/20/2023	AT&T	41770	RECONCILED	7/25/2023		197.33
		YABLE								
32709	59046	ACCOUNTS_PA	Check	7/20/2023	CHARTER COMMUNICATI ONS	13042	RECONCILED	7/25/2023		598.00
		YABLE								
32676	59047	ACCOUNTS_PA	Check	7/20/2023	MANUFACTURI NG SKILL STANDARDS	40085	OUTSTANDING			2,100.00
		YABLE								
32685	59048	ACCOUNTS_PA	Check	7/20/2023	ACEWARE SYSTEMS, INC.	40106	RECONCILED	7/26/2023		6,193.00
		YABLE								
32682	59049	ACCOUNTS_PA	Check	7/20/2023	VR PATIENTS	42384	RECONCILED	7/24/2023		8,000.00
		YABLE								
32717	59050	ACCOUNTS_PA	Check	7/20/2023	IDENTISYS, INC.	10770	RECONCILED	7/27/2023		293.00
		YABLE								
32694	59051	ACCOUNTS_PA	Check	7/20/2023	RIVERSIDE LOCAL SCHOOLS	214	RECONCILED	7/25/2023		1,500.00
		YABLE								
32704	59052	ACCOUNTS_PA	Check	7/20/2023	PRINT MANAGEMENT PARTNERS	10816	RECONCILED	7/26/2023		4,740.00
		YABLE								
32686	59053	ACCOUNTS_PA	Check	7/20/2023	RAINBOW PRINTING	40571	RECONCILED	7/25/2023		468.00
		YABLE								
32716	59054	ACCOUNTS_PA	Check	7/20/2023	BUCKEYE POWER SALES INC	12266	RECONCILED	7/21/2023		1,190.00
		YABLE								
32681	59055	ACCOUNTS_PA	Check	7/20/2023	SPEE-D- METALS	1679	RECONCILED	7/25/2023		742.50
		YABLE								
32705	59056	ACCOUNTS_PA	Check	7/20/2023	AIRGAS GREAT LAKES, INC.	375	RECONCILED	7/25/2023		2,271.36
		YABLE								
32714	59057	ACCOUNTS_PA	Check	7/20/2023	COMDOC INC.	8170	RECONCILED	7/24/2023		6,968.18
		YABLE								
32708	59058	ACCOUNTS_PA	Check	7/20/2023	CAAHEP	41555	RECONCILED	7/25/2023		600.00
		YABLE								
32703	59059	ACCOUNTS_PA	Check	7/20/2023	JESSICA HOLT	42625	OUTSTANDING			200.00
		YABLE								
32696	59060	ACCOUNTS_PA	Check	7/20/2023	MICHAEL P REED	42590	RECONCILED	7/25/2023		400.00
		YABLE								



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32670	59061	ACCOUNTS_PA YABLE	Check	7/20/2023	GARRETT STEFANCIN	42612	RECONCILED	7/26/2023		\$ 740.00
32673	59062	ACCOUNTS_PA YABLE	Check	7/20/2023	LINCOLN ELECTRIC CO.	984	RECONCILED	7/24/2023		4,376.66
32678	59063	ACCOUNTS_PA YABLE	Check	7/20/2023	AT&T	171	RECONCILED	7/25/2023		518.36
32707	59064	ACCOUNTS_PA YABLE	Check	7/20/2023	OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS	8216	RECONCILED	7/25/2023		991.00
32697	59065	ACCOUNTS_PA YABLE	Check	7/20/2023	FIRST COMMUNICATIONS LLC	10610	RECONCILED	7/25/2023		59.77
32669	59066	ACCOUNTS_PA YABLE	Check	7/20/2023	XEROX FINANCIAL SERVICES	41932	RECONCILED	7/24/2023		1,982.75
32671	59067	ACCOUNTS_PA YABLE	Check	7/20/2023	AKRON DENTAL SOCIETY	1081	RECONCILED	7/24/2023		4,698.21
32702	59068	ACCOUNTS_PA YABLE	Check	7/20/2023	JOHNSON CONTROLS SECURITY SOLUTIONS	42599	RECONCILED	7/27/2023		225.00
32690	59069	ACCOUNTS_PA YABLE	Check	7/20/2023	CHARDON OIL CO.	40669	RECONCILED	7/26/2023		2,375.65
32706	59070	ACCOUNTS_PA YABLE	Check	7/20/2023	WEX BANK	8287	RECONCILED	7/21/2023		513.99
32684	59071	ACCOUNTS_PA YABLE	Check	7/20/2023	MCGOWIN & MARKLING CO., L.P.A	41338	RECONCILED	7/26/2023		132.21
32679	59072	ACCOUNTS_PA YABLE	Check	7/20/2023	ALL WAYS CONSTRUCTION LLC	12253	RECONCILED	7/26/2023		58,918.49
32713	59073	ACCOUNTS_PA YABLE	Check	7/20/2023	BROCK CONSTRUCTION LLC	10905	RECONCILED	7/21/2023		17,935.00
32710	59074	ACCOUNTS_PA YABLE	Check	7/20/2023	HENGST COMPANY	41545	RECONCILED	7/25/2023		11,911.18
32699	59075	ACCOUNTS_PA YABLE	Check	7/20/2023	MENTOR LUMBER & SUPPLY CO	41179	RECONCILED	7/26/2023		28,600.00
32689	59076	ACCOUNTS_PA YABLE	Check	7/20/2023	AIR FLUID AND ENVIRONMENTAL EQUIPMENT	834	RECONCILED	7/21/2023		945.70
32683	59077	ACCOUNTS_PA YABLE	Check	7/20/2023	CDW	42680	RECONCILED	7/24/2023		4,697.00
32698	59078	ACCOUNTS_PA	Check	7/20/2023		11547	RECONCILED	7/21/2023		1,226.61

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32691	59079	YABLE ACCOUNTS_PA	Check	7/20/2023	GOVERNMENT COAEMSP	40416	RECONCILED	7/21/2023		\$ 1,700.00
32715	59080	YABLE ACCOUNTS_PA	Check	7/20/2023	ELSEVIER	11447	RECONCILED	7/21/2023		720.00
32712	59081	YABLE ACCOUNTS_PA	Check	7/20/2023	SYMPPLICITY CORPORATION	40124	RECONCILED	7/21/2023		2,588.93
32700	59082	YABLE ACCOUNTS_PA	Check	7/20/2023	FA SOLUTIONS LLC	41342	RECONCILED	7/21/2023		3,116.85
32677	59083	YABLE ACCOUNTS_PA	Check	7/20/2023	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	7/21/2023		1,924.03
32674	59084	YABLE ACCOUNTS_PA	Check	7/20/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	7/21/2023		1,242.50
32693	59085	YABLE ACCOUNTS_PA	Check	7/20/2023	VIVIANI FAMILY LIMITED	11774	RECONCILED	7/21/2023		1,692.23
32680	59086	YABLE ACCOUNTS_PA	Check	7/20/2023	OHIO SCHOOLS COUNCIL	672	RECONCILED	7/21/2023		3,075.00
32753	59090	YABLE ACCOUNTS_PA	Check	7/31/2023	LORAIN CTY COMMUNITY COLLEGE	13647	OUTSTANDING			23.50
32731	59091	YABLE ACCOUNTS_PA	Check	7/31/2023	VERIZON WIRELESS	41745	OUTSTANDING			134.26
32744	59092	YABLE ACCOUNTS_PA	Check	7/31/2023	BROCK CONSTRUCTIO N COMPANY	41545	OUTSTANDING			1,428.30
32746	59093	YABLE ACCOUNTS_PA	Check	7/31/2023	SHERWIN WILLIAMS	334	OUTSTANDING			65.10
32739	59094	YABLE ACCOUNTS_PA	Check	7/31/2023	SMOCKER BY BEXAR MFG CO	40974	OUTSTANDING			827.00
32730	59095	YABLE ACCOUNTS_PA	Check	7/31/2023	GATEWAY PRODUCTS RECYCLING INC	42362	OUTSTANDING			108.00
32747	59096	YABLE ACCOUNTS_PA	Check	7/31/2023	LAKE CTY DEPT OF JOB & FAMILY	13530	OUTSTANDING			220.65
32750	59097	YABLE ACCOUNTS_PA	Check	7/31/2023	MCPHILLIPS PLUMBING	11069	OUTSTANDING			790.00
32734	59098	YABLE ACCOUNTS_PA	Check	7/31/2023	GENE PTACHEK & SON	640	OUTSTANDING			2,196.00
32757	59099	YABLE ACCOUNTS_PA	Check	7/31/2023	SERVICE TECH CORP	10345	OUTSTANDING			2,010.00
32751	59100	YABLE ACCOUNTS_PA	Check	7/31/2023	TAYLOR'S TINS LLC	42661	OUTSTANDING			1,260.00
32732	59101	YABLE ACCOUNTS_PA	Check	7/31/2023	A.J. GOULDER	8219	OUTSTANDING			6,450.00

## AUBURN VOCATIONAL SCHOOL DISTR

### Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32742	59102	YABLE	ACCOUNTS_PA	7/31/2023	ELECTRIC COMPANY	52	OUTSTANDING			\$ 87.76
32729	59103	YABLE	ACCOUNTS_PA	7/31/2023	TROPHY WORLD	466	OUTSTANDING			6,375.58
32741	59104	YABLE	ACCOUNTS_PA	7/31/2023	GRAINGER	4003	OUTSTANDING			875.11
32736	59105	YABLE	ACCOUNTS_PA	7/31/2023	DOMINION ENERGY OHIO HOME DEPOT CREDIT SERVICES	10207	OUTSTANDING			1,981.53
32735	59106	YABLE	ACCOUNTS_PA	7/31/2023	CREDIT CARD OPERATION	41906	OUTSTANDING			694.68
32740	59107	YABLE	ACCOUNTS_PA	7/31/2023	ILLUMINATING COMPANY	925	OUTSTANDING			1,734.74
32737	59108	YABLE	ACCOUNTS_PA	7/31/2023	CHARTER COMMUNICATI ONS	13042	OUTSTANDING			85.05
32755	59109	YABLE	ACCOUNTS_PA	7/31/2023	ACEWARE SYSTEMS, INC.	40106	OUTSTANDING			3,900.97
32754	59110	YABLE	ACCOUNTS_PA	7/31/2023	GAZETTE NEWSPAPERS	11455	OUTSTANDING			270.00
32733	59111	YABLE	ACCOUNTS_PA	7/31/2023	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			5,001.23
32743	59112	YABLE	ACCOUNTS_PA	7/31/2023	WEBB SUPPLY	8435	OUTSTANDING			32,736.40
32738	59113	YABLE	ACCOUNTS_PA	7/31/2023	MCPc	11213	OUTSTANDING			8,688.00
32752	59114	YABLE	ACCOUNTS_PA	7/31/2023	EMS LINQ INC	41766	OUTSTANDING			4,774.05
32748	59115	YABLE	ACCOUNTS_PA	7/31/2023	THIRTYSEVEN4 , LLC	41765	OUTSTANDING			3,815.00
32728	59116	YABLE	ACCOUNTS_PA	7/31/2023	AMERICAN EXPRESS	40915	OUTSTANDING			2,720.00
32756	59117	YABLE	ACCOUNTS_PA	7/31/2023	MORGAN LITHO	42582	OUTSTANDING			770.00
32745	59118	YABLE	ACCOUNTS_PA	7/31/2023	MICHAEL P REED	42590	OUTSTANDING			200.00
32749	59119	YABLE	ACCOUNTS_PA	7/31/2023	QUADIENT FINANCE USA INC	42223	OUTSTANDING			153.53
<b>Default Payment Type: Electronic</b>										
32723	0	YABLE	ACCOUNTS_PA	7/25/2023	STATE TEACHERS	480	RECONCILED	7/29/2023		28,019.41
<b>\$ 567,348.62</b>										

## AUBURN VOCATIONAL SCHOOL DISTR

### Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32622		0 ACCOUNTS_PA YABLE	Electronic	7/10/2023	RETIREMENT Workers Comp	900950 RECONCILED	7/15/2023			\$ 1,059.22
32625		0 ACCOUNTS_PA YABLE	Electronic	7/10/2023	SCHOOL EMPLOYEES RETIRE-	7727 RECONCILED	7/15/2023			7,609.33
32724		0 ACCOUNTS_PA YABLE	Electronic	7/25/2023	BANK ONE/MEMO/ME	900663 RECONCILED	7/29/2023			3,448.75
32727		0 ACCOUNTS_PA YABLE	Electronic	7/27/2023	DICARE MEDICAL MUTUAL OF OHIO	999994 RECONCILED	7/29/2023			1,378.13
32725		0 ACCOUNTS_PA YABLE	Electronic	7/25/2023	Workers Comp	900950 RECONCILED	7/29/2023			993.64
32668		0 ACCOUNTS_PA YABLE	Electronic	7/14/2023	SERS	900926 RECONCILED	7/15/2023			1,329.05
32621		0 ACCOUNTS_PA YABLE	Electronic	7/10/2023	BANK ONE/MEMO/FIC A	900693 RECONCILED	7/15/2023			7.75
32726		0 ACCOUNTS_PA YABLE	Electronic	7/25/2023	SCHOOL EMPLOYEES RETIRE-	7727 RECONCILED	7/29/2023			7,879.26
32623		0 ACCOUNTS_PA YABLE	Electronic	7/10/2023	STATE TEACHERS RETIREMENT	480 RECONCILED	7/15/2023			29,950.00
32624		0 ACCOUNTS_PA YABLE	Electronic	7/10/2023	BANK ONE/MEMO/ME DICARE SERS	900663 RECONCILED	7/15/2023			3,660.53
32626		0 ACCOUNTS_PA YABLE	Electronic	7/7/2023		900926 RECONCILED	7/15/2023			2,285.26
<b>\$ 87,620.33</b>										
<b>\$ 654,968.95</b>										
<b>Type: REFUND</b>										
<b>Default Payment Type: Check</b>										
32607	58983	REFUND	Check	7/6/2023	JUSTIN EVANS	42671 OUTSTANDING				198.80
32608	58984	REFUND	Check	7/6/2023	BEN MAGID	42674 RECONCILED	7/10/2023			266.42
32609	58985	REFUND	Check	7/6/2023	NATHAN WARNER	42673 OUTSTANDING				270.84
32610	58986	REFUND	Check	7/6/2023	JACOB KOLLER	42672 RECONCILED	7/14/2023			270.42
32611	58987	REFUND	Check	7/6/2023	SARAH HOLTWICK/RO CK	42553 RECONCILED	7/10/2023			652.00
32612	58988	REFUND	Check	7/6/2023	MYA PERRY	42540 RECONCILED	7/10/2023			1,527.00
32613	58989	REFUND	Check	7/6/2023	PATRICIA NASH	42232 RECONCILED	7/11/2023			4,285.00
32614	58990	REFUND	Check	7/6/2023	JARED	42675 RECONCILED	7/20/2023			208.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32615	58991 REFUND	Check		7/6/2023	FRASURE ANNA MACKENZIE	42676 VOID			7/20/2023	\$ 5,124.90
32617	58992 REFUND	Check		7/6/2023	MICHAEL POZZUTO	42544 RECONCILED		7/12/2023		1,320.50
32618	58993 REFUND	Check		7/6/2023	COREY KELLY	42600 RECONCILED		7/12/2023		785.00
32619	58994 REFUND	Check		7/6/2023	RYAN NAPPI	42557 RECONCILED		7/12/2023		860.60
32620	58995 REFUND	Check		7/6/2023	GABRIEL KOVATS	42456 OUTSTANDING				823.50
32627	58996 REFUND	Check		7/10/2023	STEPHANIE LUTZ	42550 RECONCILED		7/12/2023		2,422.00
32628	58997 REFUND	Check		7/10/2023	NATHAN HALEY	42677 RECONCILED		7/13/2023		6,895.00
32629	58998 REFUND	Check		7/10/2023	CODY KEMP	42678 OUTSTANDING				357.50
32630	58999 REFUND	Check		7/10/2023	LANE SMITH	42679 RECONCILED		7/12/2023		7,602.00
32719	59087 REFUND	Check		7/20/2023	NATASHA RACEY	42681 RECONCILED		7/28/2023		1,528.00
32720	59088 REFUND	Check		7/20/2023	AMANDA MILLER	42682 RECONCILED		7/24/2023		1,528.00
32721	59089 REFUND	Check		7/20/2023	ANNA MACKENZIE	42676 RECONCILED		7/25/2023		4,949.90
<b>Type: PAYROLL</b>										<b>\$ 41,875.38</b>
<b>Default Payment Type:</b>										<b>\$ 41,875.38</b>
32616	0 PAYROLL			7/10/2023	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED		7/15/2023		235,363.33
32722	0 PAYROLL			7/25/2023	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED		7/29/2023		220,795.70
<b>Grand Total</b>										<b>\$ 456,159.03</b>
										<b>\$ 456,159.03</b>
										<b>\$ 1,153,003.36</b>

**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**July 31, 2023**

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2024	Budget Expended
	July FY22	July FY23	July FY24		Actual 2022	Actual 2023	Budget 2024		
<b>Revenue</b>									
Real Estate	\$ 2,069,340	\$ 1,931,255	\$ 2,336,465		\$ 6,605,096	\$ 6,722,749	\$ 6,722,749	\$ 4,386,284	35%
Tangible Personal (PIU)	\$ -	\$ -	\$ -		\$ 377,333	\$ 325,973	\$ 325,973	\$ 325,973	0%
Foundation	\$ 180,084	\$ 178,541	\$ 178,167		\$ 2,447,733	\$ 2,632,320	\$ 2,632,320	\$ 2,454,153	7%
Homestead & Rollback	\$ -	\$ -	\$ -		\$ 902,060	\$ 920,149	\$ 920,149	\$ 920,149	0%
Other	\$ 9,332	\$ 13,920	\$ 86,111		\$ 576,420	\$ 759,416	\$ 759,416	\$ 673,305	11%
<b>Subtotal</b>	<b>\$ 2,258,756</b>	<b>\$ 2,123,716</b>	<b>\$ 2,600,743</b>		<b>\$ 10,908,642</b>	<b>\$ 11,360,607</b>	<b>\$ 11,360,607</b>	<b>\$ 8,759,864</b>	<b>23%</b>
<b>Expense</b>									
Salaries	\$ 317,941	\$ 318,458	\$ 338,367	3.2%	\$ 3,907,802	\$ 4,119,768	\$ 4,119,768	\$ 3,781,401	8%
Benefits	\$ 102,141	\$ 104,233	\$ 57,953	-21.2%	\$ 1,748,509	\$ 1,908,053	\$ 1,908,053	\$ 1,850,100	3%
Purchased Services	\$ 149,762	\$ 166,076	\$ 269,344	36.5%	\$ 1,299,549	\$ 1,368,524	\$ 1,368,524	\$ 1,099,180	20%
Supplies	\$ 12,877	\$ 48,627	\$ 37,635	127.5%	\$ 598,566	\$ 739,327	\$ 739,327	\$ 701,692	5%
Capital Outlay/Equipment	\$ 36,098	\$ 40,934	\$ 1,227	-42%	\$ 249,307	\$ 546,551	\$ 546,551	\$ 545,324	0%
Other	\$ 6,329	\$ 12,025	\$ 9,963		\$ 140,188	\$ 142,885	\$ 142,885	\$ 132,921	7%
<b>Subtotal</b>	<b>\$ 625,149</b>	<b>\$ 690,352</b>	<b>\$ 714,489</b>		<b>\$ 7,943,920</b>	<b>\$ 8,825,107</b>	<b>\$ 8,825,107</b>	<b>\$ 8,110,618</b>	<b>8%</b>
Revenue/Expense (Operating Balance)	\$1,633,607	\$1,433,364	\$1,886,254		\$ 2,964,722	\$2,535,500	\$2,535,500	\$2,535,500	
<b>Other Uses</b>									
Advances Returned	\$ 240,242	\$ 27,525	\$ 390,312		\$ 247,614	\$ 27,525	\$ 27,525	\$ 27,525	
Advances Out	\$ -	\$ -	\$ -		\$ 27,525	\$ 390,312	\$ 390,312	\$ 390,312	
Transfers	\$ (1,951)	\$ 209,230	\$ 208,947		\$ 955,353	\$ 1,368,237	\$ 1,368,237	\$ 1,368,237	
<b>Subtotal</b>	<b>\$ 242,193</b>	<b>\$ (181,705)</b>	<b>\$ 181,365</b>		<b>\$ (735,264)</b>	<b>\$ (1,731,024)</b>	<b>\$ (1,731,024)</b>	<b>\$ (1,731,024)</b>	
Beginning Cash	\$ 7,886,480	\$ 10,115,939	\$ 10,920,414		\$ 11,413,892	\$ 12,716,105	\$ 12,716,105	\$ 12,716,105	
Ending Cash	\$ 9,762,280	\$ 11,367,598	\$ 12,988,033		\$ 10,115,939	\$ 10,920,414	\$ 10,920,414	\$ 10,920,414	
Encumbrances	\$ 1,035,732	\$ 1,352,009	\$ 1,207,501		\$ 189,970	\$ 216,984	\$ 216,984	\$ 216,984	

This is an unaudited financial report.



**Auburn  
Career Center**



*Attachment Item #9*

*Permanent  
Appropriations for  
Fiscal Year 23-24*



AUBURN VOCATIONAL SCHOOL DISTRICT  
 CY 2023-2024  
 FINAL AMENDED CERTIFICATE OF ESTIMATED RESOURCES  
 WITH AMOUNTS APPROPRIATED  
 5-Sep-23

FUND #	FUND NAME	TOTAL AVAILABLE TO APPROPRIATE	AMOUNT APPROPRIATED
001	GENERAL	\$ 22,304,293.34	\$ 12,635,722.27
002	BOND RETIREMENT	\$ 1,010,419.00	\$ 1,010,419.00
004	CONSTRUCTION FUND	\$ 3,052,169.43	\$ 2,942,169.43
006	LUNCH ROOM	\$ 135,711.37	\$ 135,711.37
009	UNIFORM SUPPLIES	\$ 19,153.00	\$ 3,875.00
011	ROTARY	\$ 55,831.76	\$ 20,254.76
012	ADULT EDUCATION	\$ 2,532,795.61	\$ 2,532,795.61
014	ROTARY INTERNAL SERVICE	\$ 677.53	\$ 677.53
018	PRINCIPAL	\$ 144,000.00	\$ 144,000.00
019	OTHER GRANT	\$ 52,462.06	\$ 52,462.06
022	DISTRICT AGENCY	\$ 19,622.14	\$ 19,622.14
024	EMPLOYEE BENEFITS SELF INSURANCE	\$ 30,000.00	\$ 30,000.00
070	CAPITAL PROJECTS	\$ 561,000.00	\$ 561,000.00
200	STUDENT ACTIVITES	\$ 132,110.21	\$ 73,015.21
501	ASPIRE/ABLE	\$ 374,453.92	\$ 374,453.92
507	ESSER - DODD	\$ 106,969.57	\$ 106,969.57
508	GOVERNOR'S EMERGENCY EDU RELIEF	\$ 12,921.42	\$ 12,921.42
524	VEPD	\$ 512,782.20	\$ 512,782.20
599	CARES ACT GRANT	\$ 43,260.00	\$ 43,260.00
<b>GRAND TOTAL</b>		<b>\$ 31,100,632.56</b>	<b>\$ 21,212,111.49</b>

**AUBURN VOCATIONAL SCHOOL DISTR**  
**Amended Official Certificate of Estimated Resources**

Rev. Code Sec. 5705.36

Fund	Unencumbered Balance July	Taxes	Other Sources	Total
<b>Governmental Fund Type</b>				
<b>General Fund</b>				
001 GENERAL	\$ 10,703,430.44	\$ 8,010,600.00	\$ 3,590,262.90	\$ 22,304,293.34
<b>Total:</b>	<b>\$ 10,703,430.44</b>	<b>\$ 8,010,600.00</b>	<b>\$ 3,590,262.90</b>	<b>\$ 22,304,293.34</b>
<b>Special Revenue</b>				
018 PUBLIC SCHOOL SUPPORT	\$ 0.00	\$ 0.00	\$ 144,000.00	\$ 144,000.00
019 OTHER GRANT	\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 52,462.06
200 STUDENT MANAGED ACTIVITY	\$ 73,015.21	\$ 0.00	\$ 59,095.00	\$ 132,110.21
501 ADULT BASIC EDUCATION	\$ 0.00	\$ 0.00	\$ 374,453.92	\$ 374,453.92
507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY	\$ 0.00	\$ 0.00	\$ 106,969.57	\$ 106,969.57
508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 0.00	\$ 0.00	\$ 12,921.42	\$ 12,921.42
524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 0.00	\$ 512,782.20	\$ 512,782.20
599 MISCELLANEOUS FED. GRANT FUND	\$ 43,260.00	\$ 0.00	\$ 0.00	\$ 43,260.00
<b>Total:</b>	<b>\$ 168,737.27</b>	<b>\$ 0.00</b>	<b>\$ 1,210,222.11</b>	<b>\$ 1,378,959.38</b>
<b>Debt Service</b>				
002 BOND RETIREMENT	\$ 0.00	\$ 0.00	\$ 1,010,419.00	\$ 1,010,419.00
<b>Total:</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,010,419.00</b>	<b>\$ 1,010,419.00</b>
<b>Capital Projects</b>				
004 BUILDING	\$ 2,942,169.43	\$ 0.00	\$ 110,000.00	\$ 3,052,169.43
070 CAPITAL PROJECTS	\$ 0.00	\$ 0.00	\$ 561,000.00	\$ 561,000.00
<b>Total:</b>	<b>\$ 2,942,169.43</b>	<b>\$ 0.00</b>	<b>\$ 671,000.00</b>	<b>\$ 3,613,169.43</b>
<b>Proprietary Fund Type</b>				
<b>Enterprise</b>				
006 FOOD SERVICE	\$ 53,011.37	\$ 0.00	\$ 82,700.00	\$ 135,711.37
009 UNIFORM SCHOOL SUPPLIES	\$ 3,850.00	\$ 0.00	\$ 15,303.00	\$ 19,153.00
011 ROTARY-SPECIAL SERVICES	\$ 20,254.76	\$ 0.00	\$ 35,577.00	\$ 55,831.76
012 ADULT EDUCATION	\$ 280,074.89	\$ 0.00	\$ 2,252,720.72	\$ 2,532,795.61
<b>Total:</b>	<b>\$ 357,191.02</b>	<b>\$ 0.00</b>	<b>\$ 2,386,300.72</b>	<b>\$ 2,743,491.74</b>
<b>Internal Service</b>				
014 ROTARY-INTERNAL SERVICES	\$ 677.53	\$ 0.00	\$ 0.00	\$ 677.53
024 EMPLOYEE BENEFITS SELF INS.	\$ 0.00	\$ 0.00	\$ 30,000.00	\$ 30,000.00
<b>Total:</b>	<b>\$ 677.53</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,677.53</b>
<b>Fiduciary Fund Type</b>				
<b>Custodial Fund</b>				
022 DISTRICT CUSTODIAL	\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 19,622.14
<b>Total:</b>	<b>\$ 19,622.14</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19,622.14</b>
<b>Grand Totals:</b>	<b>\$ 14,191,827.83</b>	<b>\$ 8,010,600.00</b>	<b>\$ 8,898,204.73</b>	<b>\$ 31,100,632.56</b>

# PERMANENT APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code Sec. 5705.38

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The Board of Education of the Auburn Vocational School District, Lake County, Ohio, met in Regular session on the 5th day of September 2023, at the office of Auburn Technology Learning Center with the following members present:

Mrs. Jean Brush	Ms. Sherry Maruschak	Mr. Keith Strever
Mr. Kenneth Cahill	Mr. Roger Miller	Mr. Erik Walter
Dr. Susan Culotta	Ms. Barb Rayburn	
Mr. Geoffrey Kent	Mr. Paul Stefanko	

\_\_\_\_\_ Moved the adoption of the following Resolution:

BE IT RESOLVED BY the Board of Education of the Auburn Vocational School District, Lake County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

\_\_\_\_\_ Seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

Vote:

Mrs. Jean Brush	Aye	Ms. Sherry Maruschak	Aye	Mr. Keith Strever	Aye
Mr. Kenneth Cahill	Aye	Mr. Roger Miller	Aye	Mr. Erik Walter	Aye
Dr. Susan Culotta	Aye	Ms. Barb Rayburn	Aye		
Mr. Geoffrey Kent	Aye	Mr. Paul Stefanko	Aye		

## AUBURN VOCATIONAL SCHOOL DISTR

### Appropriations Resolution Report

Rev. Code Sec. 5705.38

Fiscal Year: 2024

AUBURN VOCATIONAL SCHOOL DISTR

Include Zero Balance Accounts: false

	Total Appropriation
001 GENERAL	\$ 12,635,722.0
002 BOND RETIREMENT	\$ 1,010,419.0
004 BUILDING	\$ 2,942,169.0
006 FOOD SERVICE	\$ 135,711.0
009 UNIFORM SCHOOL SUPPLIES	\$ 3,875.0
011 ROTARY-SPECIAL SERVICES	\$ 20,254.0
012 ADULT EDUCATION	\$ 2,532,795.0
014 ROTARY-INTERNAL SERVICES	\$ 677.0
018 PUBLIC SCHOOL SUPPORT	\$ 144,000.0
019 OTHER GRANT	\$ 52,462.0
022 DISTRICT CUSTODIAL	\$ 19,622.0
024 EMPLOYEE BENEFITS SELF INS.	\$ 30,000.0
070 CAPITAL PROJECTS	\$ 561,000.0
200 STUDENT MANAGED ACTIVITY	\$ 73,015.0
501 ADULT BASIC EDUCATION	\$ 374,453.0
507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 106,969.0
508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 12,921.0
524 VOC ED: CARL D. PERKINS - 1984	\$ 512,782.0
599 MISCELLANEOUS FED. GRANT FUND	\$ 43,260.0
<b>Grand Total All Funds</b>	<b>\$ 21,212,111.4</b>

**Appropriation recap report**

Total Appropriation

<b>Governmental Fund Type</b>	
<b>General Fund</b>	
001 GENERAL	\$ 12,635,722.2
<b>Total for General Fund</b>	<b>\$ 12,635,722.2</b>
<b>Debt Service</b>	
002 BOND RETIREMENT	\$ 1,010,419.0
<b>Total for Debt Service</b>	<b>\$ 1,010,419.0</b>
<b>Capital Projects</b>	
004 BUILDING	\$ 2,942,169.4
<b>Total for Capital Projects</b>	<b>\$ 2,942,169.4</b>
<b>Special Revenue</b>	
018 PUBLIC SCHOOL SUPPORT	\$ 144,000.0
019 OTHER GRANT	\$ 52,462.0
<b>Total for Special Revenue</b>	<b>\$ 196,462.0</b>
<b>Capital Projects</b>	
070 CAPITAL PROJECTS	\$ 561,000.0
<b>Total for Capital Projects</b>	<b>\$ 561,000.0</b>
<b>Special Revenue</b>	
200 STUDENT MANAGED ACTIVITY	\$ 73,015.2
501 ADULT BASIC EDUCATION	\$ 374,453.9
507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 106,969.5
508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 12,921.4
524 VOC ED: CARL D. PERKINS - 1984	\$ 512,782.2
599 MISCELLANEOUS FED. GRANT FUND	\$ 43,260.0
<b>Total for Special Revenue</b>	<b>\$ 1,123,402.3</b>
<b>Total for Governmental Fund Type</b>	<b>\$ 18,469,175.0</b>
<b>Proprietary Fund Type</b>	
<b>Enterprise</b>	
006 FOOD SERVICE	\$ 135,711.3
009 UNIFORM SCHOOL SUPPLIES	\$ 3,875.0
011 ROTARY-SPECIAL SERVICES	\$ 20,254.7
012 ADULT EDUCATION	\$ 2,532,795.6
<b>Total for Enterprise</b>	<b>\$ 2,692,636.7</b>
<b>Internal Service</b>	
014 ROTARY-INTERNAL SERVICES	\$ 677.5
024 EMPLOYEE BENEFITS SELF INS.	\$ 30,000.0
<b>Total for Internal Service</b>	<b>\$ 30,677.5</b>
<b>Total for Proprietary Fund Type</b>	<b>\$ 2,723,314.2</b>
<b>Fiduciary Fund Type</b>	
<b>Custodial Fund</b>	
022 DISTRICT CUSTODIAL	\$ 19,622.1
<b>Total for Custodial Fund</b>	<b>\$ 19,622.1</b>
<b>Total for Fiduciary Fund Type</b>	<b>\$ 19,622.1</b>
<b>Grand Total All Funds</b>	<b>\$ 21,212,111.4</b>

**CERTIFICATE  
(R.C. 5705.412)**

IT IS HEREBY CERTIFIED that the AUBURN VOCATIONAL School District Board of Education has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period years is greater.

Dated: September 5, 2023

Auburn Vocational School District Board of Education  
Concord Township, Ohio

By: \_\_\_\_\_  
Treasurer, Sherry L. Williamson

By: \_\_\_\_\_  
Superintendent of Schools, Brian Bontempo

By: \_\_\_\_\_  
Erik L. Walter  
President, Board of Education

**Auburn  
Career Center**



*Attachment Item #10*

*District Organizational  
Chart 2023-2024*

**Auburn Vocational School District Board of Education**  
 Mrs. Jean Brush, Mr. Kenneth Cahill, Mr. Geoffrey Kent, Ms. Sherry Maruschak, Mr. Roger Miller, Ms. Barb Rayburn, Mr. Paul Stepanko, Mr. Keith Stever, Mrs. Mary Wheeler

**Executive Administrative Assistant/HR/EMIS Coordinator**  
 Kelley Gollnar

**Professional Services**

**\*Maintenance Supervisor**  
 Joe Atwell

**\*Maintenance**  
 Mike Franko  
 Mike Perrine

**Cafeteria Manager**  
 Sanja Medved

**Cafeteria Staff**  
 Anthony Logarusic

**PR/Marketing**  
 Dawn Bibonic

**\*IT**  
 Contract Agreement with EduTech Group, LLC

**\*SERVICES INCLUDE ALL TENANTS**

- ESCof the Western Reserve- (All there outsource operations)
- LGCA

**Superintendent**  
 Dr. Brian Bontempo

**Executive Director of Career & Technical Education**  
 Jeff Slavkovsky

**Treasurer**  
 Sherry Williamson

**Assistant Treasurer/Grants/Payroll**  
 Victoria DePasquale

**Accounts Payable**  
 Carrie McVicker

**Director of High School**  
 Chris Mitchell

**Director of Curriculum & Instruction**  
 David Leone

**Director of Adult Workforce Education**  
 Michelle Rodewald

**High School Administrative Assistants**  
 Diane Buchs, Carol Szoka, Leslie Machuta, Erica Anderson

**Assistant Director of Adult Workforce Education**  
 Cory Hutter

**Advanced Manufacturing**  
 John Schein

**Dental Assistant Technician**  
 Angela Eckman

**Pro Web & Game Design**  
 Jason Gardner

**English Instructor**  
 Robn Nunes

**Administrative Assistant**  
 Jessica Brown  
 Laura Kamis

**PT Evening Receptionist**  
 Cherise Cooper  
 James Baril

**Allied Health Technology**  
 Stacey Yarnell

**Electrical Engineering Prep**  
 Keith Conn

**Educator Career Pathways**  
 Nanci Kasten

**VOSE Coordinator**  
 Shelby Kaminski

**Director of Public Safety Education**  
 Sean Davis

**Financial Aid Specialist**  
 TBD

**Architecture & Project Management**  
 Dennis Harvey

**Emergency Medical Services**  
 John Blauch  
 Rachel Boehlein

**Technology Engineering & Design**  
 Laura Ciszewski

**Intervention Specialists**  
 Dorothy Bentley  
 Gregg Evans  
 Christopher Hastings

**Public Safety Programs**  
 Emergency Medical Services  
 Emergency Services  
 Telecommunicator  
 Fire Services  
 Online Refrshers  
 Paramedic  
 Public Safety Academy

**Program Administrator Auburn Practical Nursing Program**  
 Karen Howell

**Automotive Technology**  
 Tom Welk

**HVAC**  
 Wayne Reed

**Welding**  
 Jared Rogge

**Vocational Assessments**  
 Stephanie Wjencek

**Director of Industrial Trades**  
 TBD

**PN Part Time Faculty**  
 Roberta Alfonso  
 Doug Benson  
 John Blauch  
 Connie Bruening  
 Nicole Carballo  
 Laura Cox

**Computer Networking Tech & Cyber Security**  
 Darrin Spondike

**Interactive Multimedia Technology**  
 Rodney Kozar

**Teaching Assistants**  
 Stacy Allen - .5  
 Larry Brown

**Director of Business Partnerships**  
 Andrew Kelner

**Industrial Trades Programs**  
 Certified Production Technician  
 HVAC  
 Industrial Electricity- Electrical Training  
 Machining/CNC  
 Welding

**Christine Tredent**  
 Stacey Yarnell  
 Linda Yoo  
 Joan Zagara

**Construction**  
 Bob Hill

**Marketing & Business Applications**  
 Angela Nelson

**Career Guidance Advisor**  
 Justine Malvicino

**Workforce Readiness - .5**  
 Stacy Allen

**Resource Officer**  
 Deputy Michael Reed

**Director of Aspire & Assessment Center**  
 Blair Suttles

**Cosmetology**  
 Brandt Holland

**Patent Care Technician**  
 Christine Tredent

**School Counselors**  
 Cayley Shenk  
 Kaitlin Wilber

**Receptionist**  
 Valentine Bishop

**Director of Aspire & Assessment Center**  
 Blair Suttles

**Administrative Assistant Aspire & Assessment Center**  
 Alexandra Juarez-Young

**Criminal Justice**  
 Stephen Roberts

**PTLM**  
 Andrew Pratt

**Enrollment Specialist**  
 Barb Gordon

**Geauga One Stop**  
 Lisa Sprowls  
 Jodi Clute  
 Dan Amaro

**Culinary Arts**  
 Amy Ryan

**Production & Welding Tech**  
 Scott Slagle

**Career Development**  
 Joe Wargo

Brd Approved \_\_\_\_\_

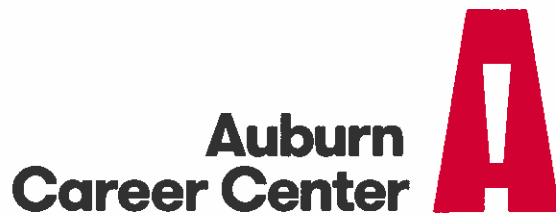


**Auburn  
Career Center**



*Attachment Item #11*

*Human Resources*



**Human Resources**

*September 5, 2023*

**Limited Teacher Contracts**

*2023-2024*

<b>Employee Name</b>	<b>Title</b>	<b>Salary</b>	<b>Daily Rate</b>	<b>Contract Days</b>
Stephen Roberts	Criminal Justice Instructor	\$66,087.00	\$357.23	185

**Classified Non-Teaching**

*2023-2024*

<b>Employee Name</b>	<b>Title</b>	<b>Salary</b>	<b>Daily Rate</b>	<b>Contract Days</b>
Mike Perrine	Evening Maintenance	\$38,203.22 (Prorated from 8/11/23-6/30/24)	\$165.38	260
Alexandra Juarez-Young	Aspire & Testing Admin. Assistant	\$32,103.79 (Prorated from 9/5/23-06/30/24)	\$150.02	260

**Classified Non-Teaching Hourly**

*2023-2024*

<b>Employee Name</b>	<b>Title</b>	<b>hourly Rate</b>
Rachel Fender	Lunch Monitor	\$13.52
Akira Agawa	Lunch Monitor	\$13.52

**Adult Workforce Education**

*2023-2024*

<b>Employee Name</b>	<b>Title</b>	<b>Hourly Amount</b>
Stacy Yarnell	Developmental Disabled Grant	\$30.00
Justin Bruno	Developmental Disabled Grant	\$30.00
Robin Nunes	Developmental Disabled Grant	\$30.00
Al Large	Developmental Disabled Grant	\$30.00
Jeanna Purses	Aspire Teacher	\$24.00

Laura Barwidi	Aspire Teacher	\$24.00
Jim Marsic	Diesel Truck Instructor	\$30.00
Stephanie Snyder	Emergency Services Telecommunicator Instructor	\$30.00
Joan Zagara	PN Faculty	\$30.00
Laura Cox	PN Faculty	\$30.00

**Adult Workforce Education**  
2023-2024

Employee Name	Title	Hourly Amount
Stephanie Snyder	Public Safety Support Specialist	\$18.00

**Adult Stipend**  
2023-2024

These amounts below are to be paid after the class has concluded.  
Amounts are reimbursed by Lake Erie College.

Employee Name	Title	Amount
Jason Gardner	Lake Erie College Instructor	Up to \$2,745.00
Laura Ciszewski	Lake Erie College Instructor	Up to \$1,830.00

**Substitutes - Classified**  
2023-2024

Employee Name	Title	Hourly Rate
Karen Sarosy	Sub Secretary	\$14.90
Savannah Bryant	Sub Kitchen Helper	\$14.00

**Substitutes - Professional**  
2023-2024

Employee Name	Title
Christine Theroux	General Education
Fredricka Betts	Integrated Science PK-12 (130200)

**Extended Days**  
2023-2024

Employee Name	Title	Days	Reason
Stephen Roberts	Criminal Justice Instructor	Up to 3 Days	Plan for the SY23-24

**Increase in Salary Column**  
**2023-2024**  
*(Per CATA Agreement 18.1.2.2)*

<b>Employee Name</b>	<b>Title</b>	<b>Step</b>	<b>Column</b>	<b>Amount</b>
Joe Wargo	Career Development	1	4	\$44,900.00

**Stipend**  
**2023-2024**

These amounts below are divided into two installments, one in December and one in June.

<b>Employee Name</b>	<b>Title</b>	<b>Amount</b>
John Blauch	District EMS Responder	\$4,255.05
Rachel Boehnlein	District EMS Responder	\$3,367.60

**Supplemental Contracts**  
**CTSO & Club Advisors**  
**2023-2024**

These amounts below are divided into two installments, one in December and one in June.

<b>Employee Name</b>	<b>Title</b>	<b>Category</b>	<b>Amount</b>
John Schein	AWT Robotics	Club	\$289.32
Keith Conn	AWT Robotics	Club	\$346.96
Angela Nelson	DECA	CTSO	\$784.42
Justine Malvicino	Drug Free Clubs of America	Club	\$752.11
Nanci Kasten	Educator Rising	CTSO	\$660.87
Jason Gardner	Esports	Club	\$834.99
Tom Welk	Esports	Club	\$737.05
Amy Ryan	FCCLA	CTSO	\$752.11
Kaitlin Boyd	NTHS	Club	\$547.85
John Blauch	SADD	Club	\$851.01
Joe Wargo	Stars/Student Ambassadors	Club	\$449.00
Cayley Shenk	Student Leadership	Club	\$570.44
Justine Malvicino	Skills	CTSO	\$752.11
Joe Wargo	Skills	CTSO	\$449.00

### Stipends for LPDC Committee

2023-2024

These amounts below are divided into two installments, one in December and one in June.

<b>Employee Name</b>	<b>Title</b>	<b>Category</b>	<b>Amount</b>
Dorothy Bentley	Member	LPDC Committee	\$1,143.61
Jared Rogge	Member	LPDC Committee	\$1,143.61
Jeff Slavkovsky	Member	LPDC Committee	No Stipend Taken
Robin Nunes	Coordinator/Chair	LPDC Committee	\$2,750.00
David Leone	Member	LPDC Committee	No Stipend Taken

### Stipend - Mentors

2023-2024

These amounts below are divided into two installments, one in December and one in June.

<b>Employee Name</b>	<b>Mentorees</b>	<b>Amount</b>
Stacey Allen	Educator Mentor (S.Roberts)	\$368.15
Jared Rogge	Educator Mentor (J.Schein)	\$673.52
Amy Ryan	Educator Mentor (S.Slagle)	\$505.51
Robin Nunes	Educator Mentor (A.Eckman)	\$763.33
John Blauch	Educator Mentor (R.Boehnlein)	\$851.01

### Out of State Professional Development Travel

<b>Employee Name</b>	<b>Title</b>	<b>Location</b>	<b>Purpose of Travel</b>	<b>Date(s) of Travel</b>
Michelle Rodewald	Director of Adult Workforce	Atlanta, GA	COE Annual Conference	November 13-16th, 2023

**Auburn  
Career Center**



*Attachment Item #12*

*Facility Use Agreement*

**AUBURN VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Facility Use Agreement**

This facility use agreement, hereinafter referred to as the Agreement, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **INSERT SCHOOL DISTRICT** ("District") and the **Auburn Vocational School District Board of Education** ("Auburn"), collectively referred to as the "Parties."

**Section 1: Description of Facilities**

This Agreement shall govern the District's use of Auburn facilities located at [INSERT ADDRESS]. The facilities used by the District consist of [insert description of property/buildings/rooms] (collectively referred to as the "Facilities").

**Section 2: District Obligations**

- A) The District shall use Auburn facilities, including any designated equipment and/or personal property, with reasonable care. The District assumes full responsibility for any damage to any real or personal property owned by Auburn and agrees to pay for any damages above ordinary wear and tear.
  - 1) If any equipment or property used by the District officers, employees, representatives or agents is broken or damaged, Auburn will promptly provide written notification to the designated District representative(s).
  - 2) If a District representative discovers any part of the Facilities to contain any hazard or safety risk, or equipment to be broken or damaged, they will promptly notify a designated Auburn representative(s).
- B) The District shall ensure that officers, employees, representatives, agents and volunteers adhere to Auburn policies and procedures, as well as state and federal laws, at all times while on Board-owned premises.
- C) The District shall ensure that all officers, employees, representatives, agents and volunteers who will have access to the Facilities are subject to a comprehensive criminal background check. No individuals who have been convicted of or plead guilty to a disqualifying offense as defined by R.C. 3319.39 shall be permitted to access the Facilities without prior written authorization from the Auburn Superintendent/designee.
- D) The District will be solely responsible for the security, care and safety of any of its property that is stored on Auburn property. The District further agrees that it will not bring any dangerous or hazardous materials onto Auburn property without

providing advanced notice and receiving permission by the Superintendent/designee of Auburn.

- E) The District is subject to the laws of the State of Ohio, including without limitation the Ohio Constitution and applicable sections of the Ohio Revised Code. As such, (i) to the extent permitted by Ohio law, the District agrees to be liable for the acts and omission of its officers, employees, representatives and agents arising under this Agreement, and (ii) specifically, in lieu of the District's obligation to indemnify Auburn under this Agreement, the District hereby agrees to be responsible for any and all liability, claims, costs, expenses or damages arising solely out of the District's (or its officers', employees', representatives and agents') negligence in the use of the facility in accordance with this Agreement or any use of the facility other than as set forth in this Agreement.
- F) Whenever using or occupying Auburn's buildings, property, and the designated Facilities, it is agreed that only authorized Auburn personnel may handle or otherwise operate electrical, heating, air conditioning, lighting equipment, controls, sound equipment, stage equipment or any other equipment of Auburn.

### **Section 3: Auburn Obligations**

- A) Auburn will provide access to the Facilities described in Section 1 of this agreement. To the best of Auburn's ability, the Facilities will remain in good operating order and functional condition during the term of this Agreement.
- B) Auburn will provide exclusive access to the Facilities identified in Section 1 during the term of this Agreement.
- C) Auburn reserves the right to bar any individual from its property based on actions deemed inappropriate or disruptive to Auburn's operations in Auburn's sole discretion. Should Auburn bar an officer, employee, representative or agent of the District from its property, written notification and explanation must be promptly submitted to the designated District representative(s).
- D) Auburn will invoice the District in accordance with the terms of this Agreement.

### **Section 4: Fees, Schedule and Payment Terms**

The District agrees to pay a total of [INSERT AMOUNT] (\$\_\_\_\_.\_\_\_\_) on an annual/semi-annual/quarterly/monthly basis for use of the Facilities during the term of this Agreement. Upon receipt of an invoice, the District shall remit payment within thirty (30) days. If the District fails to do so, Auburn reserves the right to terminate this Agreement upon written notice to the District and may seek any other remedy permitted under law for recovery of payment.

### **Section 5: Insurance**



The District agrees, at its sole cost and expense, to maintain a policy of comprehensive liability insurance to insure against any claim or claims for damages and/or injuries arising by reason of personal injuries, death, property damage or other damages arising, either directly or indirectly, out of incidents, circumstances or events associated with the use of Auburn's Facilities in connection with this Agreement. Auburn shall be named in the policy as an additional insured. The amount and extent of such insurance coverage shall in no event be less than \$1 million per occurrence and \$3 million in the aggregate.

All policies of insurance described herein shall be effective prior to occupancy and shall remain continuously in effect there-after. Auburn shall have the right to examine said policy(ies) of insurance upon reasonable notice. The District must obtain coverage with a reputable insurer, with an A.M. Best rating of A- or better.

#### **Section 6: Additional Terms and Conditions of Facilities Use**

- A) **Term:** This Agreement shall be effective for a period of one year from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_. Parties may agree in writing to extend the Agreement for additional terms of one (1) year in length. Any modifications to this Agreement that apply for subsequent terms must be in writing and properly executed by the Parties.
- B) **Early Termination of Agreement:** Auburn may terminate this Agreement, for any reason, by providing written notice at least thirty (30) days prior to the effective date of termination. The Parties may mutually agree to terminate this Agreement prior to the end of the Agreement term in Section 6(A), which shall be effective on a date that is mutually agreed to by the Parties.
- C) **Assignment:** The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other party.
- D) **Independent Relationship:** None of the provisions in this Agreement are intended to create nor shall be deemed or construed to create any relationship between Auburn and the District other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement. Neither of the Parties, nor any of their respective officers or employees, shall be construed to be the agent, employee or representative of the other. Neither Party is authorized to represent the other for any purpose whatsoever without the prior consent of the other. The District and its authorized representatives and assigns, agree that they are not and shall not at any time while performing in their capacity on behalf of the District be construed, regarded as or claim to be an affiliate, partner, officer, director, employee or authorized representative of Auburn.

- E) **Notices:** Any notices or communications required to be given under the terms of this Agreement shall be deemed given when delivered by personal delivery, telecopy, or when deposited in the U.S. first-class mail addressed as follows:

**If to the District:**

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If to Auburn:**

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- F) **Modifications or Amendments:** This Agreement may only be modified or amended by a written instrument signed by the Parties.
- G) **Governing Law and Jurisdiction:** All questions regarding the validity, intention, or meaning of the Agreement or any modifications of it relating to the rights and obligation of the parties will be construed and resolved under the laws of the State of Ohio. Any suit, which may be brought to enforce any provision of this Agreement or any remedy with respect hereto, shall be brought in the Common Pleas Court of Lake County, Ohio, and each party hereby expressly consents to the exclusive jurisdiction of such court.
- H) **Entire Agreement:** This Agreement constitutes the entire understanding among the parties in respect of the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous understandings or agreements between the parties in respect to the subject matter of this Agreement. This Agreement may at any time be amended in whole or part by written instrument executed by each party hereto.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties have each set their hand hereunder in order to signify their intent to be bound by the foregoing:

**AUBURN VOCATIONAL SCHOOL  
DISTRICT BOARD OF EDUCATION**

**DISTRICT**

\_\_\_\_\_  
\_\_\_\_\_

Superintendent

Date

District Representative

Date

---

Treasurer

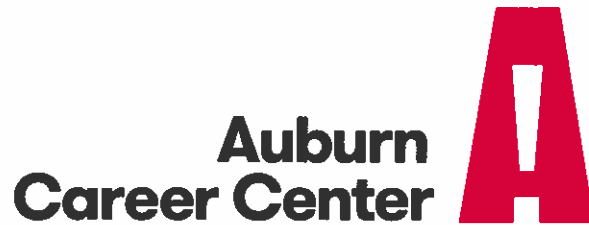
Date

**Auburn  
Career Center**



*Attachment Item #13*

*High School Affiliation  
Agreement*



**2023-2024 School Year Affiliation Agreement**  
*Work-Based Learning Program*

This Affiliation Agreement (“Agreement”) is entered into on this \_\_\_ day of \_\_\_\_\_, 202\_\_, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and \_\_\_\_\_ (“Affiliate Organization”), which is located at \_\_\_\_\_, \_\_\_\_\_, Ohio \_\_\_\_\_ (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
  - a. The primary purpose of the employment-based experience is educational.
  - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
  - c. Learning experiences and job tasks shall be planned and managed utilizing the work-based learning program for each student.
  - d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
  - e. The length of student assignments shall be by mutual decision between the Parties.
  - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student’s educational opportunities.
  - g. The students will work a minimum of three (3) hours of Auburn Career Center time each week but not more than nine (9) hours of Auburn Career Center time each week.
  - h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

## 2. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
  - l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
  - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the worksite for the high school students.
  - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
  - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.
4. Affiliate Organization Provisions
- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
  - b. The Affiliate Organization shall provide parking for the students.
  - c. The Affiliate Organization shall employ each student for not less than three (3) hours a week or more than forty (40) hours a week.
  - d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
  - e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
  - f. The Affiliate Organization shall provide activities for the students to complete on the job.
  - g. The Affiliate Organization shall counsel each student about the student's progress on the job.
  - h. The Affiliate Organization shall provide an orientation for each student at the beginning of the work-based learning program assignments.

- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for their intern's program to offer feedback on program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

5. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

6. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.



- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement takes effect the date the Affiliate Organizations signs until the first day of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

**FOR** \_\_\_\_\_ :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Supervisor of Student

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor Email

\_\_\_\_\_  
Direct Phone Number to Supervisor

**FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:**

\_\_\_\_\_  
Brian Bontempo, Superintendent (official capacity only)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sherry Williamson, Treasurer (official capacity only)\*

\_\_\_\_\_  
Date

\* This Agreement has no legal effect absent Board action

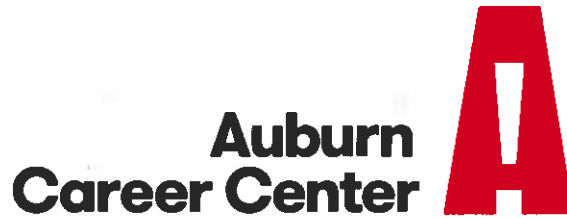
**Auburn  
Career Center**



*Attachment Item #14*

*Adult Affiliation  
Agreement*





**2023-2024 School Year Affiliation Agreement**  
*Work-Based Learning Program*

This Affiliation Agreement (“Agreement”) is entered into on this \_\_\_ day of \_\_\_\_\_, 202\_\_, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and \_\_\_\_\_ (“Affiliate Organization”), which is located at \_\_\_\_\_, \_\_\_\_\_, Ohio \_\_\_\_\_ (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

- I. Student Provisions
  - a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
  - b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
  - c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
  - d. Students shall attend functions that show appreciation for the Affiliate Organization.
  - e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
  - f. Students shall complete and submit records of work experiences as required by the Auburn Career

Center.

- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

## 2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall employ each student for not less than three (3) hours a week or more than forty (40) hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- f. The Affiliate Organization shall provide activities for the students to complete on the job.
- g. The Affiliate Organization shall counsel each student about the student's progress on the job.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the work-based learning program assignments.

- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for their intern's program to offer feedback on program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.

- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement takes effect the date the Affiliate Organizations signs until the end of the 2023-2024 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

**FOR** \_\_\_\_\_ :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Supervisor of Student

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor Email

\_\_\_\_\_  
Direct Phone Number to Supervisor



**FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:**

\_\_\_\_\_  
Brian Bontempo, Superintendent (official capacity only)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sherry Williamson, Treasurer (official capacity only)\*

\_\_\_\_\_  
Date

\* This Agreement has no legal effect absent Board action



**Auburn  
Career Center**



*Attachment Item #15*

*Practical Nursing  
Student Handbook  
SY23-24*



**Auburn  
Career Center**



**Auburn Practical Nursing Program  
Student Handbook**

**2023-2024 Program**

# **AUBURN PRACTICAL NURSING PROGRAM**

8140 Auburn Road  
Concord Township, Ohio 44077  
440-357-7542, ext. 8366  
800-544-9750  
440-357-0310 (fax)

## **APPROVAL AND ACCREDITATION**

The school is approved by the  
Ohio Board of Nursing,  
Ohio Department of Education &  
Council on Occupational Education (COE)

## **CONTROLLING AGENCY**

Auburn Vocational School District  
Brian Bontempo, Ed.D, Superintendent

## **PRACTICAL NURSING PROGRAM ADMINISTRATOR**

Karen Howell, MSN, RN

## **MISSION STATEMENT**

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

## **CORE VALUES**

We Believe That:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

## Table of Contents

<b>AUBURN PRACTICAL NURSING PROGRAM</b> .....	2
<b>APPROVAL AND ACCREDITATION</b> .....	2
<b>CONTROLLING AGENCY</b> .....	2
<b>PRACTICAL NURSING PROGRAM ADMINISTRATOR</b> .....	2
<b>MISSION STATEMENT</b> .....	2
<b>CORE VALUES</b> .....	2
<b>OBJECTIVES</b> .....	7
<b>Mission * Core Values * Philosophy</b> .....	8
<i>Program Curriculum</i> .....	9
<i>Conceptual Framework</i> .....	9
<i>Teaching Strategies</i> .....	9
<i>Instructional Staff</i> .....	10
<i>Field Trips</i> .....	10
<b>COURSE DESCRIPTIONS</b> .....	10
<i>Anatomy &amp; Physiology</i> .....	10
<i>Growth &amp; Development</i> .....	10
<i>Nutrition</i> .....	10
<i>Personal &amp; Vocational Relationships</i> .....	11
<i>Pharmacology I</i> .....	11
<i>Pharmacology II</i> .....	11
<i>Nursing Fundamentals</i> .....	11
<i>Nursing Across the Lifespan</i> .....	12
<i>Technology Lab</i> .....	12
<b>RELEASE POLICY</b> .....	12
<b>STUDENT ADMISSION</b> .....	13
1. <b>General Admission Requirements</b> .....	13
2. <b>Application to the Program</b> .....	14
3. <b>Letter of Acceptance</b> .....	14
4. <b>Health Requirements</b> .....	15
5. <b>Application to the Program after Testing</b> .....	16
6. <b>Program Orientation</b> .....	17
<b>SCHOOL CALENDAR AND SCHEDULE</b> .....	17
<b>STUDENT EVALUATION</b> .....	18
<i>Evaluation of the Student in the Classroom and Laboratory</i> .....	18
<i>Evaluation of the Student in Clinical</i> .....	19
<i>Responsibilities of Clinical Nurse Educators to the Students</i> .....	19
<i>Academic Guidance and Counseling Policy</i> .....	20

<b>Career Technical Credit Transfer (CT2)</b> .....	20
<b>Graduation/Completion Requirements</b> .....	20
<b>Auburn Certificates</b> .....	20
<b>Graduation Fees and Licensure</b> .....	21
<b>Career Portfolio</b> .....	21
<b>Completion Ceremony</b> .....	21
<b>SCHOOL OPERATIONS</b> .....	21
<b>Equal Opportunity</b> .....	21
<b>Grievance Procedures for Non-Discrimination and Equal Opportunity/Access</b> .....	21
<b>Grievance Procedure for Program Issues</b> .....	22
<b>Privacy/Confidentiality</b> .....	23
<b>Voter Registration</b> .....	24
<b>Constitution Day</b> .....	24
<b>Civil and Criminal Penalties for Violation of Federal Copyright Laws</b> .....	24
<b>TUITION</b> .....	25
<b>Self-Paying Student</b> .....	25
<b>Pell Grant Eligible Students</b> .....	25
<b>Federal Direct Loans</b> .....	25
<b>Leaving the Program and Refund Policy</b> .....	25
<b>Termination</b> .....	25
<b>Withdrawal</b> .....	26
<b>Transfer</b> .....	27
<b>Leave of Absence</b> .....	27
<b>Financial Aid</b> .....	28
<b>Financial Aid Academic Good Standing and Satisfactory Progress Policy</b> .....	28
<b>ATTENDANCE</b> .....	29
<b>Jury Duty</b> .....	30
<b>School Closing</b> .....	31
<b>PROTECTION AND PRIVACY OF STUDENT RECORDS</b> .....	31
<b>Transcripts</b> .....	31
<b>Student Data</b> .....	31
<b>Lockers</b> .....	32
<b>Parking</b> .....	32
<b>STUDENT RESPONSIBILITIES</b> .....	32
<b>Auburn's Philosophy</b> .....	32
<b>Dress Code and Student Behaviors</b> .....	33
<b>Uniform</b> .....	33
<b>Hair</b> .....	34



<i>Jewelry</i> .....	34
<i>Make-up</i> .....	35
<i>Tattoos</i> .....	35
<i>Fragrance-Free Environment</i> .....	35
<i>Firearms</i> .....	35
<i>Food and Drink</i> .....	35
<i>Smoking</i> .....	35
<i>Drug-Free/Alcohol-Free Campus</i> .....	36
<i>Confidentiality Commitment</i> .....	37
<i>Sales and Solicitation</i> .....	37
<b>STUDENT CODE OF CONDUCT</b> .....	37
<b>ADMINISTRATIVE REMOVAL OF A STUDENT</b> .....	42
<b>OHIO BOARD OF NURSING STUDENT CONDUCT POLICY</b> .....	43
<b>CORRECTIVE ACTIONS</b> .....	46
<b>TELEPHONE CALLS/CELL PHONE USAGE/TEXTING IN CLASS</b> .....	46
<b>STUDENT SUPPORT SERVICES</b> .....	47
<i>Academic Advising</i> .....	47
<i>Career Resources</i> .....	47
<i>Disability Services</i> .....	47
<i>Student Responsibility</i> .....	47
<i>Information Adult Diagnostician Provides</i> .....	48
<b>HEALTH</b> .....	48
<i>Injury or Illness in the Classroom Environment (OBN Rule: 4723-5-12 1 H)</i> .....	49
<i>Injury or Illness in the Clinical Environment</i> .....	49
<i>American Disability Act (ADA)</i> .....	49
<i>Pregnancy</i> .....	52
<i>Communicable and Infectious Diseases</i> .....	53
<i>Emergency Medical Authorization Forms</i> .....	53
<b>SAFETY</b> .....	54
<i>Security</i> .....	54
<i>In Case of Fire</i> .....	54
<i>Safety Drills For: Fire, Tornado, Lock Down and Disaster</i> .....	54
<i>Crisis Management</i> .....	54
<i>Safety Regulations</i> .....	54
<i>Laboratory Regulations</i> .....	55
<b>TECHNOLOGY</b> .....	55
<i>Student Network and Internet Acceptable Use and Safety</i> .....	55
<i>Media Services</i> .....	56

<b>ALUMNI INFORMATION</b> .....	56
<b>GAINFUL EMPLOYMENT ACT &amp; CLERY ACT INFORMATION</b> .....	56
<b>REQUIREMENTS FOR APPLICATION FOR LICENSURE AS A PRACTICAL NURSE</b> .....	56
<b>OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS</b> .....	57
<b><i>LIST OF POTENTIALLY DISQUALIFYING OFFENSES</i></b> .....	57
<b><i>Review of Applicant’s Offense History by the Board of Nursing</i></b> .....	62
<b><i>Other Consequences of Criminal History - Not Regulated by Board of Nursing</i></b> .....	62
<b><i>Enrollment in Education Programs</i></b> .....	62
<b><i>Marriage</i></b> .....	63
<b><i>Advanced Placement/Transfer Credit</i></b> .....	63
<b><i>Additional Auburn Career Center Policies</i></b> .....	64
<b>2023 PROGRAM COST OF EDUCATION</b> .....	65
<b>ATTENDANCE CALCULATION TABLE</b> .....	66
.....	67
<b>WITHDRAWAL FORM</b> .....	67
.....	68
<b>TRANSFER FORM</b> .....	68
<b>TRANSCRIPT REQUEST</b> .....	69
<b>NCLEX SUCCESS PLAN</b> .....	70
<b><i>USING LIPPINCOTT PASS POINT</i></b> .....	70
<b>Success Plan Grading Rubric</b> .....	73
<b>ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT</b> .....	74
<b>RELEASE POLICY</b> .....	75
<b>PRACTICAL NURSING STUDENT AGREEMENT</b> .....	76
<b>BACKGROUND INFORMATION</b> .....	76
<b>CONFIDENTIALITY STATEMENT FOR STUDENT CLINICAL EXPERIENCE *</b> .....	77
<b>ACKNOWLEDGEMENT</b> .....	78
<b>FBI-BCI HOLD HARMLESS WAIVER</b> .....	79
<b>ADULT STUDENT PHOTOGRAPHY/VIDEO RELEASE</b> .....	81

### OBJECTIVES

The Auburn Practical Nursing Program graduate, under the supervision of the registered nurse, licensed physician, licensed dentist or podiatrist, will be prepared to:

1. Deliver nursing care through application of health concepts derived from the biological, physical, psychosocial, and nursing science to assist client to attain optimal level of self-care agency.
2. Use problem solving to implement the nursing process from a holistic point of view in order to attain, maintain, or regain optimal level of self-care agency.
3. Contribute to the development and evaluation of health care plans utilizing the nursing process.
4. Apply knowledge, judgment, and skill to safely and accurately administer medications.
5. Safely perform nursing skills within established legal and ethical perimeters.
6. Use various teaching methods, in collaboration with the client, family, and health care team, to provide information and instruction to exercise and enhance self-care agency.
7. Employ verbal and written communication to convey pertinent information and instruction to exercise and enhance self-care agency.

## Mission \* Core Values \* Philosophy

The faculty members at Auburn believe nursing education is a deliberate process of learning by the student interested in providing nursing care to others. Auburn builds the curriculum consistent with the Mission and Core Values.

### WE BELIEVE....

- The Person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care, dependent-care, or nursing-care can meet these self-care requisites.
- Health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, function, and development.
- Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.
- Society/Environment** includes all internal and external factors which affect the person's ability to adjust or maintain self-care agency or meet self-care needs.
- Nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, function, and development. These actions should be based on the organized approach of the nursing process which includes the following:
  - collect and record objective and subjective data to facilitate the assessment of the individual/patient in terms of self-care, development and health deviation requisites
  - identify problems specific to the individual/patient and their unmet health care requisites
  - use a cooperative effort with the individual/patient to establish goals
  - establish a plan of care using appropriate members of the health care team and the individual/patient
  - implement the plan
  - evaluate and revise the plan of care as necessary
- Nursing Education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain entry-level nursing knowledge and competency. Entry-level practical nursing skills are gained through the use of integrated Technical and Academic Competencies.

## ***Program Curriculum***

The knowledge and skills obtained in this curriculum build the foundation needed for a successful venture into the nursing field. It is stressed to each student that, as a member of a very dynamic profession, accountability for current knowledge is ever present. A continuous process of learning is emphasized due to constant changes within the study of the science of nursing.

## ***Conceptual Framework***

The conceptual framework consists of three areas of focus. These areas are based on Orem's Self-Care Theory. Each will progressively provide knowledge beginning with the overall needs of all persons at various stages of development, followed by the needs of those persons with health deviations.

Included throughout the course will be the concepts of nursing process, health concepts, communications, ethics, nursing skills, and safety.

***Universal Self-Care Requisites:*** Introduces the beginning student to the basic function and needs of the individual. During this phase of the curriculum, the student will acquire the foundational skills needed in order to deliver appropriate and safe nursing care.

***Developmental Self-Care Requisites:*** Focuses on human developmental processes, conditions, and events that occur during the various stages of the life cycle, as well as events that may adversely affect development. This phase of the curriculum enables the student to identify developmental deficits of a person and incorporate all their acquired skills and knowledge in order to provide efficient nursing care.

***Health Deviation Self-Care Requisites:*** During the final phase of the curriculum, the student will be able to identify basic universal, developmental, and health deviation self-care and apply the nursing process to provide nursing care agency.

## ***Teaching Strategies***

The Auburn Practical Nursing Program philosophy encourages faculty and students to view education as a process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills in order to attain an entry level of nursing knowledge and competency. In keeping with this, learning is conducted using a variety of methodologies which reflect the diverse facets of nursing. Course material may be presented in a variety of formats such as, but not limited to, lecture, guest lecturer, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer-aided instructions, demonstrations, and individual and group projects.

Students are encouraged to take an active part in their learning. A syllabus is provided to the student at the beginning of each course. Syllabi are developed by the program director, with instructor input and consideration, in order to provide the student with an overview and expectations of the course. Although every effort will be made to maintain the integrity of the syllabus, changes may be necessary to provide the most effective and beneficial experience for all students. Tests may be delayed by the faculty at their discretion. It is recommended that outside study time should consist of 3 hours for every hour of lecture. Individual and group tutoring is available by appointment with the instructors.

## ***Instructional Staff***

The faculty and teaching assistants of the school are professional, registered nurses employed by the Board of Education. They've acquired all necessary qualifications needed to be certified as teachers by the State Department of Education and meet or exceed the guidelines of the Ohio Board of Nursing. The adult enrollees of this program are responsible to the instructors, faculty, teaching assistants, and administrator of the school at all times. In the clinical area, students practice under the supervision of the licensed RN faculty, teaching assistants, and preceptors. They are to follow guidelines established by the Ohio Board of Nursing, Auburn's Licensed Practical Nursing Program, and the visited clinical facility.

## ***Field Trips***

The adult enrollees will be notified two weeks in advance of any field trips. Personal expense for a field trip is a student responsibility. Field trips, although infrequent, are planned by the faculty to enhance the learning experience of the student. Each adult is responsible for themselves before, during and after the completion of the field trip.

# **COURSE DESCRIPTIONS**

## ***Anatomy & Physiology***

This is an introductory course focused on the study of human anatomy and physiology. It traces the organization of the body from a single cell into a functioning and coordinated system. The purpose of this course is to focus on the interactions between each body system in order to attain and maintain homeostasis. One of the primary objectives is to identify and describe the fundamental facts and principles of anatomy and physiology and apply them into the clinical setting. Discussions between body structure and its relationship to self-care principles are created in order to provide a scientific basis for both nursing practice and theory. Lecture: 100 clock hours

## ***Growth & Development***

This course highlights the process of human development and the conditions and events that occur from infancy until end of life. This includes the effects of family, cultural, religious, and environmental influences the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 35 clock hours

## ***Nutrition***

This course will prepare the student to understand vital nursing concepts in relation to diet and food consumption. These include nutrition theory, modified diets, and therapeutic diets used to meet universal self-care requisites. The essential nutrients are covered and include definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards and dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 40 clock hours

## ***Personal & Vocational Relationships***

This course will prepare the student to understand vital nursing concepts including self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 60 clock hours Clinical: 30 hours

## ***Pharmacology I***

This introductory course provides the student with the skills needed to calculate the correct dosage of medication and know how to properly prepare it for safe administration. Common arithmetic functions needed for the safe administration of drugs are reviewed and practiced throughout the entire course. Understanding between solid and liquid measurements in the metric system will be discussed, as well as medical abbreviations, military time and how to correctly read a drug label. Intravenous therapy will be reviewed, and the student will gain the basic knowledge needed to calculate correct IV Drip rates in both adults and children.

The development of safe medication administration skills will occur throughout learning experiences in Nursing Fundamentals. These experiences also include hands-on IV therapy. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to successfully complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture 50 clock hours

## ***Pharmacology II***

This course provides the student with a basic introduction to the study of medications and their actions on the human body. Pharmacologic agents, including prescribed drugs, over-the-counter drugs, complementary and alternative herbs and products, are presented within the major drug classifications. Drug actions, common adverse reactions, contraindications, precautions, and interactions will be reviewed. The nursing process is used as a framework for presenting care of the patient as it relates to the drug and the drug regimen. Emphasis is placed on ways to promote an optimal response to therapy, how to monitor and manage adverse reactions, and important points to consider when educating patients about the use of these drugs. Lecture 60 clock hours

## ***Nursing Fundamentals***

This course offers a thorough introduction to the fundamental skills required of the 21<sup>st</sup>-century nurse. Emphasis is placed on the development of the myriad of basic nursing skills, as well as the detailed, head-to-toe nursing physical assessment. Skills offered range from basic (e.g., bed making, hygiene, skin care) through complex (e.g., airway management, oxygenation, fluid and chemical balance). While mastery of the skills taught within this course is essential to the success of any entry-level nurse, the textbook will be a valued and useful reference throughout a productive nursing career. This course provides the new nursing student with the fundamental concepts and nursing skills needed to meet universal self-care requisites of the client across the lifespan. It assimilates nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation is based upon the use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety and nursing skills. 110 Clock hours, 90 Lab hours, 55 Clinical hours.

## ***Nursing Across the Lifespan***

This course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The student develops nursing care while promoting client self-care requisites. Medical Surgery Lecture: 100 clock hours, Lab: 60 clock hours, Clinical clock hours 130. Mental Health: Lecture 40 clock hours, Lab 20 clock hours, Clinical 20 clock hour. Gerontology: Lecture 30 clock hours, Lab 20 clock hours, Clinical clock hours 20. Maternity: Lecture 30 clock hours, Lab 25 clock hours, Pediatric: Lecture 30 clock hours, Lab 25 clock hours,

## ***Technology Lab***

This course provides the beginning student with the fundamental concepts and nursing skills needed by using technology to identify and communicate universal self-care requisites of the client throughout the lifespan. Evaluation of the student is based upon the proper use of the computer to utilize the nursing process, health concepts, communication, documentation, nursing ethics, laws, policies, procedures, nursing skills and safety. Lab: 20 clock hours.

## **RELEASE POLICY**

The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident and/or personal damage to his/her person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollees will not be considered as employees or agents of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators, or executors. This contract is a permanent part of your file at Auburn Career Center. (See Forms Section)



# STUDENT ADMISSION

The process for admission allows both the school and the applicant the opportunity to ensure that the applicant has the basic skills to complete the rigorous coursework of the program. Each step of the process is identified in the following:

## 1. General Admission Requirements

- a. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. *Applicants are asked to obtain an official academic transcript from either a high school transcript or GED score report. Applicants are encouraged to obtain transcripts from any post-secondary education, as well. The transcripts must be "official" transcripts. All transcripts/documents become the property of Auburn Career Center.*
- b. The applicant must submit to and have a Negative *non-DOT 10 panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.*
- c. The applicant must submit to and pass a criminal background check (BCI & FBI) prior to starting the program. *Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.*
  - i. The applicant needs to be fingerprinted for both BCI and FBI
  - ii. (See Forms Section for Background Waiver)
  - iii. Note: Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- d. Applicants will be scheduled for the HESI A-2 Admission Assessment Exam Test by an adult support staff. The HESI A-2 Test evaluates two sections; First the English Language Composite score for reading, grammar and vocabulary and the second section is math. Applicants must earn 70% or higher on both the English Language and Math. Student will also do an assessment to determine personality and learning styles. Results of the HESI A-2 are immediate.
- e. Prior to taking the HESI A-2, students will be provided an opportunity to purchase the study guide (\$55.00) to prepare for the assessment. Students are strongly discouraged from taking the assessment without completing the review study guide. A successful first-time test score of 70% in all section, the student will be refunded \$45 admission fee to their account. If the applicant is unsuccessful after the first attempt, he or she is encouraged to complete remediation for a least one week before being allowed to take

the HESI A-2 the second time. In the event that the student may need to take the exam a third time a month of remediation is required. **Additional cost of exams (\$50.00)**

- f. Applicants can take the HESI A-2 assessment no more than three times in a 12-month period.
- g. Please note the maximum time HESI A-2 Exam is 4 hours. The student may not bring in paper, books, cell phone or other electronic, etc. into the testing environment. Calculators are to be provided by the school, distributed prior to the exam and collected at the end of the exam.
  - i. A photo ID is required for testing. Applicants must preregister for the test.
- h. HEIS A2 Scores may be used from previous years or other schools if the tests have been completed within two **three** years of the start date of course work.

## 2. Application to the Program

- i. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a **\$45** application fee.
  - i. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.
- j. The applicant must provide a valid form of identification with a picture, name and address i.e. driver's license, state id's or United States Passport.
- k. Accepted applicants will then need to meet with the Financial Aid Officer. An Enrollment Agreement form needs to be completed with the Adult Office following the financial aid appointment.
- l. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.

## 3. Letter of Acceptance

- m. Upon receiving completed application file, the program administrator or Faculty Committee member will verify the records for completeness. Once all **general admission** information is received, the Program Administrator shall notify faculty of the applicant's desire to attend the program.
- n. The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.

- o. A letter will be sent to the applicants concerning the decision.
- p. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class.

#### 4. Health Requirements

- q. Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care facilities and acute care facilities.
- r. Students are required to complete the following health requirements:
  - i. Physical examination including a medical history and physical.
  - ii. Record of positive titers for Hepatitis B, measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated.
  - iii. TB QuantiFERON titer (T spot)
  - iv. Current tetanus vaccination.
  - v. Each fall (Sept-March) students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
  - vi. Covid immunization is **recommend** required. You may be able to submit a medical wavier or religious exception. NOTE: These requirements are subjected to changed based on clinical site requirements and current CDC guidelines and mandates.
- s. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
  - i. Frequently work in a standing position (up to eight hours) and frequent walking (up to eight hours).
  - ii. Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.
  - iii. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
  - iv. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
  - v. React immediately to auditory instructions/request/monitor equipment.

- vi. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
- vii. Physically perform up to an eight-hour clinical laboratory experience.
- viii. Perform close-up and distant visual activities involving object, persons, and paperwork, i.e.: assess patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- ix. Discriminate depth and color perception.
- x. Discriminate between sharp/dull and hot/cold when using hands.
- xi. Manual dexterity required for preparing and administering medications.
- xii. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
- xiii. Speak, write, and comprehend the English language proficiently.
- xiv. Make appropriate decisions under stressful situations.
- xv. Complete procedures that prevent the spread of infections. e.g.: frequent hand washing, using masks, and gloves.

## **5. Application to the Program after Testing**

- t. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$45 application fee.
- u. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.
- v. Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.
  - i. Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- w. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will

need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.

## 6. Program Orientation

- x. Math Assessment Session is highly recommended through ASPIRE.
- y. The new student is required to attend the Program Orientation held prior to the start of the school session. Failure to attend orientation will forfeit their intended start date and be placed into the next available class session.
- z. The Program Orientation will include the following information:
  - i. Welcome and Introductions
  - ii. Review of school procedures i.e. Student Handbook
  - iii. Distribution of ID badges, Parking Passes and Uniform Sizing
  - iv. CPR
  - v. Books, Schedule, Study Strategies
  - vi. Tour of School

## SCHOOL CALENDAR AND SCHEDULE

The Auburn Practical Nursing Program observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, NEOEA Day, Thanksgiving, and Christmas Day. Additional time off may be scheduled during the year for program recess periods. This information will be indicated on the individual cohort calendar provided at the start of the program. Should students have an observed religious holiday not part of the school calendar, the student may observe the holiday without it affecting their attendance total. However, the student must notify the Program Administrator of the observed holiday at least four weeks prior to the holiday in writing. The Program Administrator and the involved faculty will work with the student to establish a schedule for working ahead and or making up missed work.

Most classes will be conducted on the premises of Auburn Career Center. Sixty minutes constitutes a class (clock) hour. When attending classes or laboratory experiences, class hours can run Monday through Friday 7:00 am to 12:00 pm 12 pm to 5 pm (day) and Monday through Thursday 5:00 pm to 10 pm (evening). Clinical experiences shall vary depending upon the needs of the individual clinical facility and the involved curriculum.

Classes will be ongoing and concurrent with clinical experiences. Exact times of experiences vary with the academic and clinical component. Each student is expected to read the required assignments and prepare him/herself for class content **before** attending the class presentation. If the student is not prepared for the clinical assignment, not dressed appropriately, or demonstrating inappropriate behavior for a developing health care worker, the instructional staff may dismiss the student and the student will be recorded as absent for the day.

Studying is imperative for success! Time management skills are crucial. Solid time management begins by recognizing how much time school occupies. **A minimum of 3 hours of class preparation is expected for each hour of lecture/class content presented.** What will you “give up” to accommodate your school schedule? You and your family will need to make numerous sacrifices. **Focusing both your energy and priorities in this educational program is integral to success and achievement.**

Class schedules may be changed at the discretion of the faculty and/or clinical agencies.

***All contracted clinical facilities require background checks, health requirements, and drug screening. Student will need to comply with the clinical facilities requirements for testing or immunization prior to clinical experience at students cost (i.e. drug test, Covid and flu immunization etc.). Because of this, fingerprint checks and drug screening checks are part of the admission requirements with each applicant being responsible for this cost. Outcomes of these findings will be treated as the Auburn Practical Nursing Program and clinical agency mandates and may necessitate withdrawal from the program with no return of monies paid. Documentation of such findings will be in your permanent file. There is a zero tolerance of drugs in the health care field.***

## STUDENT EVALUATION

### ***Evaluation of the Student in the Classroom and Laboratory***

Students can be evaluated in a variety of ways for any course. Both formative and summative evaluation methods are used. Exams and quizzes are most often presented in the style prevalent on the NCLEX (National Council Licensure Exam) using multiple choice, short answer, and more than one correct answer style questions. Other styles of questions may be utilized. When grading student reports, projects, and presentations, the course instructor will use established outcomes as criteria for the earned grade. Formative evaluation methods may include, but are not limited to, a diagnostic at the beginning of the quarter to determine student knowledge, elicitation of the muddiest point, or a one-minute paper.

**The grading system at Auburn Career Center is as follows:**

<b>GRADES</b>	<b>NUMERICAL EQUIVALENT</b>
A	90-100%
B	80-89%
C	70-79% (Unsatisfactory if below 80%)
D	60-69%
F	Below 60%

Auburn Practical Nursing Program utilizes the Auburn School District grading scale. Students must have satisfactory grades of 80% or greater in each quarter in each course for advancement to the next quarter. **There is no rounding of grades (grades are carried to 100<sup>th</sup> place). Assessments to evaluate the students' progress will be provided throughout the course.** Courses running over more than one quarter will reflect cumulative grades for that subject during the successive quarters. ***Students receiving a less than satisfactory grade at the end of ANY course will be dismissed from the program (one failed course) may be repeated the next time it is offered. Two failed courses will result in dismissal from the program.*** Students will be dismissed from the program

*for unsatisfactory performance in the laboratory or clinical area based upon the developed outcomes for that experience.*

Grades for all courses are documented and tracked in ACEWARE site. Students may access their grades at any time by logging on to The Point, Evolve and/or Schoology.

### ***Evaluation of the Student in Clinical***

Your performance at the clinical site is a judgment of both your professionalism and character. Any written clinical assignment needs to be completed prior to arrival. These assignments are used to assist you during the clinical experience. Failure to complete the written work can warrant an unsatisfactory grade in the clinical rotation. This will halt your advancement in the program. The student must receive a grade of satisfactory in all clinical outcomes. Students are evaluated at the end of each clinical day by their clinical instructor. Also, a final evaluation is submitted after each clinical rotation. This will keep the student informed of his/her progress or lack of progress during the clinical rotation. Note: two unsatisfactory marks per evaluation will result in failure of clinical day. Two failed clinical days will result in dismissal from the program.

Each clinical course has developed outcomes for achievement found in the associated clinical course syllabus. Compliance with the standards of the school and meeting of the course outcomes will be part of the evaluation process. Other items included in the evaluation process are the attainment of skills in the performance of nursing care and meeting the acceptable standards for safe client care. **Students are expected to attend all clinical days.** Clinical hours missed will be replaced with Clinical or Laboratory hours. Every clinical day will include both a pre-conference and post-conference. The purpose of the pre-conference is to review the students' prepared work, answer their questions, and provide necessary guidance. At post-conference, informal discussion of the students' experiences will take place, necessary clinical content will be taught, or student presentations will be given. Students will be supervised by the clinical faculty/teaching assistant while performing procedures, administering medications, providing general patient care, and professional conduct.

The clinical faculty or teaching assistant under the direction of the faculty, is responsible for planning the students' clinical experiences. They supervise clinical experiences and evaluate student performance in writing on the clinical evaluation tool midway through the clinical rotation, and at the completion of the rotation. In addition, the faculty/teaching assistant will inform a student if unacceptable practice is observed at any time. An unsatisfactory grade can be given at any time during the clinical rotation. Subsequent follow-up will be provided including written documentation and appropriate action.

### ***Responsibilities of Clinical Nurse Educators to the Students***

The clinical nurse educator shall coordinate the clinical experience of the students based upon rules established by the Ohio Board of Nursing as seen in the OAC 4723-5-20 (B) and (C). The clinical experience shall include supervision of the students by a faculty member, teaching assistant, or program-approved preceptor as delineated by the Ohio Board of Nursing. Clinical outcomes are established prior to the clinical day based upon the framework of the course in which the student is currently enrolled. This will include clinical assignments that are consistent with the course outcomes of the associated course. Clinical outcomes shall be communicated to the student, the teaching assistant and preceptor, if used, and the clinical site staff prior to the start of the clinical day. Prior to the start of the clinical experience, students shall receive an orientation to the facility that will include introduction of students to the staff. The clinical performance of students in relationship to the clinical

outcomes shall be documented using the evaluation tool found in each course syllabi associated with the clinical experience.

### ***Academic Guidance and Counseling Policy***

Conferences are held between the involved faculty member and the student if the student's course grade falls below 80% or is not achieving the identified outcomes during the laboratory or clinical experience. These conferences are to help the student examine various study strategies to improve grades and become successful. Conferences are documented and kept until the end of the school year at which time the document is purged from the student's file. It is the student's responsibility to contact the faculty member for additional help. Academic guidance is scheduled during non-class, non-laboratory, non-clinical hours.

### ***Career Technical Credit Transfer (CT<sup>2</sup>)***

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities.

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT<sup>2</sup>) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public educational system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT<sup>2</sup> is a collaborative effort among the Ohio Board of Regents, and the Office of Career-Technical Education of the Ohio Department of Education, Ohio public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

### ***Graduation/Completion Requirements***

Students who have satisfactorily completed the requirements of the courses and have met the school's objectives are recommended for graduation from the Auburn Practical Nursing Program. Students also need to achieve a mastery level of 7-8 on the required Comprehensive Exam provided through Lippincott NCLEX -PN Pass Point. The benchmark mastery level of 7-8 score on Comprehensive exam, a 98.3% probability rate of passing the NCLEX-PN licensure exam the first time. Students not achieving a mastery level of 7-8 will have another attempt after remediating. All Students need to complete the NCLEX Success Plan. See Appendix.

*No additional retesting will be allowed after the third attempt.* Students must complete all program requirements and pass the **Comprehensive Pass Point exam** in order to participate in the Completion Ceremony. The Admissions and Progressions Committee approves all graduates.

### ***Auburn Certificates***

Students will receive a career and technical certificate from the Auburn Career Center if they meet the requirements set forth by the Ohio Board of Regents, local Board Policy, and the Ohio Board of Nursing. Students must also have satisfactory academic progress and satisfactory attendance in order to qualify for a certificate. All tuition fees and any other school expenses must be paid in full before a graduate receives a certificate and **authorization to test the NCLEX-PN.**



## ***Graduation Fees and Licensure***

Faculty will review with students the application process for taking the NCLEX-PN examination for licensure during the last quarter of the PVR class. The designated part of your tuition will cover your graduation costs providing there are no increased costs from 3<sup>rd</sup> parties, NCLEX, Ohio Board of Nursing, etc., and you are graduated “on time,” as scheduled from your initial enrollment. Graduation costs include Certificate of Completion, Official School Pin, BCI/FBI Records Check for Ohio Board of Nursing Application, Ohio Board of Nursing Application Fee, NCLEX-PN Test Application and NCLEX-PN readiness testing. Graduates are required to schedule themselves for the exact test time for the licensure examination.

## ***Career Portfolio***

This professional document includes a listing of specific vocational skill competencies, a résumé, a career and technical certificate HESI A-2 test results, state-mandated test results, and may include copies of awards, transcripts, and other credentials which will identify the student as a skilled vocational completer. Auburn Career Center will recognize and honor students who have successfully completed their program at the end-of-program completion ceremony (graduation). **All fees and tuition must be paid in full in order to receive the career portfolio or certificate of completion.**

## ***Completion Ceremony***

Upon successful completion of the program, the student is encouraged to participate in the Auburn Practical Nursing Program Completion Ceremony. During this ceremony, students will receive their career and technical certificate from the Auburn Career Center and their career portfolio. Friends and family are encouraged to attend. **All fees and tuition must be paid in full in order to participate.**

# **SCHOOL OPERATIONS**

## ***Equal Opportunity***

Auburn Career Center believes that all persons are entitled to equal educational and employment opportunities. We do not discriminate in application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices against anyone because of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age. We do not discriminate against any individual because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any class or program which otherwise meets minimum qualifications. Ohio law also requires that all individuals be provided with an educational opportunity to any individual or otherwise to discriminate against an individual, with respect to classes or programs offered, regardless of whether the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking.

## ***Grievance Procedures for Non-Discrimination and Equal Opportunity/Access***

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District’s Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

### ***Grievance Procedure for Program Issues***

Auburn believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Items that are grievable include any item so guaranteed by local, state or federal law, as well as disciplinary issues. Non-grievable topics include policies and procedures, curriculum, tuition related items, or other items that are generally considered managerial decisions.

1. A dispute or grievance is best resolved informally, with an effort by each party involved to listen carefully and respectfully to others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so. The appeal must be made in writing and directed to the Program Administrator. Any documentation in support of the student's appeal may be included with the appeal letter.
3. All appeals will be handled in a confidential and fair manner.

4. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.
5. If the student is the victim of harassment or criminal behavior, the student should report such behavior to the Resource Officer on duty or the Lake County Sheriff's Office.

The procedure for the grievance process is identified below. Failure to follow the process may limit the student's rights. For situations involving complaints that stem from outside of the Auburn Practical Nursing Program, please refer to the Auburn Career Center Workforce Education Student Handbook.

1. A student needs to discuss the involved concern with the nursing faculty member involved prior to initiation of the following steps.
2. If a student has been unable to resolve a concern or disagreement with a nursing faculty member, the student may appeal the matter in writing within five (5) school days from the date of the incident to the Program Administrator who will then assign a Hearing Officer.
3. In writing the grievance, the student shall include the following items:
  - a. The problem: who, what, where, and when
  - b. Evidence or facts available to support the student's concern
  - c. Resolution or remedy that would satisfy the student
4. The Hearing Officer will gather both written and verbal information from all involved parties.
5. The Hearing Officer will act as a mediator at a scheduled meeting of all involved persons not more than ten (10) days from the date of the incident.
6. The Hearing Officer will issue a decision in writing to all parties involved.
7. If the student is dissatisfied with the Hearing Officer's decision, within five (5) days of the decision, the student may submit a written appeal to the Program Administrator.
8. The decision of the Program Administrator will be considered final and will terminate the process within the school.
9. Students may contact the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 to submit their comments regarding their grievance for their review in assisting the enforcement of requirements of accreditation.

### ***Privacy/Confidentiality***

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure

obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### ***Voter Registration***

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. You can register to vote through the County Board of Elections in person or by mail. You cannot register online. You can also register to vote at your local Ohio BMV office when you go in for any driver's license/ID card transaction, including:

- Applying for a new driver's license.
- Renewals.
- Changing your name or address

You will need to complete and submit a Voter Registration and Information Update Form.

To register to vote in person or by mail, take or send a completed Voter Registration and Information Update Form to your local County Board of Elections Office.

You can pick up a copy of the form at any:

- Board of Elections Office
- Ohio BMV Deputy Registrar Office
- Ohio public library
- County Treasurer Office

The Ohio SOS website provides a complete list of locations to obtain a copy of the Ohio Voter Registration Form.

### ***Constitution Day***

On September 17<sup>th</sup> of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

### ***Civil and Criminal Penalties for Violation of Federal Copyright Laws***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney's fees. For details, see Title 7, United States Code, Sections 504 and 505.

# TUITION

Tuition for Auburn's Practical Nursing Program is considered to be "inclusive." The fees paid to the school cover tuition, textbooks, supplies, uniforms, and licensing fees. For a listing of costs and covered fees, see the Forms Section (Review current costs with Financial Aid officer).

Students are responsible for all tuition and fees on or before the due date. Any student with a past due balance may be dismissed from the program. Special circumstances must exist for a student to avoid being dismissed from the program. Special circumstances concerning tuition must be addressed with the Financial Aid specialist prior to the due date. The decision of the Financial Aid specialist and the Director of Adult Workforce Education shall be final.

## ***Self-Paying Student***

Self-paying students are required to complete a Enrollment Agreement for the program tuition at the time of registration. To participate in the payment plan, submission of a valid VISA, MasterCard or Discover Card is required. The balance is payable in equal monthly, interest-free installments due on or before the 15<sup>th</sup> of each month, throughout the term of the class.

Students with expired/declined credit or debit cards will be notified in writing. The student will have ten (10) business days to present updated information in the Adult Workforce Education Office. Failure to provide current card information after the ten day period will result in withdrawal from the program.

## ***Pell Grant Eligible Students***

Students who are Pell Grant eligible and verified by the Financial Aid Coordinator may use the Pell Grant for their down payment. The student is required to sign a Enrollment Agreement with credit/debit card information and make equal monthly, interest-free payments for the balance of the tuition.

## ***Federal Direct Loans***

Auburn Career Center participates in the Federal Direct Loan program. Students who wish to utilize a Federal Direct Loan must apply utilizing the FAFSA online application. For additional information, contact the Financial Aid Coordinator.

## ***Leaving the Program and Refund Policy***

There are times when a student may not be able to complete the Auburn Practical Nursing Program. A maximum of two (2) attempts to complete a nursing class are permitted. Remediation in area(s) wherein you were not successful may be required. Individual situations and circumstances will be considered with careful consideration and deliberation. There are several ways that a student may exit the program which include *termination, withdrawal, transfer, or leave of absence*. The paragraphs below will describe each exit type.

### ***Termination***

A student is considered for termination when removed from a class or program for any reason including, but not limited to, poor attendance, poor academic performance, violations of the student conduct policies, violation of Board policies, or other reasons. The student will be notified of termination preferably by individual conference, however, if the student does not attend the conference, the notification will be handled by letter sent via of an email and/or USPS. The student

is responsible for meeting with the Financial Aid Officer to review financial processes since the student is responsible for all program costs.

If a student is terminated due to poor attendance or poor academic performance, the student may return to the Auburn Practical Nursing Program only through petitioning for return. The student must initiate a written request to be considered to return to the Program. The written request must contain a discussion regarding the circumstances creating the attendance or performance problem along with the resolution that has occurred to correct the problem since leaving the program. Students must return to the subsequent cohort if wishing to be considered for advanced placement, however, depending on the circumstances and the point of exit from the program, advanced placement may not be an option. The written request shall be reviewed by the Program Administrator making the final determination of status. Prior to returning to the program, the student must meet with the Financial Aid Officer, sign a Enrollment Agreement, and make one payment prior to the start of that cohort's class. All decisions by the Program Administrator are final.

### ***Withdrawal***

A student may withdraw from the school voluntarily at any point in the program. It is our sincere wish that all those enrolled successfully complete the program. A student who withdraws from the program is doing so for a variety of reasons, however, does not meet the criteria of a transfer or leave of absence as seen defined below. To officially withdraw from the program at Auburn, the student is expected to meet privately with the Program Administrator to share and explore alternatives to the situation. Written notification of withdrawal must be provided through completion of the Workforce Education Withdrawal Form, which may be obtained from the Program Administrator or the Adult Workforce Education Office, stating reason for same and effective date of withdrawal which will then become part of the permanent record. A sample form is found in the appendix.

Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or other telecommunication system. In the case of an exit without notice, the last date of attendance is determined to be the last date of an academically related activity in which the student participated. Non-attendance does not constitute an official withdrawal. The student is responsible for meeting with the Financial Aid Officer to review financial processes since the student is responsible for all program costs.

Students that stop attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours/percentage of time the student was scheduled to attend school. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

For students that withdraw without notifying the school, the school will use fourteen (14) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return on federal funds to the U.S. Department of Education. Federal returns will be made within 45 days of the determination date. A borrower must go through exit counseling on-line at [www.studentloans.gov](http://www.studentloans.gov) to review rules and regulations, policies and procedures of the Federal District and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling. Students are responsible for repaying their loans whether or not they complete their training program.

**See the Auburn Adult Workforce Student Handbook for the complete refund policy.**

If a student later requests to return to the Auburn Practical Nursing Program, all previous fees owed to Auburn Career Center must be paid in full prior to being considered for readmission into any program at Auburn Career Center.

Any student that withdraws from Auburn must pick up his/her personal belongings within 10 days. If the student fails to do so, the item(s) will be disposed of after 10 days. The district reserves the right to withdraw a student after 10 consecutive class day absences.

### ***Transfer***

A student may be considered for transfer to another program cohort upon meeting specific criteria. A student must be meeting SAP criteria (absences less than 60 hours and all grades above 80%). To start the transfer process, the student must meet individually with the Program Administrator to discuss the situation creating the possible transfer. A written request with plans for resolving the issue at hand needs to be provided to the Program Administrator prior to approval of the transfer. The student must then meet with the Financial Aid Officer to review financial obligations. It is after that point that the Program Administrator will consider final status of the requested transfer. The student must adhere to the approved transfer plan in order to complete the program. Failure to follow the transfer plan will result in the student being terminated from the program.

### ***Leave of Absence***

Due to the length and nature of the Auburn Practical Nursing Program, a leave of absence is discouraged, but will be evaluated on an individual basis. Provisions for Leave of Absence (LOA) and re-entry policies have been established to accommodate extended personal illness, family illness, pregnancy, extenuating family and social circumstances and academic failure. Program Administrator and faculty discretion are integral to an enrollee leaving the program with the option of reentry possibilities. Each situation will be taken under advisement and treated individually. The student will be granted only one (1) LOA during the educational program. The maximum length of time an LOA is granted is for up to 6 months or the start of the next same student cohort, whichever is longer. During the LOA the student is not considered to be withdrawn. Transfer requests must begin with a verbal conference with the program administrator. A formal written request is to be initiated by the student with a clear identification of underlying rationale. The Program Administrator will consider approval of the leave based upon the information received. A copy of the request will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance. An approved LOA does not automatically mean re-entry into the program.

Criteria for requesting a LOA is the student must have:

- At least completed the first quarter successfully
- Achieved satisfactory clinical performance
- Exited form the educational program in good standing
- Paid all fees and tuition to date.
- Maintained an acceptable attendance record, extenuating circumstances considered.

Requests for a LOA may be considered upon successful completion of the first quarter and at anytime thereafter. Individuals requesting a LOA for required military activation are treated on a separate and individual basis, in compliance with Title IV regulations, refunding and LOA extensions.

The student may apply to re-enter the program at the point wherein the last quarter was successfully completed. Each enrollees total record will be reviewed, history within the school, along with classroom and clinical evaluations to determine the most appropriate “re-entry” point to facilitate successful completion. Special considerations for re-enrollment later in the same year when catastrophic illness, injury, etc. have intervened, will be taken under advisement. Re-entry is dependent on a multitude of factors, including resolution of issues underlying the need for a leave of absence, available space in the classroom and clinical environments. **All returning to the program must meet the program’s admission requirements, will follow the same costs of education as currently enrolled students, and will be held to all policies and the curriculum in effect for the student cohort into which they return.**

Re-entry requests must be initiated by the individual via written intent and personal interview with the program administrator at least six (6) weeks before re-admittance into the program.

The Admissions and Progressions Committee will take the re-entry request under advisement, make a decision and state conditions of re-entry which will be binding on the requesting individual. The student may be required to take all examinations of the last courses successfully completed if determined by the committee and will be required to meet with designated faculty to review and update previously learned skills. **All tuition, books, and fees will be payable in advance of re-entry or as agreed per the tuition payment agreement and in accordance with those in effect at the date of re-admission.** Tuition is based on the current cost of education.

### ***Financial Aid***

For specific financial aid policies and procedures, please see the Auburn Career Center Workforce Education Student Handbook.

### ***Financial Aid Academic Good Standing and Satisfactory Progress Policy***

- All students who receive financial assistance are required to meet the standards of the Financial Aid Academic Good Standing and Satisfactory Progress Policy based on federal regulations. Failure to meet the minimum requirements of this policy can result in a student becoming ineligible for financial aid. This policy will be reviewed at each disbursement period.
- Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades issued by the faculty and attendance records.



## ATTENDANCE

Our purpose is to educate for the world of work. Excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate. Regular attendance and punctuality to class, laboratory and clinical experiences is a must. An admirable attendance record in this educational program cannot be over-emphasized. Students have a personal and professional responsibility to pursue their education by taking advantage of all scheduled learning experiences. Absence from planned clinical experience is “just as important” as absence in the classroom environment; in fact, clinical experiences cannot be reconstructed and are tailored to your personal learning needs. Contingency plans for family illness and childcare are to be formulated prior to entering the program.

An absence is an absence. **A student must attend at least 95% of offered classes per each term. A student whose attendance is below 95% must meet with the PN Director.**

Documentation for the absence will be expected upon returned school. **Students are expected to attend all lab and clinical days.** Clinical hours missed will be replaced with Clinical or Laboratory hours. Students are expected to arrive on time for all clinical experiences. A student will be considered tardy if he/she arrives after the official clinical start time. Tardiness is considered professionally unacceptable.

Absences covering a partial day and tardy occurrences will be based upon the nearest quarter hour. For clarification of partial day attendance calculations, please see the forms section for the Attendance Calculation Table. All absences count against the attendance total for the student's career portfolio, certificate of completion, and any financial aid the student may be receiving. Appointments of any type are not an excuse for missing school. Employment-related activities including in-service training or meetings are also not an excuse for missing school. Students must attend at least one (1) day of clinical experience for each lifespan segment. Failure to do so will cause the student to be dismissed from the program.

**Attendance will be monitored by electronic bar code system for class, lab and clinical. Failure to swipe in/out for class, lab and clinical will be recorded as an absence.**

**Students must report their absence by email or leave a message with one of the following: Adult Workforce Education Office by calling 440-357-7542 two hours before class. Clinical absences need to be called to the respective instructor or PN Director two hours before the start of clinical and/or to the Adult Workforce Education Office.**

A student absents from a clinical day without proper notification (no call/no show) will meet with the involved instructor for possible disciplinary action. In an emergency, the student should notify the Adult Workforce Education Office as soon as it is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database. Considerations for absence issues may include, but not be limited to, death of an immediate family member (significant other, child, parent, or sibling), the student's emergency hospitalization, or jury duty. Required documentation for the absence accepted as proof of authenticity includes jury duty summons, letter from a funeral director, or health care provider note or military orders. It is the student's responsibility to provide the supporting documentation and to discuss their personal situation with the involved faculty member for determination of status upon return to school.

Any student who is absent for five (5) days consecutively or longer due to illness must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area without restrictions. Extended illnesses and special circumstances/situations will be taken under advisement by the faculty with specific attention to the enrollee's past attendance and tardiness record, other illnesses, point in the program, along with the student's clinical and classroom achievements. Regarding COVID, any student who tests positive must follow the up-to-date guidelines set forth by Auburn Career Center and the current clinical facility. Extended absences must be discussed with the program director. Each student case will be determined as to the possibility of setting up virtual lectures.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations regarding attendance, re-enrollment, and funding issues.

Each student is expected to remain cognizant of their own absences and tardiness. The faculty is NOT responsible to provide notes missed during an absence. The students are encouraged to seek out missed class notes from another student. Homework will not be accepted if late, regardless of the excuse/absence. In-class assignments, activities and quizzes cannot be made up if absent from class. All missed tests are to be made up on the day returning to school after an absence. It is the student's responsibility to set up this time with the instructor to make up a missed test. Make-up tests can be taken either prior to the start of class or after class is done, not during school or during lunch. Students are allowed only one missed test (per class per quarter). If the student arrives late on a test day, they will not be allowed to enter the room in order to be respectful to those students that showed up on time. Instead, that student will be able to take test at the end of the class day. Failure to take the test when student was tardy that day will result in a zero grade.

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Make-up days may also be used in a limited way for extenuating individual circumstances; use of make-up days in these situations will require that the student is successfully meeting classroom and clinical objectives at the time along with the exact time and content of make-up being formally contracted with the Program Administrator.

If a student exceeds the absence disqualification benchmark, they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the absence limit may also be withdrawn from the program at the discretion of the Program Administrator.

If a student's absences exceed five percent of the scheduled hours in the program, or they demonstrate noncompliance in a state-regulated program, and they are receiving financial aid, they will be reported to the VA, WIA, BVR, PELL, or appropriate funding agency, which will interrupt the payment of benefits at that point. All absences count against a student's attendance and they are responsible for tuition, regardless of the circumstances.

### ***Jury Duty***

If summoned for jury duty, the student must immediately notify the Program Administrator. Although serving is a basic civic responsibility, requests to postpone service should be initiated to avoid jeopardizing academic and clinical standing. The student should not be penalized if jury service is mandatory; however, at faculty discretion, the student may be required to repeat an entire curriculum segment. This is dependent on the individual's current academic and clinical grades and number of

days absent/tardy during the current enrollment period. Educational standards and program outcomes are to be maintained at all times.

### ***School Closing***

The Auburn Practical Nursing Program adheres to a school calendar for scheduled holidays. The calendar is provided at the beginning of the school year. Unscheduled school closings will be announced over television stations, phone tree, or online. **Closure of the high school program at Auburn does not mean that the Practical Nursing program is closed.** Our school closing announcements will be listed as Auburn Practical Nursing Program. Unscheduled class cancellations occur mainly during the winter months. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Auburn Practical Nursing Program maintains a file of each enrollee in accordance with rules of the Ohio Board of Nursing. Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information please consult the Family Education Rights and Privacy Act (FERPA) notice which can be found at [FERPA ACT](#).

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances, as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student. As well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

### ***Transcripts***

Students have the right to review all educational records. The student must complete a transcript request form (see Forms Section). Send the completed form to the Auburn Practical Nursing Program, 8140 Auburn Rd., Concord Twp., OH 44077. All fees must be paid to receive the transcript.

Students wishing to review student records should provide a written notice identifying requested student records and need to make an appointment by contacting the Program Administrator.

Students have the right to challenge the contents of a student record when they believe any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The student must request a challenge of a student record in writing.

### ***Student Data***

Students are responsible for notifying the school in the event of a change of address or phone number. The school is not responsible for any failure to deliver messages and/or correspondence in the event the student has changed an address or phone number. Any student who has a change of

name, residence and /or phone number, must notify the Program Administrator as soon as possible to update their file. In the event of an emergency during the school year, it may be necessary to contact you. This data will become a part of your permanent record.

Graduates are asked to keep the school advised of any changes in name, address, and acceptance of employment. This information is required for mandated reporting by the school to state and federal agencies. It is the graduate's responsibility to notify the Ohio Board of Nursing within 30 days of any change in name or residence.

Each student is to provide complete and accurate information. If an individual knowingly offers false or misleading information, they may be subject to dismissal from the Auburn Practical Nursing Program without regard to their progress within the program. This policy includes any documents submitted to the Auburn Practical Nursing Program. Any paperwork requiring a signature from a school official should be submitted to the Program Administrator.

### ***Lockers***

Each student may be assigned a locker(s) in the school or clinical facilities. The school and clinical facilities do not assume responsibility for lost articles. No articles of value or money shall be kept in lockers. Please keep valuable articles and money at home or secured in your vehicle. Lockers remain the property of the Board of Education/Agency. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20). Such a search must take place in the presence of two (2) employees of the school district or clinical agency employees. When in the clinical environment, students are urged to carry only a small amount of change on their person.

### ***Parking***

Parking is available without charge to all students attending Auburn Career Center. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities. Students will be issued a parking tag at the beginning of the program which must be displayed at all times. Parking in the designated areas is essential when attending clinical and planned associated experiences. Parking violations may include a fine and towing.

Any parking fees levied by the clinical affiliating agency are the direct responsibility of each student. Students are encouraged to carpool whenever feasible.

## **STUDENT RESPONSIBILITIES**

### ***Auburn's Philosophy***

Good discipline is fundamental to a successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. Violations of the code of conduct may result in immediate removal of the student by the

instructor or Lake County Deputy Sheriff, or permanent removal from a program as determined by the Program Administrator.

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

Students are responsible for taking care of the equipment, the materials, and personal items in the classroom. Eating is NOT permitted in classrooms or lab areas. Students may have a contained beverage with them in the classroom area only. Students should maintain proper hygiene when attending class. Students should not attend class if ill to avoid spreading illness to other students or staff.

Students attending classes should leave campus when studies are completed for the day. Loitering is not permitted on the campus.

Students who are dismissed from a program for any reason are not permitted to be on campus. Violators will be reported to law enforcement as trespassers.

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

**Auburn Career Center does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation.**

### ***Dress Code and Student Behaviors***

Your general appearance (dress, hair, jewelry, and state of health) and your behaviors and actions communicate your image and that of a practical nurse. You are a role model of a nurse and are expected to take pride in your developing “new” self and new image. Students need to have an appropriate personal appearance so that it reflects a positive image of themselves and the school.

### ***Uniform***

Students will receive their uniforms as part of their paid tuition so that uniforms will be a consistent cut and color. Students must assume responsibility for care of the uniforms and proper attire. Students need to ensure that their uniform is clean, in good condition, fit appropriately and be wrinkle, tear and stain free. The ID badge is to be worn at all times (above waist level). Cost for replacement of the ID badge is the responsibility of the student.

In the clinical area, students will be appropriately dressed in complete uniform. This includes a clean, wrinkle-free student uniform. Sock and shoes (nursing or athletic) must be clean, including shoe strings, and should be either white or black in color. Closed-heel and closed-toe are required – no

crocs with holes. Appropriate color and use of undergarments are mandatory. Long sleeve white shirts may be worn under the tunic. No other jacket or sweater may be worn in the clinical area due to infection control issues. Pant cuffs are to be worn with the length breaking on the shoe. Cuffs are not to drag on the floor. Appropriate hemming measures must be utilized when pants are too long. All pants are to be worn as designed at waist level. A complete uniform includes a watch with a second hand, multiple black pens, pen-light, stethoscope, Auburn picture identification tag, bandage scissors, and a small pocket pad. Students must wear socks at all times for clinical. **Students not dressed according to dress code with necessary equipment may be dismissed as absent from the clinical site.** Gum chewing is never appropriate while in uniform in the clinical site. Pregnant students may wear plain white pants and a white maternity top that is similar in appearance to the provided uniform top.

When in the classroom, students are to wear the school-designated t-shirt. Students may wear a plain white tee shirt or turtle neck top under the t-shirt if desired. Pants in the classroom need to be wrinkle-free dress pants or wrinkle-free scrub pants in black, blue, grey or khakis. NO jeans, yoga pants or leggings are allowed. Students may wear properly fitted culotte skirts, skorts or shorts that are no shorter than fingerip length when the forearm is fully extended. Shoes must be clean, closed-heel and closed-toe. Heel should be no higher than (1) inch. NO sandals allowed. Students may wear a white or navy sweater or warm-up jacket during winter months. However, no outdoor coats, hoodies or jackets are to be worn in the classroom. Each student is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker and a proud practical nurse. If the student's dress is not in keeping with the established dress code, the student may be sent home and recorded as absent.

### ***Hair***

Hair is to be clean and positioned away from the face. It must be cut, arranged or fastened with non-ornamental hair accessory and worn in a manner so it does not fall in the face of the student. It cannot interfere with work or touch the client in clinical and laboratory environments. Hair longer than shoulder length must be pulled back at the nape of the neck into a bun (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard is sported. Facial hair will be no longer than one (1) inch off the face unless special permission is received from the Program Administrator. No hats or head coverings are to be worn in the classroom or clinical areas, unless dictated by religious practice.

### ***Jewelry***

Permissible jewelry while in uniform includes: one small pair of yellow or white stud earrings (less than 1/4 ") without design (if earrings are worn, a maximum of two (2) are permitted—one per ear), No necklaces or bracelets (neck bands, wrist bands, or scrunchies of any type are unacceptable), engagement and wedding rings are permissible, however, if an engagement and/or wedding ring is/are worn, the student must assume all responsibility for loss of the stone, ring, loss of the finger or injury of the hand, or injury to the client. Basically, only plain yellow or white band rings are safe. No other rings are to be worn. At times, rings along with other jewelry, may need to be removed prior to going to certain clinical areas as designated by the clinical facility. Medical alert bracelets, anklets, and/or necklaces must be worn at all times. If a history of severe allergic reaction is documented, a prescription "epi pen" is to be on your person at all times. No other jewelry (nasal, eyebrow, facial, oral or tongue jewelry, etc.) or piercings are considered appropriate while in uniform for class or clinical sites.

## ***Make-up***

Make-up in moderation and with discretion should be used, regardless of current styles. Heavy and unnatural looking make-up should not be worn. Fingernails must not be seen when looking at the extended fingers from the palm of the hand. Fingernails should be well-maintained, clean, short, and smooth. No nail polish. No other nail treatments (false nails, gel or acrylic) are permitted.

## ***Tattoos***

All tattoos need to be covered at all clinical facilities. Covering of tattoos should be accomplished through the use of make-up or other covering that will not come off when exposed to clients or water or friction. Adhesive bandages on the hands or lower arms are not acceptable. Tattoos on the lower arms should be covered with athletic arm sleeves. A spare pair should be brought to clinical in the event the sleeves become soiled or wet so that a clean pair can be applied.

## ***Fragrance-Free Environment***

Students, faculty, staff, or any other person utilizing Auburn Career Center with chronic allergic conditions will be provided with an appropriate educational space/workspace that is fragrance-free. This environment also extends into the clinical areas. Because even the slightest amount of fragrance could possibly cause an allergic reaction in a shared space in a classroom, hallway, office, bathroom, or any other possible learning space, all faculty, staff, students, and any other personnel shall refrain from wearing any colognes, perfumes, make-up, hair sprays, lotions, or any other substance that has a noticeable scent.

## ***Firearms***

Sec. 2923.122 ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous objects onto or on any property owned by or controlled by any activity held under the auspices of a school.

Possession and/or use of firearms, including, but not limited to ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted on the Auburn campus or properties. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

Hunting is not allowed on the Auburn campus or property.

## ***Food and Drink***

Food is not permitted in the classroom or lab areas, however, drinks contained in a non-disposable container with a secure lid may be consumed in the classroom area only. Students consuming food or drink are requested to do so in the cafeteria. **Food and drink is not permitted on the clinical units.** Your clinical instructor will advise students of the appropriate locations for consumption of items.

## ***Smoking***

Auburn Career Center is a smoke-free campus. There is no smoking permitted on the grounds of Auburn Career Center or any adjacent property. You must get into your car and drive off the property to smoke. Non-adherence to this policy could result in a disciplinary action. Use of other tobacco products such as chew, snuff, e-cigarettes and vaping are also not permitted.

Smoking or use of tobacco products is also prohibited at clinical sites. Students are expected to not smoke during the time they are at clinical since some clients can have medical issues with residual smoke on the clothing of others. If you arrive to clinical smelling heavily of smoke, you will be asked to leave and marked as absent.

See the Auburn policy on smoking in the Student Code of Conduct.

### ***Drug-Free/Alcohol-Free Campus***

Auburn Career Center is committed to providing a healthy and safe campus for its staff, students, and visitors. Conduct which is a violation of the drug policy poses unacceptable risk and disregard for the health, safety, and welfare of coworkers, students, and the Auburn community. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by students at any time while on District property or while involved in any District-related activity or event. Any student who engages in the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances while on Auburn Career Center property or who is convicted of a criminal drug statute violation which occurred while on Auburn Career Center property is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs. The legal use of prescribed medicines under the direction of a licensed physician is permitted. Students using prescribed medicines should consult a physician regarding the safe use of the drug during school attendance.

Alcohol abuse or being under the influence or the unauthorized use or consumption of alcohol while on Auburn Career Center property or while on Auburn Career Center business is prohibited and is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs.

Anyone who suspects that a student, staff member, or visitor is under the influence of an illegal drug or alcohol should report the individual to a faculty member. Supervisory personnel will evaluate the situation and may return the person in question to their duties, ask the person to leave, hold the person for further observation, seek emergency medical assistance, or notify security personnel to assist their removal from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an appropriate administrator. If the drug is found to be controlled dangerous substance, the administrator will take appropriate action, including notification to the Lake County Sheriff's Office.

Students are expected to report physically and mentally fit for class, clinical and all curricular experiences. If at any time a faculty member, Auburn staff member, nursing service personnel, client, or administrative staff observes signs and/or symptoms of the effects of mood-altering drugs in a practical nursing student in the classroom, laboratory, or clinical setting, a drug screen may be required of the student at that time. These signs and symptoms include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and lethargy. If an enrollee is suspect as being "under the influence," at the discretion of the faculty, Auburn staff, or clinical service staff, the student will be dismissed, sent out of the class or clinical areas, and subject to immediate alcohol or drug screening, assessment, and follow-up counseling. The student is responsible for all screening exam costs and related issues.



Documentation of all findings of screening examination(s) is to be released by the student to the school wherein a contingency plan may be constructed.

Self-referrals, family referrals and other concerned persons may assist the chemically dependent individual to participate in a drug education program. A student may be permitted to continue to re-enter the educational process at Auburn Career Center with full Admissions and Promotion committee sanction. Extra-mural agency follow-up is integral to appropriate treatment of the individual. The student must be concurrently enrolled in a bona fide chemical dependency program, provide verification of active participation by reports every 2-3 weeks, submit to random urinalysis, breath analysis, or blood testing at the student's own expense, release findings of the same to the school, while meeting all other expectations of desirable student performance.

Information regarding the impaired student's treatment program will be shared with the Ohio State Board of Nursing as legislatively mandated. See Drug-Free Schools & Campuses Regulations (EDGAR, first printed March 1997, reprinted July 2006.)

### ***Confidentiality Commitment***

*You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients in confidence.* Confidentiality statements signed by each student become a permanent part of the student's file and is integral to ALL clinical/classroom aspects of this program. Violation of confidentiality is a tort in Ohio and may constitute a federal issue. Violation of this policy may result in immediate dismissal from the program without forewarning, denial for re-enrollment and no refund of any funds paid to the school. See code for LPN/VN, NAPNES, NFLPN standards and OAC 4723-5-12 (C) (1-26), guidelines and HIPAA content. The student's signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the student to read and sign when working with and caring for clients.

### ***Sales and Solicitation***

So that students may perform their duties free from interruptions, Auburn Career Center prohibits students, staff members, or visitors from making unauthorized sales to or solicitation of students or staff members and/or the general public on Auburn Career Center property. Unauthorized sales or solicitation may include collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as house wares, cosmetics, food, tickets, raffles, etc.

Various charitable organizations may, from time to time, conduct on-campus solicitations of contributions from Auburn Career Center. The Program Administrator must authorize solicitation by a student, staff member, or visitor for any kind of merchandise, publications, or services, or similar charitable solicitation.

## **STUDENT CODE OF CONDUCT**

Auburn Vocational School District Board of Education specifies the following Student Code of Conduct, as required by Ohio Law (O.R.C. 3313.661) and (O.R.C. 3313.666 & 3313.667). This code is designed to make clear the types of behavior which cause substantial disruption of the learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

**Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.

**Arson:** Any use of fire for purposes not related to instruction in the program is prohibited including intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**Behavior that Induces Panic:** Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.

**Classroom Rules Violation:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited.

1. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult or minor) becoming disruptive at school or at a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
2. **Drugs, Alcohol and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

#### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

- 1<sup>st</sup> conviction: up to 1 year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both
- After 1 prior drug conviction: at least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both
- After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both
- Special sentencing provisions for possession of crack cocaine; mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both
  - 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams
  - 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams

- o 3<sup>rd</sup> or subsequent crack convictions and the amount of crack possessed exceeds 1 gram

22.U.S.C.853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21.U.S.C.881(a)(4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance

21.U.S.C.884a

- Civil fine of up to \$10,000.00 (Pending adoption of final regulations)

21.U.S.C.853a

- Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses

18.U.C.933(g)

- Ineligible to receive or purchase a fire arm
- Miscellaneous: Revocation of certain federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

**NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

**Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school owned vehicles, or in attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.

**Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.

**Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.

**Forgery:** The falsification of any documentation and/or signature is considered forgery.

**Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.

**Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):**

Inappropriate statements, gestures, verbal, written or physical expressions in reference sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be

addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including removal from program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

***See the Auburn Career Center Workforce Education Student Handbook for other violations of the Anti-Harassment Policy.***

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behavior include:

- A. Physical violence and/or attacks;
- B. Threats, taunts, and intimidation through words and/or gestures;
- C. Extortion, damage, or stealing of money and/or possessions;
- D. Exclusion from the peer group or spreading rumors;
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - i. Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
  - ii. Sending abusive or threatening instant messages;
  - iii. Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
  - iv. Using web sites to circulate gossip and rumors to other students; and,
  - v. Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. Violence within a dating relationship.

**Hazing:** No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

**Insubordination:** Failure to comply with directions of school employees during any period of time

when under their authority or supervision of a district employee.

**Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

**Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.

**Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburn's students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn's disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to: shoes, safety glasses, gloves, helmets, clothing and safety equipment.

**Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

**Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property:** A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

**Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.

**Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.

**Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property (clinical property) during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement along with possible dismissal from the school. Littering anywhere on school property is not permitted.

**Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.

**Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.

**Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Program Administrator. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.

**Horseplay, pranking, roughhousing, and similar types of behavior** are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.

**Acts of misconduct** that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

## **ADMINISTRATIVE REMOVAL OF A STUDENT**

Where judged appropriate, or under circumstances determined to be potentially dangerous, the Program Administrator or an appropriate supervisor reserves the right to immediately suspend and remove a student from campus. This includes any student judged to be harmful to self or others, or whose removal is judged to be in the best interest of Auburn Career Center. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (including but not limited to eating disorders or substance abuse), others, property, or the orderly functioning of Auburn Career Center.

Where reasonably possible, in light of the conduct and circumstances, Auburn Career Center will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. Auburn Career Center will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from Auburn Career Center.

When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for re-admittance to Auburn Career Center to be considered. The Program

Administrator shall meet with the student to discuss re-entry into the Auburn Career Center at a time agreed upon by both the student and Auburn Career Center.

## OHIO BOARD OF NURSING STUDENT CONDUCT POLICY

Direct adoption from 4723-5-12 (C) (1-26) of the Ohio Administrative Code (OAC) identifies behaviors that are expected of all students of the nursing program.

“(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.



- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

**Prior History:** (Effective: 02/01/2014

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*Downloaded directly from 4723-5-12 (C) (1-26), this day, December 20, 2018, for inclusion in the 2020 Student Handbook.*

## CORRECTIVE ACTIONS

Corrective actions that may be taken but are not limited to a written warning, probation, suspension and dismissal. Any corrective action that faculty feels needs to be addressed will be documented and presented to and discussed with the student as soon as possible. The documented action will be maintained in the student's file following the Auburn Practical Nursing Program Records Retention Policy. Anecdotal notations, academic and clinical formative and summative evaluations, and attendance are to be held in private and confidential with each students. These documents are maintained in active students' records, however, no copies are to be made. The exception to this policy is when the student has a governmental sponsor wherein this information is contractually required to be shared with the supporting agency or remanded by the court.

Written warnings are notification of unsatisfactory progress or performance in the clinical or classroom areas. A written warning may also be issued following thirty (30) hours of absence. A personal conference with the involved faculty with guidelines for improvement will be discussed.

Probation may be issued for a more serious or recurring violation of established policies and procedures or other expected behaviors. A personal conference and written notification of action and expectations are forthcoming. Behaviors that may constitute probation action may include, but not limited to, academic accumulative grade near or below 80%, forty-eight (48) hours of absence, and behaviors undesirable of a developing health care member. Probation is a "trial period" where the student is expected to "improve" within a stipulated period of time or dismissal from the program is eminent. The probationary period will continue until it is determined by the faculty that the required improvement has been demonstrated but may remain in place throughout the remainder of the program.

Behavior of an extremely serious nature, academic performance below 80%, continued undesirable attendance, violation of hospital/organization policies/procedure, violation of confidentiality oath, unsafe nursing practice or careless performance, foul-inappropriate language, failure to meet clinical objectives in any aspect of the student's program, in the contracting cooperating agencies or school of nursing is unacceptable for a developing health care worker. Immediate dismissal may occur without prior warning or from recurrent uncorrected, undesirable behaviors. The student may be dismissed from the program after accumulating more than sixty (60) hours of absence.

## TELEPHONE CALLS/CELL PHONE USAGE/TEXTING IN CLASS

Personal telephone calls and texting are not permitted in the classroom, laboratory, and clinical environments. Students are never to utilize client phones nor business phones for personal concerns. Messages of an emergency nature will be taken by the school administrative assistants and presented to the student at the earliest convenience. Cell phones are not to be utilized during class or lab sessions, nor in the clinical environment **unless directed by the instructor**. *Electronic devices may be used only during break times during school hours.* **Cell phones are to be deposited in the designated area while in class sessions.** There are to be no phones, texting, or personal electronic equipment such, **smart watches**, ear buds, headphones, and other electronic devices utilized during class, lab, clinical, quiz and testing periods. Utilization of personal electronic equipment during class sessions may be cause for dismissal for the day, recorded as absence, and/or surrender of device while in class/clinical sessions and probationary action. Because clinical sites may vary concerning cell/portable phone use within the facility, no cell/portable phone use by students is allowed within clinical facilities

\*Note that students will have online books and resources available to them via their smart devices, which they may access when directed by their instructor

## STUDENT SUPPORT SERVICES

### ***Academic Advising***

A Student Service Coordinator is available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

### ***Career Resources***

Career Resources provides résumé and cover letter development, interview skill building and job placement services.

### ***Disability Services***

Differences in Primary/Secondary Education and Post-Secondary Education Auburn Career Center follows the guidelines set forth by Section 504 of the Rehabilitation Act that prohibits the discrimination on the basis of a disability. Based in the Office of Civil Rights all levels of education are required to provide academic "adjustments or accommodation based on individual's documented "needs". The responsibilities for post-secondary education differ significantly from K-12. Post-secondary education does not identify educational learning deficits and it is the student's responsibility to self-disclose and provide the appropriate adult testing/diagnosis to the ADA office, (located in the Student Services Office).

### ***Student Responsibility***

Students are not required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence.

The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities. Testing cannot be older than 3-years old. If older than 3 years than updated testing will need to be presented for review and consideration.

### ***Information Adult Diagnostician Provides***

1. Diagnosis of your disability
2. Testing results
3. Qualifying Information on how your disability affects major life activities (academic performance)
4. Recommendations for appropriate accommodations
5. Credentials of Diagnostician

**NOTE:** Student bears the financial responsibility for Adult ADA Testing and Diagnosis Check with your insurance company to see what your insurance policy covers. Service Provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary Services may not be appropriate for Auburn Programs. Many of the Auburn classes are hands- on learning and students are required to demonstrate knowledge and expertise with in the classroom and lab settings. Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided. Contact the ADA office located in the Student Services Office as soon as possible to ensure provision are available for student success.

## **HEALTH**

Each student is responsible for his/her own health care and is required to have the physical examination and drug screen completed and submitted prior to the start of classes. The student is expected to communicate any personal medical or surgical situations requiring care or treatment or having received recent treatment to the Program Administrator and appropriate faculty as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the student must meet with the Program Administrator at the earliest possible time to facilitate arrangements. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/physician must complete a release allowing the student to return without restrictions. Clinical agency requirements must be consistently met by all students. Dishonesty regarding one's own health makes one suspect in caring for the health of others and subject to dismissal.

Students with known serious allergies, diabetes, epilepsy, etc., must wear a medic alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If a student has a known documented latex allergy, he/she is discouraged from enrollment and, if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in the student's file. If a suspected latex allergy develops during enrollment, a latex sensitivity test (at the student's expense) may be required to document a need for latex-free glove usage.

All students are responsible for their own health insurance coverage. Each student is urged to have a personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.

### ***Injury or Illness in the Classroom Environment (OBN Rule: 4723-5-12 1 H)***

All injuries or accidents, however slight, must be reported to the faculty member in charge and the Adult Workforce Office. If an accident occurs, an Incident Report Form must be completed and signed, and a copy will be placed in the student's file. Incident Report Forms are available from the faculty member in charge or the Adult Workforce Office. Depending on the nature of the injury, the school employee may send the student to the medical personnel on staff, or if the injury is serious, immediately call Emergency 911.

- If there is an emergency in the lab or classroom, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructor's Office.
- Pick up the phone and dial "0" for the Main Office.
- Remain calm, explain the situation.
- If there is no immediate answer send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.
- If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.
- There is the possibility of the victim going into a state of physiological shock—a condition of insufficient blood circulation different from electrical shock—and so they should be kept as warm and as comfortable as possible.

### ***Injury or Illness in the Clinical Environment***

In case of sudden illness or accident while in the clinical facilities, the student is to contact the instructor and may be seen in the Emergency Department and not in the Employees' Health Clinic. The student may then be referred to their own health care provider. The cost of treatment will be assumed by the student. In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the school/faculty before returning to clinical. A copy is filed in the student's folder.

Students are not considered employees of any of the health care organizations nor any community agencies wherein planned clinical experiences are schedule and do not qualify under their Workman's Compensation Policy. See Release Policy in text.

### ***American Disability Act (ADA)***

Potential American's Disability Act (ADA) students must be "self-revealed" and "self-advocates" and provide current (within two [2] years), sound prescription documentation, to be eligible for special circumstances/handling regarding test taking, testing alone, etc. A high school IEP is not acceptable to meet post-secondary educational experiences.

The Auburn Practical Nursing Program supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. *Students must be able to successfully complete the academic and clinical objectives/outcomes of the program in a timely manner, implementing the essential functions integral to the program.* See the Non-Discriminatory Policy and Mission Statement in the text. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. The student is urged to “self-reveal” early on with the Program Administrator of this program.

The following are the minimal physical and mental qualifications necessary to function as a nursing student within this adult vocational educational practical program wherein approximately half of the program is clinical and laboratory.

The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into the bathroom and into a shower/tub, onto the toilet elsewhere within the health care organization.

- The ability to move around the client’s room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client’s behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care. Tactile ability sufficient for physical assessment, safe medication administration, initiation and continuation of intravenous infusions and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable Ohio Administrative Code (OAC) 4723-5-12 (C) (1-26) and other state and federal laws.
- Demonstrate behaviors consistent with the code of ethics of NAPNES, NFLPN, and ANA.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

Physical and mental expectations provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.

<b><u>Performance</u></b>	<b><u>Standard</u></b>	<b><u>Examples of Necessary Activities</u></b> <b>(Not all inclusive)</b>
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights.	Lift up to 35% of recommended body weight; lifting up to 20# equipment and supplies, lift up to 50# positioning client, over 50# when transferring client.
Mobility	The ability to move around the client's room and in work areas.	Stand and/or walk six to eight hours a day, walk rapidly for a period from one area to another, bend or squat frequently, provide care for a client in an elevated hospital bed or stretcher, provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling, perform one-man CPR when necessary. Stair climbing occasionally required as an essential function in emergency situations or without elevator usage.
Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and read monitors.	Observe client responses at a distance and close at hand, visually perceive three dimensional relationships and spatial relationships of objects, able to differentiate the color spectrum for color coding of charts, and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests, monitoring alarms, breath sounds, and bowel sounds.	Hear sufficiently to detect subtle changes in client's condition, hear sufficiently to interpret various equipment signals.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment, position and turn clients, includes pinch, grip, pushing and/or pulling carts/wheelchairs, assisting in movement of clients, medical files, and moving equipment. Preparation and administration

		of medications, initiation and continuation of intravenous infusions.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate to offer client care.	Those related to therapeutic interventions and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral, and nonverbal communication with clients and their families, colleagues, health care providers, and the public, the ability to speak, write and comprehend the English language proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operates communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations, develops a nursing care plan for assigned client(s), or group of clients, in an accurate, efficient and timely manner.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff, and peers from a variety of social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, team members, peer, faculty and staff.
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationship with clients, family, team members, peers, faculty and staff.
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics and be in compliance with OAC 4723-5-12 (B) (1-23).
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	Effectively practice personal and professional behaviors in therapeutic and constructive manner consistent with OAC 4723-5-12 (B)(1-23) and the Practical Nursing Code of Ethics.

### ***Pregnancy***

Pregnancy is to be reported immediately to the Program Administrator and confirmed by the student's health care provider. The student must meet with her health care provider as soon as possible to procure a medical release if she is to remain in the program. The physical responsibilities and



hazards the student might encounter while performing duties as a student practical nurse should be shared with your health care provider. The health care provider must endorse the student's state of health to remain in the program without restrictions. The student assumes all personal responsibility in continuing the program. If the health care provider does not give unqualified permission to return to active status, a leave of absence may be requested by the student (see policy). If, at the discretion of the faculty or policy of the clinical agency, health, safety or performance becomes an issue, the student is subject to immediate dismissal. A leave of absence may be implemented. See Leave of Absence and Re-Entry Policy.

The student practical nurse, when obviously pregnant, must wear the maternity uniform of the Auburn Practical Nursing Program.

### ***Communicable and Infectious Diseases***

If there is reason to believe that a Practical Nursing student is afflicted or has been exposed to any communicable disease or condition, then said Practical Nursing student may be required to present a certificate from a physician stating that the person is not afflicted with nor a carrier of any communicable disease or condition.

Each case is to be handled on an individual basis.

The Board of Education recognizes that AIDS is currently a significant medical and social problem. The Board desires to protect the rights of the individual Practical Nursing student who may be infected with AIDS as well as protecting non-infected students, staff, and the public. For purposes of this policy, AIDS includes Acquired Immunity Syndrome, AIDS related Complex or presence of HTLV-III antibody.

If the Superintendent receives information that a Practical Nursing student has become infected with AIDS, the Superintendent shall contact the individual to verify the information and determine if the student wishes to continue receiving educational services from the District. If the Practical Nursing student intends to continue in the District, the Superintendent shall convene an AIDS Evaluation Team which shall evaluate the medical and psychological condition of the Practical Nursing student. The AIDS Evaluation Team may include the Superintendent, the student's personal Physician, the school nurse, or Board of Education appointed physician. The Practical Nursing student may be removed from the school setting until such recommendation is made to the Superintendent. Based upon this evaluation the Superintendent may assign the Practical Nursing student to return to his/her usual place of educational placement unconditionally, to a modified, least restrictive environment, or removed from the educational program.

Information concerning the health status of any student shall be treated as confidential information and be made known only to those individuals who deal with the student on a daily basis and who would be responsible for insuring that the student does not transmit the disease to other students or staff members.

### ***Emergency Medical Authorization Forms***

Emergency Medical Authorization Forms are kept on file for each student as required by the Ohio Revised Code. It is the student's responsibility to ensure the information on the form is current and correct.

# SAFETY

## ***Security***

Sheriff deputies from the Lake County Sheriff's Department are on duty during Workforce Education programs. Security cameras are also located throughout the building. Auburn Career Center reserves the right to utilize video surveillance equipment in all common areas on school property. The cameras may not be monitored at all times.

## ***In Case of Fire***

Instructions to be followed in case of fire are posted in each room. Students should be familiar with them. The fire signal is automatic and its distinctive ring is easily recognized. When the signal is given, be prompt and orderly in leaving the building. Stay together as a class, be quiet and listen for directions.

## ***Safety Drills For: Fire, Tornado, Lock Down and Disaster***

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

## ***Crisis Management***

Auburn Career Center has a Crisis Management Plan that is updated annually. A copy of the plan can be found in any classroom or office. Both students and staff should review the Crisis Management Plan and be familiar with the expected actions to take during a given emergency. Drills and mock events will occur periodically to familiarize students and staff with the correct procedures to follow during an emergency situation.

## ***Safety Regulations***

Safety is an important part of every function at Auburn Career Center. Each program has different safety requirements for the protection of everyone. Practical Nursing students who fail to conform to these safety regulations will be subject to disciplinary procedures including, but not limited to, forced withdrawal and criminal prosecution.

1. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment, or handling material manually or mechanically.

6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are not permitted in classrooms or lab areas. Use of food and drink is permitted in the cafeteria area only.

### ***Laboratory Regulations***

1. No Practical Nursing student shall work in the lab without supervision of the instructor.
2. Work will be done within scheduled program time.
3. All hand tools will be issued by the instructor or the person assigned and must be returned by the student to the person who issued it. The student will be held accountable for tools assigned to him/her and not returned.
4. Food and drinks are to be consumed in the designated area.
5. Shop doors are to be closed at all times.
6. Please check all shop doors to see that they are locked before leaving.

## **TECHNOLOGY**

### ***Student Network and Internet Acceptable Use and Safety***

Students are encouraged to use the Board of Education's computers, network, and internet connection ("Network") for educational purposes. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in disciplinary action. Prior to accessing the Network students must sign a Technology Agreement. The form is found in the back of the Handbook.

## ***Media Services***

Students are encouraged to utilize the media services in order to access a variety of educational materials, audio-visual materials; internet access, and the learning management system in accordance with the Student Network and Internet Acceptable Use and Safety policy.

## **ALUMNI INFORMATION**

Information on the Auburn Alumni Association can be found by visiting our website at [www.auburncc.org](http://www.auburncc.org).

## **GAINFUL EMPLOYMENT ACT & CLERY ACT INFORMATION**

For information on the Gainful Employment Act, please see the Auburn Career Center website. For information on campus safety and security at Auburn Career Center, visit The Campus Safety and Security Data Analysis Cutting Tool at [222.ope.ed.gov/security](http://222.ope.ed.gov/security).

## **REQUIREMENTS FOR APPLICATION FOR LICENSURE AS A PRACTICAL NURSE**

Each applicant for licensure will be required to answer questions on the application to the Ohio Board of Nursing related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to any of the crimes found on the next page. This includes crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice.

The applicant may view the complete application for licensure in Ohio at [www.nursing.ohio.gov](http://www.nursing.ohio.gov). Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students are urged to seek official legal counsel if applicable to the situation. Students needing more information are encouraged to download a copy of Chapter 4723 of the Ohio Revised Code, contact the Board of Nursing directly, or consult with the Program Administrator of the Auburn Practical Nursing Program.

# OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

According to the Law Regulating Nursing Practice, Section 4723.09 (B), an applicant who enters a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal records check by the Bureau of Criminal Identification and Investigation (BCI) and a check of the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

## ***LIST OF POTENTIALLY DISQUALIFYING OFFENSES***

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any of the following crimes may be disqualified from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

(b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).

(c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1(a) – (c).

2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321,
- (b) Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.
- (c) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
- (d) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
- (e) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
- (f) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
- (g) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
- (h) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
- (i) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
- (j) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
- (k) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02. Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
- (l) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated,

harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

- (m) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section
- (n) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).
- (o) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

### 3. Registered Sex Offender Status

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.
- (b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).
- (c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.
- (d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.
- (b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).
- (c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).
- (e) Section 2913.30, ORC, Counterfeiting.
- (f) Section 2913.49, ORC, Identity Fraud.
- (g) Section 2923.32, ORC, Engaging in Corrupt Activity.
- (h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

## 6. Other Criminal Offenses

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents; (i) Section 2919.12, ORC, Unlawful abortion;
- (i) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (j) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (k) Section 2919.13, ORC, Abortion manslaughter;



- (l) Section 2913.14, ORC, Abortion trafficking;
- (m) Section 2913.15, ORC, Dismemberment feticide;
- (n) Section 2919.151, ORC, Partial birth feticide;
- (o) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (p) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (q) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (r) Section 2921.12, ORC, Tampering with evidence;
- (s) Section 2921.13, ORC, Falsification;
- (t) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury; (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (u) Section 2921.41, ORC, Theft in office;
- (v) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (w) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (x) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (y) Section 2923.20, ORC, Unlawful transaction in weapons;
- (z) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (aa) Section 2923.24, ORC, Possessing criminal tools;
- (bb) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (cc) Section 2923.42, ORC, Participating in a criminal gang;
- (dd) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (ee) Section 2927.11, ORC, Desecration;
- (ff) Section 2927.12, ORC, Ethnic intimidation;
- (gg) Section 2927.13, ORC, Selling or donating contaminated blood;
- (hh) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (ii) Section 2927.17, ORC, Advertising of massage services;
- (jj) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (kk) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (ll) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (ll).

## ***Review of Applicant's Offense History by the Board of Nursing***

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

### **Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses**

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: [disqualifying-offenserequests@nursing.ohio.gov](mailto:disqualifying-offenserequests@nursing.ohio.gov). A credit card payment of \$25.00 is required.

## ***Other Consequences of Criminal History - Not Regulated by Board of Nursing***

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. See, e.g., *Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07*.

## ***Enrollment in Education Programs***

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the ages and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program.

The Ohio Board of Nursing (OBN) cannot advise an individual before entry into a nursing program concerning the ability to take the licensure exam at the completion of the program.

### ***Marriage***

The school discourages marrying while enrolled in this intensive, fast-paced, demanding program. If one chooses to get married, it is the student's responsibility to report any associated name change as soon as possible with the legally supported documentation in order for the student's file to reflect the correct, legal name of the student.

### ***Advanced Placement/Transfer Credit***

Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced placement/transfer credit will need to follow the process and time frames identified below. Failure to follow the process will result in the student forgoing their right for consideration for advanced standing/transfer credit.

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days prior to the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50 percent of the program.
3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student may ~~will~~ take the final exam for the course to ensure competence. If skills are involved with the coursework, the student may ~~will~~ be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.

5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program Handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

### ***Additional Auburn Career Center Policies***

For additional information regarding Auburn Career Center policies, please see the Auburn Career Center Workforce Education Student Handbook.



## 2022 PROGRAM COST OF EDUCATION Auburn Practical Nursing Program

### ***Tuition Costs Inclusive***

- Online Resources:, AceMapping,
- CPR
- Application Fee
- Books
- Online Programs: Shadow Health and vSims
- Supply Fee
- Tools
- Uniforms

Review current cost and fees with Financial Aid Officer.

### ***Miscellaneous Pre-Admission Other Fees***

- Application fee of \$45 when registering for class
- Physical exam, background check, and drug screen (purchased on own)
- White/Black uniform shoe (purchased on own)
- Watch with sweep second hand (purchased on own)
- Computer and Internet (purchased on own)

### **ATTENDANCE CALCULATION TABLE**

<b>Minutes Late</b>	<b>Time Docked</b>
0-22	0.25 hours
23-37	0.5 hours
37-52	0.75 hours
53-67	1 hour

\* For time missed over 67 minutes, the calculation is based upon the same partial hour calculation in addition to the number of whole hours.



**WITHDRAWAL FORM**  
Auburn Practical Nursing Program

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

Date of actual withdrawal: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Adult Director or Designee: \_\_\_\_\_

Program Administrator or Designee: \_\_\_\_\_

Information also needs to be  
provided to:

- Financial Aid Representative
- Administrative Assistant
- Director, Adult Workforce
- Student File
- Instructor**



**TRANSFER FORM**  
**Auburn Practical Nursing Program**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Program cohort enrolled in: \_\_\_\_\_

**Classes completed:**

Anatomy & Physiology _____	Pharmacology II _____	Technology Lab _____
Growth & Development _____	Nursing Fundamentals _____	Nutrition _____
Pharmacology I _____	Nursing Across the Lifespan _____	Personal & Vocational Relationships _____

Program cohort transferring to: \_\_\_\_\_

New Start Date: \_\_\_\_\_

Current Tuition Balance: \_\_\_\_\_ New Tuition Balance: \_\_\_\_\_

**Courses Remaining to Be Taken:**

Anatomy & Physiology _____	Pharmacology II _____	Technology Lab _____
Growth & Development _____	Nursing Fundamentals _____	Nutrition _____
Pharmacology I _____	Nursing Across the Lifespan _____	Personal & Vocational Relationships _____

Student's Signature: \_\_\_\_\_





**TRANSCRIPT REQUEST**  
Auburn Practical Nursing Program

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Program/Trade Area: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Records requested: \_\_\_\_\_ Transcript \_\_\_\_\_ Certificate

Send Official Transcript to:

Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

All Financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

*The Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or by calling Auburn Career Center at 440-357-7542.*

8140 Auburn Road \* Concord, OH 44077 \* 440.357.7542 \* Fax: 440.358.8012

# NCLEX SUCCESS PLAN

## USING LIPPINCOTT PASS POINT

### OVERVIEW

**Target groups:** Students in their final semester(s) of a nursing program.

**Brief summary of assignment:**

This activity presents the student with a variety of tasks to complete that will assist in successful preparation for the NCLEX-RN® and NCLEX-PN® before and after graduation.

### LEARNING OBJECTIVES

**At the end of this activity the student will:**

- Demonstrate an appropriate plan for successful preparation for the NCLEX.
- Identify strengths and weaknesses of content needed for the NCLEX.
- Perform multiple formative quizzes in preparation for the NCLEX.
- Simulate the NCLEX experience by completing multiple Comprehensive Exams.
- Determine behaviors needed to ensure a successful preparation for the NCLEX.

### INSTRUCTIONS

1. At the beginning of the nursing students' final semester(s), assign the MY NCLEX SUCCESS PLAN
2. Share with the students that the NCLEX Success Plan is intended to be individualized. The student needs to understand that this plan will be handed back to them to follow and use as a guide in their preparation for a successful NCLEX experience.
3. In Lippincott's PassPoint, create and assign the first 75 question Practice Exam to be taken over two hours. After identifying the common weaknesses of your students, assign weekly pre-lecture quizzes accordingly for the students. Assign 10 points for each quiz and set the mastery level at 6.
4. In addition to the quizzes, assign biweekly Practice Exams starting with 75 questions and working your way up to a 145\* question Practice Exam. NOTE: The student should experience at least three maximum question exams prior to the NCLEX exam.
5. Evaluate your students' exam results each week and discuss any misconceptions, strengths, content areas needing further attention, and encourage use of the remediation SmartSense links.
6. Encourage students to challenge themselves and take quizzes and exams outside of the required assignments. Challenge them to reach a mastery level of 8 post-graduation and prior to taking the NCLEX.
7. As they progress through the semester, encourage increased attention to their NCLEX Success Plans because end of semester due dates and activities tend to distract them from the ultimate goal.

\*Recommendation of 145 items is based on the NCLEX Covid-19 modifications.

<https://www.ncsbn.org/14428.htm>

## MY NCLEX SUCCESS PLAN (TO BE GIVEN TO STUDENTS)

### MY PLEDGE

I, *[insert name]*, a nursing student at *[insert name of your nursing program or school]*, promise to follow the following plan I created for my NCLEX success! I understand that those who do establish and follow a comprehensive plan do better on the exam.

### VISUALIZATION

Nursing Student Signature, RN or LPN

---

### MAXIMIZING MY REVIEW TIME

I know that for me to learn best I will need to:

- 1.
- 2.
- 3.

### STRENGTHS AND WEAKNESSES

I have identified that I do well in the following client need categories:

- 1.
- 2.
- 3.
- 4.

I have identified that I need to remediate in the following client need categories:

- 1.
- 2.
- 3.
- 4.

### REMEDIATION PLAN

I plan to use the following tools over the next 5 months to help with my focused review plan

- 1.
- 2.
- 3.

### LEARNING ENVIRONMENT

It has been my experience throughout nursing school that I learn best

- 1.
- 2.
- 3.

## ***PRE-NCLEX LIFE PLAN***

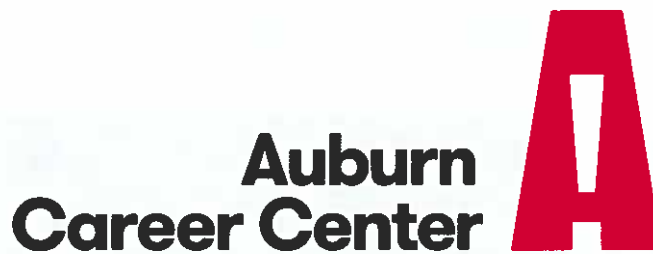
This is what I will do if a major life event occurs during my pre-NCLEX preparation time:

I will find the time to ramp up my review plan post-graduation by:

I have identified the following as motivators for me to follow this NCLEX Success Plan:

## Success Plan Grading Rubric

Grading Rubric Categories & Assignment Criteria	Exemplary	Good	Satisfactory	Poor	Unacceptable	Earned Points
Complete all areas of the NCLEX Success Plan.						/5
Identify areas of strength and weakness and create an appropriate and individualized remediation plan.						/5
Create a calendar for a minimum of 5 months detailing a quiz schedule, practice exam dates, major life events, and other NCLEX preparation activities.						/5
Demonstrate effort towards increasing test-taking endurance.						/5
<b>Total points earned/grade</b>						<b>/20</b>



## ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, adult students must sign the following form.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented the use of technology protection measures which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Educational Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

### Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

Program: \_\_\_\_\_

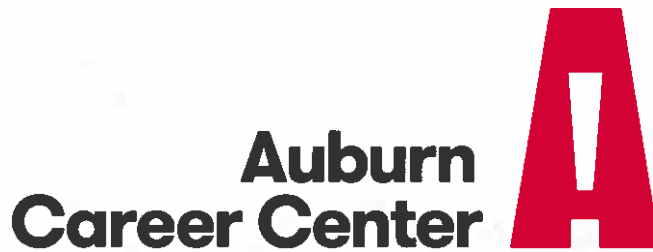
Please read the following.

1. No equipment (computers, printers, drives, cd-rom players, etc.) shall be altered in any way.
2. No equipment may be moved without the direct permission of the instructor charged with the responsibility for that equipment.
3. No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any computer or hard drive without permission of the instructor charged with the responsibility for that computer.
4. Personal enhancements to a computer such as screen savers, wallpaper, graphics, etc. are not permitted on Auburn Career Center equipment unless they are a specific area on instruction, and must be approved individually by the instructor charged with the responsibility for that computer.
5. The addition (purposeful or otherwise) of a virus, worm, time bomb, etc. to any system is prohibited.
6. Misuse or abuse of e-mail is strictly prohibited.

I have read and agree to abide by the ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## RELEASE POLICY

The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, the enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his/her person or property. Any costs pursuant to potential injury, or injury, are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollee will not be considered as an employee or agent of the facility nor the school district. Therefore, the enrollee will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including, but not limited to, attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators, or executors. This contract is a permanent part of your file at Auburn Career Center.

Student Name Printed \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



**Auburn Practical Nursing Program**  
Auburn Career Center  
8140 Auburn Road  
Concord Township, Ohio 44077  
440-357-7542

**PRACTICAL NURSING STUDENT AGREEMENT**  
**BACKGROUND INFORMATION**

I, \_\_\_\_\_, have been informed of Senate Bill 160 that restricts employment in health care related fields based on the results of BCI and FBI background checks. Background checks less than one year old are required by the Ohio Board of Nursing to sit for the NCLEX-PN for anyone entering a school of nursing on or after June 1, 2003. I have been made aware of and offered a copy of the list of offenses that would keep me from being eligible to sit for the NCLEX-PN or from being able to attend clinical experience at the clinical sites.

I also understand that the clinical facilities may refuse my attendance within their clinical facility regardless of Senate Bill 160. If I am denied permission to complete my clinical experience by facility, I will be dismissed from the program due to the inability to complete the clinical portion of the nursing course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## CONFIDENTIALITY STATEMENT FOR STUDENT CLINICAL EXPERIENCE \*

I, \_\_\_\_\_, understand that in the performance of my duties during my clinical experience at **all** clinical sites, which include any and all acute care sites, long term care facilities, clinic facilities, and all facilities wherein I have clinical experiences and opportunities, I have access to and/or am involved in the processing of information and data, I understand that:

- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access, and will only discuss this information with those individuals who require this information in order to carry out their job responsibilities and facilitate the educational process.
- I will not intentionally attempt to gain access to areas that are not needed for the performance of my clinical experience.
- Password, if assigned, is unique to me and is not transferable.
- I am solely and fully accountable for any information entered into the system under my password. I will notify my clinical instructor/supervisor and /or the system manager (or designee) immediately if I suspect that someone has gained unauthorized access to my password or documentation.

I understand that I am required to maintain the confidentiality of this data at all times during, after, and following my clinical experience and there remains a legal compliance expectation without ending. I understand that I do not have any right to take photos, videos, or recording of clients/residents/or children in the clinical environments. I understand that a violation of these confidentiality considerations will result in termination of clinical experience, possible legal action, and dismissal from the program.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This Confidentiality Statement is applicable to **ALL** clinical sites connected to the Auburn Practical Nursing Program and becomes part of the individual's personal file.

## ACKNOWLEDGEMENT

I have received and read both the 2023 Auburn Practical Nursing School Handbook and the Adult Workforce Education Student Handbook. I will abide by these policies, rules, and regulations as set forth by the school. I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## FBI-BCI HOLD HARMLESS WAIVER

You, the undersigned, have been accepted into the Auburn practical nursing program; however, your background check has one or more areas that may be of concern to the Ohio Board of Nursing and other certificating/licensing bodies/jurisdictions.

Your signature below confirms that you are aware that, even if you complete the Auburn practical nursing program, the Auburn Vocational School District Board of Education (“Board”) does not make any determination as to whether you will be permitted to practice nursing. In addition to examinations, there may be character, fitness, and other qualifications to practice nursing in every jurisdiction. As with every individual, you are strongly encouraged to determine the requirements for any jurisdiction in which you intend to practice nursing by contacting the jurisdiction(s) directly.

Your signature below also confirms that you, as well as your respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities, hereby release, discharge, waive, and covenant not to sue the Board, as well as its respective officers, members, employees, agents, legal representatives, administrators, executors, assigns, and other representatives in both their respective individual and official capacities from any and all claims, demands, actions, causes of actions, and/or suits at law and/or equity and/or whatever kind of nature, whether now known or unknown and from continuing effects therefrom, including any and all claims arising out of or in any way related to admission in the Auburn practical nursing program and/or the nursing profession in general.

---

Signature

---

Date

---

Printed name

# Auburn Career Center

You, the undersigned have been accepted into the **Auburn Practical Nursing Program**; however, your background check and drug testing may be of concern to the \_\_\_\_\_, employers, affiliates, internships, and certificating/licensing bodies/jurisdictions.

Your signature below confirms that you are aware that, even if you participate in and/or complete the **Auburn Practical Nursing program**, the Auburn Vocational School District Board of Education (“Board”) does not make any determination as to whether you will be permitted to participate in and/or complete the **Auburn Practical Nursing program** and/or practice \_\_\_\_\_.

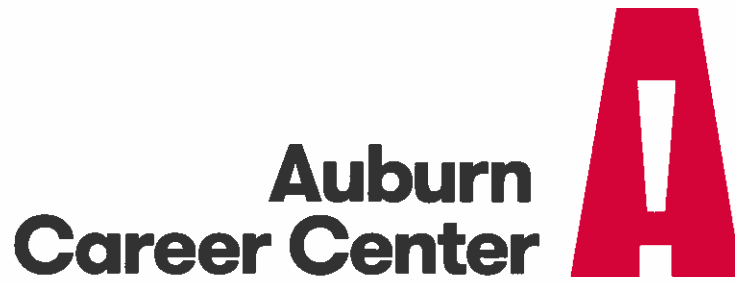
In addition to background checks, drug testing, performance, and examinations; there may be character, fitness, and other qualifications to participate in internships and/or practice \_\_\_\_\_ by contacting the jurisdiction in which you intend to participate in internships and/or practice \_\_\_\_\_ by contacting the jurisdiction(s) directly.

Your signature below also confirms that you, as well as your respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities, hereby release, discharge, waive, and covenant not to sue the Auburn Vocational School District Board of Education, as well as its respective officers, members, employees, agents, legal representatives, administrators, executors, assigns, and other representatives in both their respective individual and official capacities from any and all claims, demands, actions, causes of actions, and/or suits at law and/or equity and/or whatever kind of nature, whether now known or unknown and from continuing effects therefrom, including any and all claims arising out of or in any way related to admission in the **Auburn Practical Nursing program** and/or the \_\_\_\_\_ profession in general.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name



8140 Auburn Road  
Painesville, OH 44077-9179

## Adult Student Photography/Video Release

This Photography/Video Release (hereinafter "Release"), executed on this \_\_\_\_, day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, (hereinafter "Adult Student") to the Auburn Career Center Board of Education (hereinafter "Board"), memorializes the parties' complete understanding with regard to the use, by the Board, of any and all photography and video recordings in which Adult Student's image appears, on its website and in brochures or other print-based promotional materials.

Adult Student does hereby consent and authorize the Board to publish photographs and video recordings taken by the Board or on the Board's behalf during school hours or at any time during Board-sponsored events or activities, in which Adult Student's image appears, and publish those images on the Board's website ([www.auburncc.org](http://www.auburncc.org)) and/or in brochures or other print-based promotional materials. Prior to publishing any photograph or video in which Adult Student's image appears, the Superintendent of the Auburn Career Center shall review the photograph or video and determine, in his or her sole discretion, whether to provide Adult Student with advanced notice of the Board's intention to publish the photograph and/or video.

The Board retains the right to use a photograph and/or video recording in which Adult Student's image appears, taken in accordance with this Release, for the purposes described in this Release, subsequent to Adult Student's enrollment in the Auburn Career Center.

Adult Student does hereby forever release and discharge the Board, the Auburn Career Center, its officers, employees, agents, successors and assignees from any and all claims arising out of or in connection with the Board's use of photography and/or video recordings in which Adult Student's image appears, on its website and in brochures or other promotional materials, including, without limitation, any and all demands, causes, actions, suits, costs, expenses, liabilities, and damages whatsoever.

This Release contains the entire agreement between the parties. Adult Student fully understands the terms of this Release and voluntarily enters into it without any inducement.

Adult Student Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Auburn  
Career Center**



*Attachment Item #19a*

*Mayfield Heights High  
School EMT-B/Fire 1  
and 2 Program  
Agreement*

## **CAREER AND TECHNICAL EDUCATION PROGRAM AGREEMENT**

This *Career and Technical Education Program Agreement* (“Agreement”) is entered into between the Auburn Vocational School District Board of Education (“Auburn Career Center”) and Mayfield Heights City School District Board of Education (“Affiliate School District”) (collectively, “Parties”) in order to establish a career and technical education program known as the Mayfield Heights High School Emergency Medical Services/Fire 1 & 2/Emergency Services Telecommunicator Program that is developed in coordination with the Auburn Career Center and operated by the Affiliate School District (“Career Technical Program”). The Auburn Career Center and Affiliate School District agree to the following conditions.

### **1. GOALS**

The goal of this Agreement is for the Affiliate School District to leverage the knowledge, connections, and resources of the Auburn Career Center to establish a successful career and technical education program that is operated by the Affiliate School District. While the Affiliate School District will operate the Career and Technical Program, the Auburn Career Center will coordinate with the Affiliate School District in developing a course of study and provide career and technical supervision and administrative oversight with respect to the Career Technical Program. In addition, the Auburn Career Center will, whenever possible, provide the Affiliate School District with access to its established network of career and technical resources and business partnerships – with the intent that the Affiliate School District will establish a more effective Career Technical Program than the Affiliate School District could develop independent of the Auburn Career Center.

### **2. PROGRAM**

- A. The Affiliate School District shall develop a course of study for the Career Technical Program, in coordination with the Auburn Career Center, that meets or exceeds Ohio Department of Education (“ODE”) career and technical education standards for career technical education as may be amended from time to time.
- B. A Mayfield Heights High School Administrator shall be an active member of the Auburn Career Center Public Safety Advisory Council.
- C. The Affiliate School District shall operate the Career Technical Program utilizing a course of study that is developed in coordination with the Auburn Career Center Public Safety Advisory Council and upon the final approval of the Auburn Career Center Director of Public Safety. The Career Technical Program shall be available to students who are both enrolled in the Affiliate School District/Mayfield Excel TECC and eligible pursuant to the applicable program standards. The Career Technical Program shall be taught by qualified instructors with appropriate career technical education licensure that are employed and/or provided by the Affiliate School District (e.g., lectures) and Auburn Career Center (e.g., labs). Associate

*Career and Technical Education Program Agreement - Mayfield Heights High School EMT-B/  
Fire 1 and 2/Emergency Services Telecommunicator Program*



School District Instructors who are qualified Ohio Department of Public Safety (ODPS) certification will be counted as ratio instructors as lab work. All instructors must meet all Auburn Career Center Public Safety Instructor Staff Requirements.

- D. The Auburn Career Center shall provide career technical supervision and administrative oversight with respect to the Career Technical Program. However, the Affiliate School District shall provide both the on-site and day-to-day monitoring and supervision of the Career Technical Program through appropriate administrative employees.
- E. The Affiliate School District shall develop and implement a viable Business and Industry Advisory Committee which complies with ODE quality program standards as may be amended from time to time.
- F. When applicable, job internships and job shadowing opportunities will be established for students enrolled in the Career Technical Program. The Auburn Career Center will assist the Affiliate School District in developing internships and shadowing opportunities for the Career Technical Program. However, the Affiliate School District shall be solely responsible for implementing and operating any internships and job shadowing programs.
- G. The Career Technical Program shall include Career Technical Student Organizations (“CTSOs”) which are provided by the Affiliate School District as co-curricular activities that are aligned with the Career Technical Program. The activities of the CTSOs shall be designed to support instructional objectives and the attainment of academic and career and technical competencies. Students enrolled in the Career Technical Program shall be required to participate in the CTSOs. A CTSO frequently involves fundraising to support expenses when CTSOs are participating in competitive events or supporting community-based initiatives. The Affiliate School District shall manage the funds associated with the CTSOs. The officers, members, employees, agents, and representatives of the Affiliate School District shall strictly comply with any and all financial controls, as may be amended from time to time, established by the Affiliate School District with respect to the collection, maintenance, and disbursement of CTSO funds.
- H. Agreements with respect to College Credit Plus and all other post-secondary credit transfer agreements shall be the responsibility of the Affiliate School District and the partnering postsecondary institution. When applicable, the Auburn Career Center will assist in this process.
- I. The Affiliate School District shall develop and administer assessment plans for the Career Technical Program. The assessment plans shall incorporate state, industry, and licensing standards. The Auburn Career Center shall assist in the process of

- D. For those individuals employed by the Affiliate School District under this Agreement, when necessary, the Affiliate School District shall provide substitute teachers for the Career Technical Program. All substitute teachers provided by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District or a third-party contractor. The Affiliate School District shall assume all costs associated with the substitute teachers including, but not limited to, salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; worker's compensation; and any other expenses and/or benefits with respect to such employees.

**5. EQUIPMENT**

[INTENTIONALLY LEFT BLANK]

**6. FACILITIES**

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**7. STUDENTS**

- A. Only students enrolled in the Affiliate School District/Mayfield Excel TECC may participate in the Career Technical Program.
- B. The Affiliate School District shall identify and enroll the appropriate number of students into the Career Technical Program in order to ensure necessary funding for the Career Technical Program.
- C. Students enrolled in the Career Technical Program shall abide by all codes, handbooks, policies, administrative guidelines, and other rules and regulations as may be amended from time to time established by the Affiliate School District regarding the conduct of students. The Affiliate School District shall be solely responsible for the discipline and conduct of students enrolled in the Career Technical Program.

**8. FUNDING**

While the Auburn Career Center will provide career and technical supervision and administrative oversight with respect to the Career Technical Program, funding for the Career Technical Program shall be the sole responsibility of the Affiliate School District. The Auburn Career Center shall not be financially responsible for the Career Technical Program in any way.

9. **CONTINUOUS MONITORING OF THE CAREER TECHNICAL PROGRAM**

- A. The Auburn Career Center will continuously monitor and evaluate the Career Technical Program including, but not limited to, monitoring and evaluating the instructional delivery; instructional management; curriculum; and availability of resources with respect to the Career Technical Program. The evaluation of the Career Technical Program shall conform to ODE quality program standards as may be amended from time to time, the ODPS guidelines as may be amended from time to time, and the Auburn Career Center curriculum review process as may be amended from time to time.
- B. In the event that there are concerns by the Auburn Career Center regarding the Career Technical Program, the Auburn Career Center may issue written notification to the Affiliate School District regarding that concern.
- C. Within thirty (30) days of the Auburn Career Center issuing written notification to the Affiliate School District of the concerns of the Auburn Career Center with respect to the Career Technical Program, the Auburn Career Center Superintendent or designee and Affiliate School District Superintendent or designee shall mutually develop an acceptable plan of action to address the concerns.

10. **DURATION, COMPENSATION, AND TERMINATION**

- A. **Duration:** This Agreement shall remain in effect for a term of one (1) school year – i.e., from **July 1, 2023**, until **June 30, 2024** – upon which time this Agreement shall terminate automatically.
- B. **Compensation**
  - 1. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following for **the EMT-B program** on or before **August 31, 2023**:
    - a. A flat fee of Nineteen Thousand One Hundred Ninety Five Dollars and Zero Cents (\$19,195) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Mayfield Excel TECC. For example, if there is one (1) student enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Nineteen Thousand One Hundred Ninety Five Dollars and Zero Cents (\$19,195).

*Career and Technical Education Program Agreement - Mayfield Heights High School EMT-B/  
Fire 1 and 2/Emergency Services Telecommunicator Program*

- b. One Thousand Seven Hundred Forty Five Dollars and Zero Cents (\$1,745.00) per student provided there is a minimum of eleven (11) students and no more than twenty (20) students enrolled from the Affiliate School District/Mayfield Excel TECC. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty One Thousand Four Hundred Ten Dollars and Zero Cents (\$31,410.00).
  - c. No more than twenty (20) students can be enrolled in this program.
2. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following for **the Fire 1 and 2 program on or before August 31, 2023:**
- a. A flat fee of Forty-Six Thousand Two Hundred Dollars and Zero Cents (\$46,200.00) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Mayfield Excel TECC. For example, if there is one (1) student enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Forty-Six Thousand Two Hundred Dollars and Zero Cents (\$46,200.00).
  - b. Four Thousand Four Hundred Dollars and Zero Cents (\$4,400) per student provided there is a minimum of eleven (11) students and no more than fifteen (15) students enrolled from the Affiliate School District/Mayfield Excel TECC. For example, if there are fifteen (15) students enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Sixty Six Thousand Dollars and Zero Cents (\$66,000.00).
  - c. Four Thousand Two Hundred Dollars and Zero Cents (\$4,200.00) per student provided there is a minimum of sixteen (16) students and no more than twenty (20) students enrolled from the Affiliate School District/Mayfield Excel TECC. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Seventy Five Thousand Six Hundred Dollars and Zero Cents (\$75,600.00).

- d. No more than twenty (20) students can be enrolled in this program.
3. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following for the **Emergency Services Telecommunicator** on or before **August 31, 2023**:
    - a. A flat fee of Six Thousand Dollars and Zero Cents (\$6,000.00) for the enrollment of more than zero (0) and less than five (5) students from the Affiliate School District/Mayfield Excel TECC. For example, if there is one (1) student enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Six Thousand Dollars and Zero Cents (\$6,000.00).
    - b. Three Thousand One Hundred Ninety Seven Dollars and Zero Cents (\$3,197.00) per student provided there is a minimum of six (6) students and no more than ten (10) students enrolled from the Affiliate School District/Mayfield Excel TECC. For example, if there are ten (10) students enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty One Thousand Nine Hundred Seventy Dollars and Zero Cents (\$31,970.00).
    - c. Two Thousand One Hundred Sixty Three Dollars and Zero Cents (\$2,163.00) per student provided there is a minimum of eleven (11) students and no more than fifteen (15) students enrolled from the Affiliate School District/Mayfield Excel TECC. For example, if there are fifteen (15) students enrolled from the Affiliate School District/Mayfield Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty Two Thousand Four Hundred Forty Five Dollars and Zero Cents (\$32,445.00).
    - d. No more than fifteen (15) students can be enrolled in this program.
  4. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center both (1) Fifty Dollars and Zero Cents (\$50.00) per hour and (2) the actual cost for Auburn Career Center staff needed to complete the services of this Agreement not set forth in Paragraphs 10(B)(1,2 and 3) of this Agreement.

5. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to reimburse the Auburn Career Center for items incidental to the performance of the services set forth in this Agreement, such as photocopying, messengers, travel expenses at IRS rates, postage, and specialized computer applications. The Affiliate School District agrees to remit payment to the Auburn Career Center within thirty (30) days of receiving an invoice. Any invoices that remain unpaid beyond ninety (90) days from the date of billing shall incur a ten (10) percent (10%) late fee.

C. **Termination:** This Agreement shall terminate prior to **June 30, 2024**, should any of the following events occur:

1) **Written Notice of Termination:** The Auburn Career Center may terminate this Agreement, for any reason, by delivering written notice of termination. If the Auburn Career Center delivers written notice of termination, then the Agreement shall terminate within thirty (30) days of the date on which the written notice of termination is delivered.

2) **Mutual Agreement of the Parties:** The Parties may terminate this Agreement by mutual agreement. If the Parties mutually agree to terminate this Agreement, then this Agreement shall terminate on the date agreed to by the Parties.

3) **Material Breach:** This Agreement shall terminate upon material breach of the Agreement including, but not limited to, the failure of the Affiliate School District to meet ODE data reporting timelines and ODE data reporting quality standards.

## 11. **CRIMINAL RECORDS CHECKS ON EMPLOYEES**

The Affiliate School District shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319 as may be amended from time to time, are adhered to and satisfied.

## 12. **CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS**

A. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and Ohio law ("Confidential Information"). See 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Agreement and that

they will not, at any time during or following the term of this Agreement, divulge, disclose, redisclose, or communicate any Confidential Information to any other person, firm, corporation, or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing party.

- B. Confidential Information does not include information which is: (a) in the public domain other than by a breach of Paragraph 12(A) of this Agreement, (b) rightfully received from a third party without any obligation of confidentiality, (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party, (d) independently developed by the recipient, or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

### 13. **RELATIONSHIP BETWEEN THE PARTIES**

- A. **Separate Entities:** At all times, the relationship of the Parties shall be as separate entities.
- B. **Not a Joint Venture:** Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other.
- C. **Employees:** Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for their respective employees.
- D. **Liability:** Each party is liable for the conduct of its own employees, as well as for conduct done at the direction of its own employees.

### 14. **NO THIRD-PARTY BENEFICIARY**

This Agreement is only for the benefit of the Parties as political subdivisions and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action or obtain any right to benefits or positions of any kind for any reason whatsoever.

### 15. **ASSIGNMENT**

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other party.

**16. NOTICES**

**A. Notices:** All notices, requests, demands, and other communications required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

**Affiliate School District:** Mayfield Heights City School District  
c/o Board President and Treasurer  
1101 Som Center Rd  
Mayfield Heights, Ohio 44124

**Auburn Career Center:** Auburn Vocational School District  
c/o Board President and Treasurer  
8221 Auburn Road  
Concord, Ohio 44077

**B. Delivery:** All notices, requests, demands, and other communications shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the party at the address set forth above, or to such changed address as a party may have fixed by notice to the other party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

**17. FORCE MAJEURE**

No party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.

**18. AMENDMENT**

No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and approved by the respective boards.

**19. GOVERNING LAW**

This Agreement shall be governed by and construed under the laws of the State of Ohio. Venue for any action regarding this Agreement shall be any court of competent jurisdiction located in Lake County, Ohio.



20. **INSURANCE/RESPONSIBILITY**

- A. **Limitation of Liability:** Each party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.
- B. **Insurance and Attorney Fees:** Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. In the event that a lawsuit is brought against a party as a result of any provision of this Agreement, each party shall be responsible for its own attorney fees and costs associated with such litigation.
- C. **Immunity:** Nothing contained in this Agreement is intended to nullify, override, or otherwise limit either party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

21. **ENTIRE AGREEMENT**

This Agreement constitutes the complete and exclusive Agreement between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Agreement.

22. **EXECUTION IN COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one Agreement. True and correct copies, including facsimile, electronic, or PDF copies of signed counterparts, may be used in place of originals for any purpose and shall have the same force and effect as an original.

*[Signature Page to Follow]*

**FOR MAYFIELD HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION:**

  
\_\_\_\_\_  
Sue Groszek, Board President (In Official Capacity Only)

  
\_\_\_\_\_  
Michael Barnes, Superintendent (In Official Capacity Only)

  
\_\_\_\_\_  
Scott Snyder, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. 2022-005  
\*This Agreement has no legal effect absent Board approval.

**AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:**

\_\_\_\_\_  
Erik L. Walter, Board President (In Official Capacity Only)

\_\_\_\_\_  
Brian Bontempo, Superintendent (In Official Capacity Only)

\_\_\_\_\_  
Sherry Williamson, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. \_\_\_\_\_  
\*This Agreement has no legal effect absent Board approval.

*[Treasurer Certificates to Follow]*

**Auburn  
Career Center**



*Attachment Item #19b*

*Clinical Agreement  
with Hospice of  
Western Reserves*



**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

This Auburn Practical Nursing Program Clinical Site and Preceptor Experience Agreement (“Agreement”) is entered into on the 25 day of July 2023 between the Auburn Vocational School District Board of Education (“Auburn”) and Hospice of Western Reserves 17876 St. Clair Avenue, Cleveland, OH 44110-2602 (“Clinical Site”) (collectively, “Parties”).

**WHEREAS**, Clinical Site is willing to provide space for supervised clinical educational experience; and

**WHEREAS**, Auburn offers an educational program for practical nursing students and requires the participation of the Clinical Site to provide a clinical educational experience to nursing students; and

**WHEREAS**, Clinical Site either provides preceptor experiences currently or in the future.

**NOW, THEREFORE**, in consideration of the mutual promises and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

**FACILITIES**

1. Auburn acknowledges and understands that the patient care units included in this Agreement are referenced in the attached Appendix A.
2. This Agreement is not joint and several and is binding upon each Clinical Site individually. Each Clinical Site is bound only in regards to the students participating in the educational program at that Clinical Site facilitated by this Agreement.

**MUTUAL RESPONSIBILITIES**

1. Clinical Site will accept students from Auburn for a period of clinical education determined acceptable by both Parties. The clinical educational experience will correspond to the stated philosophies and objectives outlined by Auburn and Clinical Site.
2. Students participating in the clinical educational experience will not be considered employees of either Party, nor will the students be covered by social security, unemployment compensation, or workers’ compensation policies.
3. Placement of students shall be agreed upon by the administrator of the Auburn Practical Nursing Program, or designee, and the administrator of the Clinical Site Nursing Service, or designee, in advance of the time students and/or clinical instructors are to appear on the patient care units.
4. Clinical Site shall provide an orientation to Auburn faculty, and Auburn will provide the time for faculty orientation to Clinical Site prior to students appearing on the patient care units. Faculty orientation shall be scheduled at appropriate business hours and suitable

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

times for both Parties.

5. The Auburn nursing education personnel and Clinical Site nursing service personnel shall engage in cooperative planning for the selection and assignment of student learning experiences.
6. The ratio of students to clinical instructors (practical nursing student) will be no more than ten (10) students to one (1) instructor. The ratio of students to clinical instructors (STNA student) will be no more than eight (8) students to one (1) instructor.
7. The number of students and clinical instructors assigned to a patient care unit at any given time, the number of patient care units to be used, and the proximity of these units to one another shall be considered in the planning of clinical experiences.
8. Parties shall notify the other, as soon as possible and in writing, if one party becomes aware of a claim served by any person that arises out of disagreement or any activity carried out under this Agreement.

**AUBURN RESPONSIBILITIES**

1. Auburn reserves the right to withdraw students from Clinical Site when, in Auburn's judgment, the clinical educational experience does not meet the need of the student.
2. Auburn will provide Clinical Site a list of students who will participate in the clinical educational experience and the dates those students will be at Clinical Site. Auburn will provide this list, in writing, no later than seven (7) days before the students arrive at Clinical Site to start their clinical educational experience. Prior to sending the list, Auburn will discuss its intentions with Clinical Site. Clinical Site shall reserve the right to refuse a student that was previously an employee at Clinical Site and was removed or terminated from their position.
3. Auburn faculty shall be properly and currently licensed as required by the State of Ohio and under any applicable local laws.
4. Auburn shall provide students with cardiopulmonary resuscitation training before starting the clinical education experience.
5. Auburn shall require all students to provide evidence of current laboratory and immunology data as deemed necessary by both Auburn and Clinical Site.
6. Auburn shall require students to adhere to the school dress code and appear on the Clinical Site in an appropriate uniform with an identification badge.
7. Auburn shall be responsible for the planning of the student's clinical experience and for

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

the evaluation and discipline of any student of Auburn. Auburn will accept input from Clinical Site representative(s) related to the student's assignments and conduct during the clinical experience.

8. Auburn will be responsible for the supervision of each student during the clinical experience.

**CLINICAL SITE RESPONSIBILITIES**

1. Clinical Site shall provide the students with the opportunity to learn clinical skills by observing or performing them under supervision and to apply the skills that they have already learned.
2. Clinical Site shall provide an orientation to the students and Auburn faculty, which orientation shall include, but will not be limited to, Clinical Site's policies and procedures, regulations, and work schedules.
3. Clinical Site shall provide Auburn written evaluations of the faculty and/or students, as requested by Auburn. Auburn shall provide any necessary forms or information for such evaluations.
4. Clinical Site has the right to request that Auburn withdraw an assigned student from Clinical Site if the student's performance is unsatisfactory, or if the student's conduct is a detriment to (1) the student's successful completion of the clinical educational experience assignment, (2) the well-being of the patients at Clinical Site, or (3) the overall operation of Clinical Site. The request for student withdrawal will be directed to the administrator of the Auburn Practical Nursing Program.
5. Clinical Site shall at all times indemnify and hold harmless Auburn, its employees, agents, and representatives from any and all suits, claims, demands, costs, damages, counsel fees, charges, liabilities, and expenses whatsoever which they shall or may at any time sustain or incur or become individually liable for, by reason or in consequence of any actions or omissions of Clinical Site, its servants, agents, or assigns, in performance of the Agreement. Auburn will withdraw a student from the Clinical Site if, after consultation with Clinical Site, Auburn determines such action to be warranted.
6. Clinical Site agrees that it will provide a member of its staff to sign a form verifying the student's attendance at the clinical educational experience.
7. Clinical Site shall be ultimately responsible for patient care within its facility, and Auburn shall retain the responsibility for the nursing education program.
8. Clinical Site shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied.

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

**STUDENT RESPONSIBILITIES**

1. Students will be required to adhere to Clinical Site policies, procedures, and to other rules and regulations of Clinical Site providing for patient/resident rights mandated under Centers for Medicare and Medicaid Services and/or The Joint Commission on Accreditation of Healthcare Organizations.
  
2. The Auburn shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in R.C. Chapter 4723 and the rules adopted under that chapter, including, but not limited to the following:
  - A. Students shall, in an accurate and timely manner, report and document nursing assessments or observations, the care provided by the students for the client, and the client's response to that care.
  
  - B. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
  
  - C. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
  
  - D. A student shall implement measures to promote a safe environment for each client.
  
  - E. A student shall delineate, establish, and maintain professional boundaries with each client.
  
  - F. At all times when a student is providing direct nursing care to a client, the student shall:
    - 1) Provide privacy during examinations or treatment and in the care of personal or bodily needs; and
  
    - 2) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
  
  - G. A student shall practice within the appropriate scope of practice as set forth in R.C. 4723.01(F) and R.C. 4723.28 (B)(21) for a practical nurse.
  
  - H. A student shall use universal blood and body fluid precautions established by O.A.C. Chapter 4723.20.
  
  - I. A student shall not:



**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

- 1) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
  - 2) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- J. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph. A student shall not misappropriate a client's property or:
- 1) Engage in behavior to seek or obtain personal gain at the client's expense;
  - 2) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - 3) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - 4) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
- K. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not:
- 1) Engage in sexual conduct with a client;
  - 2) Engage in conduct in the course of practice that may reasonably be interpreted as sexual; or
  - 3) Engage in any verbal behavior that is seductive or sexually demeaning to a client.
- L. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the students in any of the following:
- 1) Sexual contact, as defined in R.C. 2907.01;
  - 2) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- M. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in R.C. 4729.01, in any way not in accordance with a legal, valid prescription issued for the student.

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

- N. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- O. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- P. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability.
- Q. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- R. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
- S. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- T. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- U. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- V. A student shall not assist suicide as defined in R.C. 3795.01.
- W. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.
- X. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

- Y. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- Z. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

**MUTUALLY AGREED UPON PRECEPTOR EXPERIENCE**

In those instances, when Clinical Site is also responsible for providing, or begins providing, preceptor experiences, the following shall apply:

- 1. Parties mutually agree to follow the Ohio Administrative Code applicable to offering the preceptor experience as they exist on the effective date of this Agreement and as they are modified thereafter. At the time of entering into this Agreement, those relevant rules provide as follows:
  - A. The teaching assistant or preceptor providing supervision of a nursing student shall at least:
    - 1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student.
    - 2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled.
    - 3) Clarify with a faculty member:
      - a) The role of the teaching assistant or preceptor;
      - b) The responsibilities of the faculty member;
      - c) The course and clinical objectives or outcomes; and
      - d) The clinical experience evaluation tool;
    - 4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.
  - B. A preceptor shall not provide supervision to more than two (2) nursing students at any one time, provided the circumstances are such that the preceptor can adequately

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

supervise the practice of both students.

2. Parties mutually agree that Clinical Site will provide Licensed Practical Nurses (“LPN”) or Registered Nurses (“RN”) as preceptors during the course of the contract, particularly during the final course named “Nursing Across the Lifespan.” The preceptor will be responsible for only one (1) or two (2) students at any time from Auburn and all other programs utilizing Clinical Site and will have the responsibility for the assigned patients.
3. The LPN/RN will be identified by Clinical Site as having demonstrated expertise in the area of clinical practice in which the preceptor will provide supervision to nursing students.
4. Auburn will provide employees who function only as a faculty member during the student’s preceptor experience. The faculty member will supervise the students being precepted and will be accessible to the student at all times. The faculty member will make spot visits to the clinical setting during the preceptor experience to evaluate the student’s experience. The preceptor will contribute to the student’s evaluation. Clinical Site acknowledges that Auburn has ultimate responsibility for the student.
5. Auburn will provide a coordinator who will work closely with Clinical Site in planning the preceptor experience and will be responsible for the final evaluation of the students.
6. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member during the nursing student’s clinical experience. The faculty member providing direction shall:
  - A. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled.
  - B. Communicate clinical objectives or outcomes to:
    - 1) The student;
    - 2) The teaching assistant and preceptor, if utilized; and
    - 3) The staff at the clinical site.
  - C. Provide for orientation of each student to the environment of the clinical site, including introduction to staff.
  - D. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student’s experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled.
  - E. Provide supervision of each student in accordance with O.A.C. 4723-5-18; and

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

- F. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.
- 7. Auburn will provide a preceptor orientation at no cost to the preceptor. Auburn will arrange for the orientation with the preceptor. The preceptor will receive no financial benefit for the preceptor experience form Auburn.
- 8. Auburn and the preceptor will sign an agreement identifying the preceptor's responsibilities and the responsibilities of Auburn.
- 9. Clinical Site shall agree to provide preceptors who are qualified to provide supervision to the nursing students during their preceptorship during Nursing Across the Lifespan. Patient care units to be used by Auburn will be supervised by competent qualified professional nurses and staffed by competent qualified professional nurses and practical nurses.

**MISCELLANEOUS TERMS**

- 1. In the event of illness or injury during the clinical experience, the student or clinical instructor shall receive emergency care through an emergency room at the student's expense and/or with personal insurance and be referred to their family physician or hospital as needed. In case of emergency, any first aid care would be to stabilize the student or instructor for transport to emergency room only.
- 2. All Auburn students and employees shall be covered under a policy of liability insurance of at least \$1,000,000 per incident and \$3,000,000 per annual aggregate. Auburn shall furnish to the Clinical Site evidence of coverage indicating type of coverage, applicable dates, amount of coverage, and name of insured, and will notify Clinical Site immediately if there is any change in such insurance coverage, including cancellation of such insurance policy.
- 3. This Agreement shall be effective as of the date first written above and shall remain in effect unless terminated by either party by written notice as provided herein. Either Party may terminate this Agreement with, or without, cause by giving the other Party ninety (90) days' written notice, via first-class mail, postage prepaid, to the addresses. *Regardless of whether the other Party gives written notice, students who are currently involved in Clinical Learning Experiences shall be permitted to complete such experiences.*
- 4. This Agreement is not assignable, but is binding on the corporate successors or affiliates of the parties.
- 5. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other Party, including student personally identifiable information which is designated as



**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

8. Nothing contained in this Agreement is intended to nullify, override, or otherwise limit either Party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.
9. No Party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.
10. This Agreement is only for the benefit of the Parties as political subdivisions and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action or obtain any right to benefits or position of any kind for any reason whatsoever.
11. At all times, the relationship of the Parties shall be as separate entities. Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other. Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for its respective employees.

[SIGNATURES ON FOLLOWING PAGE]

**AUBURN PRACTICAL NURSING PROGRAM  
CLINICAL SITE AND PRECEPTOR  
EXPERIENCE AGREEMENT**

**IN WITNESS WHEREOF**, the undersigned have signed this Clinical Site Agreement effective the date and year first above written.

**Auburn Career Center**

\_\_\_\_\_  
Superintendent Brian Bontempo (In Official Capacity Only) \*

Date \_\_\_\_\_

Karen Howell MSN RN  
Program Administrator Karen A. Howell (In Official Capacity Only)\*

Date 8/15/23

**Hospice of Western Reserves**

Lisa Scotese Gallagher  
Lisa Scotese Gallagher Director Education & Engagement

Date 8-10-23

William E. Finn  
Bill Finn William E. Finn President & CEO

Date 8/14/23

**AUTHORIZED PURSUANT TO BOARD RESOLUTION NO.**

\* This Agreement has no binding legal effect absent the approval of the Auburn Joint Vocational School District Board of Education



**Auburn  
Career Center**



*Attachment Item #19c*

*Affiliation Agreements*

*SY23-24*



*List of Business & Industry  
Affiliation Agreements for Business Partnership*

Alvord's Yard & Garden	Lake Erie College
Cardinal Public Schools	Lakeland Community College
Chagrin Valley Heating & Cooling	Lincoln Electric
Chardon Local School District	North Coast Perennial
Classic Auto Group	Ohio Ordinance Works, Inc.
Cleveland Crane & Shovel	Painesville City Local Schools
Component Repair Technologies	Payne & Tompkins Design & Renovations
D & S Automotive Collision & Restyling	QP Manufacturing, LLC
D & S Heating and Cooling	Quality Electrodynamics
Discount Tire	Reels Auto Sales
Eclipse Co., LLC	Rimeco Products, Inc.
EduTech Group	Riverside Local Schools
Fairport Harbor Exempted Village School District	Sheet Metal Fabricators Corp
Fischer Special Tooling	Solon Auto Body
Fioritto Family Dental	TruCast, Inc.
Glenn's Golf Cart Central	Western Reserve Drafting, LLC
Grand Rock Co., Inc.	Troy Innovative Instrument, Inc.
Great Lakes Dental	Selectric, LLC.
Hartsgrove Machine, Inc.	Universal Auto & Tire
Highway Auto Center	
Independence Excavating	
iSTEM	
Junction Auto Sales	
Kenston Local Schools	
Kirtland Local Schools	

**Auburn  
Career Center**



*Attachment Item #19d*

*MOU Between Sinclair  
Community College and  
Auburn Career Center*



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SINCLAIR COMMUNITY COLLEGE  
AND  
AUBURN CAREER CENTER

This Memorandum of Understanding (“MOU”) is entered into by and between Sinclair Community College (“Sinclair”), an Ohio community college and a political subdivision of the State of Ohio, created under Chapter 3354 of the Ohio Revised Code, having its principal address at 444 West 3rd Street, Dayton, Ohio 45402 (“Sinclair”) and Auburn Career Center (“Host Institution”), located at 8140 Auburn Rd, Concord, OH 44077, collectively the “Parties.”

The purpose of this MOU is to set forth the activities and obligations of the Parties in connection with the Regionally Aligned Priorities in Delivering Skills (“RAPIDS”) – Workforce Based Training and Equipment (“WBTE”).

This MOU shall become effective on the last date of signature below and continue in effect until June 30, 2028.

This MOU is based on the following statements and understandings:

1. Sinclair has been awarded a grant (the “Grant”) in connection with the RAPIDS Workforce Based Training and Equipment (“WBTE”). The total amount of the grant is \$300,670.00, which will be used to purchase equipment relating to workforce training. The equipment will be purchased by Sinclair and used by Sinclair, Host Institution, and other local education and advocacy organizations identified in the Grant application.
2. Sinclair will purchase for Host Institution the Equipment set forth in Exhibit A (the “Equipment”).
3. Host Institution will provide adequate space and electric supply for the Equipment.
4. Host Institution is responsible for all costs associated with any installation, tooling, maintenance, or consumable supplies required to operate the Equipment.
5. Host Institution is responsible for ensuring all operators of the Equipment receive appropriate training for its safe operation.
6. The Equipment will remain the property of Sinclair for six years from its purchase date. After six years, ownership will transfer to Host Institution. After the Project Period ends, the equipment will continue to be used by Auburn Career Center and other local education and advocacy organizations until needed in order to maintain training relevance and efficiency. Upon the completion of the project, the original equipment will be either (1) returned to Sinclair if there is trade-in value that can be applied toward the purchase of other equipment, or (2) retained by Host Institution.

7. Host Institution will allow Sinclair access to equipment purchased under this agreement for purposes of inventory tagging and inspection to ensure equipment and related tooling is well-maintained. Such access will be provided at mutually agreeable times during Host Institution's regular business hours.
8. Host Institution will provide Sinclair with all information and data necessary for Sinclair to complete the programmatic reporting required by the Ohio Department of Higher Education two weeks prior to reporting due dates. Reports are due January 31 and July 31 of each fiscal year of the grant or as requested by ODHE.
9. Host Institution is performing as an independent contractor and shall not be considered an agent or employee of Sinclair Community College.
10. Host Institution may not assign or subcontract its obligations under this MOU without the prior written consent of Sinclair.
11. Termination of this MOU may occur as follows:
  - A. Host Institution may terminate this MOU by giving thirty (30) days prior written notice to the other party. If termination occurs after the Equipment has been delivered to Host Institution, Sinclair may require Host Institution to return the Equipment to Sinclair or deliver it to such other location as Sinclair may designate consistent with the terms of the Grant.
  - B. Sinclair may terminate this MOU only for cause. Cause is defined as a breach of an obligation under this MOU or conduct which would place Sinclair in violation of its obligations under the Grant. Before any termination by Sinclair is effective, Sinclair will provide written notice to Host Institution of the alleged cause for a proposed termination and provide Host Institution at least two weeks in which to respond in writing to such notice.
12. Each party will be responsible for any personal injury or other damage caused by the negligent acts or negligent omissions of itself or its employees, agents, or contractors, each party agrees to defend itself and pay any judgments and/or costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one party to the other.
13. Notices provided by the parties shall be made as follows:

To Sinclair:  
Sinclair Community College  
444 West Third Street  
Dayton, Ohio 45402-1460  
Attention: LaShawn Graham  
Grants Management Coordinator, Office of Grants Development

To Host Institution:

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14. This MOU is governed by Ohio law.

SINCLAIR COMMUNITY COLLEGE

AUBURN CAREER CENTER

\_\_\_\_\_  
Steven L. Johnson, Ph.D.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Title: President and CEO

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

Below is a list of Equipment to be purchased by Sinclair for Host Institution.

1. EDU-Verisurf Articulated Arm Probe 2mm Ruby x 85mm L – Quantity 2  
Articulated Arm Probe – 2mm Ruby Ball Probe, 85mm Long, Male TKJ Connected, Carbon Fiber Shaft
2. EDU – Verisurf CMM Master 300 – Quantity 1  
CMM Master 300 Machine, 6-port rack, SP25 5mm Ruby Ball Straight Stylus Scanning Probe with Calibration Kit, 50mm Fixture Plate Extender, Cables, Controller, MCU Lite-2 Multi-function hand control unit, UCCserve software and 12-month warrant.
3. FARO-ARM-Quantum E MAX 2.0m 7 axis – Quantity 1  
FARO's basic metrology device. Quantum E Max, 2.0m-Axis includes: 6<sup>th</sup> generation FaroArm with Bluetooth and WLAN technology, calibration kit, mounting plate, 3mm and 6mm iProbes, USB cable, power supply, heavy-duty case, one (1) rechargeable battery and one (1) year factory warranty.
4. FARO-GAGE MAX-Basic  
FARO's most accurate and affordable metrology device. GAGE Max Basic, 1.5m, 6-Axis includes: GAGE FaroArm, calibration kit, mounting plate, 3mm and 6mm iProbes, USB cable, power supply, heavy duty case and two (2) year factory warranty.
5. OASiS Elite 12048 FOV 1.70" x 1.40" (43mm x 36mm) – Quantity 1  
Accurate to +/- .0001 inches – Built-In Inspection Reporting – Dell Computer with 3 Year Dell Warranty – Operating System: Microsoft Windows 10 – 24" Flat Panel LCD Monitor, Keyboard & Mouse – Digital Camera – Engineering LED Light Source – Precision Ground Tool-Steel Stage Surface – Precision Telecentric Main Lens – Features Under Tools Menu – 12 Month Unlimited Training, Support and Software Updates