

Auburn Vocational School District BOARD OF EDUCATION

Minutes of October 1, 2024

The October 1, 2024 regular meeting of the Auburn Vocational School District was called to order by Mr. Miller at 6:30 p.m.

The following members were present:

Mr. Albright	Dr. Culotta	Miss Maruschak	Mrs. Wheeler
Mrs. Brush	Mr. Hach	Mr. Miller	
Mr. Cahill	Mr. Kent	Ms. Rayburn	

Absent: Mrs. Gaskins

Administrators: Brian Bontempo, Sherry Williamson, and Jeff Slavkovsky

149-24 Approve Agenda and Addendum

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the October 1, 2024 agenda and addendum.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

150-24 Approve Minutes of the September 3, 2024 Regular Meeting and the September 19, 2024 Special Meeting

A motion was made by Mr. Hach and seconded by Dr. Culotta to approve the minutes of the September 3, 2024 Regular Board meeting and the September 19, 2024 Special Meeting.

Roll Call: **Ayes:** Mr. Albright, Dr. Culotta, Mr. Hach, Miss Maruschak, Mr. Miller, Ms. Rayburn, and Mrs. Wheeler

Nays: None

Abstain: Mrs. Brush, Mr. Cahill and Mr. Kent
Mr. Miller declared the motion passed

Administrative Report

- AOS required Fraud Training
- 2023-2024 Report Card

Facilities Update

- Jeff Slavkovsky gave an update to the Board

Public Participation – None

151-24 Executive Session

A motion was made by Mrs. Rayburn and seconded by Miss Maruschak to recess into consecutive executive sessions at 6:47 p.m. for the purposes of; (1) the dismissal, discipline or complaint of a public employee or official pursuant to R.C. 121.22 (G)(1) and (2) preparing for and reviewing negotiations with public employees concerning their compensation and/or other terms and conditions of their employment Upon conclusion of these executive sessions, the Board President shall gavel the Board back into open session at this location. All matters discussed in these executive sessions 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:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

Return to public session at 7:10 p.m.

152-24 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. A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the financial statements for the period ending August 31, 2024 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (Attachment Item #9)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

153-24 Approve Transfers

A motion was made by Mr. Kent and seconded by Mrs. Rayburn to approve following transfers from the General Fund effective October 1, 2024.

Fund	Amount	Purpose
Bond Retirement Fund \$2.8 million Bond Roof Replacement/HB 264 energy improvements (2011)	\$460,000-P \$16,787-I	Outstanding Principal and Interest - Transfer to Bond Retirement Fund (002-9211)
Bond Retirement Fund \$2.3 million Bond Roof Replacement/HB 264 energy improvements (2012)	\$525,000-P \$24,804-I	Outstanding Principal and Interest Transfer to Bond Retirement Fund (002-9212)
Bond Retirement Fund \$.6 million Bond Roof Replacement/HB 264 energy improvements (2012)	\$145,000-P \$7,316-I	Outstanding Principal and Interest Transfer to Bond Retirement Fund (002-9213)
Bond Retirement Fund \$1.745 million Bond B-Wing Roof Replacement & TLC Parking Lot (2018)	\$1,170,000-P \$169,176-I	Outstanding Principal and Interest Transfer to Bond Retirement Fund (002-9218)
Bond Retirement Fund \$1.3 million Bond Horticulture Parking Lot, Main Building Window Replacement (2021)	\$796,000-P \$39,804-I	Outstanding Principal and Interest Transfer to Bond Retirement Fund (002-9221)
Bond Retirement Fund \$3.1 million Bond Public Safety Building (2023)	\$2,760,000-P \$698,470-I	Outstanding Principal and Interest Transfer to Bond Retirement Fund (002-9223)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

154-24 Approve 2024-2025 Purpose Statement/Activity Budgets

A motion was made by Mrs. Brush and seconded by Mrs. Rayburn to approve the following purpose statements/activity for the 2024-2025 school year.



Program	Fund Number	Last Year Balance 7/1/24	Revenue Anticipated
Advanced Manufacturing	200-902A	\$ 70.00	\$ 500.00
Allied Health Technology	200-901A	\$ 644.92	\$ 0.00
Architecture & Project Management	200-909A	\$ 0.00	\$ 300.00
Automotive Collision	200-985A	\$ 407.51	\$ 1,600.00
Automotive Technology Jr. & Sr.	200-912A	\$ 3,447.73	\$ 2,500.00
Computer Networking & Technology	200-903A	\$ 231.04	\$ 0.00
Construction Jr. & Sr.	200-987A	\$ 1,025.50	\$ 1,000.00
Cosmetology Jr. & Sr./Holland	200-992A	\$ 1,234.30	\$ 1,850.00
Criminal Justice & Security	200-997A	\$ 0.00	\$ 0.00
Culinary Arts Jr. & Sr.	200-940A	\$ 3,338.80	\$3,500.00
Dental Assistant Technician	200-988A	\$ 0.00	\$ 0.00
DECA	200-930A	\$ 0.00	\$ 0.00
Education Career Pathways-Teaching Professions	200-945A	\$ 175.16	\$ 3,000.00
Electrical Engineering Prep	200-996A	\$ 11.57	\$ 1,000.00
Emergency Medical Services	200-927A	\$ 563.75	\$ 0.00
Esports	200-999A	\$ 0.00	\$ 0.00
HVAC Jr. & Sr.	200-937A	\$ 0.00	\$ 600.00
Interactive Multimedia Jr. & Sr.	200-907A	\$ 1,534.15	\$ 1,000.00
National Technical Honor Society	200-908A	\$ 0.00	\$ 500.00



Patient Care Technician Jr. & Sr.	200-995A	\$ 204.70	\$ 0.00
Plant, Turf & Landscaping Management	200-915A	\$ 43,296.72	\$ 45,000.00
Practical Nursing Adult	200-911A	\$ 829.83	\$ 0.00
Pro Web & Game Design	200-982A	\$ 1,016.25	\$ 0.00
Production & Welding Tech	200-925A	\$ 6,972.78	\$ 0.00
SADD	200-950A	\$ 801.97	\$ 0.00
Skills USA	200-990A	\$ 902.29	\$ 1,750.00
Student Leadership Team	200-914A	\$ 0.00	\$ 500.00
Technology Engineering & Design	200-917A	\$ 43.11	\$ 0.00
Welding Jr. & Sr.	200-924A	\$ 439.04	\$ 0.00
District Wide Student Travel	200-998A	\$ 3,165.83	\$ 3,500.00
Total		\$ 70,356.95	

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

155-24 Approve of The Board of Education of the Auburn Vocational School District accepting the Contractual Agreement with the Career and Technical Association (C.A.T.A)

A motion was made by Mrs. Rayburn and seconded by Mrs. Brush to approve the Resolution accepting the Contractual Agreement with the Career and Technical Association (C.A.T.A) effective July 1, 2024 to June 30, 2027. (Attachment Item #12)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

156-24 Resolution Adopting and Employment Separation Agreement and Release

A motion was made by Mr. Miller and seconded by Mr. Albright to approve the following Resolution adopting and Employment Separation Agreement and Release with Laura Ciszewski. (Attachment Item #13)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

157-24 Resolution Adopting and Employment Separation Agreement and Release

A motion was made by Mrs. Brush and seconded by Mrs. Rayburn to approve the following Resolution adopting and Employment Separation Agreement and Release with Blair Suttles. (Attachment Item #14)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

158-24 Human Resources

A motion was made by Mr. Miller and seconded by Miss Maruschak to approve the following Resolution to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #15)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

159-24 Approve Resolution to Abolish Vacant Administrative Position

A motion was made by Mrs. Rayburn and seconded by Mr. Cahill to approve the following resolution to abolish a Vacant Administrative Position:

WHEREAS, the Auburn Vocational School District Board of Education ("Board") adopted Board Policy 1540 ("Suspension of Administrative Contracts") pursuant to R.C. 3319.171 ("Administrative Personnel Suspension Policy") with input from the Superintendent and all assistant superintendents, principals,

assistant principals, and other administrators employed by the Board under R.C. 3319.02 ("Assistant Superintendents and Other Administrators") administrative contracts.

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to proceed in achieving a reduction in the administrative staff by abolishing R.C. 3319.02 administrative position with the recommendation of Superintendent Brian Bontempo ("Superintendent").

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to proceed in achieving a reduction in the administrative staff by abolishing R.C. 3319.02 administrative positions in accordance with the best interest of the Auburn Vocational School District, which is the primary factor in achieving a reduction in the administrative staff, given that R.C. 3319.02 administrative positions are not interchangeable.

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to achieve a reduction in the administrative staff by abolishing R.C. 3319.02 administrative position due to financial conditions affecting the Auburn Vocational School District.

WHEREAS, pursuant to Board Policy 1540 and R.C. 3319.171, the Superintendent has recommended and is recommending that it is in the best interest of the Auburn Vocational School District for the Board to achieve a reduction in the administrative staff and given that R.C. 3319.02 administrative positions are not interchangeable – at this October 1, 2024 regularly-scheduled Board meeting – by abolishing the following R.C. 3319.02 administrative position, due to financial conditions affecting the Auburn Vocational School District:

1. Director of Aspire and Assessment

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

160-24 Approval of Consent Agenda

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve that Item #18 A-G be approved as a consent motion

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed



161-24 Contract/Affiliation Agreement

A motion was made by Mrs. Rayburn and seconded by Miss Maruschak to approve the following contract and/or affiliation agreement(s):

- A. *Training Agreement between Auburn Career Center and Visiting Angels (Attachment #18A)*
- B. *Training Agreement between Auburn Career Center and Magnet (Attachment #18B)*
- C. *Universal Membership Agreement between Auburn Career Center and Equifax Workforce Solutions, LLC (Attachment #18C)*
- D. *Mayfield Heights High School EMT-B/Fire 1 and 2 Program Agreement (Attachment #18D)*
- E. *Public Safety Affiliation Agreement(s) 24-25 SY (Attachment #18E)*
 - a. *Liberty Township Fire Department*
- F. *High School Affiliation Agreement(s) 24-25 SY (Attachment #18F)*
 - a. *A.K. Electric, LLC*
 - b. *American Controls, LCC*
 - c. *Major Waste Disposal*
 - d. *Marks Building Co.*
 - e. *RJ Martin Electric*
 - f. *Truline Industries*
 - g. *Villers Advanced Electric*
 - h. *Advanced Controls*
 - i. *Kuhnle Brothers*
 - j. *Petrunic Construction Co.*
 - k. *Frato Products*
 - l. *Quality Electrodynamics (QED)*
- G. *Educator Career Pathways Affiliation Agreement(s) 24-25 SY (Attachment #18G)*
 - a. *Madison Local Schools*

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

162-24 Approve High School Online Delivery Instruction Plan (R.C.3313.482)

A motion was made by Mr. Kent and seconded by Mr. Albright to approve the following Online Delivery Instruction Plan for SY24-25. (Attachment Item #19)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

163-24 Approve Aspire Coordinator Position/Job Description

A motion was made by Mrs. Wheeler and seconded by Miss Maruschak to approve the Position/Job Description of the Part-Time Aspire Coordinator to direct and oversee Aspire programs in Lake and Geauga Counties for the 2024-2025 school year. (Attachment Item #20)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

164-24 Adjourn

A motion was made by Mr. Cahill and seconded by Mrs. Brush to adjourn the meeting at 7:53 p.m.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #8

Financial Reports

Auburn Career Center
Bank Reconciliation
August 31, 2024

Dollar Bank - Main Depository	\$ 16,547,554.85
Huntington	\$ 34,877.40
O/S checks - a/p	\$ (6,302.42)
O/S checks - p/r	\$ (2,844.67)
Payroll Accum (O/S)-Checks NI	\$ (580.93)
Payroll Adjustment	
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	16,573,241.23
Health Care Deductible Pool - Dollar	\$ 30,075.57
Star Ohio	\$ 368,444.76
Star Ohio - CT E	\$ 4,040,634.63
Net Available Cash	\$ 21,012,396.19
Investments:	
Wells Fargo	\$ 2,657,543.52
Total Investments	\$ 2,657,543.52
Balance per bank	\$ 23,669,939.71
Balance per books	\$ 23,669,939.71
	\$ -

Investments Report

Institution	Amount
Wells Fargo	\$ 2,657,543.52

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							
Code 002 BOND RETIREMENT	\$ 15,161,798.11	\$ 233,319.86	\$ 15,395,117.97	\$ 2,171,766.53	\$ 834,880.32	\$ 1,706,739.92	\$ 11,516,611.52
Code 003 PERMANENT IMPROVEMENT	\$ 1,009,006.00	\$ 0.00	\$ 1,009,006.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,009,006.00
Code 004 BUILDING	\$ 299,700.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299,700.00
Code 006 FOOD SERVICE	\$ 236,129.03	\$ 2,132,996.38	\$ 2,369,125.41	\$ 371,936.85	\$ 0.00	\$ 1,758,059.53	\$ 239,129.03
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 165,610.39	\$ 195.00	\$ 165,805.39	\$ 10,678.78	\$ 6,926.24	\$ 20,887.60	\$ 134,239.01
Code 011 ROTARY-SPECIAL SERVICES	\$ 14,678.00	\$ 0.00	\$ 14,678.00	\$ 2,376.00	\$ 2,376.00	\$ 12,014.75	\$ 287.25
Code 012 ADULT EDUCATION	\$ 1,512.00	\$ 0.00	\$ 1,512.00	\$ 296.59	\$ 237.00	\$ 0.00	\$ 1,215.41
Code 018 PUBLIC SCHOOL SUPPORT	\$ 2,848,423.12	\$ 172,762.38	\$ 3,021,185.50	\$ 444,438.26	\$ 206,115.00	\$ 521,834.22	\$ 2,054,913.02
Code 019 OTHER GRANT	\$ 51,794.00	\$ 33,004.00	\$ 84,798.00	\$ 18,539.92	\$ 11,510.03	\$ 12,154.86	\$ 54,103.22
Code 022 DISTRICT CUSTODIAL	\$ 53,536.17	\$ 0.00	\$ 53,536.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,536.17
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 19,745.14	\$ 250.00	\$ 19,995.14	\$ 250.00	\$ 0.00	\$ 0.00	\$ 19,745.14
Code 070 CAPITAL PROJECTS	\$ 26,397.41	\$ 4,831.85	\$ 31,229.26	\$ 1,255.92	\$ 26.66	\$ 3,575.93	\$ 26,397.41
Code 200 STUDENT MANAGED ACTIVITY	\$ 350,000.00	\$ 0.00	\$ 350,000.00	\$ 36,051.00	\$ 33,801.00	\$ 60,520.43	\$ 253,428.57
Code 495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 71,211.84	\$ 358.22	\$ 71,570.06	\$ 125.95	\$ 0.00	\$ 0.00	\$ 71,444.11
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 3,796,059.18	\$ 325,295.30	\$ 4,121,354.48	\$ 82,374.74	\$ 0.00	\$ 242,920.56	\$ 3,796,059.18
Code 501 ADULT BASIC EDUCATION	\$ 94,620.61	\$ 2,500.00	\$ 97,120.61	\$ 296.40	\$ 0.00	\$ 2,500.00	\$ 94,324.21
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 288,724.44	\$ 30,672.58	\$ 319,397.02	\$ 130,156.15	\$ 27,618.54	\$ 6,650.00	\$ 182,590.87
	\$ 51,061.11	\$ 17,616.70	\$ 68,677.81	\$ 51,383.58	\$ 500.00	\$ 2,460.50	\$ 14,833.73

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 524 VOC ED: CARL D. PERKINS - 1984							
	\$ 500,093.92	\$ 41,159.88	\$ 541,253.80	\$ 104,853.98	\$ 41,164.43	\$ 74,493.00	\$ 361,906.82
Code 599 MISCELLANEOUS FED. GRANT FUND							
	\$ 0.00	\$ 6,145.00	\$ 6,145.00	\$ 0.00	\$ 0.00	\$ 6,145.00	\$ 0.00
Grand Total	\$ 25,040,100.47	\$ 3,001,107.15	\$ 28,041,207.62	\$ 3,426,780.65	\$ 1,165,155.22	\$ 4,430,956.30	\$ 20,183,470.67

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
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 13,676,870.62	\$ 1,972,221.73	\$ 4,569,803.51	\$ 834,880.32	\$ 2,171,766.53	\$ 16,074,907.60	\$ 1,706,739.92	\$ 14,368,167.68
		\$ 13,676,870.62	\$ 1,972,221.73	\$ 4,569,803.51	\$ 834,880.32	\$ 2,171,766.53	\$ 16,074,907.60	\$ 1,706,739.92	\$ 14,368,167.68
Code 003 PERMANENT IMPROVEMENT									
003-9024	PERMANENT IMPROVEMENT-OFCC PROJECT	299,700.00	0.00	0.00	0.00	0.00	299,700.00	0.00	299,700.00
		\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 299,700.00
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	107,703.95	0.00	5,416.67	0.00	0.00	113,120.62	0.00	113,120.62
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,261,421.46	0.00	0.00	0.00	371,936.85	1,889,484.61	1,758,059.53	131,425.08
		\$ 2,369,125.41	\$ 0.00	\$ 5,416.67	\$ 0.00	\$ 371,936.85	\$ 2,002,605.23	\$ 1,758,059.53	\$ 244,545.70
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	11,824.30	4,547.95	4,547.95	6,926.24	10,678.78	5,693.47	20,887.60	(15,194.13)
		\$ 11,824.30	\$ 4,547.95	\$ 4,547.95	\$ 6,926.24	\$ 10,678.78	\$ 5,693.47	\$ 20,887.60	\$ (15,194.13)
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	14,653.00	7,087.50	7,112.50	2,376.00	2,376.00	19,389.50	12,014.75	7,374.75
		\$ 14,653.00	\$ 7,087.50	\$ 7,112.50	\$ 2,376.00	\$ 2,376.00	\$ 19,389.50	\$ 12,014.75	\$ 7,374.75
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	1,512.00	0.00	0.00	237.00	296.59	1,215.41	0.00	1,215.41
		\$ 1,512.00	\$ 0.00	\$ 0.00	\$ 237.00	\$ 296.59	\$ 1,215.41	\$ 0.00	\$ 1,215.41
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	586,601.31	282,235.94	512,955.12	206,115.00	440,438.26	659,118.17	518,924.22	140,193.95
012-9024	ADULT EDUCATION - TALENT READY	55,559.34	0.00	0.00	0.00	4,000.00	51,559.34	0.00	51,559.34
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		\$ 645,197.65	\$ 282,235.94	\$ 512,955.12	\$ 206,115.00	\$ 444,438.26	\$ 713,714.51	\$ 521,834.22	\$ 191,860.29
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	33,298.00	54,350.00	55,850.00	11,510.03	18,539.92	70,608.08	12,154.86	58,453.22
		\$ 33,298.00	\$ 54,350.00	\$ 55,850.00	\$ 11,510.03	\$ 18,539.92	\$ 70,608.08	\$ 12,154.86	\$ 58,453.22
Code 019 OTHER GRANT									
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	6,536.17	0.00	0.00	0.00	0.00	6,536.17	0.00	6,536.17
		\$ 53,536.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,536.17	\$ 0.00	\$ 53,536.17
Code 022 DISTRICT CUSTODIAL									
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

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
FY21									
022-9022	DISTRICT CUSTODIAL FY22	\$ 3,682.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,682.00	\$ 0.00	\$ 3,682.00
022-9023	DISTRICT CUSTODIAL FY23	78.00	0.00	0.00	0.00	0.00	78.00	0.00	78.00
022-9024	DISTRICT CUSTODIAL FY24	45.00	0.00	0.00	0.00	0.00	45.00	0.00	45.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	6,066.67	0.00	0.00	0.00	250.00	5,816.67	0.00	5,816.67
Code 024 EMPLOYEE BENEFITS SELF INS.		\$ 19,995.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	\$ 19,745.14	\$ 0.00	\$ 19,745.14
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	4,831.85	26,397.41	26,397.41	26.66	1,255.92	29,973.34	3,575.93	26,397.41
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	15,551.81	0.00	350,000.00	33,801.00	36,051.00	329,500.81	60,520.43	268,980.38
Code 200 STUDENT MANAGED ACTIVITY		\$ 15,551.81	\$ 0.00	\$ 350,000.00	\$ 33,801.00	\$ 36,051.00	\$ 329,500.81	\$ 60,520.43	\$ 268,980.38
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	1,534.15	0.00	0.00	0.00	0.00	1,534.15	0.00	1,534.15
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	3,447.73	0.00	0.00	0.00	0.00	3,447.73	0.00	3,447.73
200-915A	LANDSCAPE HORT	43,296.72	0.00	0.00	0.00	0.00	43,296.72	0.00	43,296.72
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	43.11	0.00	0.00	0.00	0.00	43.11	0.00	43.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-940A	CULINARY ARTS I & II	3,338.80	0.00	0.00	0.00	122.63	3,216.17	0.00	3,216.17
200-945A	TEACHING PROF PATHWAYS I & II	175.16	0.00	0.00	0.00	0.00	175.16	0.00	175.16
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25

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
200-985A	AUTOMOTIVE COLLISION REPAIR #2	\$ 407.51	\$ 0.00	\$ 0.00	\$ 0.00	\$ (6.68)	\$ 414.19	\$ 0.00	\$ 414.19
200-987A	CONSTRUCTION II	1,025.50	0.00	0.00	0.00	0.00	1,025.50	0.00	1,025.50
200-990A	SKILLS USA	902.29	0.00	0.00	0.00	0.00	902.29	0.00	902.29
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	1,234.30	0.00	0.00	0.00	10.00	1,224.30	0.00	1,224.30
200-995A	PATIENT CARE TECHNICIAN JR & SR	204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	3,165.83	4,000.00	5,213.11	0.00	0.00	8,378.94	0.00	8,378.94
Code 495 CAREER TECHNICAL CONSTRUCTION FUND		\$ 70,356.95	\$ 4,000.00	\$ 5,213.11	\$ 0.00	\$ 125.95	\$ 75,444.11	\$ 0.00	\$ 75,444.11
495-9024	CAREER TECHNICAL CONSTRUCTION FUND	901,503.30	3,195,819.00	3,195,819.00	0.00	82,374.74	4,014,947.56	242,920.56	3,772,027.00
495-9224	CAREER TECHNICAL CONSTRUCTION FUND	12,016.09	9,545.12	13,670.98	0.00	0.00	25,687.07	0.00	25,687.07
Code 499 MISCELLANEOUS STATE GRANT FUND		\$ 913,519.39	\$ 3,205,364.12	\$ 3,209,489.98	\$ 0.00	\$ 82,374.74	\$ 4,040,634.63	\$ 242,920.56	\$ 3,797,714.07
499-9024	ADULT - SUPER RAPIDS GRANT	92,120.61	0.00	0.00	0.00	296.40	91,824.21	0.00	91,824.21
499-9224	OHIO SAFETY GRANT FY24	2,500.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00
Code 501 ADULT BASIC EDUCATION		\$ 94,620.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 296.40	\$ 94,324.21	\$ 2,500.00	\$ 91,824.21
501-924A	ASIPRE FY24	30,672.58	0.00	29,747.05	17,420.14	119,957.75	(59,538.12)	0.00	(59,538.12)
501-925A	ASIPRE FY25	0.00	0.00	0.00	10,198.40	10,198.40	(10,198.40)	6,650.00	(16,848.40)
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND		\$ 30,672.58	\$ 0.00	\$ 29,747.05	\$ 27,618.54	\$ 130,156.15	\$ (69,736.52)	\$ 6,650.00	\$ (76,386.52)
507-923D	DODD	12,787.70	0.00	0.00	500.00	43,604.54	(30,816.84)	2,460.50	(33,277.34)
507-924G	OHIO PATHWAYS TO GRADUATION FY24	4,829.00	0.00	0.00	0.00	7,779.04	(2,950.04)	0.00	(2,950.04)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 17,616.70	\$ 0.00	\$ 0.00	\$ 500.00	\$ 51,383.58	\$ (33,766.88)	\$ 2,460.50	\$ (36,227.38)
524-924Q	VOC ED: CARL D. PERKINS - FY24	21,580.34	0.00	0.00	24,007.46	50,435.37	(28,855.03)	0.00	(28,855.03)
524-924R	VOC ED: CARL D. PERKINS - FY24	19,579.54	0.00	0.00	0.00	37,261.64	(17,682.10)	0.00	(17,682.10)
524-925Q	VOC ED: CARL D. PERKINS - FY25	0.00	0.00	0.00	3,082.45	3,082.45	(3,082.45)	73,493.00	(76,575.45)
524-925R	VOC ED: CARL D. PERKINS ADULT - FY25	0.00	0.00	0.00	14,074.52	14,074.52	(14,074.52)	1,000.00	(15,074.52)

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	YTD Received	MTD Expended	YTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 599 MISCELLANEOUS FED. GRANT FUND		\$ 41,159.88	\$ 0.00	\$ 0.00	\$ 41,164.43	\$ 104,853.98	\$ (63,694.10)	\$ 74,493.00	\$ (138,187.10)
599-923S	K-12 SCHOOL SAFETY GRANT	\$ 6,145.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,145.00	\$ 6,145.00	\$ 0.00
Grand Total		\$ 18,320,187.06	\$ 5,556,204.65	\$ 8,776,533.30	\$ 1,165,155.22	\$ 3,426,780.65	\$ 23,669,939.71	\$ 4,430,956.30	\$ 19,238,983.41

Start Date: 08/01/2024

End Date: 08/31/2024

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
34848	61001	ACCOUNTS_PA	Check	8/2/2024	ENBRIDGE GAS OHIO	4003 RECONCILED	8/9/2024			\$ 1,628.26
34851	61002	ACCOUNTS_PA	Check	8/2/2024	WESTON HURD LLP	42601 RECONCILED	8/6/2024			17,333.95
34875	61003	ACCOUNTS_PA	Check	8/2/2024	CHARTER COMMUNICATIONS	13042 RECONCILED	8/8/2024			95.37
34863	61004	ACCOUNTS_PA	Check	8/2/2024	RIVERSIDE LOCAL SCHOOLS	214 RECONCILED	8/6/2024			1,250.00
34860	61005	ACCOUNTS_PA	Check	8/2/2024	GRAINGER	466 RECONCILED	8/6/2024			567.45
34850	61006	ACCOUNTS_PA	Check	8/2/2024	BEAUTY SCHOOL BOSS ESCO	42792 RECONCILED	8/7/2024			3,520.00
34852	61007	ACCOUNTS_PA	Check	8/2/2024	INSTITUTE THIRTYSEVEN4, LLC	11206 RECONCILED	8/19/2024			1,965.66
34873	61008	ACCOUNTS_PA	Check	8/2/2024	IMPERIALDADE	41765 RECONCILED	8/6/2024			4,200.00
34846	61009	ACCOUNTS_PA	Check	8/2/2024	MCMMASTER-CARR SUPPLY CO	41932 RECONCILED	8/7/2024			1,740.55
34870	61010	ACCOUNTS_PA	Check	8/2/2024	ARTEMIS AWARDS & APPAREL	10826 RECONCILED	8/7/2024			804.10
34866	61011	ACCOUNTS_PA	Check	8/2/2024	CEV MULTIMEDIA LLC	52 RECONCILED	8/21/2024			174.32
34855	61012	ACCOUNTS_PA	Check	8/2/2024	JOHN D. PREUER & ASSOCIATES	10843 RECONCILED	8/8/2024			7,687.50
34849	61013	ACCOUNTS_PA	Check	8/2/2024	CREDIT CARD OPERATION	7053 RECONCILED	8/6/2024			839.91
34845	61014	ACCOUNTS_PA	Check	8/2/2024	CDC MARS ELECTRIC CO. LOCATION	41906 RECONCILED	8/2/2024			916.69
34868	61015	ACCOUNTS_PA	Check	8/2/2024	CARPET CO.	1230 RECONCILED	8/7/2024			35.89
34841	61016	ACCOUNTS_PA	Check	8/2/2024	EDYNAMIC LEARNING	10408 RECONCILED	8/6/2024			12,835.00
34842	61017	ACCOUNTS_PA	Check	8/2/2024	NAEMSE	42643 RECONCILED	8/7/2024			37,100.00
34874	61018	ACCOUNTS_PA	Check	8/2/2024	WARREN	10352 RECONCILED	8/9/2024			95.00
34867	61019	ACCOUNTS_PA	Check	8/2/2024		42826 RECONCILED	8/7/2024			1,800.00

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AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			ROOFING & INSULATING LLC					
34865	61020 ACCOUNTS_PA	Check		8/2/2024	LOWE'S COMPANIES, INC.	11038 RECONCILED	8/6/2024			\$ 930.02
34859	61021 ACCOUNTS_PA	Check		8/2/2024	AUBURN CAREER CENTER	499 RECONCILED	8/5/2024			3,470.00
34864	61022 ACCOUNTS_PA	Check		8/2/2024	GAZETTE NEWSPAPERS	11455 RECONCILED	8/5/2024			25.00
34871	61023 ACCOUNTS_PA	Check		8/2/2024	OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS	8216 RECONCILED	8/13/2024			200.00
34844	61024 ACCOUNTS_PA	Check		8/2/2024	AMERICAN EXPRESS	40915 RECONCILED	8/8/2024			14,271.14
34862	61025 ACCOUNTS_PA	Check		8/2/2024	CDW	11547 RECONCILED	8/5/2024			6,202.10
34857	61026 ACCOUNTS_PA	Check		8/2/2024	GOVERNMENT ELSEVIER	11447 RECONCILED	8/5/2024			2,250.00
34847	61027 ACCOUNTS_PA	Check		8/2/2024	QUILL CORP	855 RECONCILED	8/5/2024			1,725.03
34843	61028 ACCOUNTS_PA	Check		8/2/2024	MUNICIPAL EMERGENCY SERVICES	41310 RECONCILED	8/5/2024			10,799.46
34853	61029 ACCOUNTS_PA	Check		8/2/2024	ANDREW KELNER	42347 RECONCILED	8/5/2024			247.34
34854	61030 ACCOUNTS_PA	Check		8/2/2024	CHRISTOPHER MITCHELL	41578 RECONCILED	8/5/2024			182.97
34856	61031 ACCOUNTS_PA	Check		8/2/2024	KELLY BEAN	42746 RECONCILED	8/5/2024			241.47
34872	61032 ACCOUNTS_PA	Check		8/2/2024	SHELBY KAMINSKI	41393 RECONCILED	8/5/2024			259.23
34858	61033 ACCOUNTS_PA	Check		8/2/2024	DAVID LEONE	42507 RECONCILED	8/5/2024			228.43
34861	61034 ACCOUNTS_PA	Check		8/2/2024	MICHELLE RODEWALD	11544 RECONCILED	8/5/2024			218.34
34869	61035 ACCOUNTS_PA	Check		8/2/2024	KELLEY GOLINAR	13409 RECONCILED	8/5/2024			54.97
34902	61044 ACCOUNTS_PA	Check		8/15/2024	CLASSIC FORD	11919 RECONCILED	8/21/2024			98.10
34913	61045 ACCOUNTS_PA	Check		8/15/2024	TTAN ASPHALT & PAVING INC	42683 RECONCILED	8/19/2024			13,420.00
34930	61046 ACCOUNTS_PA	Check		8/15/2024	GENE	640 RECONCILED	8/20/2024			2,364.20

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AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34926	61047 ACCOUNTS_PA YABLE	Check		8/15/2024	PTACHEK & SON		42300 RECONCILED	8/23/2024		\$ 500.00
34923	61048 ACCOUNTS_PA YABLE	Check		8/15/2024	ABM		42305 RECONCILED	8/19/2024		18,367.42
34915	61049 ACCOUNTS_PA YABLE	Check		8/15/2024	MAJOR WASTE DISPOSAL		570 RECONCILED	8/22/2024		88.20
34919	61050 ACCOUNTS_PA YABLE	Check		8/15/2024	UNITED PARCEL SERVICE		2108 RECONCILED	8/20/2024		49.50
34910	61051 ACCOUNTS_PA YABLE	Check		8/15/2024	UHEMSI		7298 RECONCILED	8/23/2024		548.00
34917	61052 ACCOUNTS_PA YABLE	Check		8/15/2024	NOC COG ONE STOP		40653 RECONCILED	8/20/2024		281.96
34903	61053 ACCOUNTS_PA YABLE	Check		8/15/2024	U S POSTAL SERVICE		7745 RECONCILED	8/28/2024		1,500.00
34921	61054 ACCOUNTS_PA YABLE	Check		8/15/2024	MICHIGAN HEALTH COUNCIL		42438 RECONCILED	8/19/2024		950.00
34901	61055 ACCOUNTS_PA YABLE	Check		8/15/2024	CITY OF PAINESVILLE		215 RECONCILED	8/19/2024		863.95
34904	61056 ACCOUNTS_PA YABLE	Check		8/15/2024	SNAP ON INDUSTRIAL		1266 RECONCILED	8/19/2024		21,580.34
34938	61057 ACCOUNTS_PA YABLE	Check		8/15/2024	NEOLA, INC.		11092 RECONCILED	8/20/2024		795.00
34899	61058 ACCOUNTS_PA YABLE	Check		8/15/2024	NEONET		42778 RECONCILED	8/19/2024		6,618.50
34900	61059 ACCOUNTS_PA YABLE	Check		8/15/2024	CHARDON OIL CO.		8287 RECONCILED	8/21/2024		704.77
34896	61060 ACCOUNTS_PA YABLE	Check		8/15/2024	ESCO INSTITUTE		11206 RECONCILED	8/20/2024		493.35
34936	61061 ACCOUNTS_PA YABLE	Check		8/15/2024	WORLD RISK MANAGEMENT		42515 RECONCILED	8/16/2024		1,995.00
34927	61062 ACCOUNTS_PA YABLE	Check		8/15/2024	AT&T		41770 RECONCILED	8/20/2024		201.31
34905	61063 ACCOUNTS_PA YABLE	Check		8/15/2024	CAMCOR, INC		41763 RECONCILED	8/16/2024		4,660.60
34916	61064 ACCOUNTS_PA YABLE	Check		8/15/2024	AT&T		171 RECONCILED	8/20/2024		1,602.91
34895	61065 ACCOUNTS_PA YABLE	Check		8/15/2024	SMOCKER BY BEXAR MFG CO		40974 RECONCILED	8/20/2024		768.00
34928	61066 ACCOUNTS_PA YABLE	Check		8/15/2024	JESSICA HOLT		42625 RECONCILED	8/19/2024		200.00
34939	61067 ACCOUNTS_PA YABLE	Check		8/15/2024	WM CORPORATE		734 RECONCILED	8/19/2024		378.78

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AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34898	61068 ACCOUNTS_PA YABLE	Check		8/15/2024	SERVICES INC GRAINGER	466 RECONCILED	8/19/2024			\$ 3,416.15
34933	61069 ACCOUNTS_PA YABLE	Check		8/15/2024	THYSENKRUP P ELEVATOR CORP.	11792 RECONCILED	8/16/2024			729.30
34907	61070 ACCOUNTS_PA YABLE	Check		8/15/2024	CONTINENTAL FIRE & SECURITY INC OASSA	11490 RECONCILED	8/19/2024			840.40
34909	61071 ACCOUNTS_PA YABLE	Check		8/15/2024	ELENCO ELECTRONICS, INC	7083 RECONCILED	8/27/2024			1,180.00
34893	61072 ACCOUNTS_PA YABLE	Check		8/15/2024	WEBB SUPPLY	41665 OUTSTANDING				4,911.35
34934	61073 ACCOUNTS_PA YABLE	Check		8/15/2024	HARTMAN PUBLISHING, INC.	8435 RECONCILED	8/21/2024			8,522.44
34897	61074 ACCOUNTS_PA YABLE	Check		8/15/2024	EASY GRAPHICS CORP.	12899 RECONCILED	8/23/2024			10,641.05
34925	61075 ACCOUNTS_PA YABLE	Check		8/15/2024	LOCATION CARPET CO. ALLIANCE TRAINING CENTER CHARTER COMMUNICATI ONS	1139 RECONCILED	8/21/2024			482.35
34918	61076 ACCOUNTS_PA YABLE	Check		8/15/2024	10408 RECONCILED	8/20/2024				7,546.00
34894	61077 ACCOUNTS_PA YABLE	Check		8/15/2024	12516 RECONCILED	8/23/2024				625.00
34922	61078 ACCOUNTS_PA YABLE	Check		8/15/2024	13042 RECONCILED	8/20/2024				1,134.00
34929	61079 ACCOUNTS_PA YABLE	Check		8/15/2024	10610 RECONCILED	8/20/2024				16.31
34932	61080 ACCOUNTS_PA YABLE	Check		8/15/2024	42815 RECONCILED	8/23/2024				46.83
34920	61081 ACCOUNTS_PA YABLE	Check		8/15/2024	10328 RECONCILED	8/19/2024				2,631.75
34924	61082 ACCOUNTS_PA YABLE	Check		8/15/2024	56 RECONCILED	8/19/2024				772.00
34891	61083 ACCOUNTS_PA YABLE	Check		8/15/2024	984 RECONCILED	8/19/2024				4,268.74
34908	61084 ACCOUNTS_PA YABLE	Check		8/15/2024	41981 RECONCILED	8/19/2024				2,376.00
34937	61085 ACCOUNTS_PA YABLE	Check		8/15/2024	13523 RECONCILED	8/16/2024				1,000.00
34892	61086 ACCOUNTS_PA Check			8/15/2024	551 RECONCILED	8/16/2024				599.84

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AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34911	61087	YABLE ACCOUNTS_PA	Check	8/15/2024	HARDWARE ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	8/16/2024		\$ 351.20
34935	61088	YABLE ACCOUNTS_PA	Check	8/15/2024	ADVANCED GAS & WELDING	13407	RECONCILED	8/16/2024		2,400.00
34912	61089	YABLE ACCOUNTS_PA	Check	8/15/2024	EXSCAPE DESIGNS, LLC	41963	RECONCILED	8/16/2024		3,760.98
34914	61090	YABLE ACCOUNTS_PA	Check	8/15/2024	OHIO SCHOOLS COUNCIL	812	RECONCILED	8/16/2024		5,965.00
34906	61091	YABLE ACCOUNTS_PA	Check	8/15/2024	ELSEVIER	11447	RECONCILED	8/16/2024		8,319.58
34931	61092	YABLE ACCOUNTS_PA	Check	8/15/2024	FA SOLUTIONS LLC	41342	RECONCILED	8/16/2024		2,086.76
34947	61094	YABLE ACCOUNTS_PA	Check	8/28/2024	SAMS CLUB	8469	RECONCILED	8/30/2024		467.02
34950	61095	YABLE ACCOUNTS_PA	Check	8/29/2024	WEX BANK	41338	OUTSTANDING			75.25
34949	61096	YABLE ACCOUNTS_PA	Check	8/29/2024	HUNTINGTON NATIONAL BANK	10092	RECONCILED	8/30/2024		1,528.93
34948	61097	YABLE ACCOUNTS_PA	Check	8/29/2024	CREDIT CARD OPERATION	41906	RECONCILED	8/30/2024		17,846.50
Default Payment Type:	Electronic									
34945	0	ACCOUNTS_PA	Electronic YABLE	8/23/2024	BANK ONE/MEMO/FTC A	900693	RECONCILED	8/24/2024		31.00
34952	0	ACCOUNTS_PA	Electronic YABLE	8/13/2024	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	8/17/2024		26.66
34840	0	ACCOUNTS_PA	Electronic YABLE	8/2/2024	SERS	900926	RECONCILED	8/3/2024		1,213.76
34885	0	ACCOUNTS_PA	Electronic YABLE	8/9/2024	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	8/10/2024		4,299.29
34951	0	ACCOUNTS_PA	Electronic YABLE	8/29/2024	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	8/31/2024		121,927.78
34886	0	ACCOUNTS_PA	Electronic YABLE	8/9/2024	Workers Comp	900950	RECONCILED	8/10/2024		1,176.43
34890	0	ACCOUNTS_PA	Electronic YABLE	8/9/2024	SERS	900926	RECONCILED	8/17/2024		1,197.66
34942	0	ACCOUNTS_PA	Electronic	8/23/2024	BANK	900663	RECONCILED	8/24/2024		3,745.07

\$ 309,465.77

Start Date: 08/01/2024

End Date: 08/31/2024

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34887	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/9/2024	ONE/MEMO/ME DICARE STATE TEACHERS RETIREMENT SCHOOL EMPLOYEES RETIRE- SCHOOL EMPLOYEES SERS	480 RECONCILED	8/10/2024			\$ 31,358.11
34888	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/9/2024		7727 RECONCILED	8/10/2024			8,407.32
34944	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/23/2024		7727 RECONCILED	8/24/2024			8,944.74
34946	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/23/2024		900926 RECONCILED	8/31/2024			1,198.87
34943	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/23/2024	STATE TEACHERS RETIREMENT Workers Comp	480 RECONCILED	8/24/2024			29,560.89
34941	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/23/2024		900950 RECONCILED	8/24/2024			1,071.02
34889	YABLE	0 ACCOUNTS_PA Electronic YABLE		8/15/2024	SERS	900926 RECONCILED	8/17/2024			23,535.60
										<u>\$ 237,694.20</u>
										<u>\$ 547,159.97</u>
Type: REFUND										
Default Payment Type:	Check									
34876	61036 REFUND	Check		8/5/2024	AMANDA MILLER	42682 RECONCILED	8/9/2024			2,000.00
34877	61037 REFUND	Check		8/5/2024	MATTHEW FUSCO	42831 RECONCILED	8/8/2024			2,375.00
34878	61038 REFUND	Check		8/5/2024	U.S. DEPARTMENT OF VETERANS AFFAIRS	42830 RECONCILED	8/9/2024			2,300.00
34879	61039 REFUND	Check		8/5/2024	SAM WILLIAMS	42829 OUTSTANDING				401.00
34880	61040 REFUND	Check		8/5/2024	JONATHAN SMITH	41880 RECONCILED	8/12/2024			965.50
34881	61041 REFUND	Check		8/5/2024	PATTY POSANTE	42833 RECONCILED	8/14/2024			4,505.00
34882	61042 REFUND	Check		8/5/2024	ZACHARY RAPOSE	42798 RECONCILED	8/8/2024			45.00
34883	61043 REFUND	Check		8/5/2024	WEBB SUPPLY	8435 RECONCILED	8/8/2024			9,657.09
34940	61093 REFUND	Check		8/16/2024	CRYSTAL HAWKINS	42549 RECONCILED	8/19/2024			728.00
										<u>\$ 22,976.59</u>
										<u>\$ 22,976.59</u>

Start Date: 08/01/2024

End Date: 08/31/2024

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: PAYROLL										
Default Payment Type:										
34884	0	PAYROLL		8/9/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/10/2024		\$ 263,329.73
34953	0	PAYROLL		8/23/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/24/2024		240,638.52
Grand Total										<u>\$ 503,968.25</u> <u>\$ 503,968.25</u> \$ 1,074,104.81

Auburn Career Center
Monthly History Comparison-General Fund
August 31, 2024

	Monthly Comparison				Annual Comparison				174
	August FY23	August FY24	August FY25	Avg Chg	Actual 2023	June FY24	Budget 2025	Remain 2025	Budget Expended
Revenue									
Real Estate	\$ 2,892,302	\$ 3,049,958	\$ 3,464,804		\$ 6,722,749	\$ 7,283,941	\$ 7,283,941	\$ 3,819,137	48%
Tangible Personal (PU)	\$ 122,312	\$ 129,536	\$ 189,228		\$ 325,973	\$ 473,726	\$ 473,726	\$ 284,498	40%
Foundation	\$ 379,546	\$ 394,874	\$ 571,808		\$ 2,632,320	\$ 3,176,442	\$ 3,176,442	\$ 2,604,634	18%
Homesite & Rollback	\$ -	\$ -	\$ -		\$ 920,149	\$ 983,549	\$ 983,549	\$ 983,549	0%
Other	\$ 65,690	\$ 313,747	\$ 196,851		\$ 759,416	\$ 1,379,840	\$ 1,379,840	\$ 1,182,990	14%
Subtotal	\$ 3,459,849	\$ 3,888,115	\$ 4,422,691		\$ 11,360,607	\$ 13,297,498	\$ 13,297,498	\$ 8,874,807	33%
Expense									
Salaries	\$ 680,563	\$ 663,188	\$ 680,381	0.0%	\$ 4,119,768	\$ 3,996,695	\$ 3,996,695	\$ 3,316,314	17%
Benefits	\$ 284,158	\$ 220,365	\$ 340,364	16.0%	\$ 1,908,053	\$ 1,818,191	\$ 1,818,191	\$ 1,477,827	19%
Purchased Services	\$ 297,336	\$ 350,392	\$ 309,201	3.0%	\$ 1,368,524	\$ 1,672,435	\$ 1,672,435	\$ 1,363,234	18%
Supplies	\$ 120,122	\$ 142,161	\$ 107,659	-3.0%	\$ 739,327	\$ 881,209	\$ 881,209	\$ 773,549	12%
Capital Outlay/Equipment	\$ 170,937	\$ 55,936	\$ 261,575	150%	\$ 546,551	\$ 593,260	\$ 593,260	\$ 331,685	44%
Other	\$ 23,065	\$ 21,888	\$ 50,578		\$ 142,885	\$ 149,524	\$ 149,524	\$ 98,946	34%
Subtotal	\$ 1,576,180	\$ 1,453,931	\$ 1,749,758		\$ 8,825,107	\$ 9,111,313	\$ 9,111,313	\$ 7,361,556	19%
Revenue/Expense (Operating Balance)	\$1,883,670	\$2,434,184	\$2,672,933		\$2,535,500	\$4,186,185	\$4,186,185		
Other Uses									
Budget Reserve									
Advances Returned	\$ 27,525	\$ 390,312	\$ 147,112		\$ 27,525	\$ 390,312	\$ 390,312	\$ 1,486,046	
Advances Out	\$ -	\$ -	\$ -		\$ 390,312	\$ 147,112	\$ 100,000	\$ 390,312	
Transfers	\$ 282,927	\$ 282,690	\$ 422,009		\$ 1,368,237	\$ 1,672,928	\$ 1,343,105	\$ 1,343,105	
Subtotal	\$ (255,403)	\$ 107,622	\$ (274,896)		\$ (1,731,024)	\$ (1,429,728)	\$ (2,538,839)		
Beginning Cash Ending Cash	\$ 11,367,598 \$ 11,744,206	\$ 12,988,033 \$ 13,462,221	\$ 14,937,566 \$ 16,074,908		\$ 12,716,105 \$ 10,920,414	\$ 14,588,218 \$ 13,676,871	\$ 13,676,871 \$ 11,187,201		
Encumbrances	\$ 1,337,761	\$ 1,304,099	\$ 1,706,740		\$ 216,984	\$ 233,320			

This is an unaudited financial report.

Prepared August 31, 2024

	Programs		FY25		FY24		FY23		FY22		FY21		FY20	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$ 166,500	\$ 60,159	\$ 59,591	\$ 289,864	\$ 286,299	\$ 256,157	\$ 244,327	\$ 130,164	\$ 246,754	\$ 311,228	\$ 255,529	\$ 289,220	\$ 308,720	
EMT Basic	\$ 193,660	\$ 42,523	\$ 39,368	\$ 461,124	\$ 218,881	\$ 203,547	\$ 184,032	\$ 124,243	\$ 97,103	\$ 111,177	\$ 78,269	\$ 38,603	\$ 49,138	
Adult Paramedic	\$ 264,864	\$ 82,364	\$ 45,725	\$ 441,507	\$ 316,017	\$ 355,640	\$ 270,304	\$ 255,858	\$ 235,740	\$ 224,297	\$ 218,159	\$ 152,100	\$ 175,930	
Adult Education (High Programs)	\$ 15,000	\$ 14,721	\$ 5,397	\$ 59,111	\$ 20,223	\$ 72,050	\$ 19,605	\$ 20,928	\$ 16,674	\$ 18,383	\$ 10,644	\$ 7,906	\$ 3,727	
Customized - Telecommunicator	\$ 30,000	\$ -	\$ -	\$ 34,400	\$ 44,293	\$ 36,000	\$ 18,888	\$ 34,023	\$ 27,537	\$ 59,462	\$ 51,923	\$ -	\$ -	
Customized Machining - OJT	\$ 30,000	\$ -	\$ -	\$ 1,989	\$ -	\$ -	\$ 2,054	\$ 30,100	\$ 21,114	\$ 42,130	\$ 8,219	\$ -	\$ -	
HVAC Refrigeration	\$ 93,000	\$ 5,156	\$ 12,120	\$ 185,848	\$ 77,095	\$ 109,144	\$ 67,971	\$ 182,588	\$ 51,505	\$ 152,447	\$ 90,485	\$ 171,854	\$ 74,138	
Ground Transportation Maintenance (Auto Tech)	\$ 2,000	\$ -	\$ -	\$ 38,943	\$ 11,688	\$ 22,806	\$ (6,332)	\$ 3,559	\$ 1,965	\$ 654	\$ -	\$ 1,273	\$ 1,873	
DC and AC Electronic Circuits (Electrical)	\$ 72,000	\$ 18,143	\$ 7,792	\$ 107,916	\$ 40,308	\$ 73,886	\$ 35,032	\$ 82,924	\$ 30,193	\$ 38,422	\$ 27,591	\$ 42,388	\$ 22,523	
Manufacturing Operations (Industrial Maint)	\$ 10,000	\$ -	\$ -	\$ 951	\$ 174	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 315	\$ -	\$ 289	\$ -	\$ 1,502	\$ -	\$ 281	\$ -	\$ 60	\$ 45	
Manufacturing Capstone (Machine Trades)	\$ 39,546	\$ 467	\$ 8,365	\$ 99,474	\$ 72,680	\$ 109,448	\$ 48,920	\$ 64,019	\$ 22,949	\$ 94,802	\$ 37,274	\$ 71,162	\$ 25,277	
Gas Metal Arc Welding	\$ 79,440	\$ 20,526	\$ 8,612	\$ 144,174	\$ 90,728	\$ 128,213	\$ 80,246	\$ 74,429	\$ 45,409	\$ 107,055	\$ 116,325	\$ 116,325	\$ 116,325	
Firststep I	\$ 425,528	\$ 103,248	\$ 110,693	\$ 385,897	\$ 504,711	\$ 428,600	\$ 294,650	\$ 205,278	\$ 270,407	\$ 144,914	\$ 122,666	\$ 83,202	\$ 110,875	
TIG Welding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,605)	\$ 4,800	\$ 2,435	
Certified Production Tech.	\$ 63,000	\$ 3,570	\$ 1,582	\$ 39,670	\$ 34,603	\$ 69,559	\$ 25,327	\$ 87,092	\$ 59,139	\$ 4,994	\$ 13,232	\$ -	\$ -	
CTX	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 109	\$ 109	\$ 6,615	\$ 6,615	\$ 144,632	\$ 65,641	\$ -	\$ -	
STNA	\$ 26,000	\$ -	\$ 1,043	\$ -	\$ 1,843	\$ 13,236	\$ 22,945	\$ 6,758	\$ 7,313	\$ 10,272	\$ 10,953	\$ 20,132	\$ 8,687	
Dental Assistant	\$ 29,000	\$ 5,640	\$ -	\$ 29,921	\$ 19,174	\$ 21,620	\$ 16,270	\$ 21,014	\$ 8,563	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,589,558	\$ 356,515	\$ 297,289	\$ 2,321,104	\$ 1,738,660	\$ 1,900,310	\$ 1,324,348	\$ 1,331,109	\$ 1,146,980	\$ 1,464,951	\$ 1,037,543	\$ 1,001,588	\$ 814,874	
Program Profit/Loss		\$ 59,226		\$ 582,444		\$ 575,961		\$ 184,129		\$ 427,408		\$ 186,715		
Assessment	\$ 15,000	\$ 7,475	\$ 7,611	\$ 19,447	\$ 9,709	\$ 21,134	\$ 7,551	\$ 12,542	\$ 13,203	\$ 6,788	\$ 6,715	\$ 7,501	\$ 6,942	
Lifetime Learning/GED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ 9,938	\$ 11,023	
Resale	\$ 100,000	\$ 23,318	\$ 11,202	\$ 94,576	\$ 78,590	\$ 74,975	\$ 73,590	\$ 99,899	\$ 75,473	\$ 81,538	\$ 59,886	\$ 63,651	\$ 56,818	
One Stop														
Total	\$ 115,000	\$ 30,793	\$ 18,813	\$ 114,023	\$ 88,299	\$ 96,609	\$ 81,181	\$ 112,441	\$ 90,676	\$ 89,675	\$ 67,226	\$ 81,090	\$ 74,782	
ABIE Profit/Loss		\$ 11,980		\$ 25,124		\$ 15,468		\$ 21,764		\$ 22,449		\$ 6,308		
Front Office														
Receivable FY25														
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Revenue	\$ 406,258	\$ 125,647	\$ 82,011	\$ 595,962	\$ 736,049	\$ 444,217	\$ 590,721	\$ 377,090	\$ 522,827	\$ 243,133	\$ 188,810	\$ 336,718	\$ 269,657	\$ 188,810
Salaries/Benefits			\$ 19,302	\$ 124,779	\$ 111,233	\$ 111,233	\$ 38,111	\$ 38,111	\$ 72,121	\$ 38,111	\$ 38,111	\$ 72,121	\$ 38,111	\$ 38,111
Supplies			\$ 4,291	\$ 15,045	\$ 15,045	\$ 24,370	\$ 18,142	\$ 18,142	\$ 18,408	\$ 8,854	\$ 8,854	\$ 18,408	\$ 18,408	\$ 18,408
Equipment			\$ 1,240	\$ 5,764	\$ 5,764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous			\$ 21,492	\$ 32,504	\$ 32,504	\$ 150,670	\$ 111,858	\$ 111,858	\$ 250,779	\$ 105,579	\$ 105,579	\$ 105,579	\$ 105,579	\$ 105,579
Total	\$ 406,258	\$ 125,647	\$ 128,336	\$ 595,962	\$ 914,142	\$ 444,217	\$ 831,570	\$ 377,090	\$ 764,635	\$ 243,133	\$ 486,554	\$ 336,718	\$ 405,765	\$ 486,554
Front Office Over/Under			(2,689)	(318,180)	(387,353)	(387,353)	(387,353)	(387,353)	(243,422)	(129,047)				
All Adult Workforce														
	FYTD Advances Returned													
	\$ 2,110,816	\$ 68,517	\$ 289,989	\$ 205,000	\$ 100,000	\$ 204,076	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
				\$ 450,000	\$ 655,000	\$ 755,000	\$ 855,000	\$ 855,000	\$ 855,000	\$ 855,000	\$ 855,000	\$ 855,000	\$ 855,000	\$ 855,000

**Auburn
Career Center**



Attachment Item #11

*C.A.T.A
Agreement*

**RESOLUTION OF THE BOARD OF EDUCATION OF
THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

The Board of Education of the Auburn Vocational School District Board of Education (the “Board”) met in regular session on the 1st day of October, 2024 with the following members present:

_____ moved for the adoption of the following Resolution:

RESOLUTION # _____

**RESOLUTION ACCEPTING THE CONTRACTUAL
AGREEMENT WITH THE CAREER AND TECHNICAL ASSOCIATION
(C.A.T.A)**

WHEREAS, Ohio Revised Code Section 3313.17 permits the Board to enter into contracts, including those contracts collectively bargained pursuant to Chapter 4117 of the Ohio Revised Code;

WHEREAS, the Board has engaged in collective bargaining with Career and Technical Association (“C.A.T.A.”) during which the parties have come to an agreement; and

WHEREAS, Section 4117.09 requires a collective bargaining agreement to be reduced to writing and executed by all parties.

NOW, THEREFORE, BE IT RESOLVED by the Board:

SECTION 1. That the proposed revisions to the prior Contractual Agreement between the Board and the C.A.T.A, attached hereto as **Exhibit “A”** and incorporated herein fully as if by reference, are hereby accepted and approved for execution on behalf of the Board.

SECTION 2. The Board further authorizes and directs the Board President, the Superintendent, and/or the Treasurer to do all things necessary and consistent with this Resolution and to take such actions as are necessary or appropriate to accomplish the objectives of this Resolution.

SECTION 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public or in executive session as permitted by Ohio law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

_____ seconded adoption of the foregoing Resolution with the vote resulting as follows:

Motion carried.

CERTIFICATION OF TREASURER

I, Sherry Williamson, Treasurer of the Board of Education of the Auburn Vocational School District Board of Education, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at its public meeting on the ____ day of _____, 2024.

Treasurer of the Board of Education of the
Auburn Vocational School District
Board of Education

Contractual Agreement

between the

Auburn Vocational School District Board of Education

and the

Career and Technical Association
(C.A.T.A)

~~Effective July 12009 to June 30 2012~~

~~Effective July 31, 2024 to August 1, 2027~~

Effective July 1, 2024 to June 30, 2027

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ARTICLE I

ASSOCIATION RECOGNITION

- 1.1 The Auburn Vocational School District Board of Education (BOE) shall recognize the Career and Technical Association (CATA) and affiliated with the Ohio Education Association (OEA) and the National Education Association (NEA) known as ~~CATA~~ as the exclusive representative for all classified and certified/licensed personnel employed or to be employed by BOE, for the purposes of negotiations, wages, hours, fringe benefits, terms and conditions of employment and matters of professional concern. Members of CATA may be are sometimes hereinafter referred to as "MOC" or bargaining unit members or employees. throughout this Agreement.
- 1.2 Classified MOC are full-time and part-time regular employees under non-certificated/non-licensed employment contracts, except for administrators, supervisory personnel, confidential employees, the Treasurer and the Assistant Treasurer who are not subject to this Agreement. ~~are those regular full time and part time school MOC holding positions for which the State Board of Education does not require teacher certification/licensure with the exception of~~ Notwithstanding the foregoing, teaching assistants and Enrollment Specialists, who may hold licenses and are considered as Classified MOC. [Note: the current employee occupying the Enrollment Specialist position as of July 1, 2024 will be maintained on the teacher salary schedule until separation from service. Any employee subsequently filling that position will be placed on the salary schedule for the Enrollment Specialist position on the Classified Employee Salary Schedule.]
- 1.3 The following positions are exempt from this Agreement in accordance with ORC 4117.01: confidential employees, supervisors, management level employees, and other personnel described ~~personal noted~~ in ORC 4117.01(Q). Adult Workforce Education Program (AWE) instructional staff and adult AWE pupil support staff are also excluded from CATA. However, administrative assistants for the AWE program shall be eligible to be members of CATA.
- 1.4 A teacher employed as a substitute with an assignment to one specific teaching position shall after sixty (60) work days be considered a member of the bargaining unit. However, the BOE need not evaluate the substitute employee and the substitute employee may be released from service when his/her assignment ceases without complying with any terms of the Agreement regarding nonrenewal or termination.

ARTICLE II

~~FAIR SHARE FEE~~

ASSOCIATION DUES

- 2.1 Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels his/her membership pursuant to Section 2.4 below.
- 2.2 The Association shall transmit the dues rates to the District Treasurer by September 15 for deductions to be made that contract year. The Association will also provide by October 15 to the District Treasurer the names of those unit members who are members of the Association.
- 2.3 Upon the District Treasurer receiving a properly signed authorization form, which shall be provided by the Association, the Board will cause a deduction to be made according to established schedules for Association dues, initiation fees and assessments. This deduction shall be without cost to the Association or the member. Deductions shall begin with the second pay period in October.
- 2.4 Any individual who wishes to cancel their membership must notify the Association Treasurer, the Association President, and/or the Association Membership Chair and the District Treasurer in writing between August 1 and August 31. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year.
- 2.5 In the event an employee severs employment with the District, the District Treasurer shall deduct all owed and remaining dues for that school year from the employee's next check immediately following such notification.
- 2.6 The Association agrees that it will indemnify and save the Board harmless from and against any and all bargaining unit members' claims, demands, suits, or forms of liability arising out of or by reason of action taken pursuant to this Article.
- 2.7 The Association shall notify all current and newly hired bargaining unit members that membership in the Association is not required.
- 2.8 ~~2.1 The Treasurer will deduct a fair share fee from the pay of any employee who elects not to become or to remain members of CATA, as compensation for CATA representation during the terms of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not affiliated with CATA's work in the arena of collective bargaining. Payroll deduction of fair share fees will follow the payroll deduct schedule of membership fee payroll deduction. The amount of the annual fair share fee shall be equivalent to the membership fee of the Association.~~
- 2.9 ~~2.2 CATA represents to the BOE that an internal rebate procedure has been established in accordance with Section 4117-11-01 of the Ohio Administrative Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each employee who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal law and the Constitution. Upon timely demand, nonmembers of CATA may apply to CATA for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association~~

~~2.3 CATA agrees to indemnify the BOE and Auburn Career Center for any cost of liability incurred as a result of the implementation and enforcement of this provision. The BOE and Auburn Vocational School District and its counsel will fully cooperate with CATA regarding any litigation concerning fair share fees. The BOE shall be notified in writing within ten (10) working days of any such claim made. A rebate procedure is on file and can be obtained by contacting a CATA officer.~~

ARTICLE III

NEGOTIATION PROCESS

3.1 Purpose

3.1.1 The purpose of this Agreement is (1) to establish an orderly method of representation by both parties; (2) to indicate responsibilities of the parties; and (3) to provide a basis for settling matters of concern within the scope of the Agreement.

3.2 Initiation of Negotiation Process

3.2.1 If either of the parties desires to negotiate changes in the Agreement, they shall notify the other party in writing no later than ~~180 days prior to the expiration date of the current Agreement~~ **February 15 in the year of expiration unless mutually agreed to otherwise.** The notification shall be from designated agent to designated agent. The party initiating the intent to negotiate shall also notify SERB (State Employment Relations Board, State of Ohio) using the proper forms available from SERB.

3.2.2 Each party shall notify in writing the members of their team, ~~no later than one hundred twenty (120) days prior to the expiration of the current Agreement~~ **March 15 in the year of expiration, unless mutually agreed to otherwise.**

3.2.3 Within thirty (30) days after notification of team members, an initial meeting of the two teams shall be held for the purpose of permitting an exchange of proposals for discussion, **unless mutually agreed to otherwise.** Additional items for discussion thereafter may be proposed by common consent of both parties.

3.2.4 All proposals submitted by either party shall be in desired final contract language so that without clarification or supplementation, the proposal, if agreed to by the parties, could be incorporated into the contract. If both parties are in agreement, another method of submitting proposals can be used.

3.2.5 Within fifteen (15) days of the initial exchange of proposals, the first negotiation session shall be held, unless such time frame is mutually extended.

3.3 Negotiation Agents

The negotiating agents shall be no more than five (5) members for each team. All negotiations shall be conducted exclusively between said teams. Each party may utilize the service of a consultant who may attend the parties' bargaining sessions.

3.34 Negotiations Meetings

3.34.1 All negotiations meetings shall be between the established negotiation teams so notified. Meetings shall take place at times and place of mutual agreement. Sub-committees may be established upon mutual agreement of both parties to work on specific topics. All sub-committee work must be brought to the teams for any resolution.

- 3.34.2** If considered advisable by either group, outside consultants may be utilized for resource purposes.
- 3.34.3** All negotiations will be confidential and all information will be kept within the teams and the parties to the Agreement.

3.5 Progress Reports

There shall be no reports to the media and/or general public during any negotiating meeting. Members of the media are also not to be present during negotiations. After each session, the teams will mutually determine what, if anything, is to be released to the press. Declaration of impasse by either party negates this section of the Agreement.

3.6. Impasse Procedure

- 3.6.1** When the two sides are unable to come to an agreement ten (10) days before the end of the Agreement, a mediator may be requested by either party. This procedure automatically extends the Agreement until settlement is concluded. The mediator shall be obtained as soon as possible through the Federal Mediation and Conciliation Service according to their voluntary rules and regulations.
- 3.6.2** The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: He/**she** shall call meetings, set a time and duration of said meeting, and set whatever ground rules deemed necessary. Location of the meetings shall be Lake County, Ohio.
- 3.6.3** The cost of mediation shall be shared equally by **both** parties.

3.57 Agreement

- 3.57.1** When a tentative agreement has been reached at any level during negotiations, it shall be reduced to writing and signed by both negotiation agents. When a tentative agreement has been reached on the entire Agreement, the total Agreement shall be reduced to writing, signed by both negotiation agents, and submitted to CATA and the BOE for ratification. Ratification shall take place within thirty **calendar** (30) days of the tentative agreement, but no sooner than **seven (7)** days.
- 3.57.2** The BOE shall supply a copy of the signed agreement to SERB within sixty (60) days of ratification.
- 3.57.3** Copies of the ratified Agreement shall be made available to all MOC and BOE members. In addition, a copy of the ratified Agreement shall be placed on an electronic venue available to same parties.

ARTICLE IV GRIEVANCE PROCEDURE

4.1 *Purpose*

The purpose of this procedure is to secure at the lowest possible administrative level an equitable and just solution to any claims of violations of a term or provision of this Agreement.

4.2 *Definition*

A grievance shall be defined as a written claim filed by a MOC, members of CATA , or the Association as a whole. Such grievance shall allege the violation of this Agreement by Article and Section Title. The parties shall recognize that the grievance procedure is not meant to be a punitive venture, but is a mechanism for ensuring communication between the parties regarding alleged violations of the above-mentioned terms.

4.3 *Filing*

Grievances filed by various individuals arising out of the same or similar circumstances and filed at or about the same time may be consolidated for hearing purposes, if suitable to both parties.

4.4 *Representation*

A grievant shall have the right of representation at all steps of the grievance procedure. Representation may include CATA Professional Rights Officer and/or another officer or a legal advocate of the grievant' s own choosing.

4.5 It is most desirable that grievances be resolved at Level I.

4.6 It is the intent of both parties that the proceedings within this grievance procedure will be kept as informal, yet confidential, as may be appropriate.

4.7 Any MOC who files a grievance shall not have the grievance referred to in any written recommendation from the personnel office. All documents, communications, and records dealing with the processing of the grievance will be filed separate confidential file and will not be kept in the personnel file of an employee participating in a grievance.

4.8 *Level I - Initial Discussion*

A grievant who claims a non-compliance with the Agreement, within fifteen (15) days of alleged event, shall first discuss it with his or her immediate supervisor with the objective of resolving the matter.

4.9 *Level II - Written Grievance*

If the grievant is not satisfied with the result of Level I, he/ she may file a written grievance on the form provided in this Agreement with his or her immediate supervisor within five (5) days following the meeting provided for in Level I. Within five (5) days after receiving the written grievance, the immediate supervisor will meet with the grievant and will render a written decision within five (5) days after such meeting.

4.10 *Level III - Superintendent*

Within ten (10) days after the Level II meeting, the grievant may file a written appeal with the Superintendent on the form provided in this Agreement. Within twenty (20) days after receiving the grievance appeal, the Superintendent will meet with the grievant and will render a written decision within ten (10) days of such meeting.

4.11 *Level IV- Board Of Education*

Within ten (10) days after the written decision of Level III meeting has been served, the grievant may file a written appeal with the BOE on the form provided in this Agreement. At the next regular Board Meeting, not earlier than ten (10) days after receipt of the grievant appeal, the Board will meet with the grievant in executive session and will render a written decision within ten (10) days after such meeting. If denied, the written disposition shall contain reasons for denial.

4.12 *Level V- Mediation*

Within ten (10) days after the Level IV decision, the grievant may elect to file a written appeal on the form provided within this Agreement and submit it to the Federal Mediation and Conciliation Service. The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: The mediator may ~~He/she shall~~ call meetings, set the time and , duration of such meetings ~~said meeting~~, and set whatever ground rules are deemed necessary. ~~The location~~ of the meetings shall be in Lake County, Ohio. The cost of mediation, if any, shall be shared by both parties.

4.13 *Level VI – Arbitration*

4.13.1 The Association may advance the grievance to Level VI – Arbitration within ten (10) days of the conclusion of mediation set forth in Level V. If the grievant does not elect for mediation, any appeal from the grievant of the Level IV decision must be submitted to arbitration within ten (10) days of the date of the Board’s written disposition at Level IV.

4.13.2 The arbitrator shall be selected from a list supplied by the American Arbitration Association (AAA). All procedures relative to arbitration shall be according to the Voluntary Rules and Regulations of the American Arbitration Association.

4.13.3 The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any provisions of this Contract nor add to, subtract from, or modify the language therein in arriving at a determination of any issue presented. The arbitrator shall expressly confine his/her ruling to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted or to submit observations or declarations of opinion which are not directly essential to reaching the determination. The decision of the arbitrator shall be final and binding on the Employer, the grievant and the Association.

4.13.4 The costs for the arbitrator and hearing shall be borne by the non-prevailing party. The arbitrator shall have the authority to determine the non-prevailing party as part of his/her award.

4.13.5 In the event it is claimed by the administration and/or Board that any matter filed as a grievance is not arbitrable as a contract grievance, as is contemplated by the definition of contract grievance contained in this Article, such dispute may be pursued to arbitration with the arbitrator having the authority to rule on the issue of arbitrability prior to conducting a hearing on the merits of the dispute.

4.14 Rights of the Grievant and the Association:

4.14.1 The Association President and grievant will receive copies of all responses from the Board in the processing of grievances.

4.14.2 A grievance may be withdrawn by the Union at any time, in which case it will be deemed settled.

4.13 ~~Time Limits~~ 4.15 General Provisions

4.15.1 ~~The number of days indicated in each step are working days and are considered the maximum unless the time limits are extended by mutual agreement of the parties. The word “days” when used in this Article shall mean working days unless otherwise indicated except during the summer when they shall mean weekdays when the Board office is open.~~ In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to the parties involved, the time limits, including mediation may be modified by mutual agreement of the parties.

4.15.2 The word “days” when used in this Article shall mean working days unless otherwise indicated except during the summer when they shall mean weekdays when the Board office is open.

4.14 4.16 Additional Information

~~4.14+~~ **4.16.1** No reprisal of any kind shall be taken by or against a participant in the

grievance procedure by reason of such participation.

4.14.2 4.16.2 Any MOC engaged during the school day on behalf of CATA as a grievant in any professional grievance, including ~~mediation~~, arbitration, shall be released from regular duties without loss of salary or leave time.

4.17 Proceedings Expressly Excluded from Arbitration

4.17.1 The following actions shall not be subject to the Grievance Procedure:

- A. Consistent with Article 15, any appeal or challenge of the termination of any classified MOC will be governed by the procedures set forth in Ohio Revised Code Section 3319.081 and shall not be subject to the Grievance Procedure.
- B. Consistent with Article 15, any appeal or challenge of the termination of any certified/licensed MOC will be governed by Ohio Revised Code 3319.16 and shall not be subject to the Grievance Procedure.
- C. Any appeal or challenge of the non-renewal of the employment contract of any MOC, whether classified or certified/licensed, will be governed by the applicable Ohio Revised Code sections and shall not be subject to the Grievance Procedure.

ARTICLE V ASSOCIATION RIGHTS

- 5.1 CATA shall be granted space for meetings to be held at the end of or prior to the start of a contract school day. The Superintendent shall be notified one week in advance of any CATA meetings occurring in the building or requiring dismissal of classified MOC members (i.e., once per month for no more than thirty (30) minutes prior to the end of the employee's workday).
- 5.2 CATA shall be granted time during the opening in-service days outside of classroom preparation time allotted for Association business.
- 5.3 The BOE shall make available without charge all normal modes of communication for use by bargaining members to transmit Association business. Such venues shall be granted confidentiality and shall include but not be limited to local telephone conversations, email and other electronic communications, and inter-office mail.
- 5.4 The BOE shall provide two (2) copies of all Board agendas, board packets, financial statements and the previous board meeting minutes prior to the monthly BOE meeting to the Association President. Hard copies or electronic format shall be delivered to the President of CATA when materials are made available and/or sent to members of the BOE.
- 5.5 The BOE shall provide a bulletin board or other suitable format in the mail room for exclusive use by CATA to post CATA business. CATA will be responsible to keep the CATA board current.
- ~~5.6 The BOE shall provide payroll deduction for membership and fair share dues.~~
- ~~5.65-7~~ Administration will not schedule nonteaching duties (bus duty, lunch duty, parking lot duty) for any employee who is currently serving as CATA President. In the year prior to the expiration of the Agreement, administration will not schedule nonteaching duties for the Vice-Presidents of CATA
- 5.7 The Superintendent will meet on a monthly basis with CATA officers to discuss the administration and implementation of the Agreement and/or other matters. This monthly meeting will be placed on the school calendar and posted for employee notification. If additional meetings are needed, requests will be submitted from the initiating party at least one week prior to the date of the intended meeting.
- 5.8 The Board shall post the current collective bargaining agreement to the Board website so that any employee may access the document upon demand.

ARTICLE VI WORKDAY

6.1 *Licensed/Certified Staff*

- 6.1.1 The teacher work day is 7:30 am to 3:00 pm Teachers and teacher assistants will be required to attend two (2) meetings per month that will extend their day to 4:00 p.m In exchange for the extended day, teachers and teacher assistants may alter their end-of-daytime on Fridays to 2:30 p.m
- 6.1.2 In the event circumstances require a program or academic teacher staff to be present in the school or in attendance at required activities or to substitute teach or monitor classes during a planning period, the teacher shall be paid \$35.00 per hour~~make application for stipend pay or pro-rated substitution pay. Application for a stipend in lieu of a planning period requires approval of the Superintendent.~~ Intervention Specialists and the Career Guidance Advisor shall receive a \$1,000 annual stipend in exchange for providing substitute coverage during the contract year. The Workforce Readiness Coordinator (.5 FTE) shall receive a \$500 annual stipend inn exchange for providing substitute coverage during the contract year.
- 6.1.3 ~~Teachers are required to be in attendance at open house and sophomore orientation evenings events for no more than a total of twelve (12) hours. Teachers shall receive two (2) compensatory days. The day before Thanksgiving Day and the Friday before Presidents Day will serve as a the compensatory day for teachers.~~

Teachers shall be required to attend no more than four (4) evening events and shall not be expected to spend more than twelve (12) hours total per year at these events. In exchange, teachers shall receive two (2) compensatory days, which shall be scheduled for the day before Thanksgiving and the Friday before Presidents' Day.

6.2 *Classified Staff*

6.2.1 Classified Work Day

The standard work day for a regular full-time classified MOC shall be eight (8) hours, with a one-half (1/2) hour lunch period which is included within the work day. The number of employee work days for each employee and the hourly rate of pay for each employee shall be established by the BOE~~Board. The Board delegates to the Superintendent/ designee the authority to establish the number of scheduled work hours per workday.~~ ~~classified staff required to be in attendance at open house and sophomore orientation evenings will be provided a compensatory day on the day before Thanksgiving Day.~~ Classified may be required to attend no more than four (4) evening events and shall not be expected to spend more than twelve (12) hours total per year at these events. In exchange, classified staff required to attend the evening events shall receive two (2) compensatory days, which shall be scheduled for the day before Thanksgiving and the Friday before Presidents Day.

6.2.2 *Shift Assignment*

Supervising personnel shall have the authority to make shift assignments for MOC members so long as notice of such change of shift and change of starting and quitting times is given one (1) week or more in

advance of such change. In an emergency or time of special need, the Superintendent or his/her designee shall have authority to make a shift assignment change without the one (1) week notice requirement.

6.2.3 *Work Week*

The standard work week for all regular full-time Classified MOC shall be forty (40) hours.

6.2.4 *Overtime*

A classified MOC member may be required to work overtime where the need exists due to emergency or special circumstances. The Superintendent/designee must approve all overtime in advance. At the discretion of the Board, hours worked by a classified staff employee over forty hours within any full week (Sunday through Saturday) shall be paid at one and one-half (1-1/2) the hourly rate of pay of the employee.

6.2.5 *Alarm Call*

When required, an employee, from a designated list given to the security monitoring company by the BOE, will be called to respond to the security alarm. The responding employee will be paid the security check rate (for his/her travel and time) approved by the BOE, and overtime at his/her current rate for actual time spent in checking and securing the facility.

6.2.6 *Calendar*

The BOE shall determine the work calendar for MOC members. The BOE, at its discretion, may alter the calendar when conditions require a change.

~~6.2.7 *Staff Meetings*~~

~~classified staff committee or departmental meetings, except in emergency or unusual situations, will conclude no later than thirty (30) minutes after the close of normal shift times. Staff may be required to attend two district meetings per month as directed by the Superintendent/designee. Extended meeting times will be exchanged for a Staff who are required to attend a meeting after their normal shift time has ended will be dismissed thirty (30) minutes prior to their normal dismissal time the following Friday. Notice for meetings will be given one (1) day in advance unless emergency situations prohibit.~~

6.2.8 *In-Service Attendance*

A regular MOC member who works less than twelve months may not be scheduled to work on an In-Service Day. Therefore, on a case-by-case, as-needed basis, the employee's Administrator/ Supervisor personnel may authorize said employee(s) to attend all or part of an In-Service Day when the topics to be covered are considered important to the employee's ability to perform his/her job in an acceptable and safe manner. The employee(s) will be paid at his/her regular hourly rate for attendance at an In-Service Day.

6.2.9 ~~*School Closings*~~ *Calamity Days*

When school is closed due to inclement weather, the administrators/supervisory personnel or the Superintendent will determine when an employee is required to report for work. If an employee is required to report, he/ she will be paid one day of regular pay plus 1-1/2 times hours actually worked on the calamity day. If an employee arrives at work prior to notification of the building closing, he/ she will be paid one-hour travel time (at calamity day rates) if he/she is sent home and the Superintendent/designee approves payment. In the event the high school program is closed due to inclement weather, but there is no

closing of the AWE program, or any district building in connection with the operation of the adult education program, no AWE staff who reports to work shall be entitled to the extra pay provided for above.

6.2.9 Paid Holidays

Paid holidays will be established by the **BOE Board** on the employee calendar in compliance with ORC 3319.087. A MOC shall be paid only if such MOC accrued earnings on both his/her scheduled work day that first preceded the holiday and his/her scheduled work day that next followed the holiday their next preceding and next following scheduled workdays before and after such holiday or he/she was were properly excused from attendance at work on either or both of those days.

An employee who works a contract year of ten or eleven months shall receive the designated holidays that fall within their respective contract year. For example, if the employee's contract runs through June 30, the employee shall receive Juneteenth. If the contract ends May 31, the employee would not receive Juneteenth.

Twelve Months - Contracts 260 to 261 Days	<u>13</u> 12 Holidays
Ten and Eleven Months – 187 to 220 Days	<u>Up to 11</u> 10 Holidays

6.2.10 Years of service

Years of Service will be based on the employee's first day of employment/position start date with Auburn.

6.2.11 Vacation

6.2.11.1 Vacation will be given to full-time, twelve (12) month MOC members annually on July 1st as follows:

- Two (2) weeks (10 days) of vacation after one (1) year of service;
- Three (3) weeks (15 days) of vacation after eight (8) years of service; and
- Four (4) weeks (20 days) of vacation after fifteen (15) years of service.

6.2.11.2 Part-time MOC working twelve (12) months a year and whose normal work schedule calls for them to work at least thirty (30) hours per week, shall earn vacation days as above, but those days, when taken, will be paid only in the number of hours at which the employee normally works. (For example, an employee who normally works a 30-hour week will be paid for thirty (30) hours when that employee takes one week of vacation.)

6.2.11.3 Requests for all vacation shall be submitted for approval via the electronic leave system to the Superintendent or Superintendent/designee at least two (2) weeks in advance. ~~Designated forms for applying for vacation leave will be available from the Superintendent/designee.~~

6.2.11.4 Vacation requests will be approved if the use would not unduly disrupt the operations of the department/division the classified member is assigned to, or would leave an office/department insufficiently staffed. In addition, a maximum of five (5) days may be approved for days falling within the secondary school year (185 day calendar).

6.2.11.5 Full-time/12-month MOC member will be credited with five-sixth (5/6) of a year credit towards vacation for prior part-time (9 to 10 month employee working 40 hours a week) service at Auburn, provided that prior service was continuous with the employee assuming a full-time/twelve month position.

6.2.12.6 For contracts beginning on July 1 vacation must be used by June 30; If an employee's contract begins on August 1 then vacation must be used by July 31. An employee may carry over up to five (5) unused vacation days from the prior year; however, at no point in time may an employee have more than twenty-five (25) days of vacation in his/her vacation bank. ~~Unused vacation time does not carryforward into the following year.~~

6.2.12 Change of Job Classification

A MOC member desiring to change their classification of employment must wait for a vacancy in a desired area, and may apply for a new position using the established procedures. Competency testing may be a part of the application process for a change in position. Job vacancy listings for openings that occur during the summer break will be emailed to all MOC members. The employee will maintain seniority in the area of original hiring.

6.2.13 Temporary Job Assignment

When needed, MOC members may be temporarily assigned to other areas in the school system This assignment would be arranged with the employee through his/her immediate supervisor.

6.2.14 Flexible Work Schedule

The BOE recognizes that the predominance of duties in the educational setting may require that occasionally those duties be performed outside of the regular high school work day. The flexible work schedule provision requires prior approval by the Superintendent/designee before the employee performs such duties outside of the regular work day.

ARTICLE VII PERSONNEL FILE

- 7.1** Personnel records will be kept in the Board office. There will be one file for each MOC member. Administrators will be permitted to maintain a working file on each MOC under their jurisdiction during the school year. At the end of each school year, the administrator's file contents must be dated and placed into the official file in the office of the Superintendent.
- 7.2** Only items related to work performance, discipline, and routine financial or personnel data will be entered into a file. Working file disciplinary and performance items not acted upon will not be added to the personnel file. Examples of items found in the file would include the application for employment, letters of reference, the latest copy of the employee contract, copies of the Ohio teaching license(s) or certificate(s), college transcripts, performance evaluations, letters of commendation, and disciplinary letters. A copy of the MOC's current job description will also be held in the personnel file.
- 7.3** MOC's will have the right to review contents of their personnel file on any day in which the BOE office is open. No disciplinary item may be placed into an MOC's file without the item being initialed by the MOC and the originating administrator. Initialing any item by the MOC does not indicate agreement, only knowledge of its existence. A MOC may respond in writing to any item in the personnel file, and have such responses placed in the file. A MOC examining their personnel files may do so with a CATA representative if they so choose. MOC's may make copies of their personnel files upon request **at no cost**.
- ~~**7.2 7.4**~~ ~~The CATA Professional Rights Officer may examine the contents of a MOC's file if the MOC signs a written authorization to do so.~~ **If an individual other than a district employee requests to access the personnel file of a MOC, the MOC shall be notified of such a request unless otherwise prohibited by law.**
- ~~**7.37.5**~~ Any MOC who disputes the accuracy, relevancy, timeliness, or completeness of their personnel file may request that the Superintendent investigate the status of the file and determine whether the file is in compliance with ORC 1347.05 and the terms of this agreement. Such an investigation shall be processed through the grievance procedure and filed at Level III.
- 7.6** **No anonymous complaint related to a MOC member will be placed in a MOC's personnel file, unless the Board has investigated and substantiated the complaint.**

ARTICLE VIII

WORKING CONDITIONS

~~8.1 Disciplinary Interviews~~

~~Any MOC who is subject to a disciplinary interview shall be notified twenty four (24) hours in advance in writing of the reasons for the disciplinary interview, and shall have the option of attending the interview with the CATA Professional Rights Officer or another CATA officer of their choice. Disciplinary interviews shall be conducted during the MOC's normal work day, and if said MOC has student contact during that time, a substitute will be provided.~~

8.1 Students with Medical Issues

8.1.1 CATA members shall not be required to assist a student with daily living skills or identified medical issues that involve the potential for bodily fluid contact, or otherwise require medical training to address knowledge. This could include but not be limited to feeding, toileting, administration of medication (aside from employees properly trained to administer medication), wound cleaning, etc. ~~The exception to this will be any MOC who has the proper medical credentials to perform such duties, for example an RN, or other medical certified personnel.~~

8.1.2 CATA members who are trained to address and assigned to perform such duties via a supplemental contract shall be compensated at a rate of 10% of the base salary (Step 0), in accordance with compensation specified elsewhere in this Agreement. ~~Medically fragile students who are technology-dependent will have appropriate medical personnel available.~~

8.2 Staff Input to Curriculum Development and Design

The parties will develop an advisory and/or management team of employees who will inform direct strategic initiatives and pathways for program and curriculum. The intent of this team will be to ensure that curriculum and program development have authentic input at the level of implementation.

8.3 School Calendar

The BOE shall consult CATA each year for input when developing the school calendar. Notwithstanding the foregoing, decisions regarding the school calendar are expressly reserved as a managerial right of the BOE.

~~8.4 Electronic Communication with Students~~ Technology Support

Technology support will be available at any scheduled evening events reflected on the school calendar. ~~at all times to address educational technology issues.~~

8.5 Special Need Students with Special Needs (IEP Students)

8.56.1 MOCs having contact with students on IEP (Individual Education Plan) directives will be provided with a current copy of the student's IEP within ten (10) work days of the BOE's receipt of the IEP documents from the associate school. Administration will make every effort to ensure that documentation for students with special needs students is provided in Infinite Campus, ~~with the name and contact information of the Special Needs Coordinator who is~~

responsible for that student at Auburn Career Center, and also be provided with the name and contact information for the Special Needs Coordinator who is responsible for that student at the associate school.

- 8.5.2 Updates in laws or regulations pertaining to **students with** special needs students (those on an IEP or 504 Plan) shall be discussed at annual in-services for the MOCs having contact with those **students with** special needs students.
- 8.5.3 MOCs having ~~contact with~~ students **with special needs** under an IEP, 504, or other special needs document shall be notified in a timely manner of any meetings **relating to such students, if they are expected to attend. If requested by the associate district, MOCs** They shall have the opportunity to attend those meetings, or to provide input pertaining to student goals and objective completions for that student. ~~The person responsible for chairing such meetings~~ **If Auburn administration is aware of such meetings, administration** shall be responsible to contact MOCs with sufficient advance notice to provide opportunity for the MOC to attend or provide input. MOCs who attend special needs meetings during the school day will be provided with a substitute, **if necessary**. MOCs who attend special needs meetings outside of the school day will be compensated **at a rate of \$35.00 per hour** ~~in accordance with compensation rules specified elsewhere in this Agreement.~~
- 8.6.4 As a minimum guideline, any MOC having five or more **IEP** special needs students enrolled in their class **at one time** may be provided a certified/licensed Special Needs staff associate or a Teaching Assistant a minimum of 3 days per week of school for a minimum of one class period (~~forty five (45) minutes~~). **Assignment of any support personnel shall be made by the Superintendent or designee in consultation with the CATA President or designee.**
- ~~8.6.5 Any MOC having five or more special needs students enrolled in their class shall be exempt from being assigned routine out of class duties (lunch room supervision, bus duty, parking lot duty).~~
- 8.5.4 MOCs serving as Special Needs Staff will participate in a collaborative process of curriculum development that includes the Program/Academic Instructor, Program/Academic Supervisor and Special Needs Supervisor.
- 8.5.5 MOCs shall not be held liable for any negligence for failing to follow the directives of an IEP if they have not received a copy of the IEP for a student. The Special Needs Supervisor shall be responsible for ensuring that all staff **responsible for providing service to** ~~in contact with~~ a **student with** special needs student has received a copy of the student's IEP and **has had an opportunity to review** ~~understands~~ the contents thereof.

8.6 Students with Section 504 Plans.

MOCs who are responsible for implementing accommodations in connection with a 504 plan shall be provided access to the student's plan within ten (10) work days of the BOE's receipt from the Associate School.

8.7 Online *English Instruction* Learning Issues

- 8.7.1 MOCs delivering **English** curriculum in primarily an online only delivery format shall expect a maximum of 120 students per semester. **After the 10-day drop/add window, if enrollment exceeds 120 for the semester, the Online English teacher will be compensated \$50 per additional student.** ~~MOCs delivering online curriculum in a blended classroom situation shall expect a maximum of 90 students per semester. MOCs who deliver online learning or blended learning for half a day will have one half the load of a full-time teacher per semester.~~
- ~~8.7.2 MOCs who are assigned non-Auburn students in addition to their current teaching load and within certification area shall receive a compensation of \$125 per student per class.~~
- 8.7.3 MOCs delivering online curriculum during the summer months (outside the normal 185 days) shall be compensated **\$35.00 per hour** ~~at an adult hourly rate of pay.~~
- 8.7.4 MOCs developing new online curriculum, outside the normal 185 days of school contact, will be paid **\$35.00 per hour** ~~at an adult hourly rate of pay~~ for the negotiated time period. Teachers will not be expected to develop a new online course while teaching full time.

- 8.7.5 MOCs upgrading or updating current online curriculum requested by either online teacher or administrator and approved by the administration during the summer months (outside of the normal 185 days) will be paid \$35.00 per hour. ~~compensated on a stipend basis per class.~~

ARTICLE IX POSTING VACANCIES

- 9.1 The Superintendent -will post a list of any vacancies including new positions in the district, including any required certification(s)/licensing requirements. The posting -will be by electronic mail (email) communication to all district employees. Such postings shall include annual supplemental contractual positions that normally are available at the end of each school calendar year, i.e. summer school teaching positions or seasonal work. Auburn current contracted employees shall have first right of refusal prior to posting summer school vacancies. This does not restrict the Board's ability to assign summer seasonal work to students.
- 9.2 If a vacancy arises and the BOE does not intend to fill the position, the President of CATA shall be so notified in a timely manner. If the BOE intends to fill the position, the position shall be posted in a timely manner.
- 9.3 No vacancy shall be filled until it has been posted a minimum of five (5) working days during the school year, or a minimum of ten (10) working days during the summer months. If a vacancy must be filled immediately due to an emergency situation, the hiring -will be considered temporary until the postings and routine application and interviewing processes have occurred.
- 9.4 If a position becomes available for which a MOC who has been RIF'd is eligible to fill, there shall be no posting until said employee has been notified and provided the opportunity to accept the position. The employee shall make a decision to accept or reject the position no later than five (5) working days after notification.
- 9.5 An employee desiring a transfer to fill a vacancy that has been posted, shall submit a ~~written request~~ via the online, internal application process to the Superintendent within ten (10) working days from the time of the posting. No transfer shall be approved until the vacancy has been posted for a minimum of five (5) working days during the school year, or a minimum of ten (10) working days during the summer months. Vacancies will be filled with applicants meeting posted qualifications as determined by the Superintendent, in the Superintendent's sole discretion.
- 9.6 The hiring of several part-time employees to fill the equivalent of one full-time employee shall not be permitted. However, if the Board has posted a full-time position vacancy and is unable to fill the vacancy with a qualified individual, the Board first shall meet with the CATA President and Vice-President, and then may seek part-time candidates to address its operational/program needs for the balance of the upcoming/current school year.
- 9.7 MOCs who are in related employment areas will have the opportunity to participate in the initial interview process for potential employees.

ARTICLE X

APPRAISALS

EVALUATIONS

10.1 Licensed/Certified Staff

~~10.1.1 Appraisal of teachers shall be in accordance with the following procedures:~~

~~10.1.1.1 The formal program of appraisal for new teachers, candidates for tenure and limited contract teachers with deficiencies shall be accomplished by a pre-conference prior to the first observation to discuss the appraisal process.~~

~~10.1.1.2 The formal program of appraisal for continuing and limited contract teachers shall be accomplished by a minimum of one (1) formal appraisal conducted every three (3) years. The formal appraisal process includes a pre-conference and a minimum of two (2) formal observations of at least thirty (30) consecutive minutes in length. The teacher shall receive a record of the observation which is a confirmation of the date and length of time (must be at least thirty (30) consecutive minutes). A post conference will be held within fifteen (15) school days of the last observation. After the post conference, the teacher will receive a copy of the formal appraisal summary.~~

~~10.1.1.3 The observations and appraisal shall be conducted by a member of the Auburn administrative staff who is paid on the administrative salary schedule and is certified as an administrator or supervisor.~~

~~10.1.1.4 The first appraisal shall be conducted and completed no later than January 25. The second appraisal for teachers who may be non-renewed shall be conducted and completed no later than April 10. In the event of any absences during the four (4) weeks preceding the end of the appraisal period, the appraisal time line will be extended for the number of days of absence.~~

~~10.1.1.5 Whenever deficiencies are revealed through this appraisal process, the appraisal received by the teacher shall specifically address the deficiencies and shall contain specific suggestions for improvement of performance. The teacher shall be given a reasonable period of time (at least four weeks) to improve the areas revealed as deficient. The appraiser will further establish a plan of assistance which will diagnose and offer remedies to assist the teacher in improving his/her performance in the areas noted and specify a review process for evaluating the teacher's progress.~~

~~10.1.1.6 The appraisal normally will be based on direct observation of the teacher and the appraisal report shall not contain inaccurate or untruthful information. Unsubstantiated hearsay shall not be included in the appraisal. The appraisal may contain a record of non-classroom performance.~~

~~10.1.1.7 This article shall not be grievable except for procedural aspects. Procedural aspects shall be defined to include challenges to the accuracy, truthfulness and documentation of statements in the appraisal report.~~

~~10.1.1.8 The terms of this article shall prevail over the provisions of Revised Code Section 3319.11 and 3319.111 that pertain directly to a teacher's evaluation.~~

10.2 Classified Staff

Annual evaluation of Classified MOC shall be completed by March 30th of each year. This establishment of an evaluation procedure shall not create an expectancy of continued employment, and nothing in this section shall prevent the Board from making the final determination regarding the renewal, non-renewal, or

~~suspension of the contract of a classified employee. See Memorandum of Understanding for additional information on this section.~~

Evaluations of all MOCs shall be conducted in accordance with applicable laws and BOE policies.

ARTICLE XI

CONTRACT TYPES

11.1 Contract types currently in use at Auburn include:

- ~~Administrative: _____ Limited and may be either certificated or classified. (Two to five years)
Supervisors and Other classified Administrators excluded from CATA~~
- Certificated/Licensed Employees: Limited (Three (3) consecutive one-year contracts **and then at least two (2) two-year contracts**) and Continuing.
- Classified Employees: Limited (Up to one-year contract One Year then at least three (3) two-year contracts Two Years) then Continuing.

~~A "Regular" contracted employee is one whose work schedule is permanent and essentially unchanging and may be full time or part time. A "Substitute" employee is one who is filling in for another employee on a short term, temporary basis.~~

11.2 *Application for Certified/Licensed Continuing Contract*

To be eligible for a continuing contract, a teacher must meet the requirements for a continuing contract under the Ohio Revised Code and submit to the Superintendent written notice of such eligibility by October 1st. Failure to provide the required written notice by October 1st shall mean that the teacher waives his/her eligibility for continuing contract consideration for one (1) school year.

~~11.2.1 To be eligible for a continuing contract, a teacher must hold an Ohio professional or permanent certificate/license, have three years of successful teaching in the Auburn Vocational School District, hold a Master Degree in the field in which they are working and be recommended by the Superintendent. If the teacher held a continuing contract elsewhere in Ohio, they may become eligible for a continuing contract after teaching two years in the school district. Recommendations for continuing contract are made at the April or May Board meetings. Teachers who are not to be recommended by the Superintendent for a continuing contract shall be notified in writing pursuant to the O.R.C. 3319.11 on or before April 30th. Benefits associated with the award of a continuing contract will be retroactive to the start of the new school year or the first day in February for transcripts received after September 30th but before February 28th.~~

~~11.2.2 Teachers that may become eligible for a continuing contract must have a certificate/license, plus a copy of the transcript submitted.~~

ARTICLE XII

TEACHING ASSISTANT ASSIGNMENTS

~~12.1 A Memorandum of Understanding is attached to this contract dictating the responsibilities of CATA and the BOE regarding Teaching Assistants.~~

Administrators will assign teaching assignments based on priority needs, customer service positions and teacher requests.

ARTICLE XIII NON-RENEWALS

- 13.1 The non-renewal of limited contracts **for teaching and supplemental positions** shall be subject to the following procedures:
- 13.1.1 A teacher whose limited contract is to be non-renewed shall be notified by the Board in writing no later than **June 1** ~~April 30~~ of its intent not to re-employ.
- 13.1.2 Prior to receiving such notice, the teacher shall have been **evaluated** ~~appraised~~ in accordance with the **applicable laws and BOE policies, if applicable.** ~~procedure described in the Appraisal section.~~
- 13.1.3 Supplemental contracts will be deemed to be automatically non-renewed at the conclusion of the school year for which the supplemental contract was issued. The **BOE** ~~Board~~ will not be required to act ~~by April 30~~ to non-renew such contracts and ~~or to~~ notify the holder of the contract **of such non-renewal.**
- 13.2 **The non-renewal of nonteaching limited contracts shall be subject to the following procedures:**
- 13.2.1 A non-teaching employee whose limited contract is to be non-renewed shall be notified by the BOE in writing no later than June 1 of its intent not to re-employ. If notice is not provided by June 1, the employee shall be deemed re-employed for the following contract year. Notice of non-renewal shall be deemed effective if U.S. Mail is postmarked by June 1 or written notice is provided by hand-delivery or e-mail prior to June 1.**

~~13.3 Non-Renewed Teachers' Rights~~

- ~~13.3.1 Teachers who are on limited contract status, whose contracts are not going to be renewed, will be subject to the following rights and procedures:~~
- ~~13.3.1.1 The teacher will be notified in writing of any performance deficiencies and suggestions for improvement as set forth in the appraisal procedure.~~
- ~~13.3.1.2 The teacher will be given a reasonable time (not less than four (4) weeks) to correct the stated deficiencies, and will be reappraised based on previously stated deficiencies.~~
- ~~13.3.1.3 If a teacher is going to be non-renewed, then such teacher shall receive written notice from the Board, no later than April 30, of its intent not to re-employ.~~
- ~~13.3.1.4 The teacher may request a hearing before the Superintendent regarding the proposed non-renewal prior to official board action. At such hearing, the circumstances leading to the Superintendent's recommendation will be stated by the Superintendent. The teacher shall have the right to a representative at this hearing.~~
- ~~13.3.1.5 The non-renewal sections of this Agreement shall supercede ORC 3319.11 and 3319.111.~~

ARTICLE XIV

REDUCTION IN FORCE (RIF)

14.1 Certified/Licensed Staff

~~The Board of Education can institute a Reduction in Force due to decreased enrollment of pupils, low student job placement, return to duty of regular teachers after leaves of absence, by reason of suspension of schools or territorial changes affecting the district, or other due or just cause, including financial reasons. The method of reduction in forces shall be consistent with the ORC 3319.17. The Board shall suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference first to teachers on continuing contracts and then to teachers who have greater seniority.~~ The BOE may implement a reduction in the work force for the reasons stated in Section 3319.17 of the Ohio Revised Code. The BOE shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts.

The BOE shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. Teachers will be deemed to possess "comparable evaluations" if their final summative rating is the same with another teacher, i.e., Accomplished teachers will be deemed comparable with other Accomplished teachers only, Skilled teachers will be deemed comparable with their Skilled teachers only, Developing teachers will be deemed comparable with Developing teachers only and Ineffective teachers will be deemed comparable with Ineffective teachers only.

- 14.1.1 A seniority list will be established for use in determining seniority of teachers. This seniority list shall be used for RIF decisions. This list will be published April 1 of each school year. The seniority listing shall include the name of each teacher, contract type, effective date of employment via board minutes and areas of certification/license.
- 14.1.2 Teachers that have their contracts suspended under the provisions of reduction in force will be placed on the recall list as listed below.

<u>CONTRACT</u>	<u>YEARS IN DISTRICT</u>	<u>RIGID OF RECALL</u>
LIMITED	1 TO 2	NONE
LIMITED	3 TO 4	1 YEAR
LIMITED	5 OR MORE	2 YEARS
CONTINUING	N/A	4 YEARS

When a vacancy occurs, the most senior teacher on continuing contract, with the appropriate certification/license, will be offered the position. If there are no continuing contract teachers on the recall list in that area of certification/license, the most senior limited contract teacher on the list will be offered the position if appropriately certified/licensed. The **BOE Board** may determine not to recall a teacher if the board clearly demonstrates that the qualifications of the teacher involved will have a significant impact on the delivery of educational services to students. The **BOE Board** will not make such determination in an arbitrary or capncious manner.

- 14.1.3 It is the teacher's responsibility to keep the **BOE Board** informed of his/her current address. All teachers are required to respond in writing to the district office within seven calendar days of receipt of notification. Any teacher who fails to respond within seven (7) calendar days, or who declines to accept the position, will forfeit all recall rights, unless reason can be shown why the teacher was unable to respond within the time limits. Such reasons must be presented within thirty (30) **calendar** days of the above stated deadline.
- 14.1.4 A teacher, upon acceptance of the notification to resume active employment status, will return to active employment status with the same seniority, accumulation of sick leave (current status), and salary schedule placement as he/ she enjoyed at the time of reduction in force.

14.2 Classified Staff

- 14.2.1 The **BOE Board** and administration may reduce the number of positions in a job classification. The method of reduction in forces shall be consistent with ORC 3319.172. Within a classification, a MOC with limited contracts shall be released before one with a continuing contract. The **BOE Board** may determine to retain a less senior classified member holding either a limited or continuing contract if it can demonstrate the difference in individual qualifications of the staff members involved will have a significant impact on the services to the district.
- 14.2.2 **Laid off employees shall be recalled by seniority to the classification, assuming the employee remains qualified and able to perform the duties of the position. Specifically, the most senior laid off employee shall be the first to be recalled.**
- 14.2.3 **If qualified and able to perform the duties of the position, an employee may opt to accept a position within the same classification at less hours and/or pay.**
- 14.2.4 **Upon recall, an employee shall be given notice at his/her last known address by U.S. Mail and email, if available. It shall be the employee's responsibility to keep the Board advised of his/her address and e-mail address. The employee shall be given seven (7) calendar days to accept such an offer and shall be granted a minimum of fourteen (14) calendar days from the date of receipt of the recall notice to report to work.**
- 14.2.5 **An employee's recall rights expire upon any of the following occurrences: (1) retirement under any Ohio State Retirement System, (2) resignation, (3) refusal of a comparable position offered to the individual more than once or (4) the applicable recall period (one year for limited contract; two years for continuing contract) has expired.**

14.3 Notice of Contract Suspension (Certified/Licensed and Classified Staff)

Any bargaining unit member whose contract will be suspended for the purposes of reduction in force will be notified in writing via hand delivery no earlier than thirty (30) minutes prior to the end of a workday. If the notice of suspension occurs outside of the employee's work year, the notice will be provided via certified mail.

ARTICLE XV

DISCIPLINE AND TERMINATION OF CONTRACT

15.1 Discipline

Any discipline issued to an employee will be reasonable and appropriate for the alleged infraction. The disciplinary procedure generally will be progressive in structure, and typically should include at least one verbal and at least one written warning prior to initiating more serious disciplinary action, such as suspension without pay or termination. However, the Board of Education, through its administration, may skip steps in the progressive discipline framework should it determine the magnitude of the offense warrants a more serious corrective action.

If the Superintendent determines a suspension is warranted given the magnitude of the offense, and/or prior steps in the progressive discipline process, the Superintendent may suspend a teacher without pay for up to ten (10) days.

An employee shall have the right to attach a rebuttal to any disciplinary action.

15.2 Termination of Certified/Licensed Staff

~~The BOE has the right to terminate a contract, whether it be a continuing or a limited one for good and just cause. Before terminating a teacher's contract, the Board will notify the teacher in writing of its intention to terminate the contract and will specify the reasons for such consideration. ORC 3319.16 and ORC 3319.08 provides that a teacher so notified may request, in writing within ten (10) days after the receipt of such notice, an opportunity to appear before the Board and offer reasons against such termination. Such a hearing will be granted by the Board in accordance with provision of the law. If no request for a hearing is received, the Board will proceed to terminate the contract.~~ If the Board determines termination is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the termination of the teacher's contract shall be governed by Ohio Revised Code 3319.16.

15.3 Termination of Classified Staff

If the Board determines termination is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the termination of the employee's contract shall be governed by ORC 3319.081. ~~Classified staff contracts shall be under the jurisdiction of ORC 3319.081.~~

ARTICLE XVI

LEAVES

16.1 Sick Leave

16.1.1 Certified/licensed MOC shall qualify for sick leave absences with full pay during any school year for any of the following reasons:

- (1) Personal illness
- (2) Pregnancy"
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others
- (5) Absence due to illness, injury or death in the employee's immediate family

"Pregnancy does not refer to the state of being pregnant but refers only to pregnancy-related disability including pre and post delivery periods of inability to adequately perform job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

16.1.2 "Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, and grandchild.

16.1.3 Such absences shall be approved by the Superintendent or his/her designated representative. Reasonable advance notice shall be given to the staff member's immediate supervisor or his/her designee indicating the date and reason for absences.

16.1.4 Upon return from sick leave, such employee of the Board of Education shall submit a signed sick leave form indicating that the employee was absent for just cause and shall give the name and address of an attending physician if medical attention was required.

16.1.5 A regular certified/licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

16.1.6 Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

16.1.7 **Sick leave will be used in ¼ day increments.**

16.2 Sick Call-Off Procedure

16.2.1 All MOCs are required to notify their immediate supervisor/designee when they will not be reporting to work due to illness or other use(s) of sick leave.

16.2.2 When circumstances permit, notification should be given at least two (2) hours in advance of reporting time so that a substitute may be provided if needed.

16.2.3 For absences due to illness or injury in excess of five (5) consecutive days, the employee shall submit verification of the illness or injury from a physician to the Superintendent or his/her designee. For absence

due to illness or injury in the immediate family in excess of five (5) consecutive days, the employee shall provide the Superintendent or his/her designee with verification issued by a physician as to the condition of the relative.

16.3 Accumulation of sick days

- 16.3.1 For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to sick leave of one and one-fourth work days with pay, which totals fifteen (15) days per year.
- 16.3.2 The unused portion of sick leave may be accumulated up to three hundred (300) days.
- 16.3.3 A Certified/licensed MOC without accumulated sick leave shall be advanced five (5) days and may be advanced an additional ten (10) days of the maximum accumulation possible for the remainder of the current contract year with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current contract year.
- 16.3.4 The previously accumulated sick leave of an employee who has been separated from the public service may be recredited to his balance upon re-employment in the public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of three hundred (300) days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

16.4 Sick day redemption

MOC are eligible for the sick day redemption program when they have accumulated over three hundred (300) days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of seventy-five dollars (\$75.00) ~~\$50.00~~ per day for the number of days over the three hundred (300) as of July 31st of each year. Reimbursement will be the number of sick days not used between three hundred (300) and three hundred eighteen (318) days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum number of sick days that can be accumulated during the course of the contract year is 318 days. The maximum number of sick leave days that can be redeemed is eighteen (18) days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

16.5 Extended Leave For Personal Health and Family Hardship

- 16.5.1 Upon the recommendation of the Superintendent and consistent with state law as required by ORC 3319.13, the Board of Education may permit MOC to take unpaid leaves not in excess of two (2) years (certificated) or not in excess of one (1) year (classified) in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families. (The Extended Leave of Absence Request Form will be used for this leave.) The Superintendent may request verification of the health or hardship situation upon submission of the Extended Leave Request.

16.5.2 Reinstatement (Certificated)

- 16.5.2.1 Upon approval of an application for return from approved Extended Leave, the employee will be assigned to the same position if available, or to a substantially equivalent position to the one he or she held prior to the leave unless no such position is available, in which case he or she will be assigned to a position

within his or her area(s) of certification/license. However, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

16.5.2.2 A professional employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of such interest. If, however, the employee on leave was disabled under the Americans with Disabilities Act, and the leave was granted as a reasonable accommodation under the Act, the employee would have the right to come back immediately. The Superintendent will consider the placement of a professional employee for any position which becomes vacant and for which the professional employee has the proper and necessary qualifications. The professional employee has, however, no assurance of any position prior to the regularly established reinstatement time as defined herein, but will be given consideration in the filling of any position within his or her area(s) of certification/license.

16.5.3 Reinstatement (Classified)

The Board of Education will not be obligated to return the employee to active status with pay and benefits prior to the expiration date of the leave. Upon expiration and return to work the employee shall resume the contract status and salary schedule placement held when the leave commenced.

16.5.4 Continuation of Health Benefits on Extended Leave

The employee will be carried on the payroll records for the duration of such approved leave but any and all fringe benefits such as medical/hospitalization and term life insurance shall be maintained only at the expense of the employee on unpaid leave. The employee shall forward a check or checks to cover the full cost of said insurance program. Failure to forward premiums at stipulated times will terminate this benefit.

16.5.5 Family Medical Leave Act (FMLA)

The Board shall provide Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the federal law. For purposes of this section, "Twelve (12) month period" is defined as the twelve (12) month period measured forward from the date a Member's first Family and Medical Leave begins (i.e., the leave year is specific to each employee). An employee would be entitled to twelve (12) weeks of leave during the twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family and Medical leave is taken after completion of any previous twelve (12) month period. For additional information the following web site may be referenced by MOC (www.dol.gov/esa/whd/fmla/)

16.5.6 Maternity-paternity Leave of Absence

16.5.6.1 MOC who become pregnant, who are adopting or rearing a child less than one year of age, and who desire to return to work at a specified future date may be granted a Maternity/Paternity Leave. A Maternity/Paternity Leave shall be a leave without pay and shall be in accordance with provisions of this policy. Maternity/Paternity Leave may commence at any time during the period between the commencement of pregnancy and the end of the pregnancy disability associated with the birth of the child or at the time of the adoption of the child.

- 16.5.6.2 Leave shall not be granted beyond the length of the existing contract between the individual staff member requesting leave and the Board of Education.
- 16.5.6.3 Application for Maternity/Paternity Leave shall be in writing, directed to the Superintendent, and shall contain the date on which the requested leave of absence is to commence and end. Application for Maternity/Paternity Leave shall be made at the earliest possible time but shall not be later than the sixtieth (60th) day before the beginning of the Maternity/Paternity Leave, except in an emergency.
- 16.5.6.4 MCX:S on approved Maternity/Paternity Leave may participate in the hospitalization/health care insurance and group term life insurance programs by forwarding a check or checks to cover the full cost of said insurance programs. Failure to forward premiums at stipulated times will terminate this benefit.
- 16.5.6.5 An employee on a Maternity/Paternity Leave, until the end of the contract year, who desires to return to work shall file a letter for reinstatement by April 1 preceding the leave expiration date. The application must be accompanied by a physician's statement indicating the employee's medical condition is such that he/she is capable of returning to work. Failure to make timely application shall be a basis for a denial for reinstatement.
- 16.5.6.6 An employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of his/her interest. The employee will have no assurance of return prior to the return date established when his leave was originally approved. Also, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

16.6 Personal Leave

- 16.6.1 A MOC requesting personal leave shall state the purpose (legal, financial, etc.) in requesting approval on the proper form.
- 16.6.2 Personal leave must be approved in advance and shall be used only for such purposes or in connection with activities which cannot be accomplished during non-working hours.
- 16.6.3 Personal leave may not be used to extend any MOC regular vacation and/or holiday period.
- 16.6.4 Personal leave may not be used for recreational or vocational (other income) pursuits.
- 16.6.5 Personal leave shall continue to be non-accumulative and granted up to three days per contract year.
- 16.6.6 Days absent from assigned duties by personal choice, for personal business not covered by Personal Leave, or for private gain, are deductible from the regular salary on the basis of actual earnings per day in accordance with the Auburn Vocational District office school calendar each year.
- 16.6.7 Unused personal leave days at the end of a contract year will be converted to sick days.
- 16.6.8 The employee shall not be required to explain in detail the purpose of a request involving matters of a very personal or embarrassing nature. Any employee, if such a situation occurs, may report to their immediate supervisor that the absence is for "very personal" reasons which meet the provisions of the personal leave policy. The Superintendent/designee shall approve or deny such occasional requests on the same basis as would be applied when specific reasons are given. Regular or habitual use of the "very personal" purpose by any employee or the use of a "very personal" day for purposes not allowable under personal leave regulations will result in the denial of the request for such leave.

16.7 Physical Assault Leave

- 16.7.1 Pursuant to and in accordance with Section 3319.143 of the Ohio Revised Code, assault leave shall be granted to an MOC who is absent from his/her assigned duties because of injury resulting from an assault. Said leave shall not be charged against sick leave earned or earnable under Section 3319.141, Ohio Revised Code, or leave granted under other rules adopted by the Auburn Vocational Board of Education pursuant to Section 3319.08, Ohio Revised Code. Said member shall be granted the aforementioned assault leave and shall be maintained on full pay status, including fringe benefits, during such absence.
- 16.7.2 A MOC shall be granted assault leave according to the following rules:
- 16.7.2.1 The absence resulted from a school related incident which must have occurred during the course of employment with Auburn Career Center during the contractual year or when on assignment for the Board.
- 16.7.2.2 Upon notice to Superintendent/designee that an assault upon a member has been committed, any employee having information relating to such assault shall, within a reasonable time period, prepare written statement embracing all facts with the employee's knowledge regarding said assault, sign said statement, and present it to the Superintendent/designee.
- 16.7.2.3 If the MOC received medical attention and/or is absent from his/her assigned duties more than five (5) working days, a certificate from a licensed physician stating the nature of the disability and its duration will be required before assault leave payment is made. A certificate from a licensed physician may be required every thirty (30) days. Thereafter, the Board has the option of requesting a physician review by a physician of the Board's choice after sixty (60) days. The employee must use his or her sick days during the first five (5) days of an assault leave, but these sick days will be reinstated after assault leave is verified by a physician and other statements presented to the Superintendent.
- 16.7.2.4 A MOC may be required to submit an Assault Leave Form to qualify for payment.
- 16.7.2.5 Payment for assault leave shall be at the assaulted MOC's rate of pay in effect at the time of the assault, or at the rate for which the MOC becomes eligible in accordance with the Ohio Revised Code. Increases in pay, which may occur during the period of an assault leave, will be included according to the Agreement. Assault leave pay will include any supplemental contract payments which would have been contracted during the MOC normal time of employment.
- 16.7.2.6 Payment shall be discontinued when the MOC elects to retire or after ninety (90) working days, whichever occurs first.

16.8 Jury Duty Leave

Any MOC required to serve on a jury shall be released with no loss of benefits for such duty. No deductions shall be made from accumulated sick leave or personal leave.

16.9 Professional Study Leave

- 16.9.1 A leave of absence may be requested by a MOC for professional study and improvement. Professional Study Leave shall be a leave without pay and shall be in accordance with provisions of this Agreement. The MOC must hold a Professional certificate/license or be engaged in obtaining additional credentials to support their job responsibilities. The MOC must have served the Auburn Vocational School District five (5) years and possess continuing contract status. Final approval of Professional Study Leave shall be

submitted to the BOE. MOC's returning from Professional Study leave shall be counted as though school service had been performed during such time. However, the employee shall remain on the same salary step initially, but will receive the difference of the next step at the end of one complete school year of service.

- 16.9.2 Members of the certified/licensed staff returning from Professional Study shall be assured an assignment commensurate with their prior certification/license. An effort will be made to return them to their previous position. The staff member will return at the same experience level on the salary schedule unless 120 days of teaching within a school year --was completed prior to the granting of the leave. No credit will be given for the period in which he or she does not perform services for the school district.

16.10 Military Leave

- 16.10.1 In accordance with ORC 3319.085 and ORC 3319.14 any MOC who, subsequent to September 1, 1962, has left, or leaves, the employ of a board of education for the purpose of entering on extended active duty in the armed services of the United States or the auxiliaries thereof, and within eight (8) weeks enters such service and who has returned, or returns, from such service with an honorable discharge or certificate of service shall be re-employed by the board of education of the district in which he held such school position, under the same type of contract as that which he last held in such district, if such MOC school employee applies, within ninety (90) days after such discharge, to such board of education for re-employment. Upon such application, such MOC shall be re-employed at the first of the next school semester, if such application is made not less than thirty (30) days prior to the first of such next school semester, in which case such MOC shall be re-employed the first of the following school semester, unless the board of education waives the requirement for such thirty (30) day period.
- 16.10.2 For the purposes of seniority and placement on the salary schedule, years of absence on extended active duty in the armed services of the United States or the auxiliaries thereof shall not exceed four (4), and shall be counted as though school service had been performed during such time.
- 16.10.3 The Board of Education of the district in which such MOC was employed and is re-employed under this section may suspend the contract of the MOC whose services become unnecessary by reason of the return of an MOC from service in the armed services or auxiliaries thereof.

16.11 Association Leave

The Association shall be granted up to five (5) days of leave in aggregate per school year for Association business. Association leave is to be used by officers, delegates or appointees of the President. For any use of such leave, the Association must notify the individual's immediate supervisor at least five (5) workdays in advance of such leave, unless agreed to otherwise by the Superintendent. This leave may be taken in half-day increments.

ARTICLE XVII SEVERANCE PAY

- 17.1 A MOC who qualifies and accepts retirement benefits under STRS/SERS shall qualify for a one-time severance payment. This payment shall be equal to the daily rate of pay, at the time of retirement, times 25% of the accumulated unused sick leave up to three hundred (300) days. The maximum severance payment shall be 25% of three hundred (300) days or seventy-five (75) days times the calculated daily rate.
- 17.2 For purposes of calculating the daily rate of pay, twenty (20) working days per month shall be used to determine the divisor. For example, a MOC on a nine (9) month contract shall have the daily rate calculated with a divisor of 180 days.
- 17.3 The parties have agreed to pursue the implementation of a 403(6) tax sheltering mechanism for severance payments. Upon notification from the Treasurer that the establishment of an appropriate tax sheltering mechanism for severance payments has been finalized, a MOC shall have the option of sheltering all or a portion of his/her severance payment in a 403(6) annuity in conformance with the rules and regulations relating to same. Reasonable administrative costs incurred by the BOE Board in providing this tax sheltering mechanism will be assumed by the MOC participating. The BOE's 403(b) plan administrator may establish an annual minimum deferral amount no higher than \$1000 and may change such minimum to a lower amount from time to time. If the employee's severance does not satisfy the minimum threshold, the BOE will pay the employee's severance via payroll check.
- 17.4 Retirement Notice Incentive. If a MOC delivers a retirement letter by November 15 for retirement effective at the end of the same school year, the employee shall receive an additional five hundred dollars (\$500) (in addition to any severance as provided by the agreement) and will not be evaluated for that school year. Alternatively, if a MOC delivers a retirement letter by January 31 for retirement effective at the end of the same school year, the employee shall receive two hundred fifty dollars (\$250) (in addition to any severance as provided by the agreement).

ARTICLE XVIII

SALARY SCHEDULE

18.1 Licensed/ Certificated Employees

18.1.1 Salary Rate

Effective with the ~~2009-2010~~ 2024-2025 school year, the base salary shall increase by 4.0% and shall be \$41,655~~38,879~~.

Effective with the ~~2010-2011~~ 2025-2026 school year, the base salary shall increase by 4.0% and be \$43,321~~39,268~~.

Effective with the ~~2011-2012~~ 2026-2027 school year, the base salary shall increase by 4.0% and shall be \$45,054~~40,053~~.

(A current salary schedule can be found in the appendix of this Agreement)

18.1.2 Operation Of Salary Schedules

- 18.1.2.1. There shall be seven (7) levels of training: Temp., BA, BA+15, BA+30, MA, MA+15, and MA+30. The amount of trade experience and/or degree received from accredited institutions shall determine the placement on a level for salary purposes.
- 18.1.2.2 Teachers who have completed additional training from an accredited college or university and who qualify for a higher salary column must file with the Superintendent either before September 30th or February 28th and show satisfactory evidence of the completion of such additional training. Salary increases approved because of the additional training before September 30th will be retroactive to the start of the new school year or the first day in January ~~February~~ for verification received after September 30th, but before February 28th of the school calendar.
- 18.1.2.3 Semester hours are used to calculate additional training for salary schedule advancement. These hours will be counted only for professional MOC who have bachelor's degrees and/or a provisional certificate or license or higher. Hours accumulated by a MOC with a temporary certificate/license and working toward a provisional certificate or license will not be considered as hours for movement to a column other than from temporary to four-year certificate or license.
- 18.1.2.4 To maintain continuity for all instructors who do not possess a degree or 5-year license, an instructor will remain on the salary schedule temporary column for no more than four (4) years. On the fifth year, the instructor will be placed on the Bachelor and will maintain the status until the instructor has earned a bachelor's degree and/or five (5) year license plus fifteen (15) semester hours of college credit.

18.1.3 Longevity Steps

There are six (6) longevity steps - 18L, 20L, 23L, 25L, 27L and 30L.

18.1.4 Compensation For Certifications

Any certified/licensed staff providing evidence of completion of a national accreditation and/or certification in a technical or academic career area shall be compensated at a rate of one thousand dollars (\$1,000) per school year, provided the certification is state funded. Such certifications shall include but not be limited to National Board for Professional Teaching Standards accreditation and other certifications as developed by the terms of this Agreement.

18.1.5 Method of Payment

Teachers' salaries shall be paid in twenty-four (24) equal installments.

18.2 Classified Employees

18.2.1 Initial Placement on Schedule

18.2.1.1 Upon initial employment, the Superintendent and/or his/her designee shall grant one (1) year of employment credit for each year of employment in the same capacity in another educational institution. Related business and industrial experience may be credited at the rate of one (1) year of district credit for each two (2) years of related experience. Credit, via either means above, shall not exceed ten (10) years in total. Once the Superintendent and/or his/her designee determines initial placement on the proper step of the schedule of hourly rate of pay, no further adjustment shall be made.

~~18.2.1.2 A memorandum of understanding addressing additional action on this section is found in the appendix of this Agreement related to Teaching Assistant placement.~~

ARTICLE XIX

Health Benefits and Insurances

19.1 Certified Eligibility

For all regular certified/licensed personnel working less than full-time, the percentage of fringe benefits paid by the Board is equal to the percentage of their salary on the salary schedule. The above percentage of benefits paid by the Board of Education is allotted in each appropriation. If total benefit costs are increased beyond the Board's ability to afford the above cost, changes will be required for employee participation.

19.2 Classified Eligibility

For all regular 12 month classified personnel working less than forty (40) hours a week but a minimum of thirty (30) hours a week, the **Board** ~~board~~ portion of the benefits paid by the Board will be 50%.

~~19.3 Premium Contributions:~~

~~Employee monthly premium contributions for health care are as follows:~~

Plan	Single	Family
Standard I	\$ (33.65)	\$ (89.67)
Standard II	\$ 7.00	\$ 14.00
Standard III	\$ 43.28	\$ 106.56

~~Standard Plan I is a reimbursement to the employee~~

The following insurance changes shall not be effective until January 1, 2025. Until January 1, 2025, the parties agree to continue the plans and contributions set forth under the pre-existing collective bargaining agreement.

Effective January 1, 2025, all eligible employees may choose from among the following plans:

1. **LCSC Plan 1 with HRA**
 2. **LCSC HMO - Med Flex**
 3. **LCSC CDHP (Consumer Driven Health Plan) – HSA Eligible**
- A. **Eligible employees will pay, via payroll deduction per the Section 125 Plan, different employee contributions depending upon the plan selected by the employee.**
- B. **Open enrollment will be held in November annually for new plan selection to begin January 1. Once an employee elects to enroll in the HMO-MedFlex or CDHP option, the employee may not revert back to Plan 1 for that plan year. Open enrollment will occur in November 2024 for the new plan options and changes effective January 1, 2025.**
- C. **The employee plan options and contribution levels shall be as follows:**

1. LCC Plan 1:

For any employee selecting either single or family coverage under Plan 1, the BOE will require a monthly contribution of \$40 for a single plan and \$80 for a family plan premium being paid by the employee.

Healthcare Reimbursement Fund (HRA) - (Plan 1):

For those eligible employees who enroll in Plan 1 with HRA, for as long as Plan 1 is offered by the LCSC, if an employee maintains a health reimbursement account (HRA) in connection with LCSC Plan 1, through the HRA the BOE will cap the employee's in network health co-insurance contribution limit to \$1,000 single or in-network health co-insurance contribution limit to \$2,000 family, in a single plan year (January 1-December 31); and the employee's in-network deductible to \$250 single and in-network deductible to \$500 family, in a single plan year (January 1-December 31). The employee will pick up the first \$250/\$500 of the deductible and 20% of the co-insurance up to \$1,000/\$2,000 and then the District HRA will pick up the remaining \$250/\$500 and \$1,000/\$2,000.

2. LCSC HMO - Medflex

For any employee selecting either single or family coverage under the Med Flex Plan, the BOE will require 0% premium being paid by the employee and provide for \$2,400 Family Eligible and \$1,200 Single Eligible one-time stipend paid in January 2026 to employees who switch to this plan. Employees must switch to Medflex beginning January 1, 2025, to receive the one-time stipend in January 2026.

3. LCSC CDHP (Consumer Driven Health Plan)

For any employee selecting either single or family coverage under Health Savings Plan, the BOE will require 0% premium being paid by the employee. In addition, the BOE will provide for \$4,800 Family Eligible and \$2,400 Single Eligible one-time contribution to the employees' Health Savings account in January of the year the employee moves to this plan. In addition, the healthcare Consortium shall make a one-time \$250 single eligible and \$500 Family Eligible contribution to the Health Saving Account for the employee. Employees must switch to CDHP beginning January 1, 2025, to receive the one-time BOE HSA contribution.

Health Savings Accounts shall be made available tax free to the employee and shall continue for the employees use beyond each calendar year. Employees who terminate employment in any way shall be able to take their Health Savings Balance with them for future use as provided for under IRS rules.

D. DENTAL INSURANCE – The BOE will contract for and make available dental coverage to eligible bargaining unit members at a cost of 0% employee contribution.

E. VISION INSURANCE – The BOE will contract for and make available vision coverage to eligible bargaining unit members at a cost of 0% employee contribution.

F. LIFE INSURANCE – The BOE will sustain the cost of a \$50,000 term life insurance policy for each full-time employee. Employees acknowledge that the benefits of the policies are subject to the specific terms of such policies and may be reduced based on age thresholds as set forth in the respective policies(s).

19.4 Duplication of Health Care Benefits

When two (2) MOC (spouses) from the same immediate family are employed by the Board of Education the need to duplicate in part or in whole health care coverage will not be honored. One family plan of health care will be purchased for that family.

19.5 Health Insurance Waiver

19.5.1 Those Auburn Vocational District MOC who are eligible for health insurance coverage and whose spouse also has health insurance coverage available may waive the District's health insurance coverage. Those staff members who waive family coverage will be compensated with a payment of \$5000; those staff members who convert family coverage to single coverage will be compensated with a payment of \$2000. These waivers will be done with the understanding that this additional compensation is subject to Federal, State, and other deductions that may apply. The waiver must be in writing.

19.5.2 Two payments will be made within the same school calendar year.

19.5.3 MOC may either waive insurance coverage or revoke a previous waiver and thereby seek reinstatement on an annual basis in accordance with the enrollment periods of the insurance providers.

19.6 Health Care Consortium (Base Health Care Coverage)

It is understood by both parties that provisions in the base health care policy may be altered to conform to a uniform policy that the Health Care Consortium, to which the BOE is a member, may negotiate with health care insurers. Notification of any changes in coverage will be communicated to staff.

19.7 Insurances

19.7.1 SERS and STRS Deferment Retirement

MOC entire SERS and STRS contributions shall be tax deferred and be deducted from all classified employee's salaries. The Board of Education, Treasurer's Office, shall forward tax-deferred contributions to SERS and STRS. These contributions will be designated as employee contributions for SERS and STRS purposes. It is understood that they are being forwarded by the Board in lieu of contributions otherwise taxable by the employee. It is understood that in the event such Board paid tax deferred contributions are determined to be taxable to the employee by IRS or another taxing authority, or ruled illegal by an Ohio court, the Board will begin forwarding such contributions as taxable and no longer as "tax deferred". In the event of determination of taxability the Board shall not be held liable for any previous "tax deferred" treatment of SERS and STRS contributions by the employee.

19.7.2 Liability Insurance or Indemnification

19.7.2.1 Under the provisions of Ohio Revised Code Section 2744, the Board shall indemnify and hold harmless a classified employee in the amount of any judgment, other than a judgment for punitive or exemplary damages, that is obtained against the employee in a state or federal court and that is for damages for injury, death, or loss to persons or property caused by an act or omission in connection with a governmental or proprietary function, if at the time of the act or omission the employee was acting in good faith and within the scope of his/her employment or official capacity. Under the foregoing conditions, the Board shall also provide for the defense of the classified staff employee unless the civil action is commenced by or on behalf of a political subdivision. The Board may provide for such indemnification and defense by securing liability insurance.

19.7.2.2 The above provisions are subject to and apply only to the extent authorized by the laws of Ohio and their interpretation by the courts.

~~19.7.3 Health Deductible Fund~~

- ~~19.7.3.1 For the period of this agreement, the parties agree to establish a Health Deductible Fund that will be utilized to reimburse employees for health plan deductibles. This fund balance will carry forward each year of the contract and the BOE will replenish the fund each year. A Health Benefit Committee will be established to set the guidelines for the fund and will meet at least quarterly to review the fund balances. The Treasurer will provide copies of the fund statements monthly to the President of CATA. The fund balance at the conclusion of the Agreement will be utilized for future health care programs.~~
- ~~19.7.3.2 Individual employee reimbursements from the Health Deductible Fund will not exceed \$100 Single Plan and \$200 Family Plan for Standard Plan 3 and \$250 Single and \$500 Family for Standard Plan 2 and Standard Plan 1.~~

ARTICLE XX PAYROLL DEDUCTIONS

20.1 General Deductions

Deductions shall be made from the wages of MOC for local, municipal, and state income tax, retirement contribution, federal income tax, and for any other deduction required by federal, state, and local laws.

20.2 Additional Payroll Deductions

The Board shall also, at the discretion of the MOC, make deductions for chartered credit union members, for those participating in tax-sheltered annuities, and such other deductions as the Board approves.

CATA/OEA/NEA membership fees shall also be deducted as set forth in Article II.~~, in a joint agreement between the CATA Treasurer and Board Treasurer.~~

ARTICLE XXI

SUPPLEMENTAL DUTIES

21.1 Supplemental Contracts

21.1.1 Supplemental contracts assign specific duties, compensation, and duration. Supplemental contracts are not contracts of full-time primary employment, and therefore, the automatic renewal provisions of ORC 3319.11 do not apply.

21.1.2 In the case of those duties that extend throughout the school year, two payments shall be made, one the first pay in December, and the other upon completion of duties.

Compensation for the following supplemental duties shall be calculated at the rate of five percent (5%) ~~one percent (1%)~~ of the base salary (BA Base Step 0): ~~The following supplementals are available during the tenure of this contract.~~

SkillsUSA	FFA
FCCLA	NTHS
BPA Advisor <u>Esports</u>	DECA
SADD	<u>Educators Rising</u>
<u>Drug Free Clubs of America</u>	<u>LPDC Chairperson</u>

Compensation for the following supplemental duties shall be calculated at the rate of three percent (3%) of the base salary (BA Base Step 0):

<u>Student Leadership</u>	<u>SADD</u>
<u>STARS/Student Ambassadors</u>	<u>Educator Mentors</u>
<u>AWT Robotics</u>	<u>LPDC Committee Member(s)</u>
<u>NTHS</u>	

21.1.3 Additional supplemental contracts may be made available at the discretion of the Board of Education. Such positions shall be posted in accordance with the policies for posting positions.

21.2 Supplemental Stipends

21.2.1 MOC approved to attend student competition days, field trips, and youth club functions shall receive a stipend of one-half percent (0.5%) of the base (BA Base 0) for such days that are not part of the regular teacher work year. The stipend also will be paid in the event the MOC travels to such an event and is required to supervise students attending such function, or is attending professional development activities as directed by the Superintendent or the Superintendent and/or his/her designee, for a period of at least five (5) hours after the end of a regular teacher work day.

21.2.2 Teachers must be pre-approved in writing before the event by the Superintendent and/or his/her designee in order to receive the stipend.

21.3 *Extended Day Contracts*

Extended day contracts assigned by the Superintendent are calculated at the employee's current daily rate.

21.4 ~~*Eighth Period Stipend*~~ *Supplemental Instructional Stipend*

Teachers who are assigned classroom instruction duties (not substitution coverage) in lieu of a planning period shall be compensated at a rate of 10% of the BA Base (Step 0) teacher's annual salary. The Superintendent may assign such duties in increments less than a full year, in which case the teacher will receive pro-rata compensation based on the duration of the assignment.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

FORM, EFFECT AND DURATION

- 22.1 **This Agreement, including all appendices, shall be titled, “Contractual Agreement Between the Auburn Vocational School District Board of Education and the Career and Technical Association (CATA); and shall be posted to the staff intranet.**
- 22.2 Any language of employment contained herein that is found to be contrary to law, either now or in the future, shall be considered null and void, but all other language shall continue in full force and effect until the end of this contract, **unless mutually agreed upon in writing by the parties.**
- 22.3 An employee handbook will be created and **posted online.** ~~distributed to all MOC. See the Memorandum of Understanding in the Appendix of this Agreement.~~
- 22.4 ~~Use of Physical Plant~~
- MOC may utilize the school facilities of the District in accordance with Board policy and such rules or regulations adopted thereafter.
- 22.5 ~~Board Policy Manual~~
This Agreement is a successor agreement to the Parties’ previous collective bargaining agreement and supersedes all previous agreements, verbal or written, or based on alleged past practices, between the Board and CATA and constitutes the entire agreement between the Parties, unless mutually agreed upon in writing by the Parties. This Agreement represents a completion of negotiations on all bargainable issues for the duration of the Agreement.
- Nothing in this Agreement shall be construed to waive, cancel, and/or otherwise affect any claims and/or defenses that either Party might have under the terms of the Parties’ previous collective bargaining agreement. CATA expressly reserves, in their entirety, any and all claims that CATA might have related to the Eighth Period Stipend and/or Section 21.4 under the terms of the previous collective bargaining agreement, including, but not limited to, any and all claims for damages from the 2021-22 and 2022-23 school years. The Board expressly reserves, in their entirety, any and all defenses that it might have to claims that may be asserted by CATA under the terms of the previous collective bargaining agreement, including, but not limited to, any and all defenses to claims for damages from the 2021-22 and 2022-23 school years.**
- 22.6 A copy of the Board Policy Manual shall be available to all MOCs **via the BOE’s website. Proposed updates to the Board Policy Manual will be provided to the CATA President pursuant to Section 5.4 of this Agreement.**

22.7 **The terms of this Agreement will commence on July 1, 2024 and shall end as of 12:01 a.m. on July 1, 2027.**

FOR THE AUBURN CAREER CENTER
BOARD OF EDUCATION

Board President

Treasurer

FOR THE CAREER AND TECHNICAL
ASSOCIATION

Association President

Labor Relations Consultant

APPENDIX

GRIEVANCE REPORT

SALARY SCHEDULES

~~MEMORANDUMS OF UNDERSTANDING~~

LAKE COUNTY CONSORTIUM HEALTH CARE STANDARD PLANS

GRIEVANCE REPORT

Distribution of Forms:

Superintendent
Building Principal
Association President
Grievant
Association Grievance Chair

Name of Grievant(s) _____
(If grievance is an Association filing, write "Association")

Date Grievance filed _____

Grievance Step Number _____

Alleged violation (be specific):

Date(s) of alleged violation _____

Relief or remedy requested:

Signature of Grievant(s) _____
(Grievance Chair signs in event of Association Grievance)

Disposition rendered

Signature of person rendering decision _____

Date of rendering _____

Date decision received by grievant(s) _____

Grievant(s) initials _____

*****|

Grievant accepts / declines the disposition. (Circle appropriate response).

Grievant(s) signature _____

Date _____

Note: If grievant(s) accept(s) the disposition, the grievance process is ended. If the grievant(s) does not accept the disposition, the grievance process moves to the next step.

Lake County Schools Council Health Care Benefits Program
Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

	CDHP		MedFlex		Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network		PPO - Preferred Provider Organization	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
	January 1st - December 31st		January 1st - December 31st		January 1st - December 31st	
Covered Services:						
Benefit Period	Unlimited		Unlimited		Unlimited	
Dependent Age Limit	Age 26 - Removal End of Month		Age 26 - Removal End of Month		Age 26 - Removal End of Month	
Lifetime Maximum						
LCSC Contribution to INITIAL HSA Enrollment District Contribution to HSA in January	\$250 Single / \$500 Family		N/A		N/A	
	\$2,400 Single / \$4,800 Family					
Plan Deductible - Single / Family ¹	\$3,300/\$6,000	\$6,000/\$12,000	\$500/\$1,000	\$500/\$1,000	\$500/\$1,000	\$1,000/\$2,000
- Your Deductible with HRA	n/a	n/a	n/a	n/a	\$250/\$500	\$1,000/\$2,000
Coinurance	10%	50%	20%	20%	20%	40%
Plan Coinsurance Limit (Single/Family)	\$700/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
Your Deductible+Coinsurance Limit Total with HRA(Single/Family)	\$4,000/\$8,000	\$8,000/\$16,000	\$2,500/\$5,000	\$2,250/\$4,500	\$2,250/\$4,500	\$5,000/\$10,000
Maximum Out of Pocket (Deductible + Coinsurance + Copays) ²	\$4,000/\$8,000	N/A	\$6,600/\$13,200	\$6,600/\$13,200	\$6,600/\$13,200	N/A
Preventive / Routine Services						
Preventive Services in accordance with state and federal law	0%	50% after deductible	0%	0%	0%	50% after deductible
Routine Physical Exam (Ages 21 and over, one per benefit period)	0%	50% after deductible	(No Limit)	0%	0%	50% after deductible
Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To Age 21)	0%	50% after deductible	0%	0%	0%	50% after deductible
Routine Mammogram(One/benefit period)	0%	50% after deductible	0%	0%	0%	50% after deductible
Routine Pap Test (One per benefit period)	0%	50% after deductible	0%	0%	0%	50% after deductible

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
	Network	Non-Network	Network	Network	Non-Network
Covered Services:					
Routine Exam associated with Pap Test (one per benefit period)	0%	50% after deductible	0% (No Limit)	0%	50% after deductible
Routine Prostate Specific Antigen (PSA)	0%	50% after deductible	0%	0%	50% after deductible
Routine Endoscopies	0%	50% after deductible	0%	0%	50% after deductible
Routine Labs, X-Rays and Medical Tests	0%	50% after deductible	0%	0%	50% after deductible
Physician/Office Services					
Medically Necessary Office Visit (Illness / Injury) Includes TeleDoc	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Urgent Care Facility	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Immunizations (tetanus, rabies, meningococcal polysaccharide, HPV, influenza, VSV, Hepatitis B, MMR and pneumococcal polysaccharide are covered services)	10% after deductible for non-ACA preventive services	50% after deductible	0% (All Immunizations covered)	0%	40% after deductible
Outpatient Services					
Surgical Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Diagnostic Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Mental Health and Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Physical / Occupational Therapies (40 visits per benefit period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Chiropractic Therapy - Professional Only (12 visits/Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible
Speech Therapy - Facility&Professional (20 visits per Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	40% after deductible

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex		Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network		PPO - Preferred Provider Organization	
	Network	Non-Network	Network	Network	Network	Non-Network
Covered Services:						
Cardiac Rehabilitation	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Emergency Room ³	10% after deductible	10% after deductible	\$200 Copay	\$200 Copay	\$75 Copay	\$75 Copay
Non-Emergency use of Emergency Room ⁴	10% after deductible	50% after deductible	Not Covered	Not Covered	\$75 Copay, then 20%	40% after deductible
Inpatient Services						
Semi-Private Room and Board	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Maternity	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Mental Health / Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Skilled Nursing (100 days/benefit period)	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Organ Transplants	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Other Services						
Allergy Testing and Treatments	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Ambulance	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Durable Medical Equipment	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Home Healthcare	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Hospice	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
Private Duty Nursing	10% after deductible	50% after deductible	20% after deductible	20% after deductible	20% after deductible	40% after deductible
PRESCRIPTION DRUGS - COVERED THROUGH EXPRESS SCRIPTS/MEDICAL MUTUAL						
30-Day Supply Network Retail Pharmacy						
ACA Preventive Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Generic	10% after deductible	10% after deductible	\$10.00	\$10.00	\$10.00	\$10.00
Preferred Brand	10% after deductible	10% after deductible	\$30.00	\$30.00	\$30.00	\$30.00
Non-Preferred Brand	10% after deductible	10% after deductible	\$50.00	\$50.00	\$50.00	\$50.00
90-Day Supply via Network Retail Pharmacy or Home Delivery						
Generic	10% after deductible	10% after deductible	\$10.00	\$10.00	\$20.00	\$20.00
Preferred Brand	10% after deductible	10% after deductible	\$30.00	\$30.00	\$60.00	\$60.00

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered

PLAN OPTIONS EFFECTIVE 1/1/2025

Auburn Career Center	CDHP		MedFlex	Standard Plan 1 with Auburn HRA	
	Consumer Driven Health Plan (HSA Compatible)*		HMO - Narrow Network	PPO - Preferred Provider Organization	
	Network	Non-Network	Network	Network	Non-Network
Covered Services:					
Non-Preferred Brand		10% after deductible	\$50.00	\$100.00	
Programs drugs may be subject to:	Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval		Prior Approval, Qty Limits, Step Therapy & Sp Rx	Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval	

¹Maximum family deductible. Member deductible is the same as single deductible.

²The Maximum Out of Pocket amount will be subject to change based on compliance with the Affordable Care Act

³Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

⁴Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

*Maximums for Health Savings Accounts (HSAs) and High Deductible Health Plans (HDHPs) are determined under § 223 of the Internal Revenue Code. As the IRS releases inflation adjusted limitations and maximums, your CDHP will be subject to change. These inflation adjustments are reviewed annually, and deductible and out-of-pocket maximums are subject to change accordingly.

This benefit summary provides a brief outline of the services covered by Medical Mutual. Refer to your certificate for information regarding the administration of the plan.

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plans

District:	PPO Plan C (#3)		New Standard PPO Plans-		PPO Plan B (#2)		PPO Plan A (#1)	
	Network		Network		Network		Network	
	19/25 if student-		19/25 if student-		19/25 if student-		19/25 if student-	
Dependent Age Limit-	Unlimited		Unlimited		Unlimited		Unlimited	
Lifetime Maximum								
Deductible	\$100/\$200	\$200/\$400	\$250/\$500	\$500/\$1,000	\$500/\$1,000	\$1,000/\$2,000	\$500/\$1,000	\$1,000/\$2,000
Coinsurance	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Out-of-Pocket Maximum (Excluding Deductible)	\$500/\$1,000	\$1,000/\$2,000	\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000	\$2,000/\$4,000	\$4,000/\$8,000
Physician/Office Services:-								
Medically-Necessary-Office-Visit	\$15 Copay, then 100%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Urgent-Care-Facility-	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Immunizations (i.e. tetanus, rabies, meningococcal-polysaccharide, HPV, influenza-VSV, Hepatitis B, MMR and pneumococcal-polysaccharide)	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Preventative Services (1/yr. unless otherwise specified):								
Office-Visit/Routine-Physical-Exam	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
Well-Child-Care/Lab-Tests-and-Immunizations to age 9	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max
Routine-Mammogram/Pap-Test	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
Well-Woman-Office-Visit	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
PSA-Exam	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
Routine-Endoscopies	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
Routine-Lab-x-rays-and-medical-tests	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR	100%	50%-UCR
Outpatient Services:								
Surgical-Services	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Diagnostic-Services	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Physical/Chiropractic/Occupational Therapies	90%-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	70%-UCR-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	90%-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	70%-UCR-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	80%-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	60%-UCR-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	80%-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr	60%-UCR-Combined-Physical & Occ. 40 visits/yr, Chiro 12 visits/yr
Speech-Therapy	90%-20 visits/yr	70%-UCR-20 visits/yr	90%-20 visits/yr	70%-UCR-20 visits/yr	80%-20 visits/yr	60%-UCR-20 visits/yr	80%-20 visits/yr	60%-UCR-20 visits/yr
Cardiac-Rehabilitation	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Supplemental-Accident-Emergency-Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Non-Emergency-use-of-ER	\$50 Copay, then 100%	70%-UCR	\$50 Copay, then 100%	70%-UCR	\$75 Copay, then 80%	60%-UCR	\$75 Copay, then 80%	60%-UCR
Inpatient Services:								
Semi-Private-Room-and-Bound	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Maternity	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Skilled-Nursing	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Private-Duty-Nursing	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Other Services:								
Ambulance	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Durable-Medical-Equipment	90%	70%-UCR	90%	70%-UCR	80%	60%-UCR	80%	60%-UCR
Mental-Health-and-Substance Abuse:								
Inpatient-Services	90%-up-to-30 days/yr	70%-up-to-30 days/yr	90%-up-to-30 days/yr	70%-up-to-30 days/yr	80%-up-to-30 days/yr	60%-up-to-30 days/yr	80%-up-to-30 days/yr	60%-up-to-30 days/yr
Outpatient-Services	90%-up-to-30 days/yr	70%-up-to-30 days/yr	90%-up-to-30 days/yr	70%-up-to-30 days/yr	80%-up-to-30 days/yr	60%-up-to-30 days/yr	80%-up-to-30 days/yr	60%-up-to-30 days/yr
PRESCRIPTION-DRUGS								
Retail-Copay-(30-day-supply)								
Generic		\$5.00		\$10.00		\$10.00		\$10.00
Preferred-Brand		\$20.00		\$25.00		\$30.00		\$30.00
Non-Preferred-Brand		\$30.00		\$40.00		\$50.00		\$50.00
Mail-Order-Copay-(90-day-supply)								
Generic		\$10.00		\$20.00		\$20.00		\$20.00
Preferred-Brand		\$40.00		\$50.00		\$60.00		\$60.00
Non-Preferred-Brand		\$60.00		\$80.00		\$100.00		\$100.00

FY-25

CERTIFIED

BASE AT 0: \$ 41,655

<u>EXP</u>	<u>TEMP</u>	<u>BA</u>	<u>B+15</u>	<u>B+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	\$ 40,447	\$ 41,655	\$ 43,008	\$ 44,363	\$ 45,216	\$ 46,924	\$ 48,632
1	\$ 42,409	\$ 43,789	\$ 45,250	\$ 46,696	\$ 47,570	\$ 49,278	\$ 50,986
2	\$ 44,367	\$ 45,920	\$ 47,495	\$ 49,031	\$ 49,919	\$ 51,628	\$ 53,338
3	\$ 46,324	\$ 48,052	\$ 49,737	\$ 51,364	\$ 52,273	\$ 53,980	\$ 55,692
4	\$ 48,282	\$ 50,181	\$ 51,982	\$ 53,701	\$ 54,623	\$ 56,329	\$ 58,046
5	\$ 50,245	\$ 52,315	\$ 54,222	\$ 56,034	\$ 56,977	\$ 58,683	\$ 60,399
6	\$ 52,202	\$ 54,447	\$ 56,468	\$ 58,370	\$ 59,325	\$ 61,033	\$ 62,753
7	\$ 54,160	\$ 56,580	\$ 58,708	\$ 60,708	\$ 61,679	\$ 63,386	\$ 65,107
8	\$ 56,121	\$ 58,713	\$ 60,953	\$ 63,041	\$ 64,028	\$ 65,736	\$ 67,459
9	\$ 58,080	\$ 60,846	\$ 63,194	\$ 65,378	\$ 66,382	\$ 68,088	\$ 69,813
10	\$ 60,038	\$ 62,978	\$ 65,440	\$ 67,710	\$ 68,731	\$ 70,440	\$ 72,167
11	\$ 61,995	\$ 65,107	\$ 67,682	\$ 70,046	\$ 71,084	\$ 72,792	\$ 74,520
12	\$ 63,957	\$ 67,239	\$ 69,926	\$ 72,379	\$ 73,433	\$ 75,142	\$ 76,874
13	\$ 65,915	\$ 69,373	\$ 72,167	\$ 74,715	\$ 75,787	\$ 77,491	\$ 79,228
14	\$ 65,915	\$ 70,084	\$ 74,414	\$ 77,053	\$ 78,136	\$ 79,845	\$ 81,580
15	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
16	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
17	\$ 65,915	\$ 70,794	\$ 75,533	\$ 78,220	\$ 80,490	\$ 82,194	\$ 83,934
18	\$ 65,915	\$ 71,504	\$ 76,653	\$ 79,386	\$ 82,840	\$ 84,547	\$ 86,288
19	\$ 65,915	\$ 71,504	\$ 76,653	\$ 79,386	\$ 82,840	\$ 84,547	\$ 86,288
20	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
21	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
22	\$ 65,915	\$ 72,355	\$ 77,550	\$ 80,319	\$ 84,173	\$ 85,489	\$ 87,229
23	\$ 65,915	\$ 73,209	\$ 78,445	\$ 81,256	\$ 85,506	\$ 86,431	\$ 88,171
24	\$ 65,915	\$ 73,209	\$ 78,445	\$ 81,256	\$ 85,506	\$ 86,431	\$ 88,171
25	\$ 65,915	\$ 74,060	\$ 79,346	\$ 82,190	\$ 86,839	\$ 87,371	\$ 89,114
26	\$ 65,915	\$ 74,060	\$ 79,346	\$ 82,190	\$ 86,839	\$ 87,371	\$ 89,114
27	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
28	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
29	\$ 65,915	\$ 74,893	\$ 80,179	\$ 83,023	\$ 87,672	\$ 88,204	\$ 89,947
30	\$ 65,915	\$ 75,726	\$ 81,012	\$ 83,856	\$ 88,505	\$ 89,037	\$ 90,780

FY-26

CERTIFIED

BASE AT 0: \$ 43,321

EXP	<u>TEMP</u>	<u>BA</u>	<u>B+15</u>	<u>B+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	\$42,064	\$43,321	\$44,728	\$46,137	\$47,025	\$48,801	\$50,577
1	\$44,105	\$45,540	\$47,060	\$48,564	\$49,473	\$51,249	\$53,025
2	\$46,141	\$47,757	\$49,395	\$50,993	\$51,916	\$53,693	\$55,472
3	\$48,176	\$49,975	\$51,726	\$53,419	\$54,364	\$56,140	\$57,920
4	\$50,213	\$52,188	\$54,061	\$55,849	\$56,808	\$58,582	\$60,368
5	\$52,255	\$54,407	\$56,391	\$58,276	\$59,256	\$61,030	\$62,815
6	\$54,290	\$56,625	\$58,727	\$60,705	\$61,698	\$63,474	\$65,263
7	\$56,326	\$58,843	\$61,056	\$63,136	\$64,146	\$65,921	\$67,711
8	\$58,365	\$61,062	\$63,391	\$65,563	\$66,589	\$68,365	\$70,158
9	\$60,403	\$63,280	\$65,722	\$67,993	\$69,037	\$70,812	\$72,606
10	\$62,439	\$65,497	\$68,057	\$70,418	\$71,480	\$73,257	\$75,054
11	\$64,474	\$67,711	\$70,389	\$72,848	\$73,928	\$75,704	\$77,500
12	\$66,515	\$69,929	\$72,723	\$75,275	\$76,370	\$78,148	\$79,949
13	\$68,551	\$72,148	\$75,054	\$77,704	\$78,819	\$80,591	\$82,397
14	\$68,551	\$72,888	\$77,390	\$80,135	\$81,261	\$83,039	\$84,843
15	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
16	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
17	\$68,551	\$73,625	\$78,554	\$81,348	\$83,709	\$85,481	\$87,291
18	\$68,551	\$74,364	\$79,720	\$82,562	\$86,153	\$87,929	\$89,740
19	\$68,551	\$74,364	\$79,720	\$82,562	\$86,153	\$87,929	\$89,740
20	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
21	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
22	\$68,551	\$75,249	\$80,652	\$83,532	\$87,540	\$88,908	\$90,718
23	\$68,551	\$76,137	\$81,583	\$84,507	\$88,926	\$89,888	\$91,698
24	\$68,551	\$76,137	\$81,583	\$84,507	\$88,926	\$89,888	\$91,698
25	\$68,551	\$77,022	\$82,519	\$85,477	\$90,312	\$90,865	\$92,678
26	\$68,551	\$77,022	\$82,519	\$85,477	\$90,312	\$90,865	\$92,678
27	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
28	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
29	\$68,551	\$77,888	\$83,386	\$86,344	\$91,178	\$91,732	\$93,545
30	\$68,551	\$78,755	\$84,252	\$87,210	\$92,045	\$92,598	\$94,411

FY-27

CERTIFIED

BASE AT 0:

\$45,054

EXP		<u>TEMP</u>	<u>BA</u>	<u>B+15</u>	<u>B+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	\$	43,747	\$ 45,054	\$ 46,517	\$ 47,983	\$ 48,906	\$ 50,753	\$ 52,600
1	\$	45,869	\$ 47,362	\$ 48,943	\$ 50,506	\$ 51,452	\$ 53,299	\$ 55,146
2	\$	47,987	\$ 49,667	\$ 51,371	\$ 53,032	\$ 53,992	\$ 55,841	\$ 57,691
3	\$	50,103	\$ 51,973	\$ 53,795	\$ 55,556	\$ 56,538	\$ 58,385	\$ 60,237
4	\$	52,221	\$ 54,276	\$ 56,223	\$ 58,083	\$ 59,080	\$ 60,926	\$ 62,783
5	\$	54,345	\$ 56,584	\$ 58,646	\$ 60,607	\$ 61,626	\$ 63,472	\$ 65,327
6	\$	56,461	\$ 58,890	\$ 61,076	\$ 63,133	\$ 64,166	\$ 66,013	\$ 67,873
7	\$	58,579	\$ 61,196	\$ 63,499	\$ 65,662	\$ 66,712	\$ 68,558	\$ 70,419
8	\$	60,700	\$ 63,504	\$ 65,927	\$ 68,185	\$ 69,253	\$ 71,100	\$ 72,964
9	\$	62,819	\$ 65,811	\$ 68,351	\$ 70,713	\$ 71,799	\$ 73,644	\$ 75,510
10	\$	64,937	\$ 68,117	\$ 70,779	\$ 73,235	\$ 74,339	\$ 76,188	\$ 78,056
11	\$	67,054	\$ 70,419	\$ 73,205	\$ 75,762	\$ 76,885	\$ 78,732	\$ 80,601
12	\$	69,176	\$ 72,726	\$ 75,632	\$ 78,286	\$ 79,425	\$ 81,274	\$ 83,147
13	\$	71,294	\$ 75,034	\$ 78,056	\$ 80,812	\$ 81,971	\$ 83,814	\$ 85,693
14	\$	71,294	\$ 75,803	\$ 80,486	\$ 83,341	\$ 84,512	\$ 86,360	\$ 88,237
15	\$	71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
16	\$	71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
17	\$	71,294	\$ 76,570	\$ 81,696	\$ 84,602	\$ 87,058	\$ 88,901	\$ 90,783
18	\$	71,294	\$ 77,339	\$ 82,908	\$ 85,864	\$ 89,599	\$ 91,447	\$ 93,329
19	\$	71,294	\$ 77,339	\$ 82,908	\$ 85,864	\$ 89,599	\$ 91,447	\$ 93,329
20	\$	71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
21	\$	71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
22	\$	71,294	\$ 78,259	\$ 83,878	\$ 86,873	\$ 91,041	\$ 92,464	\$ 94,347
23	\$	71,294	\$ 79,183	\$ 84,846	\$ 87,887	\$ 92,483	\$ 93,484	\$ 95,366
24	\$	71,294	\$ 79,183	\$ 84,846	\$ 87,887	\$ 92,483	\$ 93,484	\$ 95,366
25	\$	71,294	\$ 80,103	\$ 85,820	\$ 88,896	\$ 93,925	\$ 94,500	\$ 96,385
26	\$	71,294	\$ 80,103	\$ 85,820	\$ 88,896	\$ 93,925	\$ 94,500	\$ 96,385
27	\$	71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
28	\$	71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
29	\$	71,294	\$ 81,004	\$ 86,721	\$ 89,797	\$ 94,826	\$ 95,401	\$ 97,287
30	\$	71,294	\$ 81,905	\$ 87,622	\$ 90,698	\$ 95,727	\$ 96,302	\$ 98,188

NON-TEACHING

FY-25

	Maintenance 260 Days	9 mo. Admin. Asst.** 220 Days	Teacher Assistant** Hourly	Kitchen Assistant** Hourly	12 Mo. Admin. Assistant 260 Days	Receptionist 260 Days
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STEP

0	\$ 36,531.15	\$ 32,198.92	\$ 13.73	\$ 13.72	\$ 38,053.28	\$ 26,499.20
1	\$ 37,348.43	\$ 32,905.71	\$ 14.06	\$ 13.86	\$ 38,888.57	\$ 26,896.69
2	\$ 38,168.07	\$ 33,682.59	\$ 14.39	\$ 14.00	\$ 39,806.71	\$ 27,300.14
3	\$ 38,988.90	\$ 34,324.06	\$ 14.73	\$ 14.11	\$ 40,564.79	\$ 27,709.64
4	\$ 39,804.98	\$ 35,030.85	\$ 15.07	\$ 14.26	\$ 41,400.10	\$ 28,125.28
5	\$ 40,625.81	\$ 35,738.83	\$ 15.41	\$ 14.39	\$ 42,236.80	\$ 28,547.17
6	\$ 41,443.07	\$ 36,449.19	\$ 15.80	\$ 14.51	\$ 43,076.32	\$ 28,975.37
7	\$ 42,265.10	\$ 37,155.99	\$ 16.13	\$ 14.65	\$ 43,911.62	\$ 29,410.00
8	\$ 43,082.36	\$ 37,863.97	\$ 16.49	\$ 14.79	\$ 44,748.33	\$ 29,851.15
9	\$ 43,903.19	\$ 38,573.14	\$ 16.88	\$ 14.90	\$ 45,586.43	\$ 30,298.92
10	\$ 44,719.27	\$ 39,278.74	\$ 17.27	\$ 15.04	\$ 46,420.34	\$ 30,753.40
11	\$ 45,541.30	\$ 39,989.10	\$ 17.67	\$ 15.16	\$ 47,259.85	\$ 31,214.71
12	\$ 46,402.51	\$ 40,699.46	\$ 18.08	\$ 15.28	\$ 48,099.37	\$ 31,682.92
13	\$ 47,269.67	\$ 40,752.24	\$ 18.49	\$ 15.41	\$ 48,936.07	\$ 32,158.17
14	\$ 48,151.08	\$ 42,115.42	\$ 18.91	\$ 15.55	\$ 49,547.56	\$ 32,640.55
15-L	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 33,130.15
16	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 33,627.10
17	\$ 49,047.95	\$ 42,824.59	\$ 19.34	\$ 15.66	\$ 50,610.88	\$ 34,131.51
18-L	\$ 49,930.55	\$ 43,531.38	\$ 19.78	\$ 15.79	\$ 51,446.19	\$ 34,643.48
19	\$ 49,930.55	\$ 43,531.38	\$ 19.78	\$ 15.79	\$ 51,446.19	\$ 35,163.13
20-L	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 35,690.58
21	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 36,225.94
22	\$ 50,828.60	\$ 44,250.07	\$ 20.24	\$ 15.92	\$ 52,295.53	\$ 36,769.32
23-L	\$ 51,744.45	\$ 44,979.43	\$ 20.71	\$ 16.05	\$ 53,157.50	\$ 37,320.87
24	\$ 51,744.45	\$ 44,979.43	\$ 20.71	\$ 16.05	\$ 53,157.50	\$ 37,880.68
25-L	\$ 52,675.76	\$ 45,721.85	\$ 21.17	\$ 16.18	\$ 54,034.92	\$ 38,448.89
26	\$ 52,675.76	\$ 45,721.85	\$ 21.17	\$ 16.18	\$ 54,034.92	\$ 39,025.63
27-L	\$ 53,623.69	\$ 46,476.16	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 39,611.01
28	\$ 53,623.69	\$ 46,476.16	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 40,205.17
29	\$ 53,623.69	\$ 46,476.14	\$ 21.65	\$ 16.31	\$ 54,926.37	\$ 40,808.25
30-L	\$ 54,588.26	\$ 47,243.54	\$ 22.14	\$ 16.44	\$ 55,833.27	\$ 41,420.37

NON-TEACHING

FY-26

STEP	Maintenance 260 Days		9 mo. Admin. Asst.** 220 Days		Teacher Assistant** Hourly		Kitchen Assistant** Hourly		12 Mo. Admin. Assistant 260 Days		Receptionist 260 Days	
0	\$ 37,992.40		\$ 33,486.88		\$ 14.28		\$ 14.27		\$ 39,575.41		\$ 27,559.17	
1	\$ 38,842.37		\$ 34,221.94		\$ 14.62		\$ 14.42		\$ 40,444.12		\$ 27,972.56	
2	\$ 39,694.80		\$ 35,029.90		\$ 14.97		\$ 14.56		\$ 41,398.98		\$ 28,392.14	
3	\$ 40,548.46		\$ 35,697.02		\$ 15.32		\$ 14.68		\$ 42,187.39		\$ 28,818.02	
4	\$ 41,397.18		\$ 36,432.08		\$ 15.67		\$ 14.83		\$ 43,056.11		\$ 29,250.29	
5	\$ 42,250.84		\$ 37,168.38		\$ 16.03		\$ 14.97		\$ 43,926.27		\$ 29,689.05	
6	\$ 43,100.80		\$ 37,907.16		\$ 16.43		\$ 15.09		\$ 44,799.37		\$ 30,134.38	
7	\$ 43,955.70		\$ 38,642.23		\$ 16.78		\$ 15.24		\$ 45,668.08		\$ 30,586.40	
8	\$ 44,805.66		\$ 39,378.53		\$ 17.15		\$ 15.38		\$ 46,538.26		\$ 31,045.20	
9	\$ 45,659.32		\$ 40,116.07		\$ 17.55		\$ 15.50		\$ 47,409.89		\$ 31,510.88	
10	\$ 46,508.04		\$ 40,849.89		\$ 17.97		\$ 15.64		\$ 48,277.15		\$ 31,983.54	
11	\$ 47,362.95		\$ 41,588.67		\$ 18.38		\$ 15.77		\$ 49,150.24		\$ 32,463.29	
12	\$ 48,258.61		\$ 42,327.44		\$ 18.80		\$ 15.89		\$ 50,023.34		\$ 32,950.24	
13	\$ 49,160.46		\$ 42,382.33		\$ 19.23		\$ 16.03		\$ 50,893.51		\$ 33,444.50	
14	\$ 50,077.13		\$ 43,800.04		\$ 19.66		\$ 16.17		\$ 51,529.46		\$ 33,946.17	
15-L	\$ 51,009.87		\$ 44,537.57		\$ 20.12		\$ 16.29		\$ 52,635.32		\$ 34,455.35	
16	\$ 51,009.87		\$ 44,537.57		\$ 20.12		\$ 16.29		\$ 52,635.32		\$ 34,972.18	
17	\$ 51,009.87		\$ 44,537.57		\$ 20.12		\$ 16.29		\$ 52,635.32		\$ 35,496.77	
18-L	\$ 51,927.77		\$ 45,272.64		\$ 20.57		\$ 16.42		\$ 53,504.04		\$ 36,029.22	
19	\$ 51,927.77		\$ 45,272.64		\$ 20.57		\$ 16.42		\$ 53,504.04		\$ 36,569.65	
20-L	\$ 52,861.74		\$ 46,020.07		\$ 21.05		\$ 16.56		\$ 54,387.35		\$ 37,118.21	
21	\$ 52,861.74		\$ 46,020.07		\$ 21.05		\$ 16.56		\$ 54,387.35		\$ 37,674.97	
22	\$ 52,861.74		\$ 46,020.07		\$ 21.05		\$ 16.56		\$ 54,387.35		\$ 38,240.10	
23-L	\$ 53,814.23		\$ 46,778.61		\$ 21.53		\$ 16.69		\$ 55,283.80		\$ 38,813.70	
24	\$ 53,814.23		\$ 46,778.61		\$ 21.53		\$ 16.69		\$ 55,283.80		\$ 39,395.91	
25-L	\$ 54,782.79		\$ 47,550.73		\$ 22.02		\$ 16.83		\$ 56,196.31		\$ 39,986.85	
26	\$ 54,782.79		\$ 47,550.73		\$ 22.02		\$ 16.83		\$ 56,196.31		\$ 40,586.65	
27-L	\$ 55,768.64		\$ 48,335.21		\$ 22.52		\$ 16.96		\$ 57,123.43		\$ 41,195.45	
28	\$ 55,768.64		\$ 48,335.21		\$ 22.52		\$ 16.96		\$ 57,123.43		\$ 41,813.38	
29	\$ 55,768.64		\$ 48,335.19		\$ 22.52		\$ 16.96		\$ 57,123.43		\$ 42,440.58	
30-L	\$ 56,771.79		\$ 49,133.28		\$ 23.03		\$ 17.10		\$ 58,066.60		\$ 43,077.19	

NON-TEACHING

FY-27

STEP	Maintenance 260 Days		9 mo. Admin. Asst.** 220 Days		Teacher Assistant** Hourly		Kitchen Assistant** Hourly		12 Mo. Admin. Assistant 260 Days		Receptionist 260 Days	
0	\$ 39,512.10		\$ 34,826.35		\$ 14.85		\$ 14.84		\$ 41,158.43		\$ 28,661.53	
1	\$ 40,396.06		\$ 35,590.82		\$ 15.21		\$ 14.99		\$ 42,061.88		\$ 29,091.46	
2	\$ 41,282.59		\$ 36,431.09		\$ 15.57		\$ 15.14		\$ 43,054.93		\$ 29,527.83	
3	\$ 42,170.40		\$ 37,124.90		\$ 15.93		\$ 15.26		\$ 43,874.88		\$ 29,970.74	
4	\$ 43,053.07		\$ 37,889.37		\$ 16.30		\$ 15.42		\$ 44,778.35		\$ 30,420.30	
5	\$ 43,940.88		\$ 38,655.12		\$ 16.67		\$ 15.57		\$ 45,683.33		\$ 30,876.62	
6	\$ 44,824.83		\$ 39,423.45		\$ 17.09		\$ 15.69		\$ 46,591.35		\$ 31,339.76	
7	\$ 45,713.93		\$ 40,187.91		\$ 17.45		\$ 15.85		\$ 47,494.81		\$ 31,809.86	
8	\$ 46,597.88		\$ 40,953.67		\$ 17.84		\$ 16.00		\$ 48,399.79		\$ 32,287.01	
9	\$ 47,485.70		\$ 41,720.71		\$ 18.26		\$ 16.12		\$ 49,306.29		\$ 32,771.32	
10	\$ 48,368.36		\$ 42,483.89		\$ 18.68		\$ 16.27		\$ 50,208.24		\$ 33,262.88	
11	\$ 49,257.47		\$ 43,252.21		\$ 19.11		\$ 16.40		\$ 51,116.25		\$ 33,761.83	
12	\$ 50,188.96		\$ 44,020.54		\$ 19.55		\$ 16.52		\$ 52,024.27		\$ 34,268.25	
13	\$ 51,126.88		\$ 44,077.63		\$ 20.00		\$ 16.67		\$ 52,929.25		\$ 34,782.28	
14	\$ 52,080.21		\$ 45,552.04		\$ 20.45		\$ 16.82		\$ 53,590.64		\$ 35,304.01	
15-L	\$ 53,050.26		\$ 46,319.08		\$ 20.92		\$ 16.94		\$ 54,740.73		\$ 35,833.57	
16	\$ 53,050.26		\$ 46,319.08		\$ 20.92		\$ 16.94		\$ 54,740.73		\$ 36,371.07	
17	\$ 53,050.26		\$ 46,319.08		\$ 20.92		\$ 16.94		\$ 54,740.73		\$ 36,916.64	
18-L	\$ 54,004.88		\$ 47,083.54		\$ 21.39		\$ 17.08		\$ 55,644.20		\$ 37,470.39	
19	\$ 54,004.88		\$ 47,083.54		\$ 21.39		\$ 17.08		\$ 55,644.20		\$ 38,032.44	
20-L	\$ 54,976.21		\$ 47,860.87		\$ 21.89		\$ 17.22		\$ 56,562.84		\$ 38,602.94	
21	\$ 54,976.21		\$ 47,860.87		\$ 21.89		\$ 17.22		\$ 56,562.84		\$ 39,181.97	
22	\$ 54,976.21		\$ 47,860.87		\$ 21.89		\$ 17.22		\$ 56,562.84		\$ 39,769.70	
23-L	\$ 55,966.80		\$ 48,649.75		\$ 22.40		\$ 17.36		\$ 57,495.15		\$ 40,366.25	
24	\$ 55,966.80		\$ 48,649.75		\$ 22.40		\$ 17.36		\$ 57,495.15		\$ 40,971.74	
25-L	\$ 56,974.10		\$ 49,452.76		\$ 22.90		\$ 17.50		\$ 58,444.17		\$ 41,586.32	
26	\$ 56,974.10		\$ 49,452.76		\$ 22.90		\$ 17.50		\$ 58,444.17		\$ 42,210.12	
27-L	\$ 57,999.38		\$ 50,268.62		\$ 23.42		\$ 17.64		\$ 59,408.36		\$ 42,843.27	
28	\$ 57,999.38		\$ 50,268.62		\$ 23.42		\$ 17.64		\$ 59,408.36		\$ 43,485.91	
29	\$ 57,999.38		\$ 50,268.60		\$ 23.42		\$ 17.64		\$ 59,408.36		\$ 44,138.20	
30-L	\$ 59,042.66		\$ 51,098.61		\$ 23.95		\$ 17.78		\$ 60,389.27		\$ 44,800.27	

SUPPLEMENTALS**2025****2026****2027****BA-0****\$ 41,655 \$ 43,321 \$ 45,054**

AWT Robotics	\$ 1,250	\$ 1,300	\$ 1,352
DECA	\$ 2,083	\$ 2,166	\$ 2,253
Drug Free Clubs of America	\$ 2,083	\$ 2,166	\$ 2,253
Educator Rising	\$ 2,083	\$ 2,166	\$ 2,253
Esports	\$ 2,083	\$ 2,166	\$ 2,253
FCCLA	\$ 2,083	\$ 2,166	\$ 2,253
NTHS	\$ 1,250	\$ 1,300	\$ 1,352
SADD	\$ 1,250	\$ 1,300	\$ 1,352
Stars/Student Ambassadors	\$ 1,250	\$ 1,300	\$ 1,352
Student Leadership	\$ 1,250	\$ 1,300	\$ 1,352
Skills	\$ 2,083	\$ 2,166	\$ 2,253
FFA	\$ 2,083	\$ 2,166	\$ 2,253
LPDC Chair Person	\$ 2,083	\$ 2,166	\$ 2,253
LPDC Committee	\$ 1,250	\$ 1,300	\$ 1,352
Educator Mentor	\$ 1,250	\$ 1,300	\$ 1,352
District EMS Responder	\$ 4,166	\$ 4,332	\$ 4,505

BASE STEP	BA-		BA+15		BA+30		MA-		MA+15		MA+30		MA+30
	RATIO	TEMP	BA	RATIO	BA+15	RATIO	BA+30	RATIO	MA	RATIO	MA+15	RATIO	
0	0.97099	\$-37.751	\$-38.879	1.000000000	\$-40.141	1.065005349	\$-41.406	1.085488641	\$-42.203	1.126487	\$-43.797	1.167484740	MA+30
2	1.018992	\$-39.582	\$-40.871	1.051222963	\$-42.225	1.121011894	\$-43.584	1.141998816	\$-44.400	1.182997	\$-45.994	1.223994714	\$-47.588
		\$-41.410	\$-42.860	1.140205148	\$-44.330	1.177081267	\$-45.764	1.198282722	\$-46.592	1.239412	\$-48.187	1.280472224	\$-49.784
3	1.12076	\$-43.226	\$-44.850	1.152577497	\$-46.422	1.223087911	\$-47.941	1.254892707	\$-48.789	1.295891	\$-50.383	1.336982198	\$-51.981
4	1.159084	\$-45.064	\$-46.827	1.204675603	\$-48.517	1.289188849	\$-50.122	1.311308288	\$-50.982	1.352275	\$-52.575	1.393403172	\$-54.178
5	1.206217	\$-46.897	\$-48.828	1.255899566	\$-50.608	1.345195394	\$-52.300	1.363918262	\$-53.179	1.408785	\$-54.772	1.449971682	\$-56.272
6	1.253194	\$-48.723	\$-50.818	1.307099265	\$-52.705	1.401264867	\$-54.480	1.424202279	\$-55.272	1.4652	\$-56.966	1.506481656	\$-58.571
7	1.300301	\$-50.551	\$-52.809	1.358284564	\$-54.795	1.452297269	\$-56.662	1.480712253	\$-57.569	1.521679	\$-59.161	1.562991629	\$-60.768
8	1.347272	\$-52.381	\$-54.800	1.409508527	\$-56.891	1.512403813	\$-58.840	1.537096479	\$-59.761	1.578995	\$-61.255	1.619470140	\$-62.963
9	1.404211	\$-54.209	\$-56.791	1.460701026	\$-58.983	1.569504751	\$-61.021	1.592606444	\$-61.958	1.624573	\$-63.551	1.675989115	\$-65.160
10	1.441319	\$-56.037	\$-58.781	1.511891525	\$-61.078	1.625479821	\$-63.197	1.6499990561	\$-64.150	1.69102	\$-65.745	1.732490089	\$-67.357
11	1.488295	\$-57.863	\$-60.768	1.562991620	\$-62.171	1.681580769	\$-65.278	1.706500525	\$-66.247	1.747499	\$-67.941	1.789685599	\$-69.553
12	1.535297	\$-59.695	\$-62.758	1.614118129	\$-65.266	1.737587314	\$-67.556	1.762884652	\$-68.529	1.803914	\$-70.134	1.845478573	\$-71.759
13	1.582405	\$-61.522	\$-64.749	1.665408093	\$-67.257	1.793667927	\$-69.736	1.8193914626	\$-70.736	1.860298	\$-72.227	1.901988542	\$-73.947
14			\$-65.414	1.682493235	\$-69.454	1.849789189	\$-71.918	1.875778743	\$-72.928	1.916808	\$-74.524	1.958467057	\$-76.143
15			\$-66.075	1.699515449	\$-70.499	1.877792461	\$-72.007	1.9322388717	\$-75.125	1.972192	\$-76.716	2.014977031	\$-78.340
16			\$-66.075	1.699515449	\$-70.499	1.877792461	\$-72.007	1.9322388717	\$-75.125	1.972192	\$-76.716	2.014977031	\$-78.340
17			\$-66.075	1.699515449	\$-70.499	1.877792461	\$-72.007	1.9322388717	\$-75.125	1.972192	\$-76.716	2.014977031	\$-78.340
18			\$-66.738	1.7166569127	\$-71.545	1.905795723	\$-74.095	1.988704298	\$-77.219	2.029702	\$-78.913	2.071487005	\$-80.527
19			\$-66.738	1.7166569127	\$-71.545	1.905795723	\$-74.095	1.988704298	\$-77.219	2.029702	\$-78.913	2.071487005	\$-80.527
20			\$-67.522	1.736989491	\$-72.282	1.928198351	\$-74.966	2.020703543	\$-78.563	2.052294	\$-79.791	2.094078499	\$-81.416
21			\$-67.522	1.736989491	\$-72.282	1.928198351	\$-74.966	2.020703543	\$-78.563	2.052294	\$-79.791	2.094078499	\$-81.416
22			\$-67.522	1.736989491	\$-72.282	1.928198351	\$-74.966	2.020703543	\$-78.563	2.052294	\$-79.791	2.094078499	\$-81.416
23			\$-68.230	1.757504248	\$-73.217	1.950695362	\$-75.841	2.052702788	\$-79.897	2.085294	\$-80.671	2.116701090	\$-82.295
24			\$-68.230	1.757504248	\$-73.217	1.950695362	\$-75.841	2.052702788	\$-79.897	2.085294	\$-80.671	2.116701090	\$-82.295
25			\$-69.124	1.777924611	\$-74.058	1.973097980	\$-76.712	2.084702033	\$-81.051	2.097477	\$-81.548	2.139324146	\$-83.175
26			\$-69.124	1.777924611	\$-74.058	1.973097980	\$-76.712	2.084702033	\$-81.051	2.097477	\$-81.548	2.139324146	\$-83.175
27			\$-69.902	1.797924611	\$-74.825	1.993092980	\$-77.490	2.104702033	\$-81.829	2.117477	\$-82.225	2.159324146	\$-83.952
28			\$-69.902	1.797924611	\$-74.825	1.993092980	\$-77.490	2.104702033	\$-81.829	2.117477	\$-82.225	2.159324146	\$-83.952
29			\$-69.902	1.797924611	\$-74.825	1.993092980	\$-77.490	2.104702033	\$-81.829	2.117477	\$-82.225	2.159324146	\$-83.952
30			\$-70.679	1.817924611	\$-75.613	2.013097980	\$-78.267	2.124702033	\$-82.696	2.137477	\$-83.103	2.179924146	\$-84.730

Certified Salary Schedule

SY2010-2011

BASE STEP	BA		BA+15		BA+30		MA		MA+15		MA+30	
	TEMP RATIO	TEMP	RATIO	BA+15	RATIO	BA+30	RATIO	MA	RATIO	MA+15	RATIO	MA+30
0	0.97099	\$-37,751	1.000000000	\$39,268	1.00%	\$38,879	\$39,268	\$39,268	\$40,543	\$40,543	\$41,821	\$45,845
	1.018092	\$-39,582	1.051223963	1.032471210	1.065005349	1.121011894	1.086306714	1.141098616	1.182097	1.182097	1.232097	\$-45,845
2	1.0651	\$-41,410	1.102584998	1.140205148	1.233087911	1.277081367	1.198382232	1.254892707	1.239412	1.239412	1.280472224	\$-48,064
3	1.112076	\$-43,236	1.153572497	1.1940090188	1.46,886	1.233087911	1.254892707	1.311108288	1.298891	1.298891	1.336981198	\$-50,282
4	1.159084	\$-45,064	1.204675603	1.247907621	1.49,003	1.289188849	1.311108288	1.367818262	1.352275	1.352275	1.393493172	\$-52,501
5	1.206217	\$-46,897	1.255899566	1.301680196	1.51,114	1.245195294	1.367818262	1.424202379	1.408785	1.408785	1.449971682	\$-54,720
6	1.253104	\$-48,723	1.307092065	1.355610094	1.53,222	1.401264867	1.424202379	1.480912353	1.4652	1.4652	1.506481656	\$-56,937
7	1.300201	\$-50,551	1.358284564	1.409382669	1.55,344	1.457397269	1.480912353	1.537096470	1.521679	1.521679	1.562991630	\$-59,157
8	1.347272	\$-52,381	1.409508527	1.463281103	1.57,460	1.512403813	1.537096470	1.592606444	1.578095	1.578095	1.619470140	\$-61,376
9	1.394311	\$-54,209	1.460701026	1.517085143	1.59,573	1.569504751	1.592606444	1.649990561	1.634573	1.634573	1.675980115	\$-63,593
10	1.441319	\$-56,037	1.511893525	1.570983576	1.61,689	1.625479811	1.649990561	1.706500525	1.69102	1.69102	1.732490089	\$-65,812
11	1.488295	\$-57,863	1.562991630	1.624819080	1.63,803	1.681580769	1.706500525	1.762884652	1.747499	1.747499	1.788968599	\$-68,031
12	1.535397	\$-59,695	1.614184129	1.678686049	1.65,919	1.737587214	1.762884652	1.819594626	1.803914	1.803914	1.845478573	\$-70,249
13	1.582405	\$-61,522	1.665408093	1.722490089	1.68,034	1.792656787	1.819594626	1.875778743	1.860298	1.860298	1.901988547	\$-72,468
14			1.682493235	1.766068	1.66,068	1.840789189	1.875778743	1.932288717	1.916808	1.916808	1.958467057	\$-74,687
15			1.699515449	1.812200543	1.68,189	1.877792461	1.932288717	1.992702788	1.977192	1.977192	2.014977031	\$-76,905
16			1.699515449	1.812200543	1.70,204	1.877792461	1.932288717	2.052702788	1.977192	1.977192	2.014977031	\$-79,124
17			1.699515449	1.812200543	1.71,204	1.877792461	1.932288717	2.092702788	1.977192	1.977192	2.014977031	\$-79,124
18			1.716569127	1.840192562	1.72,261	1.905795733	1.992702788	2.132702788	2.029702	2.029702	2.071487005	\$-81,343
19			1.716569127	1.840192562	1.72,261	1.905795733	1.992702788	2.172702788	2.029702	2.029702	2.071487005	\$-81,343
20			1.736989491	1.861714178	1.73,106	1.928198251	2.020702543	2.212702788	2.052294	2.052294	2.094078409	\$-82,230
21			1.736989491	1.861714178	1.73,106	1.928198251	2.020702543	2.252702788	2.052294	2.052294	2.094078409	\$-82,230
22			1.736989491	1.861714178	1.73,106	1.928198251	2.020702543	2.292702788	2.052294	2.052294	2.094078409	\$-82,230
23			1.757504248	1.882204329	1.73,950	1.950695262	2.052702788	2.332702788	2.074917	2.074917	2.116701000	\$-83,119
24			1.757504248	1.882204329	1.73,950	1.950695262	2.052702788	2.372702788	2.074917	2.074917	2.116701000	\$-83,119
25			1.777924611	1.904820339	1.74,798	1.973097980	2.084702033	2.412702788	2.094777	2.094777	2.139324146	\$-84,007
26			1.777924611	1.904820339	1.74,798	1.973097980	2.084702033	2.452702788	2.094777	2.094777	2.139324146	\$-84,007
27			1.797924611	1.924820339	1.75,584	1.993097980	2.104702033	2.492702788	2.117477	2.117477	2.159324146	\$-84,792
28			1.797924611	1.924820339	1.75,584	1.993097980	2.104702033	2.532702788	2.117477	2.117477	2.159324146	\$-84,792
29			1.797924611	1.924820339	1.75,584	1.993097980	2.104702033	2.572702788	2.117477	2.117477	2.159324146	\$-84,792
30			1.817924611	1.944820339	1.76,369	2.013097980	2.124702033	2.612702788	2.137477	2.137477	2.179324146	\$-85,578

Certified Salary Schedule

SY2011-2012

BASE STEP	BA		BA+15		2.00 %		BA+30		MA		MA+15		MA+30	
	TEMP RATIO	TEMP	RATIO	BA	RATIO	BA+15	RATIO	BA+30	RATIO	MA	RATIO	MA+15	RATIO	MA+30
0	0.07099	\$-27,751	1.000000000	\$-40,053	1.032471210	\$-40,543	1.065005349	\$-41,821	1.085488641	\$-42,625	1.126487	\$-44,235	1.167484740	\$-45,845
1	1.018092	\$-29,582	1.051222963	\$-42,105	1.086206714	\$-42,510	1.121011894	\$-44,900	1.141998616	\$-45,740	1.182997	\$-47,283	1.2230904714	\$-49,025
2	1.0651	\$-41,410	1.102384998	\$-44,154	1.140205148	\$-45,669	1.177081267	\$-47,146	1.198382723	\$-47,999	1.239412	\$-49,642	1.280473224	\$-51,287
3	1.112076	\$-43,236	1.153577497	\$-46,204	1.194009188	\$-47,824	1.233082911	\$-49,389	1.254892707	\$-50,262	1.295891	\$-51,904	1.336983198	\$-53,550
4	1.159084	\$-45,064	1.204675603	\$-48,251	1.247907621	\$-49,982	1.289188849	\$-51,636	1.311308288	\$-52,522	1.352275	\$-54,163	1.393493172	\$-55,814
5	1.206217	\$-46,897	1.255899566	\$-50,303	1.301680196	\$-52,136	1.345195394	\$-53,879	1.367818262	\$-54,785	1.408785	\$-56,426	1.449971682	\$-58,076
6	1.253194	\$-48,723	1.307093065	\$-52,353	1.355610094	\$-54,296	1.401264867	\$-56,125	1.424202279	\$-57,044	1.4652	\$-58,686	1.506481656	\$-60,339
7	1.300201	\$-50,551	1.358284564	\$-54,403	1.409282669	\$-56,450	1.457397269	\$-58,273	1.480712253	\$-59,207	1.521679	\$-60,948	1.562991630	\$-62,603
8	1.347272	\$-52,381	1.409508527	\$-56,455	1.4632381103	\$-58,609	1.513403813	\$-60,616	1.537096470	\$-61,565	1.578005	\$-63,207	1.619470140	\$-64,865
9	1.394311	\$-54,209	1.460701026	\$-58,505	1.517085143	\$-60,764	1.569504751	\$-62,863	1.593606444	\$-63,829	1.634573	\$-65,470	1.675980115	\$-67,128
10	1.441319	\$-56,037	1.511892525	\$-60,556	1.570982576	\$-62,923	1.625479821	\$-65,105	1.649990561	\$-66,087	1.69102	\$-67,730	1.732490089	\$-69,391
11	1.488295	\$-57,863	1.562991630	\$-62,603	1.624819080	\$-65,079	1.681580769	\$-67,252	1.706500535	\$-68,250	1.747499	\$-69,903	1.788968599	\$-71,654
12	1.535397	\$-59,695	1.614184129	\$-64,653	1.6786866049	\$-67,226	1.737587214	\$-69,596	1.762884652	\$-70,609	1.803914	\$-72,252	1.845478573	\$-73,917
13	1.582405	\$-61,522	1.665408093	\$-66,705	1.732490089	\$-69,391	1.792656787	\$-71,841	1.819394626	\$-72,872	1.860208	\$-74,511	1.901988547	\$-76,180
14	1.629493225	\$-63,389	1.786419986	\$-67,389	1.812990542	\$-71,551	1.849799189	\$-74,090	1.8757572743	\$-75,131	1.916808	\$-76,774	1.958467057	\$-78,442
15	1.699515449	\$-68,071	1.812990542	\$-68,071	1.812990542	\$-72,628	1.877792461	\$-75,211	1.932288717	\$-77,294	1.973192	\$-79,032	2.014977031	\$-80,706
16	1.699515449	\$-68,071	1.812990542	\$-68,071	1.812990542	\$-72,628	1.877792461	\$-75,211	1.932288717	\$-77,294	1.973192	\$-79,032	2.014977031	\$-80,706
17	1.699515449	\$-68,071	1.812990542	\$-68,071	1.812990542	\$-72,628	1.877792461	\$-75,211	1.932288717	\$-77,294	1.973192	\$-79,032	2.014977031	\$-80,706
18	1.716569127	\$-68,754	1.840192562	\$-68,754	1.840192562	\$-73,705	1.905795733	\$-76,323	1.988704298	\$-79,654	2.029702	\$-81,296	2.071487005	\$-82,969
19	1.716569127	\$-68,754	1.840192562	\$-68,754	1.840192562	\$-73,705	1.905795733	\$-76,323	1.988704298	\$-79,654	2.029702	\$-81,296	2.071487005	\$-82,969
20	1.736989491	\$-69,572	1.864714178	\$-69,572	1.864714178	\$-74,567	1.928198251	\$-77,230	2.020703543	\$-80,935	2.062204	\$-82,201	2.094078409	\$-83,874
21	1.736989491	\$-69,572	1.864714178	\$-69,572	1.864714178	\$-74,567	1.928198251	\$-77,230	2.020703543	\$-80,935	2.062204	\$-82,201	2.094078409	\$-83,874
22	1.736989491	\$-69,572	1.864714178	\$-69,572	1.864714178	\$-74,567	1.928198251	\$-77,230	2.020703543	\$-80,935	2.062204	\$-82,201	2.094078409	\$-83,874
23	1.757504248	\$-70,393	1.883204329	\$-70,393	1.883204329	\$-75,428	1.950695362	\$-78,131	2.052702788	\$-82,217	2.074917	\$-83,107	2.116701000	\$-84,780
24	1.757504248	\$-70,393	1.883204329	\$-70,393	1.883204329	\$-75,428	1.950695362	\$-78,131	2.052702788	\$-82,217	2.074917	\$-83,107	2.116701000	\$-84,780
25	1.777924611	\$-71,211	1.904820339	\$-71,211	1.904820339	\$-76,294	1.973097980	\$-79,028	2.084702033	\$-83,499	2.097477	\$-84,010	2.139324146	\$-85,686
26	1.777924611	\$-71,211	1.904820339	\$-71,211	1.904820339	\$-76,294	1.973097980	\$-79,028	2.084702033	\$-83,499	2.097477	\$-84,010	2.139324146	\$-85,686
27	1.797924611	\$-72,012	1.924820339	\$-72,012	1.924820339	\$-77,095	1.993097980	\$-79,830	2.104702033	\$-84,300	2.117477	\$-84,811	2.159324146	\$-86,487
28	1.797924611	\$-72,012	1.924820339	\$-72,012	1.924820339	\$-77,095	1.993097980	\$-79,830	2.104702033	\$-84,300	2.117477	\$-84,811	2.159324146	\$-86,487
29	1.797924611	\$-72,012	1.924820339	\$-72,012	1.924820339	\$-77,095	1.993097980	\$-79,830	2.104702033	\$-84,300	2.117477	\$-84,811	2.159324146	\$-86,487
30	1.817924611	\$-72,813	1.944820339	\$-72,813	1.944820339	\$-77,896	2.013097980	\$-80,631	2.124702033	\$-85,101	2.137477	\$-85,612	2.179244146	\$-87,288

AUBURN VOCATIONAL SCHOOL DISTRICT

Classified Salary Schedules

2009-2010

(0% Base Increase)

	Maintenance 260 Days	9MoMmin Assistant** 220 Days	Teacher Assistant** 1-burly	tdlen Assistant** 1-burly	12MoMmin Assistant 260 Days
S:ep 0	\$ 34,096.40	\$ 30,052.91	\$ 12.82	\$ 12.81	\$ 35,517.07
S:ep 1	\$ 34,859.20	\$ 30,712.59	\$ 13.13	\$ 12.94	\$ 36,296.70
S:ep 2	\$ 35,624.21	\$ 31,437.70	\$ 13.44	\$ 13.07	\$ 37,153.64
S:ep 3	\$ 36,390.34	\$ 32,036.40	\$ 13.75	\$ 13.18	\$ 37,861.20
S:ep 4	\$ 37,152.03	\$ 32,696.09	\$ 14.07	\$ 13.31	\$ 38,640.83
S:ep 5	\$ 37,918.15	\$ 33,356.89	\$ 14.39	\$ 13.43	\$ 39,421.77
S:ep 6	\$ 38,680.95	\$ 34,019.90	\$ 14.75	\$ 13.54	\$ 40,205.34
S:ep 7	\$ 39,448.18	\$ 34,679.59	\$ 15.06	\$ 13.68	\$ 40,984.97
S:ep 8	\$ 40,210.98	\$ 35,340.38	\$ 15.40	\$ 13.80	\$ 41,765.91
S:ep 9	\$ 40,977.10	\$ 36,002.29	\$ 15.76	\$ 13.91	\$ 42,548.16
S:ep 10	\$ 41,738.79	\$ 36,660.87	\$ 16.12	\$ 14.03	\$ 43,326.48
S:ep 11	\$ 42,506.03	\$ 37,323.88	\$ 16.49	\$ 14.15	\$ 44,110.04
S:ep 12	\$ 43,309.85	\$ 37,986.89	\$ 16.87	\$ 14.26	\$ 44,893.60
S:ep 13	\$ 44,119.21	\$ 38,647.69	\$ 17.26	\$ 14.39	\$ 45,674.54
S:ep 14	\$ 44,941.88	\$ 39,308.48	\$ 17.65	\$ 14.51	\$ 46,245.27
S:ep 15-L	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.62	\$ 47,237.73
S:ep 16	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.74	\$ 47,237.73
S:ep 17	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.86	\$ 47,237.73
S:ep 18-L	\$ 46,602.74	\$ 40,630.08	\$ 18.46	\$ 14.74	\$ 48,017.36
S:ep 19	\$ 46,602.74	\$ 40,630.08	\$ 18.46	\$ 14.74	\$ 48,017.36
S:ep 20-L	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
S:ep 21	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
S:ep 22	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
S:ep 23-L	\$ 48,295.75	\$ 41,981.60	\$ 19.32	\$ 14.98	\$ 49,614.62
S:ep 24	\$ 48,295.75	\$ 41,981.60	\$ 19.32	\$ 14.98	\$ 49,614.62
S:ep 25-L	\$ 49,164.99	\$ 42,674.55	\$ 19.76	\$ 15.10	\$ 50,433.56
S:ep 26	\$ 49,164.99	\$ 42,674.55	\$ 19.76	\$ 15.10	\$ 50,433.56
S:ep 27-L	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
S:ep 28	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
S:ep 29	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
S:ep 30-L	\$ 50,950.02	\$ 44,094.82	\$ 20.67	\$ 15.34	\$ 52,112.06

260 DAY 8VIPLOYB=VACATION SIBJULE*

0-7Years 2Weeks

8-14 Years 3Weeks

15 or More Years 4Weeks

* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience acclitcel from another employer for the purposes of calrulating salary.

** No Vacation Bigbilty

AUBURN VOCATIONAL SCHOOL DISTRICT

Classified Salary Schedules

2010-2011

(1% Base Increase)

	Maintenance	9MoMnin Assistant**	Teadler Assistant**	Kitchen Assistant**	12MoAdmin Assistant
	260 Days	220 Days	Hourly	Hourly	260 Days
Sep 0	\$ 34,437.36	\$ 30,353.44	\$ 12.94	\$ 12.94	\$ 35,872.24
Sep 1	\$ 35,207.79	\$ 31,019.72	\$ 13.26	\$ 13.07	\$ 36,659.67
Sep 2	\$ 35,980.46	\$ 31,752.07	\$ 13.57	\$ 13.20	\$ 37,525.18
Sep 3	\$ 36,754.24	\$ 32,356.77	\$ 13.88	\$ 13.31	\$ 38,239.82
Sep 4	\$ 37,523.55	\$ 33,023.05	\$ 14.21	\$ 13.44	\$ 39,027.24
Sep 5	\$ 38,297.33	\$ 33,690.45	\$ 14.53	\$ 13.57	\$ 39,815.99
Sep 6	\$ 39,067.76	\$ 34,360.10	\$ 14.89	\$ 13.68	\$ 40,607.39
Sep 7	\$ 39,842.66	\$ 35,026.38	\$ 15.21	\$ 13.81	\$ 41,394.82
Sep 8	\$ 40,613.09	\$ 35,693.79	\$ 15.55	\$ 13.94	\$ 42,183.57
Sep 9	\$ 41,386.87	\$ 36,362.31	\$ 15.91	\$ 14.05	\$ 42,973.64
Sep 10	\$ 42,156.18	\$ 37,027.47	\$ 16.28	\$ 14.17	\$ 43,759.74
Sep 11	\$ 42,931.09	\$ 37,697.12	\$ 16.65	\$ 14.30	\$ 44,551.14
Sep 12	\$ 43,742.94	\$ 38,366.76	\$ 17.04	\$ 14.41	\$ 45,342.54
Sep 13	\$ 44,560.40	\$ 39,034.16	\$ 17.43	\$ 14.53	\$ 46,131.29
Sep 14	\$ 45,391.30	\$ 39,701.57	\$ 17.83	\$ 14.65	\$ 46,707.73
Sep 15-L	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 14.76	\$ 47,710.11
Sep 16	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 14.88	\$ 47,710.11
Sep 17	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 15.01	\$ 47,710.11
Sep 18-L	\$ 47,068.77	\$ 41,036.38	\$ 18.65	\$ 14.88	\$ 48,497.54
Sep 19	\$ 47,068.77	\$ 41,036.38	\$ 18.65	\$ 14.88	\$ 48,497.54
Sep 20-L	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Sep 21	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Sep 22	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Sep 23-L	\$ 48,778.71	\$ 42,401.42	\$ 19.52	\$ 15.13	\$ 50,110.77
Sep 24	\$ 48,778.71	\$ 42,401.42	\$ 19.52	\$ 15.13	\$ 50,110.77
Sep 25-L	\$ 49,656.64	\$ 43,101.30	\$ 19.96	\$ 15.25	\$ 50,937.90
Sep 26	\$ 49,656.64	\$ 43,101.30	\$ 19.96	\$ 15.25	\$ 50,937.90
Sep 27-L	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Sep 28	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Sep 29	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Sep 30-L	\$ 51,459.52	\$ 44,535.77	\$ 20.87	\$ 15.50	\$ 52,633.18

260 DAY EMPLOYEE VACATION SCHEDULE*

0-7 Years _____ 2 Weeks

8-14 Years _____ 3 Weeks

15 or More Years _____ 4 Weeks

* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience credited from another employer for the purposes of calculating salary.

**No Vacation Eligibility

AUBURN VOCATIONAL SCHOOL DISTRICT**Classified Salary Schedules**

Auburn Board of Education and Career And Technical Association Agreement

2011-2012

(2% Base Increase)

	Maintenance	9MoAdmin Assistant**	Teacher Assistant**	Kitchen Assistant**	12MoAdmin Assistant
	260Days	220Days	Hourly	Hourly	260 Days
Sep 0	\$ 35,126.11	\$ 30,960.50	\$ 13.20	\$ 13.19	\$ 36,589.69
Sep 1	\$ 35,911.95	\$ 31,640.11	\$ 13.52	\$ 13.33	\$ 37,392.86
Sep 2	\$ 36,700.07	\$ 32,387.11	\$ 13.84	\$ 13.46	\$ 38,275.68
Sep 3	\$ 37,489.33	\$ 33,003.90	\$ 14.16	\$ 13.57	\$ 39,004.61
Sep 4	\$ 38,274.02	\$ 33,683.51	\$ 14.49	\$ 13.71	\$ 39,807.79
Sep 5	\$ 39,063.28	\$ 34,364.26	\$ 14.82	\$ 13.84	\$ 40,612.31
Sep 6	\$ 39,849.11	\$ 35,047.30	\$ 15.19	\$ 13.95	\$ 41,419.54
Sep 7	\$ 40,639.52	\$ 35,726.91	\$ 15.51	\$ 14.09	\$ 42,222.71
Sep 8	\$ 41,425.35	\$ 36,407.66	\$ 15.86	\$ 14.22	\$ 43,027.24
Sep 9	\$ 42,214.61	\$ 37,089.56	\$ 16.23	\$ 14.33	\$ 43,833.11
Sep 10	\$ 42,999.30	\$ 37,768.02	\$ 16.61	\$ 14.46	\$ 44,634.94
Sep 11	\$ 43,789.71	\$ 38,451.06	\$ 16.99	\$ 14.58	\$ 45,442.16
Sep 12	\$ 44,617.80	\$ 39,134.10	\$ 17.38	\$ 14.69	\$ 46,249.39
Sep 13	\$ 45,451.61	\$ 39,814.85	\$ 17.78	\$ 14.82	\$ 47,053.91
Sep 14	\$ 46,299.12	\$ 40,495.60	\$ 18.18	\$ 14.95	\$ 47,641.88
Sep 15-L	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.06	\$ 48,664.31
Sep 16	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.18	\$ 48,664.31
Sep 17	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.31	\$ 48,664.31
Sep 18-L	\$ 48,010.14	\$ 41,857.10	\$ 19.02	\$ 15.18	\$ 49,467.49
Sep 19	\$ 48,010.14	\$ 41,857.10	\$ 19.02	\$ 15.18	\$ 49,467.49
Sep 20-L	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Sep 21	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Sep 22	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Sep 23-L	\$ 49,754.28	\$ 43,249.45	\$ 19.91	\$ 15.43	\$ 51,112.98
Sep 24	\$ 49,754.28	\$ 43,249.45	\$ 19.91	\$ 15.43	\$ 51,112.98
Sep 25-L	\$ 50,649.77	\$ 43,963.32	\$ 20.36	\$ 15.56	\$ 51,956.65
Sep 26	\$ 50,649.77	\$ 43,963.32	\$ 20.36	\$ 15.56	\$ 51,956.65
Sep 27-L	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Sep 28	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Sep 29	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Sep 30-L	\$ 52,488.71	\$ 45,426.48	\$ 21.29	\$ 15.81	\$ 53,685.84

260 DAYEMPLDYB=VACATION3::HB)ULE***0-7Years 2Weeks****8-14 Years 3Weeks****15 or More Years 4Weeks**

* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience acquired from another employer for the purposes of calculating salary.

** No Vacation Biobility

~~Carolyn Bennett, Treasurer Auburn Career Center attests to the validity of this contract and verifies the availability of funds sufficient to implement the costs of this contractual agreement between the Auburn Vocational School District Board of Education and the Career And Technical Association.~~

Roger Miller, President Board of Education

Date

, President CATA

Date

Sherry Williamson, Treasurer

Date

**Auburn
Career Center**



Attachment Item #12

Human Resources



Human Resources

October 1, 2024

Limited Teacher Contracts
Salary includes Step Increase per CATA
2024-2025

Employee Name	Title	Salary
Stacy Allen	.5 PBIS (Positive Behavior Intervention & Support	\$ 40,159.50
Rita Antolick	Dental Assistant Technology Instructor	\$ 56,121.00
Rachel Boehnlein	EMS Instructor .5 Patient Care Technician .5 Instructor	\$ 72,379.00
Kaitlin Wilber	School Counselor	\$ 59,325.00
Justin Bruno	Auto Collision Repair Instructor	\$ 72,379.00
Keith Conn	Electrical Engineering Prep Instructor	\$ 74,520.00
Gregg Evans	Intervention Specialist	\$ 78,220.00
Barbara Gordon	Enrollment Specialist	\$ 70,794.00
Dennis Harvey	Architecture Project Management Instructor	\$ 70,794.00
Christopher Hastings	Intervention Specialist	\$ 69,813.00
Bob Hill	Construction Instructor	\$ 83,856.00
Brandi Holland	Cosmetology Instructor	\$ 81,256.00
Nanci Kasten	Educator Career Pathways Instructor	\$ 71,084.00

Justine Malvicino	Career Guidance Advisor	\$ 78,220.00
Robin Nunes	On-Line English Instructor	\$ 79,386.00
Andrew Pratt	Plant Turf & Landscape Instructor	\$ 71,084.00
Wayne Reed	HVAC Instructor	\$ 82,190.00
Stephen Roberts	Criminal Justice Instructor	\$ 71,084.00
Jared Rogge	Welding Instructor	\$ 72,379.00
John Schein	Advanced Manufacturing Instructor	\$ 63,957.00
Scott Slagle	Production & Welding Technology Instructor	\$ 58,713.00
Darrin Spondike	Cybersecurity & Network Tech Instructor	\$ 78,220.00
Cayley Shenk	School Counselor	\$ 61,679.00
Tom Welk	Automotive Technology Instructor	\$ 77,550.00
Stacy Yarnell	Allied Health Instructor	\$ 67,710.00

Continuing Teacher Contracts
Salary includes Step Increase per CATA
2024-2025

Employee Name	Title	Salary
Dorothy Bentley	Intervention Specialist	\$ 84,173.00
John Blauch	EMS Instructor	\$ 88,505.00
Laura Ciszewski	Technology Engineering & Design Instructor	\$ 83,934.00
Jason Gardner	Pro Web & Game Design Instructor	\$ 86,839.00

Rodney Kozar	Interactive Multimedia Instructor	\$ 89,947.00
Amy Ryan	Culinary Arts Instructor	\$ 78,220.00
Christine Tredent	Patient Care Technician Instructor	\$ 86,288.00
Stephanie Wiencek	Career Assessment/Intervention Specialist	\$ 75,142.00

Classified Non-Teaching-Continuing Contracts
Salary includes Step Increase per CATA
2024-2025

Employee Name	Title	Salary
Erica Anderson	Administrative Assistant	\$ 40,699.46
Jessica Brown	Administrative Assistant	\$ 44,748.33
Diane Buchs	Administrative Assistant	\$ 55,833.27
Michael Franko	Maintenance	\$ 53,623.69
Laura Kamis	Administrative Assistant	\$ 49,547.56
Leslie Machuta	Administrative Assistant	\$ 44,979.43
Carol Szoka	Administrative Assistant	\$ 47,243.54

High School
2024-2025 Hourly

Employee Name	Title	Hourly Amount
Anthony Logarusic	Kitchen Assistant	\$13.86 (Step 1)

Classified Non-Teaching
2024-2025

Employee Name	Title	Salary
Stacy Allen	.5 Teacher Assistant	\$ 12,059.80
Larry Brown	Teaching Assistant	\$ 24,679.20
Catherine King	Administrative Assistant-Aspire	\$ 38,888.57
Mike Perrine	Evening Maintenance	\$ 45,541.30
Eileen Tremul	Receptionist	\$30,753.40

Classified Non-Teaching-Exempt
2024-2025

Employee Name	Title	Salary
Christina Davis	HR/Fiscal Admin. Asst.	\$ 40,564.79
Carrie McVicker	Accounts Payable	\$ 55,833.27

Classified Non-Teaching-Part time
2024-2025

Employee Name	Title	Hourly Rate	Contract Days
James Baril	Receptionist (Evening)	\$13.13	5 Hours Per Day (260 Days)

Stipend
2024-2025

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

Employee Name	Title	Amount
John Blauch	District EMS Responder	\$ 4,166.00
Rachel Boehnlein	District EMS Responder	\$ 4,166.00

Supplemental Contracts
CTSO & Club Advisors
2024-2025

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

Employee Name	Title	Category	Amount
John Schein	AWT Robotics	Club	\$ 625.00
Keith Conn	AWT Robotics	Club	\$ 625.00
Justine Malvicino	Drug Free Clubs of America	Club	\$ 2,083.00
Nanci Kasten	Educator Rising	CTSO	\$2,083.00
Tom Welk	Esports	Club	\$2,083.00
Amy Ryan	FCCLA	CTSO	\$2,083.00
Cayley Shenk	NTHS	Club	\$ 1,250.00
Scott Slagle	SADD	Club	\$1,250.00
Dorothy Bentley	Stars/Student Ambassadors	Club	\$ 625.00
Stephanie Wiencek	Stars/Student Ambassadors	Club	\$ 625.00
Cayley Shenk	Student Leadership	Club	\$ 1,250.00
Justine Malvicino	Skills	CTSO	\$2,083.00
Stephanie Wiencek	Skills	CTSO	\$2,083.00
Andrew Pratt	FFA	CTSO	\$2,083.00

Stipends for LPDC Committee
2024-2025

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

Employee Name	Title	Category	Amount
Dorothy Bentley	Member	LPDC Committee	\$1,250.00
Jared Rogge	Member	LPDC Committee	\$1,250.00
Jeff Slavkovsky	Member	LPDC Committee	No Stipend Taken
Robin Nunes	Coordinator/Chair	LPDC Committee	\$2,083.00

David Leone	Member	LPDC Committee	No Stipend Taken
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Stipend - Mentors

2024-2025

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

Employee Name	Mentorees	Amount
Brandi Holland	Educator Mentor (M.Hudson)	\$1,250.00
Stacey Yarnell	Educator Mentor (R.Antolick)	\$1,250.00
Amy Ryan	Educator Mentor (S.Roberts)	\$1,250.00
Jared Rogge	Educator Mentor (A.Pratt)	\$1,250.00
Wayne Reed	Educator Mentor (J. Schein)	\$1,250.00
Christine Tredent	Educator Mentor (R.Boehnlein)	\$1,250.00
Robin Nunes	Educator Mentor (S.Slagle)	\$1,250.00
Stacy Allen	Annual Stipend for Substitute Coverage 24-25 (.5 FTE)	\$ 500.00
Dorothy Bentley	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Gregg Evans	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Christopher Hastings	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Justine Malvicino	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Stephanie Wiencek	Annual Stipend for Substitute Coverage 24-25	\$1,000.00

Resignation

Employee Name	Title
Robin Nunes	Stars/Student Ambassadors Advisor
Blair Suttles	Director of Aspire & Assessment Center
*Laura Ciszewski	Technology Engineering & Design Instructor

***Retirement**

**Auburn
Career Center**



Attachment Item #13

*Employment Separation
Agreement and Release*

BOARD OF EDUCATION OF THE AUBURN CAREER CENTER RESOLUTION

The Auburn Career Center Board of Education (“the Board”) met in regular session on the 1st day of October, 2024, with the following members present:

_____ moved for the adoption of the following Resolution:

A RESOLUTION ADOPTING AN EMPLOYMENT SEPARATION AGREEMENT AND RELEASE WITH LAURA CISZEWSKI

WHEREAS, the Board currently employs Laura Ciszewski (“Ms. Ciszewski”) as a teacher;

WHEREAS, Ms. Ciszewski and the Board, in furtherance of their respective interests, concluded to end Ms. Ciszewski’s employment relationship with the Auburn Career Center;

WHEREAS, the Parties have amicably agreed to enter into an Employment Separation Agreement and Release;

WHEREAS, Ohio Revised Code Section 3313.17 permits the Board to enter into contracts and agreements; and

WHEREAS, the Board wishes to authorize and approve the Employment Separation Agreement and Release attached hereto.

NOW THEREFORE BE IT RESOLVED by the Board that:

Section 1. The Board hereby approves and enters into the attached Employment Separation Agreement and Release in accordance with the terms and conditions set forth in the Employment Separation Agreement and Release, which is attached hereto as **Attachment A** and incorporated herein fully by reference.

Section 2. The Treasurer hereby is authorized and directed to execute, on behalf of the Board, the Employment Separation Agreement and Release with Ms. Ciszewski.

Section 3. The Board authorizes and directs Board President, Superintendent, and Treasurer to carry out any functions or steps necessary to effectuate this Employment Separation Agreement and Release with Ms. Ciszewski.

Section 4. It is hereby found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public or in executive sessions permitted by Ohio law.

Section 5. This Resolution shall be in full force and effect from and immediately upon its adoption.

Upon roll call, the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADOPTED by the Auburn Career Center Board of Education this ____ day of _____, 2024.


CERTIFICATION OF TREASURER/CFO

I, Sherry Williamson, Treasurer of the Board of Education of the Auburn Career Center, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by said Board of Education at its meeting on _____, 2024.

Treasurer
Auburn Career Center
Board of Education

NOTICE: BECAUSE EXECUTION OF THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE WILL AFFECT YOUR LEGAL RIGHTS, YOU SHOULD THOROUGHLY REVIEW AND UNDERSTAND THE TERMS, CONDITIONS, AND EFFECT OF THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE. YOU HAVE THE RIGHT TO CONSIDER THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE FOR TWENTY-ONE (21) CALENDAR DAYS AND TO CONSULT WITH AN ATTORNEY BEFORE YOU SIGN IT. HOWEVER, YOU MAY SIGN THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE PRIOR TO THE END OF THAT PERIOD. IF YOU DO NOT SIGN THE EMPLOYMENT SEPARATION AGREEMENT AND RELEASE WITHIN THE TWENTY-ONE (21) CALENDAR DAY TIMEFRAME, THEN THE OFFER FROM THE AUBURN CAREER CENTER BOARD OF EDUCATION, I.E. THE PROPOSED TERMS AS SET FORTH BELOW, SHALL EXPIRE. UPON SIGNING THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE, YOU WILL BE BOUND LEGALLY TO THE TERMS SET FORTH BELOW. FINALLY, YOU HAVE SEVEN (7) DAYS AFTER SIGNING THE EMPLOYMENT SEPARATION AGREEMENT AND RELEASE TO REVOKE IT, IN WHICH CASE IT WILL NOT BE BINDING UPON YOU OR THE AUBURN CAREER CENTER BOARD OF EDUCATION.

EMPLOYMENT SEPARATION AGREEMENT AND RELEASE

 This Employment Separation Agreement and Release (the "Agreement") is entered into this day of September, 2024, by and among Laura Ciszewski ("Ms. Ciszewski"), the Career & Technical Association ("CATA" or the "Association"), by and through its duly-authorized President, Scott Slagle, and the Auburn Career Center Board of Education (the "Board" or "District"), by and through its duly-authorized Superintendent, Dr. Brian Bontempo, and Treasurer, Sherry Williamson, (collectively hereinafter referred to as the "Parties").

WHEREAS, Ms. Ciszewski is currently employed by the Board as a teacher;

WHEREAS, the Board and CATA are parties to a collective bargaining agreement ("CBA") that defines the terms and conditions of employment for bargaining unit members, such as Ms. Ciszewski;

WHEREAS, Ms. Ciszewski and the Board, in furtherance of their respective interests, have determined to conclude their existing employment relationship;

WHEREAS, Ms. Ciszewski, with the consent of the Board, has opted to resign for the purpose of retirement from her current employment contract with the Board, effective November 14, 2024;

WHEREAS, the Parties recognize the conclusion of any employment relationship may give rise to dispute and wish to resolve amicably any and all issues that may otherwise exist between them, other than issues arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA, and have determined a limited release of claims is necessary to effectuate that goal; and

WHEREAS, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. In consideration of Ms. Ciszewski's acceptance of this Agreement, Ms. Ciszewski shall resign for the purpose of retirement from any and all contracts with the Board, including but not limited to any continuing, limited, administrative, teacher, and/or supplemental contracts. Pursuant to this Agreement and concurrent with its execution, Ms. Ciszewski shall submit a binding and irrevocable letter of resignation for the purpose of retirement, which is Exhibit A attached hereto and incorporated herein by reference, indicating an effective date of November 14, 2024 (the "Separation Date"). Ms. Ciszewski shall immediately tender her binding and irrevocable resignation for the purpose of retirement to the Superintendent, who shall accept it upon receipt. In consideration of the mutual commitments herein, the Board shall receive and vote upon the acceptance of Ms. Ciszewski's resignation for the purpose of retirement, which shall be deemed effective upon November 14, 2024. The Parties agree that upon the effective date of her resignation for the purpose of retirement, Ms. Ciszewski expressly waives any and all rights, whether under Board policy, contract or Ohio law, including any continuing contract rights, to any position of employment with the Board, including but not limited to any teaching, administrative, and/or supplemental position. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.
2. Ms. Ciszewski shall remain on paid sick leave through November 14, 2024. Such paid sick leave shall be paid in accordance with standard payroll practices of the Board. All paid leave shall remain subject to all required withholdings. Through November 14, 2024, Ms. Ciszewski shall enjoy all rights and privileges afforded to members of the bargaining unit represented by CATA including all rights and privileges afforded to such bargaining unit members under the terms of the applicable CBA. Currently, the terms of the CBA effective July 1, 2009 remain in full force and effect. However, the Board and Union are currently in negotiations for a successor agreement. In the event a successor agreement is reached, or the terms of the CBA are otherwise amended, the new terms of the applicable CBA shall apply to Ms. Ciszewski, including any changes in rates of pay and/or severance. If the new terms of the applicable CBA provided for retroactive pay and/or pay increases, Ms. Ciszewski shall be entitled to such retroactive pay and/or pay increases, along with any and all pay that she otherwise would have earned from July 1, 2024 through November 14, 2024 under the terms of the current CBA. Further, notwithstanding that Ms. Ciszewski is retiring effective November 14, 2024 she shall be eligible for a Retirement Notice Incentive of \$500.00 in the event a successor CBA provides for such an incentive prior to November 14, 2024.

3. Under the terms of the current CBA, Ms. Ciszewski shall qualify for severance pay pursuant to Article XVII, Sections 17.1 through 17.3:

- a. A MOC who qualifies and accepts retirement benefits under STRS/SERS shall qualify for a one-time severance payment. This payment shall be equal to the daily rate of pay, at the time of retirement, times 25% of the accumulated unused sick leave up to three hundred (300) days. The maximum severance payment shall be 25% of three hundred (300) days or seventy-five (75) days times the calculated daily rate.
- b. For purposes of calculating the daily rate of pay, twenty working days per month shall be used to determine the divisor. For example, a MOC on a nine (9) month contract shall have the daily rate calculated with a divisor of 180 days.
- c. The parties have agreed to pursue the implementation of a 403(b) tax sheltering mechanism for severance payments. Upon notification from the Treasurer that the establishment of an appropriate tax sheltering mechanism for severance payments has been finalized, a MOC shall have the option of sheltering all or a portion of his/her severance payment in a 403(b) annuity in conformance with the rules and regulations relating to same. Reasonable administrative costs incurred by the Board in providing this tax sheltering mechanism will be assumed by the MOC participating.

As stated above, in the event a successor agreement is reached, or the terms of the CBA are otherwise amended, the new terms of the applicable CBA shall apply to Ms. Ciszewski, including any changes in severance pay.

Ms. Ciszewski expressly understands and agrees that she shall not receive nor shall she be entitled to any compensation, payment, or fringe benefit of any sort upon her retirement other than listed herein. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.

During the period of Ms. Ciszewski's paid sick leave through November 14, 2024, Ms. Ciszewski shall continue to be eligible for health insurance at any applicable employee contribution percentage in accordance with the District's regular payroll practices and subject to all regular payroll deductions. After November 14, 2024, Ms. Ciszewski's Board-subsidized health insurance benefits will be in effect through November 30, 2024 and Ms. Ciszewski will be entitled to continuation of coverage under the Board's health/medical insurance plan at her own expense under the federal Consolidated Omnibus Budget Reconciliation Act, as amended ("COBRA"), part VI of Subtitle B of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended, Internal Revenue Code § 4980(B)(f). Such continuation shall be afforded up

to the maximum period provided by law, so long as Ms. Ciszewski submits timely payments for elected coverage and otherwise complies with conditions of continuation on a timely basis.

4. In consideration of Ms. Ciszewski's acceptance of the terms of this Agreement, should any potential future employer(s) of Ms. Ciszewski contact the Board, the Board will provide a neutral letter of reference based on the model letter attached hereto as Exhibit B. It is expressly understood however that nothing in this paragraph supersedes the Board's obligations under the Ohio Public Records Act, Ohio Revised Code § 149.43. The Parties further agree that Ms. Ciszewski shall be permitted to seek alternative employment prior to the Separation Date. The Parties likewise agree that the Board may immediately commence the procedures and requirements set forth in the current collective bargaining agreement for filling Ms. Ciszewski's position. The Board must adhere to all requirements set forth in the current collective bargaining agreement with respect to filling vacancies, including but not limited to Article IX.
5. In consideration of Ms. Ciszewski's acceptance of this Agreement, the Board shall refrain from taking disciplinary action against Ms. Ciszewski, and any ongoing investigations against Ms. Ciszewski undertaken by the Board shall cease upon execution of this Agreement. It is understood, however, that the Board will comply with any obligations it has to report to the Office of Professional Conduct ("OPC") and/or the State Board of Education ("SBOE") and shall cooperate in any investigation instituted by OPC and/or SBOE.
6. In consideration of Ms. Ciszewski's acceptance of the terms of this Agreement, the Board shall segregate any and all documents in the investigation file, including this Agreement, from her personnel file and maintain those documents in a separate investigation file. However, it is expressly understood that nothing in this paragraph supersedes the Board's obligations under the Ohio Public Records Act, Ohio Revised Code § 149.43, including but not limited to its obligation to respond to a properly worded request for public records.
7. The Parties agree that upon the effective date of resignation for the purpose of retirement, Ms. Ciszewski expressly waives any and all rights, whether under Board policy, contract, and/or Ohio law, to any future position of employment with the Board. Ms. Ciszewski further agrees, upon her separation from the Board's employment, not to seek future employment in the District.
8. Ms. Ciszewski agrees to return to the Superintendent any and all Board property of any kind she has in her personal possession. In addition, Ms. Ciszewski will be permitted to retrieve from the District her own personal property. The Parties will collaborate to select a mutually agreeable date when students are not present on school grounds on which Ms. Ciszewski must return any and all Board property in her personal possession to the District; Ms. Ciszewski, on this same date and time, may also retrieve from the District her own personal property. Ms. Ciszewski shall be permitted to have Union representation when she returns Board property and retrieves her personal property.

9. The Parties recognize and understand that, in the event Ms. Ciszewski submits an application to the Ohio Department of Job and Family Services for unemployment compensation benefits, the Board will not challenge Ms. Ciszewski's application for such benefits. Ms. Ciszewski expressly acknowledges and agrees that the ultimate decision regarding whether she receives any unemployment compensation benefits will be determined by the Ohio Department of Job and Family Services.
10. In consideration of the mutual promises set forth herein, Ms. Ciszewski and the Board, on their own behalf and on behalf of their executors, heirs, administrators, agents, successors, assigns and personal representatives, agree to mutually release, hold harmless and forever discharge, to the fullest extent permitted by law, each other and their officers, members, employees, agents, successors, assigns, and representatives in both their individual and official capacities from any and all causes of action, claims, suits, actions, complaints, demands, damages, expenses (including attorneys' fees and costs actually incurred), and liabilities of any kind, nature or description, whether direct or indirect, in law or in equity, whether now known or unknown, and from continuing effects therefrom, including any and all claims that each now has or may have as of the date of execution of this Agreement, arising or growing out of, resulting from, or in any way related to the employment of Ms. Ciszewski by the Board, Ms. Ciszewski's separation from employment, with the exception of claims that cannot be released against them statutorily or the enforcement of this Agreement, based on facts or events that existed prior to execution of this Agreement. This mutual release includes, without limitation, any and all claims arising under any federal, state, local or common law, including but not limited to any claim of breach of contract, retaliation or any claim arising under any equal employment or civil rights law, including but not limited to Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (ADEA), as amended by the Older Workers Benefit Protection Act (OWBPA), the Equal Pay Act, the Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act, as well as any claim in tort, contract or equity, regardless of its nature, based on facts or events that existed prior to execution of this Agreement. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.
11. This release also includes any other claim based on constitutional, statutory, common law or regulatory grounds, which Ms. Ciszewski, her executors, heirs, administrators, agents, successors, assigns and personal representatives may now have and may now or hereafter assert against the Board, its officers, members, employees, agents, successors, assigns, and representatives in both their individual and official capacities, arising or growing out of, resulting from, or in any way related to Ms. Ciszewski's employment with the Board and the separation of her employment with the Board, whether such claims are now known or unknown, based on facts or events that existed prior to execution of this Agreement, except for any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA. This release further includes any other right to recover monetary relief or

any other personal relief from her position with the Board through any administrative charge or other claim (this waiver shall not affect any right to file such charge), based on facts or events that were known or unknown to Ms. Ciszewski and existed prior to execution of this Agreement. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.

12. This release does not include claims that cannot be waived under law or to enforce terms of this Agreement. This Agreement does not affect Ms. Ciszewski's right to file a charge or otherwise participate in an Equal Employment Opportunity Commission ("EEOC") or Ohio Civil Rights Commission ("OCRC") proceeding insofar as it is required by current EEOC/OCRC regulations; provided, however, that Ms. Ciszewski is not entitled to any monetary damages in connection with such proceeding(s) relating to her employment with the Board, based on facts or events that occurred prior to execution of this Agreement. Ms. Ciszewski understands that the Board will assert this Agreement as a full affirmative defense against any claim asserted by her in any forum, based on facts or events that occurred prior to execution of this Agreement. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.
13. Eighth Period Stipend / Reservation of Rights: Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA, including, but not limited, to the Judgment entered by the Lake County Court of Common Pleas in Case No. 11 CV 003318 for the 2011-2012 school year through the 2020-2021 school year, as well as any and all claims, rights, awards, and/or other entitlements for the 2021-2022 and 2022-2023 school years. This reservation of rights also expressly includes, without limitation, any and all claims, rights, awards, and/or other entitlements for retirement contributions, taxes, pre- and post-judgment interest, attorneys' fees, compensation and any and all other relief arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA. Ms. Ciszewski expressly reserves any and all claims, rights, and/or other entitlements to her respective portion(s) of any and all judgment(s), settlement agreement(s), and/or other payment(s) arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.
14. Ms. Ciszewski and the Association hereby agree not to file any grievance against the Board, its officers, members, employees, agents and/or representatives with respect to any matter arising from or in any way related to Ms. Ciszewski's separation from employment with the Board, providing the Board fully adheres to this Agreement. Ms. Ciszewski

agrees not to contest her separation from employment under R.C. 3319.16 or through any other means.

Ms. Ciszewski represents that she has not filed any complaints or charges against the Board with any local, state, or federal government agency or with any local, state, or federal court, that she will not do so at any time hereinafter, and that if any such agency or court assumes jurisdiction of any complaint or charge against the Board on behalf of Ms. Ciszewski, Ms. Ciszewski will request such agency or court to withdraw from the matter, or refuse any benefits derived therefrom. Provided, however, that this Agreement will not affect Ms. Ciszewski's right to hereafter file a charge with or otherwise participate in an investigation or proceeding conducted by EEOC/OCRC regarding matters which arose after this date and which are not the subject of this Agreement. Notwithstanding the foregoing, or anything else in this Agreement, Ms. Ciszewski does not waive and expressly reserves any and all claims, rights, awards, and/or other entitlements in any form that she may have arising or growing out of, resulting from, or in any way related to the Eighth Period Stipend and/or Section 21.4 of the CBA.

15. This Agreement shall not set any precedent in any future situation that may arise between the Board and the CATA, nor shall it be referred to or cited in any fashion in any other dispute or disagreement between the Board and the CATA, except to the extent the dispute or disagreement relates solely to the enforcement of the terms of this Agreement and/or issues related to the Eighth Period Stipend and/or Section 21.4 of the CBA.
16. Nothing contained herein shall constitute an admission of fault, wrongdoing, or liability of any kind by any of the Parties. The Parties expressly deny any liability or alleged violation. This Agreement has been made solely for the purpose of resolving any and all possible disputes regarding the severance of the employment relationship between Ms. Ciszewski and the Board.

Ms. Ciszewski understands and acknowledges that she is receiving consideration that she would not otherwise be entitled to receive by entering into this Agreement, as set forth above, and agrees to the terms set forth above knowingly and voluntarily.

17. The Parties to this Agreement further acknowledge and agree: (a) each has had a full and complete opportunity to review and examine the terms of this Agreement and to consult with persons of their choice, including legal counsel, prior to execution of this Agreement; (b) each has knowingly and voluntarily executed this Agreement and fully understands the rights, duties and responsibilities imposed by the Agreement, and intending to be bound by the terms of the Agreement; and (c) there are no other terms, conditions or agreements relating to the subject matters herein set forth aside from the provisions contained in this Agreement. Ms. Ciszewski acknowledges that the Board is not responsible for any costs and fees resulting from her attorney reviewing this Agreement.

18. Ms. Ciszewski acknowledges and agrees the Board has permitted her at least twenty-one (21) days to consider the execution of this Agreement to ensure that Ms. Ciszewski's execution of this Agreement is knowing and voluntary. In signing below, Ms. Ciszewski expressly acknowledges that she has had at least twenty-one (21) days to consider this Agreement and her execution of the same is with full knowledge of the consequences thereof and is of her own free will. Notwithstanding the fact that the Board has allowed Ms. Ciszewski twenty-one (21) days to consider this Agreement, should Ms. Ciszewski execute this Agreement before the full twenty-one (21) day period has run, Ms. Ciszewski certifies by her signature below that she has knowingly and voluntarily waived the right to the full twenty-one (21) days with no pressure by or coercion from the Board to do so and was not induced by fraud, misrepresentation, or any threat to withdraw or alter the benefits provided by the Board herein. The Parties further agree that any modification to this Agreement, whether material or immaterial, does not restart the running of the twenty-one (21) day consideration period. In signing below, Ms. Ciszewski expressly acknowledges that her execution of this Agreement is with full knowledge of the consequences thereof and is of her own free will.
19. Both the Board and Ms. Ciszewski recognize and agree that, for a period of seven (7) calendar days following Ms. Ciszewski's execution of this Agreement, Ms. Ciszewski may revoke her release of claims under the Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621, et seq., as amended, by delivering written notice of the same to Treasurer, Sherry Williamson. If Ms. Ciszewski opts to revoke her consent, no provision of this Agreement shall be legally binding, and the Agreement shall be declared never to have existed.
20. Ms. Ciszewski acknowledges the Board has made no representation whatsoever as to any credits or benefits under either the State Teachers Retirement System ("STRS") or the School Employees Retirement System ("SERS") of Ohio or eligibility for the same. Ms. Ciszewski acknowledges she will consult and rely solely upon her own independent advisors, consultants and/or attorneys in regard to her eligibility, benefits or effects the payment set forth above would have on contributions or disbursements, if any, under either the STRS or SERS system.
21. The Parties agree that the invalidity or unenforceability of any provision or part of this Agreement shall not render any other provision(s) or part(s) hereof invalid or unenforceable and that such other provision(s) or part(s) shall remain in full force and effect.
22. This Agreement together with any amendments hereto, shall be binding upon and shall inure to the benefit of the Parties and respective successors, assigns, heirs, and personal representatives, except that the rights and benefits of Ms. Ciszewski under this Agreement are personal in nature and may not be assigned without prior consent of the Board.
23. The Parties commit and agree this Agreement contains the entire understanding and agreement among the Parties with respect to the matters specifically addressed herein, the terms of the Agreement are intended to be enforced as here written to the maximum extent

permitted by law and, if any provision herein is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and constitute the Agreement. This Agreement shall not be amended or modified in any manner except upon written agreement signed by the Parties.

24. The laws of the State of Ohio govern this Agreement. The Parties understand and agree that any dispute arising from, growing out of, or in any way relating to this Agreement shall be filed in the state or federal courts of Ohio. In addition, the Parties reserve the right to bring legal action to enforce the terms of this Agreement.

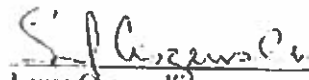
25. This Agreement shall become effective upon the eighth (8th) day after execution of this Agreement by Ms. Ciszewski, so long as the Agreement has not been previously revoked by Ms. Ciszewski.

26. This Agreement may be signed in counterpart originals and may be delivered by facsimile or email (in "pdf" form).

In witness whereof, and intending to be legally bound hereby, the following individuals have affixed their signatures hereto:


FOR MS. CISZEWSKI:

Date: September 24, 2024


Laura Ciszewski

FOR THE ASSOCIATION:

Date: 9/25/2024


Scott Slagle, President
Career & Technical Association

FOR THE BOARD:

Date: _____

Dr. Brian Bontempo, Superintendent
Auburn Career Center

Date: _____

Sherry Williamson, Treasurer
Auburn Career Center

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EXHIBIT A

September 24, 2024

To: Auburn Career Center

From: Laura Ciszewski

With the consent of the Board, I hereby resign for the purpose of retirement from my position as teacher with Auburn Career Center Board of Education effective at the close of business on November 14, 2024.

Sincerely,

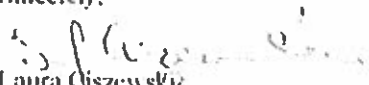

Laura Ciszewski

EXHIBIT B

To Whom It May Concern:

Please take notice that Laura Ciszewski was employed by the Auburn Career Center Board of Education as a teacher from _____, _____ through November 14, 2024. Her salary at the end of her employment with the Board of Education was \$_____. .

Regards,

[Name of District Representative]

**Auburn
Career Center**



Attachment Item #14

*Employment Separation
Agreement and Release*

**BOARD OF EDUCATION OF THE AUBURN CAREER CENTER
RESOLUTION**

The Auburn Career Center Board of Education (“the Board”) met in regular session on the 1st day of October, 2024, with the following members present:

_____ moved for the adoption of the following Resolution:

**A RESOLUTION TO ACCEPT THE RESIGNATION OF AN EMPLOYEE
AND APPROVING A RELATED
SEPARATION AGREEMENT AND RELEASE**

WHEREAS, Blair Suttles (“Ms. Suttles”) submitted to the Board a letter indicating her intent to resign from her position(s) with the Auburn Career Center (“Resignation Letter”);

WHEREAS, Ms. Suttles and the Board have amicably agreed to enter into an agreement for Ms. Suttles’s separation from employment and release of claims (“Separation Agreement”), which is attached hereto as **Exhibit A** and is incorporated herein by reference;

WHEREAS, Ohio Revised Code Section 3313.17 permits the Board to enter into contracts and agreements; and

WHEREAS, the Board wishes to accept Ms. Suttles’s resignation and authorize and approve the Separation Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board:

SECTION 1. The Board hereby accepts the resignation of Ms. Suttles as set forth in the Resignation Letter that is incorporated into the Separation Agreement. The Board further approves and enters into the Separation Agreement effectuating Ms. Suttles’s resignation, which is attached hereto as **Exhibit A** and is incorporated herein by reference.

SECTION 2. The Board President, Treasurer, and/or Superintendent are authorized and directed to take all other actions as are necessary or appropriate to accomplish the objectives of this Resolution, including but not limited to executing the Separation Agreement.

SECTION 3. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. All formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and all deliberations of the Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code, unless a lawful exception applies.

Upon roll call, the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADOPTED by the Auburn Career Center Board of Education this 1st day of October, 2024.

CERTIFICATION OF TREASURER/CFO

I, Sherry Williamson, Treasurer of the Auburn Career Center Board of Education, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by said Board at its regular meeting on October 1, 2024.

Treasurer
Auburn Career Center
Board of Education

NOTICE: BECAUSE EXECUTION OF THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE WILL AFFECT YOUR LEGAL RIGHTS, YOU SHOULD THOROUGHLY REVIEW AND UNDERSTAND THE TERMS, CONDITIONS, AND EFFECT OF THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE. YOU HAVE THE RIGHT TO CONSIDER THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE FOR TWENTY-ONE (21) CALENDAR DAYS AND TO CONSULT WITH AN ATTORNEY BEFORE YOU SIGN IT. HOWEVER, YOU MAY SIGN THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE PRIOR TO THE END OF THAT PERIOD. IF YOU DO NOT SIGN THE EMPLOYMENT SEPARATION AGREEMENT AND RELEASE WITHIN THE TWENTY-ONE (21) CALENDAR DAY TIMEFRAME, THEN THE OFFER FROM THE AUBURN CAREER CENTER BOARD OF EDUCATION, I.E. THE PROPOSED TERMS AS SET FORTH BELOW, SHALL EXPIRE. UPON SIGNING THIS EMPLOYMENT SEPARATION AGREEMENT AND RELEASE, YOU WILL BE BOUND LEGALLY TO THE TERMS SET FORTH BELOW. FINALLY, YOU HAVE SEVEN (7) DAYS AFTER SIGNING THE EMPLOYMENT SEPARATION AGREEMENT AND RELEASE TO REVOKE IT, IN WHICH CASE IT WILL NOT BE BINDING UPON YOU OR THE AUBURN CAREER CENTER BOARD OF EDUCATION.

EMPLOYMENT SEPARATION AGREEMENT AND RELEASE

This Employment Separation Agreement and Release (the "Agreement") is entered into this 9th day of September, 2024, by and among Blair Suttles ("Ms. Suttles") and the Auburn Career Center Board of Education (the "Board" or "Career Center"), by and through its duly-authorized Superintendent, Dr. Brian Bontempo, and Treasurer, Sherry Williamson, (collectively hereinafter referred to as the "Parties").

WHEREAS, Ms. Suttles is currently employed by the Board as Director of Aspire and Assessment Center;

WHEREAS, the Board and Ms. Suttles are parties to an employment agreement that defines the terms and conditions of employment for Ms. Suttles;

WHEREAS, Ms. Suttles and the Board, in furtherance of their respective interests, have determined to conclude their existing employment relationship;

WHEREAS, Ms. Suttles has opted to resign from her current employment contract with the Board, effective September 9, 2024; and

WHEREAS, the Parties recognize the conclusion of any employment relationship may give rise to dispute and wish to resolve amicably any and all issues that may otherwise exist between them and have determined a release of claims is necessary to effectuate that goal.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. In consideration of Ms. Suttles's acceptance of this Agreement, Ms. Suttles shall resign from any and all contracts with the Board, including but not limited to any continuing, limited, administrative, teacher, and/or supplemental contracts. Pursuant to this Agreement and concurrent with its execution, Ms. Suttles shall submit a binding and irrevocable letter of resignation, which is Exhibit A attached hereto and incorporated herein by reference, indicating an effective date of September 9, 2024 (the "Resignation Date"). Ms. Suttles shall immediately tender her binding and irrevocable resignation to the Superintendent, who shall accept it upon receipt. In consideration of the mutual commitments herein, the Board shall receive and vote upon the acceptance of Ms. Suttles's resignation, which shall be deemed effective upon September 9, 2024. The Parties agree that pursuant to this resignation, Ms. Suttles expressly waives any and all rights, whether under Board policy, contract or Ohio law, including any continuing contract rights, to any position of employment with the Board, including but not limited to any teaching, administrative, and/or supplemental position.
2. It is understood and agreed that Ms. Suttles has twenty-four and a half (24.50) days of accrued and unused sick and personal leave as of the Resignation Date and would receive an additional one and a quarter (1.25) days if she were to remain actively employed for the duration of those days. Upon Ms. Suttles providing a physician's note indicating a need for sick leave, the Board shall allow Ms. Suttles to use all of these days so that she can receive paid sick leave up to and through October 15, 2024 the ("Separation Date"). However, it is further understood and agreed that Ms. Suttles will only be paid three quarters (.75) of a day for October 15, 2024 because that will be the only remaining time available by that date. Such paid sick leave, including the use of any accrued and unused personal leave, shall be paid in accordance with said current contract and standard payroll practices of the Board, or sooner at the discretion of the Board's Treasurer. All paid sick and personal leave shall remain subject to all required taxes and withholdings.
3. During the period of Ms. Suttles's paid sick leave through the Separation Date, Ms. Suttles shall continue to be eligible for health insurance at any applicable employee contribution percentage in accordance with the Career Center's regular payroll practices and subject to all regular payroll deductions. After October 31, 2024, Ms. Suttles's Board-subsidized health insurance benefits will end, and Ms. Suttles will be entitled to continuation of coverage under the Board's health/medical insurance plan at her own expense under the federal Consolidated Omnibus Budget Reconciliation Act, as amended ("COBRA"), part VI of Subtitle B of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended, Internal Revenue Code § 4980(B)(f). Such continuation shall be afforded up to the maximum period provided by law, so long as Ms. Suttles submits timely payments for elected coverage and otherwise complies with conditions of continuation on a timely basis.
4. It is understood and agreed that Ms. Suttles has twenty (20) days of accrued and unused vacation time as of the Resignation Date. The Board shall make a one-time, lump sum payment to Ms. Suttles in the amount of Six Thousand one-hundred

forty-five Dollars and sixty-six Cents (\$6,145.66) less applicable taxes and withholdings for all of the stated accrued and unused vacation days. The Board shall make this payment within two (2) weeks after the execution of this Agreement.

5. Ms. Suttles expressly understands and agrees that, after receiving her final payment from the Board for the specified accrued and unused vacation time and paid sick and personal leave, she shall not receive nor shall she be entitled to any other payment or compensation from the Board. Thus, other than what is expressly provided for in this Agreement, Ms. Suttles shall not be entitled to any other severance, compensation, payment, or fringe benefit of any sort whatsoever upon her resignation, regardless of any contract, policy, provision of the Ohio Revised Code, and/or other rules and regulations. Further, Ms. Suttles expressly waives any claim of entitlement to same.
6. In consideration of Ms. Suttles's acceptance of the terms of this Agreement, should any potential future employer(s) of Ms. Suttles contact the Board, the Board will provide a neutral letter of reference based on the model letter attached hereto as **Exhibit B**. It is expressly understood, however, that nothing in this Agreement supersedes the Board's obligations under the Ohio Public Records Act, specifically Ohio Revised Code § 149.43, including but not limited to its obligation to respond to a properly worded request for public records.
7. The Parties recognize and understand that, in the event Ms. Suttles submits an application to the Ohio Department of Job and Family Services for unemployment compensation benefits, the Board will not challenge Ms. Suttles's application for such benefits. Ms. Suttles expressly acknowledges and agrees that the ultimate decision regarding whether she receives any unemployment compensation benefits will be determined by the Ohio Department of Job and Family Services.
8. The Parties further agree that Ms. Suttles shall be permitted to seek alternative employment prior to the Separation Date. The Parties likewise agree that the Board may immediately eliminate the position of Director of Aspire and Assessment Center at its discretion.
9. In consideration of Ms. Suttles's acceptance of this Agreement, the Board shall refrain from taking disciplinary action against Ms. Suttles, and any ongoing investigations against Ms. Suttles undertaken by the Board shall cease upon execution of this Agreement. It is understood, however, that the Board will comply with any obligations it has to report to the Office of Professional Conduct ("OPC") and/or the State Board of Education ("SBOE") and shall cooperate in any investigation instituted by the OPC and/or SBOE.
10. The Parties agree that Ms. Suttles expressly waives any and all rights, whether under Board policy, contract, and/or Ohio law, to any position of employment with the Board. Ms. Suttles further agrees, upon her separation from the Board's employment, not to seek future employment in the Career Center or any other position that may cause Ms. Suttles to perform services of any nature for or in connection with the Career Center.

11. Ms. Suttles agrees to return to the Superintendent any and all Board property of any kind she has in her personal possession. In addition, Ms. Suttles will be permitted to retrieve from the Career Center her own personal property. The Parties shall cooperate in good faith to select a mutually agreeable date and time for when Ms. Suttles must return any and all Board property in her personal possession to the Career Center; Ms. Suttles, on this same date and time, may also retrieve from the Career Center her own personal property.
12. In consideration of the mutual promises set forth herein, Ms. Suttles, on her own behalf and on behalf of her executors, heirs, administrators, agents, successors, assigns and personal representatives, agrees to **release, hold harmless and forever discharge**, to the fullest extent permitted by law, the Board, its officers, members, employees, agents, successors, assigns, and representatives in both their individual and official capacities from any and all causes of action, claims, suits, actions, complaints, demands, damages, expenses (including attorneys' fees and costs actually incurred), and liabilities of any kind, nature or description, whether direct or indirect, in law or in equity, whether now known or unknown, and from continuing effects therefrom, including any and all claims that each now has or may have as of the date of execution of this Agreement, arising or growing out of, resulting from, or in any way related to the employment of Ms. Suttles by the Board, Ms. Suttles's separation from employment, with the exception of claims that cannot be released against the Parties statutorily or the enforcement of this Agreement, based on facts or events that existed prior to execution of this Agreement. This release includes, without limitation, any and all claims arising under any federal, state, local or common law, including but not limited to any claim of breach of contract, retaliation or any claim arising under any equal employment or civil rights law, including but not limited to Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (ADEA), as amended by the Older Workers Benefit Protection Act (OWBPA), the Equal Pay Act, the Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act, as well as any claim in tort, contract or equity, regardless of its nature, based on facts or events that existed prior to execution of this Agreement.

This release also includes any other claim based on constitutional, statutory, common law or regulatory grounds, which Ms. Suttles, her executors, heirs, administrators, agents, successors, assigns and personal representatives may now have and may now or hereafter assert against the Board, its officers, members, employees, agents, successors, assigns, and representatives in both their individual and official capacities, arising or growing out of, resulting from, or in any way related to Ms. Suttles's employment with the Board and the separation of her employment with the Board, whether such claims are now known or unknown, based on facts or events that existed prior to execution of this Agreement. This release further includes any other right to recover monetary relief or any other personal relief from her position with the Board through any administrative charge or other claim (this waiver shall not affect any right to file such charge), based on facts or events that existed prior to execution of this Agreement.

It is the intention of the Parties that the foregoing release be construed as broadly as possible under the law; however, it does not include claims that cannot be waived under law or to enforce terms of this Agreement. This Agreement does not affect Ms. Suttles's right to file a charge or otherwise participate in an Equal Employment Opportunity Commission ("EEOC") or Ohio Civil Rights Commission ("OCRC") proceeding insofar as it is required by current EEOC/OCRC regulations; provided, however, that Ms. Suttles is not entitled to any monetary damages in connection with such proceeding(s) relating to her employment with the Board, based on facts or events that occurred prior to execution of this Agreement. Ms. Suttles understands that the Board will assert this Agreement as a full affirmative defense against any claim asserted by her in any forum, based on facts or events that occurred prior to execution of this Agreement.

13. Ms. Suttles represents that she has not filed any complaints or charges against the Board with any local, state, or federal government agency or with any local, state, or federal court, that she will not do so at any time hereinafter, and that if any such agency or court assumes jurisdiction of any complaint or charge against the Board on behalf of Ms. Suttles, Ms. Suttles will request such agency or court to withdraw from the matter, or refuse any benefits derived therefrom. Provided, however, that this Agreement will not affect Ms. Suttles's right to hereafter file a charge with or otherwise participate in an investigation or proceeding conducted by the EEOC/OCRC regarding matters that arose after the effective date of this Agreement and which are not the subject of this Agreement.
14. Ms. Suttles understands and acknowledges that she is receiving monies and other consideration that she would not otherwise be entitled to receive by entering into this Agreement, and agrees to its terms knowingly and voluntarily.
15. Ms. Suttles and her heirs, executors, successors, assigns, representatives, and attorneys shall hold the fact and terms of this Agreement in strict confidence and shall not communicate, reveal, or disclose the fact and terms of this Agreement to any other persons except to Ms. Suttles's immediate family, to legal counsel, and to tax consultants, all of whom shall be instructed by Ms. Suttles similarly to hold the fact and terms of this Agreement in the strictest confidence, and as otherwise required by law. Ms. Suttles further agrees not to request or to direct or cause any other individual to request this Agreement pursuant to Chapter 149 of the Ohio Revised Code. It is understood, however, that nothing in this provision supersedes the Career Center's obligations under Ohio's Public Records Act, Ohio Revised Code § 149.43, et seq.
16. The Parties to this Agreement further acknowledge and agree: (a) each has had a full and complete opportunity to review and examine the terms of this Agreement and to consult with persons of their choice, including legal counsel, prior to execution of this Agreement; (b) each has knowingly and voluntarily executed this Agreement and fully understands the rights, duties and responsibilities imposed by the Agreement, and intending to be bound by the terms of the Agreement; and (c) there are no other

terms, conditions or agreements relating to the subject matters herein set forth aside from the provisions contained in this Agreement. Ms. Suttles acknowledges that she is responsible for any costs and fees resulting from her attorney reviewing this Agreement.

17. **Ms. Suttles acknowledges and agrees the Board has permitted her at least twenty-one (21) days to consider the execution of this Agreement to ensure that Ms. Suttles's execution of this Agreement is knowing and voluntary. In signing below, Ms. Suttles expressly acknowledges that she has had at least twenty-one (21) days to consider this Agreement and her execution of the same is with full knowledge of the consequences thereof and is of her own free will. Notwithstanding the fact that the Board has allowed Ms. Suttles twenty-one (21) days to consider this Agreement, should Ms. Suttles execute this Agreement before the full twenty-one (21) day period has run, Ms. Suttles certifies by her signature below that she has knowingly and voluntarily waived the right to the full twenty-one (21) days with no pressure by or coercion from the Board to do so and was not induced by fraud, misrepresentation, or any threat to withdraw or alter the benefits provided by the Board herein. The Parties further agree that any modification to this Agreement, whether material or immaterial, does not restart the running of the twenty-one (21) day consideration period. In signing below, Ms. Suttles expressly acknowledges that her execution of this Agreement is with full knowledge of the consequences thereof and is of her own free will.**
18. **Both the Board and Ms. Suttles recognize and agree that, for a period of seven (7) calendar days following Ms. Suttles's execution of this Agreement, Ms. Suttles may revoke her release of claims under the Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621, et seq., as amended, by delivering written notice of the same to Treasurer, Sherry Williamson. If Ms. Suttles opts to revoke her consent, no provision of this Agreement shall be legally binding, and the Agreement shall be declared never to have existed.**
19. Ms. Suttles acknowledges the Board has made no representation whatsoever as to any credits or benefits under either the State Teachers Retirement System ("STRS") or the School Employees Retirement System ("SERS") of Ohio or eligibility for the same. Ms. Suttles acknowledges she will consult and rely solely upon her own independent advisors, consultants and/or attorneys in regard to her eligibility, benefits or effects the payments set forth above would have on contributions or disbursements, if any, under either the STRS or SERS system.
20. The Parties agree that the invalidity or unenforceability of any provision or part of this Agreement shall not render any other provision(s) or part(s) hereof invalid or unenforceable and that such other provision(s) or part(s) shall remain in full force and effect.
21. This Agreement together with any amendments hereto, shall be binding upon and shall inure to the benefit of the Parties and respective successors, assigns, heirs, and

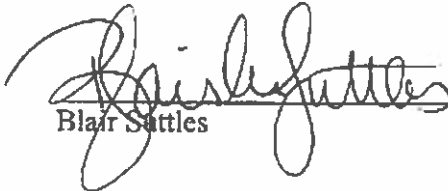
here written to the maximum extent permitted by law and, if any provision herein is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and constitute the Agreement. In addition, the Parties acknowledge there are no understandings among them other than those specifically and particularly set forth in this Agreement. This Agreement shall not be amended or modified in any manner except upon written agreement signed by the Parties.

23. The laws of the State of Ohio govern this Agreement. The Parties understand and agree that any dispute arising from, growing out of, or in any way relating to this Agreement shall be filed in the state or federal courts of Ohio. In addition, the Parties reserve the right to bring legal action to enforce the terms of this Agreement.
24. This Agreement shall become effective upon the eighth (8th) day after execution of this Agreement by Ms. Suttles, so long as the Agreement has not been previously revoked by Ms. Suttles.
25. This Agreement may be signed in counterpart originals and may be delivered by facsimile or email (in "pdf" form).

In witness whereof, and intending to be legally bound hereby, the following individuals have affixed their signatures hereto:

FOR MS. SUTTLES:

Date: 9/26/2024


Blair Suttles

FOR THE BOARD:

Date: _____

Dr. Brian Bontempo,
Superintendent
Auburn Career Center

Date: _____

Sherry Williamson
Treasurer
Auburn Career Center

Date: _____

Sherry Williamson
Treasurer
Auburn Career Center

EXHIBIT "A"

Blair Suttles
1590 E 300th Street
Wickliffe, OH 44092
blairasuttles@gmail.com
216-978-7288

September 9, 2024

Dr. Brian Bontempo
Superintendent
Auburn Career Center
8140 Auburn Road
Concord Township, OH 44092

Dear Dr. Bontempo:

Please accept this letter as my resignation from my position as Director of Aspire and Assessment Center at Auburn Career Center, effective today September 9, 2024. This decision comes as a result of recent discussions regarding my position and in acceptance of the separation agreement presented.

I have carefully reviewed the terms and conditions outlined in the agreement, and I hereby accept them. I have secured a letter from my medical team in order to receive the payout of my remaining sick time, however due to the letter containing personal health information, I do not wish to submit it electronically and will submit a physical letter. Please let me know the next steps in this transition.

Thank you for your understanding.

Sincerely,

Blair Suttles

EXHIBIT "B"

To Whom It May Concern:

Please take notice that Blair Suttles was employed by the Auburn Career Center Board of Education as an administrator and the Director of Aspire and Assessment Center from June 29, 2021, through and until September 9, 2024. Her salary at the end of her employment with the Board of Education was \$70,060.45.

Regards,

[Name of Career Center Representative]



To Whom it may concern;

This is to certify that patient, Blair Suttles, has been under my care for the management of her mental health. She has been compliant with her treatment plan, but will need additional time off from work. I recommend that she returns no earlier than October 15th.

Respectfully,

A handwritten signature in black ink, appearing to read "Phillip J. Flauto", written over a horizontal line.

Phillip J Flauto PCCS

Auburn Career Center



Attachment Item #15

Human Resources



Human Resources

October 1, 2024

Limited Teacher Contracts Salary includes Step Increase per CATA 2024-2025

Employee Name	Title	Salary
Stacy Allen	.5 PBIS (Positive Behavior Intervention & Support	\$ 40,159.50
Rita Antolick	Dental Assistant Technology Instructor	\$ 56,121.00
Rachel Boehnlein	EMS Instructor .5 Patient Care Technician .5 Instructor	\$ 72,379.00
Kaitlin Wilber	School Counselor	\$ 59,325.00
Justin Bruno	Auto Collision Repair Instructor	\$ 72,379.00
Keith Conn	Electrical Engineering Prep Instructor	\$ 74,520.00
Gregg Evans	Intervention Specialist	\$ 78,220.00
Barbara Gordon	Enrollment Specialist	\$ 70,794.00
Dennis Harvey	Architecture Project Management Instructor	\$ 68,731.00
Christopher Hastings	Intervention Specialist	\$ 69,813.00
Bob Hill	Construction Instructor	\$ 83,856.00
Brandi Holland	Cosmetology Instructor	\$ 81,256.00
Nanci Kasten	Educator Career Pathways Instructor	\$ 71,084.00

Justine Malvicino	Career Guidance Advisor	\$ 78,220.00
Robin Nunes	Marketing & Business Application Instructor	\$ 79,386.00
Andrew Pratt	Plant Turf & Landscape Instructor	\$ 71,084.00
Wayne Reed	HVAC Instructor	\$ 82,190.00
Stephen Roberts	Criminal Justice Instructor	\$ 71,084.00
Jared Rogge	Welding Instructor	\$ 72,379.00
John Schein	Advanced Manufacturing Instructor	\$ 63,957.00
Scott Slagle	Production & Welding Technology Instructor	\$ 58,713.00
Darrin Spondike	Cybersecurity & Network Tech Instructor	\$ 78,220.00
Cayley Shenk	School Counselor	\$ 61,679.00
Tom Welk	Automotive Technology Instructor	\$ 77,550.00
Stacy Yarnell	Allied Health Instructor	\$ 67,710.00

Continuing Teacher Contracts
Salary includes Step Increase per CATA
2024-2025

Employee Name	Title	Salary
Dorothy Bentley	Intervention Specialist	\$ 84,173.00
John Blauch	EMS Instructor	\$ 88,505.00
Laura Ciszewski	Technology Engineering & Design Instructor	\$ 83,934.00
Jason Gardner	Pro Web & Game Design Instructor	\$ 86,839.00

Rodney Kozar	Interactive Multimedia Instructor	\$ 89,947.00
Amy Ryan	Culinary Arts Instructor	\$ 78,220.00
Christine Tredent	Patient Care Technician Instructor	\$ 86,288.00
Stephanie Wiencek	Career Assessment/Intervention Specialist	\$ 75,142.00

Classified Non-Teaching-Continuing Contracts
Salary includes Step Increase per CATA
2024-2025

Employee Name	Title	Salary
Erica Anderson	Administrative Assistant	\$ 40,699.46
Jessica Brown	Administrative Assistant	\$ 44,748.33
Diane Buchs	Administrative Assistant	\$ 55,833.27
Michael Franko	Maintenance	\$ 53,623.69
Laura Kamis	Administrative Assistant	\$ 49,547.56
Leslie Machuta	Administrative Assistant	\$ 44,979.43
Carol Szoka	Administrative Assistant	\$ 47,243.54

High School
2024-2025 Hourly

Employee Name	Title	Hourly Amount
Anthony Logarusic	Kitchen Assistant	\$13.86 (Step 1)

**Classified Non-Teaching
2024-2025**

Employee Name	Title	Salary
Stacy Allen	.5 Teacher Assistant	\$ 12,059.80
Larry Brown	Teaching Assistant	\$ 24,679.20
Catherine King	Administrative Assistant-Aspire	\$ 38,888.57
Mike Perrine	Evening Maintenance	\$ 45,541.30
Eileen Tremul	Receptionist	\$30,753.40

**Classified Non-Teaching-Exempt
2024-2025**

Employee Name	Title	Salary
Christina Davis	HR/Fiscal Admin. Asst.	\$ 40,564.79
Carrie McVicker	Accounts Payable	\$ 55,833.27

**Classified Non-Teaching-Part time
2024-2025**

Employee Name	Title	Hourly Rate	Contract Days
James Baril	Receptionist (Evening)	\$13.13	5 Hours Per Day (260 Days)

**Stipend
2024-2025**

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

Employee Name	Title	Amount
John Blauch	District EMS Responder	\$ 4,166.00
Rachel Boehnlein	District EMS Responder	\$ 4,166.00

**Supplemental Contracts
CTSO & Club Advisors
2024-2025**

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

Employee Name	Title	Category	Amount
John Schein	AWT Robotics	Club	\$ 625.00
Keith Conn	AWT Robotics	Club	\$ 625.00
Justine Malvicino	Drug Free Clubs of America	Club	\$ 2,083.00
Nanci Kasten	Educator Rising	CTSO	\$2,083.00
Tom Welk	Esports	Club	\$2,083.00
Amy Ryan	FCCLA	CTSO	\$2,083.00
Cayley Shenk	NTHS	Club	\$ 1,250.00
Scott Slagle	SADD	Club	\$1,250.00
Dorothy Bentley	Stars/Student Ambassadors	Club	\$ 625.00
Stephanie Wiencek	Stars/Student Ambassadors	Club	\$ 625.00
Cayley Shenk	Student Leadership	Club	\$ 1,250.00
Justine Malvicino	Skills	CTSO	\$2,083.00
Stephanie Wiencek	Skills	CTSO	\$2,083.00
Andrew Pratt	FFA	CTSO	\$2,083.00
Robin Nunes	DECA	CTSO	\$2,083.00

**Stipends for LPDC Committee
2024-2025**

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

Employee Name	Title	Category	Amount
Dorothy Bentley	Member	LPDC Committee	\$1,250.00
Jared Rogge	Member	LPDC Committee	\$1,250.00
Jeff Slavkovsky	Member	LPDC Committee	No Stipend Taken

Robin Nunes	Coordinator/Chair	LPDC Committee	\$2,083.00
David Leone	Member	LPDC Committee	No Stipend Taken

Stipend - Mentors

2024-2025

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

Employee Name	Mentorees	Amount
Brandi Holland	Educator Mentor (M.Hudson)	\$1,250.00
Stacey Yarnell	Educator Mentor (R.Antolick)	\$1,250.00
Amy Ryan	Educator Mentor (S.Roberts)	\$1,250.00
Jared Rogge	Educator Mentor (A.Pratt)	\$1,250.00
Wayne Reed	Educator Mentor (J. Schein)	\$1,250.00
Christine Tredent	Educator Mentor (R.Boehnlein)	\$1,250.00
Robin Nunes	Educator Mentor (S.Slagle)	\$1,250.00
Stacy Allen	Annual Stipend for Substitute Coverage 24-25 (.5 FTE)	\$ 500.00
Dorothy Bentley	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Gregg Evans	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Christopher Hastings	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Justine Malvicino	Annual Stipend for Substitute Coverage 24-25	\$1,000.00
Stephanie Wiencek	Annual Stipend for Substitute Coverage 24-25	\$1,000.00

Resignation

Employee Name	Title
Robin Nunes	Stars/Student Ambassadors Advisor
Blair Suttles	Director of Aspire & Assessment Center
*Laura Ciszewski	Technology Engineering & Design Instructor
Robin Nunes	On-line English Instructor
Morgan Sullivan	Public Safety Support Specialist

*Retirement

**Auburn
Career Center**



Attachment Item #17A

*Training Agreement
between Auburn Career
Center and Visiting
Angels*



**Training Agreement
2024-2025**

This Training Agreement ("Agreement") is entered into by and between the Auburn Vocational School District Board of Education ("Auburn"), which operates the Auburn Career Center, and Visiting Angels, 8451 Mentor Avenue, Mentor, OH 44060 (collectively "Parties") to set forth the training that Auburn will provide Visiting Angel's employees ("Students").

A. General Information

Specifically, the Parties agree that Auburn is to provide Homemaker Skills Validation Training ("Training") on mutually agreeable dates between July 1, 2024, and June 30, 2025. This Agreement must be renewed each school year. The program cost will be reassessed and the Agreement modified, as appropriate, with each renewal.

Auburn is to provide the Training at Auburn's facility located at 8140 Auburn Road, Concord Township, OH 44077, consisting of eight (8) hours divided into two (2) four-hour sessions.

The cost of the Training is one hundred dollars (\$100) per Student with a minimum of five (5) up to a maximum of eight (8) Students. For four (4) or fewer Students, Visiting Angels agrees to pay a total cost of \$500 independent of the number of Students. The total cost for the program is based on the number of Students as shown in Attachment I.

Auburn Career Center shall have the exclusive and complete control of, title to, and ownership of copyright to all manuscripts, lectures, videotapes, recordings, or other instructional tools in any way connected with the Training offered by Auburn Career Center. Neither Visiting Angels nor its employees may video or audiotape the Training without prior written approval from Michelle, Rodewald, Director of Adult Workforce Education and Business Partnerships, or her designee.

B. Responsibilities of Auburn Career Center

1. Auburn will train the Students using its Homemaker Skills Validation curriculum and will provide completion certificates.
2. Auburn will pay all instructor costs, including compensation, benefits, mileage reimbursement, and other instructor expenses.
3. Karen Howell, Director of Nursing, or another Auburn designee will provide oversight of the Training.

C. Responsibilities of Visiting Angels

1. Once a Student attends the first session, the Student is considered enrolled for the full program. If the Student does not complete the Training for any reason, Visiting Angels agrees to pay Auburn one hundred dollars (\$100) per Student for the Training.
2. Visiting Angels is to pay within thirty (30) days of invoice receipt.

(Continued)

Visiting Angels – Auburn Career Center 2024-25 Training Agreement (continued)

D. Responsibilities of Students

1. All Students must comply with Auburn's policies, procedures, and practices. Violations can have consequences up to and including permanent removal from this program as determined by the Director of Nursing, or the Director of Adult Workforce Education and Business Partnerships.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing fifteen (15) calendar days prior written notice, including email, to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Visiting Angels relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of competent jurisdiction in Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Visiting Angels, both of who shall be individuals designated as having the authority to bind Auburn and Angels, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

Signature of Visiting Angels Representative


President

Date 9-17-2024

VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Signature of Auburn Superintendent

Date

Signature of Auburn Treasurer

Date

Attachment I

**Visiting Angels
Homemaker Skills Validation Training**

Number of Students	Total Cost
3	\$500
4	\$500
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1,000

**Auburn
Career Center**



Attachment Item #17B

*Training Agreement
between Auburn Career
Center and MAGNET*



Training Agreement

This Training Agreement ("Agreement") is entered into by and between the Auburn Vocational School District Board of Education ("Auburn"), which operates the Auburn Career Center, and Magnet located at 1768 E 25th St, Cleveland, OH 44114 to set forth the training that Auburn will provide for Magnet ECEC ("Students").

A. General Information

Specifically, the Parties agree that Auburn is to provide OSHA 10, Basic Soldering and Soldering Terminology ("Training") at Magnet facility located at 1768 E 25th St, Cleveland, OH 44114. The Training length is Twenty Eight (28) total hours, The Twenty Eight (28) Hours will consist of Classroom and Laboratory activities. The training will be divided into 2 classes on Two (2) separate days equaling Fourteen Hours (14 Hours) per group with a maximum of 25 students per group.

The total cost for Fifty (50) Students the Training is Eight Thousand Two Hundred and Twenty Five dollars (\$8225.00) for Students Four (4) Minimum and up to Twenty Five (25) Students Maximum per group. The number of Students in the program is based on the attendance on the first day of the program. The maximum number of Students is Twenty Five (25) per class. The total cost includes OSHA, tuition, handouts, supplies, necessary resources.

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training and provide handouts, supplies, necessary resources, to the students.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students. Auburn is to provide certificates of completion for those Students who pass the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance.

C. Responsibilities of Magnet

1. Magnet is to provide Auburn with the registration information shown in ATTACHMENT I at least ten (10) business days before the Training begins.
2. Magnet is to provide Students with the Auburn-specified proper protective equipment.

(Continued)

C. Responsibilities of Magnet (continued)

3. The total remuneration for the Training is based on the number of Students on the first day of the Training. If a Student does not complete the Training for any reason, that Student will still be included in the headcount for invoicing purposes and Magnet agrees to compensate Auburn for the Training as specified in Paragraph A. No certificates of completion will be issued until full payment for the Training has been received by Auburn.

D. Responsibilities of Students

1. All Students must comply with the policies, procedures, and practices in the current Auburn Career Center Student Handbook that Auburn will provide to the Students. Violations can have consequences up to and including permanent removal from the program as determined by the Director of Adult Workforce Education and Business Partnerships.
2. Students must complete the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance to receive a certificate of completion.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing thirty (30) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Magnet I relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Lubrizol, both of whom shall be individuals designated as having the authority to bind Auburn and Lubrizol, respectively, in contract.

(Continued)

Magnet – Auburn Career Center Training Agreement (cont'd)

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR THE MAGNET:

Monica Lawson

9/6/24

Signature

Date

Monica Lawson

9/6/24

Printed Name

Title

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



ATTACHMENT I

Adult Workforce Education Enrollment Application

Information Required

Last Name, First Name, M. I.

Birth Date

Age

SSN

Gender

Home Mailing Address, City, State, Zip Code

Home Phone

Cell Phone

Email

**Auburn
Career Center**



Attachment Item #17C

*Universal Membership
Agreement between
Auburn Career Center
and Equifax Workforce
Solutions, LLC*

UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services for Workforce Programs

("Agency"): Auburn Joint Vocational School District	
Agency's Address: 8140 Auburn Rd. Concord Township, OH 44077	
Effective Date of this Universal Membership Agreement ("Effective Date"): 10/01/2024	(If blank, the Effective Date of this Universal Membership Agreement shall be the date of the last signature below).

This **Universal Membership Agreement** (the "**Agreement**"), effective as of the Effective Date, is entered into by and between Equifax Workforce Solutions LLC, a Missouri limited liability company and provider of Equifax Verification Services located at 11432 Lackland Road, St. Louis, Missouri 63146 ("EVS"), and Agency.

RECITALS:

- A. EVS operates The Work Number® ("TWN"), a service used to verify employment and income information about an individual ("**Consumer**"), and various other services ("**EVS Services**") used to verify certain Consumer information (TWN and EVS Services are collectively referred to herein as the "**Service**"); and
- B. Agency wishes to use the Service to verify certain Consumer information.

NOW, THEREFORE, the parties agree as follows:

1. **SCOPE OF THE AGREEMENT.** This Agreement consists of the general terms set forth in the body of this Agreement, **Exhibit 1, Exhibit 2, Exhibit 3**, and each **Schedule A** executed by the parties which may contain additional terms. If there is a conflict between the general terms and conditions of this Agreement and any Exhibit or Schedule, the provisions of the Exhibit or Schedule will govern and control. This Agreement specifically supersedes and replaces any agreement between the parties that predates this Agreement and which relates to the Service as provided in each Schedule A, even if the prior agreement contains an "entire agreement" or "merger" clause, and any such agreements are terminated.
2. **EVS OBLIGATIONS.** TWN will provide Agency with automated access to certain employment and/or income data ("**Data**") furnished to EVS by employers, and the EVS Services will provide Agency with access to certain other information ("**Information**") as described in each Schedule A attached hereto.
3. **AGENCY OBLIGATIONS.**
 - a. Agency shall comply with the terms set forth in this Agreement, and each Exhibit and Schedule attached hereto.
 - b. Agency shall pay for the Services as set forth in each applicable Schedule. Applicable sales, use, privilege, or excise taxes shall be included in each invoice, except as otherwise exempted in the applicable Schedule.
 - c. Agency certifies that it will order Data from TWN only when Agency (i) intends to use the Data in accordance with the Fair Credit Reporting Act ("**FCRA**") and all state law FCRA counterparts as though the Data is a consumer report, and (ii) has obtained the following permissible purpose: (1) in accordance with the written instructions of the Consumer to whom it relates, and for no other purpose.
 - d. Agency agrees to only use the Data consistent with the obligations of users of consumer reports as provided for in the Consumer Financial Protection Bureau (the "**CFPB**")'s Notice Form attached as Exhibit 1.
 - e. Agency represents it (i) is administering a government workforce program, (ii) has been given the legal authority to view the Data by the Consumer or by operation of law, and (iii) is requesting the Data in compliance with all laws.
 - f. Agency represents it has written authorization from the Consumer to verify income. Agency need not use any particular form of authorization or obtain a separate signature for verifying income provided that the form is auditable and demonstrates to a reasonable degree of certainty that the Consumer has authorized the Agency to receive the income Data. Notwithstanding the foregoing, in the event Agency is using the Service to collect on defaulted child support obligations, Agency is not required to obtain such authorization.
 - g. Agency acknowledges that it has received from EVS a copy of the consumer rights summary as prescribed by the CFPB as referenced on Exhibit 3.
 - h. Agency certifies that it will comply with applicable provisions under Vermont law. In particular, Agency certifies that it will order Data relating to Vermont residents only after Agency has received prior Consumer consent in accordance with VFCRA Section 2480e and applicable Vermont Rules. Agency further certifies that the attached copy of VFCRA Section 2480e applicable Vermont Rules as referenced in Exhibit 2 was received from EVS.
 - i. Section 1785.14(a) of the California Civil Code imposes special requirements with respect to transactions in which a "retail seller" (as defined in Section 1802.3 of the California Civil Code) intends to issue credit to a California resident who appears in person on the basis of an application for credit submitted in person ("point of sale transactions"). Agency certifies that these requirements do not apply to it because Agency is NOT a "retail seller" (as defined in Section 1802.3 of the California Civil Code), and/or (b) Agency does NOT issue credit to California residents who appear in person on the basis of applications for credit submitted in person. Agency further certifies that it will notify EVS in writing 30 days PRIOR to becoming a retail seller or engaging in point of sale transactions with respect to California residents.

- j. Agency will comply with the provisions of the FCRA, the Federal Equal Credit Opportunity Act, as amended, all state law counterparts of them, and all applicable regulations promulgated under any of them, including, without limitation, any provisions requiring adverse action notification to the Consumer.
- k. Agency may use the Data and Information provided through the Service only as described in this Agreement. Agency may reproduce or store the Data and Information obtained from the Service solely for its own use in accordance with this Agreement, and will hold all Data and Information obtained from the Service under this Agreement in strict confidence and will not reproduce, reveal, or make it accessible in whole or in part, in any manner whatsoever, to any others unless permitted in this Agreement, required by law, or Agency first obtains EVS's written consent; provided, however, that Agency may discuss Consumer Data with the Data subject when Agency has taken adverse action against the subject based on the Data. Agency will not provide a copy of the Data to the Consumer, except as may be required or permitted by law or approved in writing by EVS, except in any state where this contractual prohibition would be invalid. Agency will refer the Consumer to EVS whenever the Consumer disputes the Data disclosed by Agency. Agency will not interpret the failure of EVS to return Data as a statement regarding that Consumer's credit worthiness, because the failure may result from one or more factors unrelated to credit worthiness.
- l. Agency acknowledges it shall employ decision making processes appropriate to the nature of the transaction and in accordance with industry standards and will use the Data and Information as part of its processes.
- m. **"Processing"** means accessing (including access to view), transmitting, using, or storing the Services, and any Data or Information provided or obtained through the Services (the **"EVS Information"**). Agency may Process EVS Information from the United States, Canada, and the United States territories of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U. S. Virgin Islands (collectively, the **"Permitted Territory"**). Agency must (i) notify EVS thirty (30) days prior to Processing EVS Information from a location outside of the Permitted Territory, in accordance with the notice requirements described in this Agreement; and (ii) sign an International Access and Use Addendum with EVS prior to Processing EVS Information from a location out of the Permitted Territory. EVS reserves the right to deny any such request for reasons including, without limitation, regulatory requirements, security concerns, or existing contractual obligations. Notwithstanding the foregoing, Agency is prohibited from Processing EVS Information from an Embargoed Country. **"Embargoed Country"** means any country or geographic region subject to comprehensive economic sanctions or embargoes administered by OFAC or the European Union.
- n. Except as otherwise permitted in Section 4.b. below, Agency may not allow a third party service provider (hereafter **"Service Provider"**) to access, use, or store the Data or Information on its behalf without first obtaining EVS's written permission and without the Service Provider first entering into a separate agreement with EVS.
- o. In order to ensure compliance with this Agreement, applicable law and EVS policies, EVS may conduct reviews of Agency activities, from time to time, during normal business hours, at all locations containing relevant records, with respect to Agency's requests for Data or Information and/or its use of Data or Information. Agency shall provide documentation within a reasonable time to EVS as reasonably requested for purposes of such review. Agency shall cooperate fully with any and all investigations by EVS of allegations of abuse or misuse of the Services and allow EVS to access its premises, records, and personnel for purposes of such investigations if EVS deems such access is necessary to complete such investigation(s). Agency agrees that any failure to cooperate fully and promptly in the conduct of any audit constitutes grounds for immediate suspension of the Service and/or termination of the Agreement, and (iii) shall promptly correct any discrepancy revealed by such investigation(s). Agency shall include the name and email address of the appropriate point of contact to whom such request should be made in the space provided below. Agency may change its contact information upon written notice:

Audit Contact Name	Audit Contact E-mail Address
Victoria DePasquale	vdepasquale@auburncc.org

- p. Additional representations and warranties as may be set forth in each Schedule A.

4. DATA SECURITY. This Section 4 applies to any means through which Agency orders or accesses the Service including, without limitation, system-to-system, personal computer or the Internet. For the purposes of this Section 4, the term **"Authorized User"** means an Agency employee that Agency has authorized to order or access the Service and who is trained on Agency's obligations under this Agreement with respect to the ordering and use of the Service, and the Data provided through same, including Agency's FCRA and other obligations with respect to the access and use of Data.

- a. Agency will, with respect to handling any Data or Information provided through the Service:
 - 1. ensure that only Authorized Users can order or have access to the Service;
 - 2. ensure that Authorized Users do not order Data or Information for personal reasons or provide Data or Information to any third party except as permitted by this Agreement;
 - 3. inform Authorized Users that unauthorized access to Data may subject them to civil and criminal liability under the FCRA punishable by fines and imprisonment;
 - 4. ensure that all devices used by Agency to order or access the Service are placed in a secure location and are accessible only by Authorized Users, and that such devices are secured when not in use through such means as screen locks, shutting power controls off, or other security procedures and controls which are standard practice in the data protection industry (**"Industry Standard Practices"**), for example compliance with ISO 27001 standards;
 - 5. take all necessary measures to prevent unauthorized ordering of or access to the Service by any person other than an Authorized User for permissible purposes, including, without limitation, (i) limiting the knowledge of the Agency security codes, user names, User IDs, and any passwords Agency may use, to those individuals with a need to know. In addition, the User IDs must be unique to each person, and the sharing of User IDs or passwords is prohibited;

6. change Agency passwords at least every ninety (90) days or sooner if Agency suspects an unauthorized person has learned the password; and perform at a minimum, quarterly entitlement reviews to recertify and validate Authorized User's access privileges and disable the account of any Agency user who is no longer responsible for accessing the Service;
 7. adhere to all security features in the software and hardware Agency uses to order or access the Services, including the use of IP restriction;
 8. implement secure authentication practices when providing User ID and passwords to Authorized Users, including but not limited to using individually assigned email addresses and not shared email accounts;
 9. in no event access the Services via any unregistered wireless hand-held communication device, that have not gone through Agency's device enrollment, access, and authentication process. Such process shall be reviewed and approved by EVS prior to allowing access to Services via any hand-held communication device;
 10. not use non-agency owned assets such as personal computer hard drives or portable and/or removable data storage equipment or media (including but not limited to laptops, zip drives, tapes, disks, CDs, and DVDs) to store the Data or Information. In addition, Data and Information must be encrypted when not in use and all printed Data and Information must be stored in a secure, locked container when not in use, and must be completely destroyed when no longer needed by cross-cut shredding machines (or other equally effective destruction method) such that the results are not readable or useable for any purpose. In either case, Industry Standard Practices for the type of Data and Information received from EVS must be employed;
 11. if Agency sends, transfers or ships any Data or Information, encrypt the Data and Information using the following minimum standards, which standards may be modified from time to time by EVS: FIPS 140-2 compliant ciphers and algorithms;
 12. not ship hardware or software between Agency's locations or to third parties without deleting all of EVS's Confidential Information, Agency number(s), security codes, User IDs, passwords, Agency user passwords, and any Consumer information, or Data;
 13. monitor compliance with the obligations of this Section 4, and immediately notify EVS if Agency suspects or knows of any unauthorized access or attempt to access the Service, including, without limitation, a review of EVS invoices for the purpose of detecting any unauthorized activity;
 14. if, subject to the terms of this Agreement, Agency uses a Service Provider to establish access to the Service, be responsible for the Service Provider's use of Agency's user names, security access codes, or passwords, and Agency will ensure the Service Provider safeguards Agency's security access code(s), User IDs, and passwords through the use of security requirements that are no less stringent than those applicable to Agency under this Section 4;
 15. use Industry Standard Practices to assure data security when disposing of any Data and Information obtained from EVS. Such efforts must include the use of those procedures issued by the federal regulatory agency charged with oversight of Agency's activities (e.g. the Federal Trade Commission, the applicable banking or credit union regulator) applicable to the disposal of consumer report information or records;
 16. use Industry Standard Practices to secure Data and Information when stored on servers, subject to the following requirements: (i) servers storing Data and Information must be separated from the Internet or other public networks by firewalls which are managed and configured to meet industry accepted best practices, (ii) Data and Information must be protected through multiple layers of network security, including but not limited to, industry-recognized firewalls, routers, and intrusion detection/prevention devices (IDS/IPS), (iii) access (both physical and network) to systems storing Data and Information must be secure, which must include authentication and passwords that are changed at least every ninety (90) days; and (iv) all servers must be kept current and patched on a timely basis with appropriate security-specific system patches, as they are available;
 17. not allow Data or Information to be displayed via the Internet unless utilizing, at a minimum, a three-tier architecture configured in accordance with industry best practices;
 18. use Industry Standard Practices to establish procedures and logging mechanisms for systems and networks that will allow tracking and analysis in the event there is a compromise, and maintain an audit trail history for at least three (3) months for review;
 19. provide immediate notification to EVS of any change in address or office location and are subject to an onsite visit of the new location by EVS or its designated representative; and
 20. in the event Agency has a Security Incident involving EVS Confidential Information, Agency will fully cooperate with EVS in a security assessment process and promptly remediate any finding. For purposes of this Section 4, "Security Incident" means any actual breach, theft or unauthorized access, use, misuse, theft, vandalism, modification or transfer of or to Services or Data.
- b. A cloud service provider ("CSP") is a company that offers a component of cloud computing. CSPs generally offer Infrastructure as a Service (IaaS), Platform as a Service (PaaS), or Software as a Service (SaaS). Agency may use a CSP to process, transmit, or store Data and Information, subject to the requirements below.
1. Agency may use Amazon Web Services, Google Cloud Platform, Microsoft Azure, or Salesforce exclusively as their CSP, so long as Agency certifies its CSP has the following minimum requirements: (i) Data and Information at rest is encrypted at a minimum of AES-256; (ii) Data and Information shall be encrypted in transit both internally and externally at a minimum of TLS version 1.2 and/or AES-128; (iii) Agency shall manage all encryption keys within the Agency's CSP; (iv) an inventory shall be kept of all Data and Information within the cloud environment; (v) Data and Information shall be logically and/or physically separated in multi-tenant environments in accordance with industry standards; and (vi) access control standards that include: user provisioning, regular access reviews, password requirements, need to know permissions, and least privilege principles.

2. For all other CSPs, Agency certifies that Agency will, and will contractually obligate its CSP to, follow EVS's minimum requirements: (i) Data and Information at rest is encrypted at a minimum of AES-256; (ii) Data and Information shall be encrypted in transit both internally and externally at a minimum of TLS version 1.2 and/or AES-128; (iii) Agency shall manage all encryption keys within the Agency's CSP; (iv) an inventory shall be kept of all Data and Information within the cloud environment; (v) Data and Information shall be logically and/or physically separated in multi-tenant environments in accordance with industry standards; (vi) access control standards that include: user provisioning, regular access reviews, password requirements, need to know permissions, and least privilege principles; (vii) utilization of secure data destruction techniques shall be used to destroy Data and Information in accordance with industry standards; (viii) assets that are no longer needed for legal purposes shall be destroyed in accordance with industry standard; (ix) incident handling and forensic support shall be provided in the event of an investigation or Security Incident; (x) cloud hosted systems shall be patched at the most current levels and have vulnerabilities addressed in accordance with industry standards; (xi) information systems and infrastructures shall follow industry security hardening standard such as DISA STIG or CIS guidance; (xii) CSP's application environment shall be certified by an independent third party (SOC 2 Type 2), if operating in a hybrid environment, a SOC 2 Type 2 or equivalent shall also be required for the Agency; (xiii) Third parties providing support services to the Agency or Agency's CSP shall not have access to Data and Information without prior consent of EVS; (xiv) CSP shall have network-based Intrusion Detection Systems (IDS) and/or Intrusion Prevention Systems (IPS) tools deployed in or around the cloud network infrastructure; (xv) centralized logging and monitoring of the CSP's infrastructure/environment; and (xvi) Agency shall utilize multi-factor authentication (MFA) to remotely access CSP's infrastructure/environment.
- c. If EVS reasonably believes Agency has violated this Section 4, EVS may, in addition to any other remedy authorized by this Agreement, with reasonable advance written notice to Agency and at EVS's sole expense, conduct, or have a third party conduct on its behalf, an audit of Agency's facilities, security practices and procedures to the extent EVS reasonably deems necessary, including an on-site inspection, to evaluate Agency's compliance with the data security requirements of this Section 4.
5. **CONFIDENTIALITY.** Each party acknowledges that all materials and information disclosed by a party ("**Disclosing Party**") to another party ("**Recipient**") in connection with performance of this Agreement, including Data and Information obtained from the Service, the terms of this Agreement and the pricing terms contained in Schedule A, consist of confidential and proprietary data ("**Confidential Information**"). Each Recipient will hold those materials and that information in strict confidence, and will restrict its use of those materials and that information to the purposes anticipated in this Agreement. If the law or legal process requires Recipient to disclose confidential and proprietary data, Recipient will notify the Disclosing Party of the request. Thereafter, the Disclosing Party may seek a protective order or waive the confidentiality requirements of this Agreement, provided that Recipient may only disclose the minimum amount of information necessary to comply with the requirement. Recipient will not be obligated to hold confidential any information from the Disclosing Party which (a) is or becomes publicly known, (b) is received from any person or entity who, to the best of Recipient's knowledge, has no duty of confidentiality to the Disclosing Party, (c) was already known to Recipient prior to the disclosure, and that knowledge was evidenced in writing prior to the date of the other party's disclosure, or (d) is developed by the Recipient without using any of the Disclosing Party's information. The rights and obligations of this Section 5, with respect to (i) confidential and proprietary data that constitutes a "trade secret" (as defined by applicable law), will survive termination of this Agreement for so long as such confidential and proprietary information remains a trade secret under applicable law; and (ii) all other confidential and proprietary data, will survive the termination of this Agreement for the longer of two (2) years from termination, or the confidentiality period required by applicable law.
6. **TERM AND TERMINATION.** The term for the Service(s) is set forth in the applicable Schedule. A Schedule may expire or be terminated without affecting the other Schedules. This Agreement shall remain in effect as long as there is an outstanding Schedule with a term then in effect. Either EVS or Agency may terminate this Agreement or any Schedule(s), at any time upon thirty (30) days' prior written notice to the other. Unless otherwise provided for in the relevant schedule, EVS may change the price of the Service and/or the Service Schedule and/or Description with thirty (30) days' notice to Agency. Agency's use of the Service after such thirty (30) day period shall constitute its agreement to such change(s), without prejudice to its right to terminate this Agreement as provided above. If EVS believes that Agency has breached an obligation under this Agreement, EVS may, at its option and reserving all other rights and remedies, terminate this Agreement and/or any Schedules immediately upon notice to Agency.
7. **RIGHTS TO SERVICE.** The Service and the Data are proprietary to EVS; and all rights to the Service and Data are proprietary to and reserved by EVS.
8. **WARRANTY.** EVS warrants that the Service will be performed in all material respects in a reasonable and workmanlike manner and in compliance with laws and regulations applicable to EVS's performance thereof. Agency acknowledges that the ability of EVS to provide accurate information is dependent upon receipt of accurate information from employers. EVS does not warrant that the Service will be error free. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH HEREIN, EVS MAKES NO OTHER WARRANTIES AS TO THE SERVICE OR THE DATA, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF GOOD TITLE, MERCHANTABILITY, AND/OR FITNESS FOR A PARTICULAR PURPOSE EVEN IF EVS KNOWS OF SUCH PURPOSE.
9. **FORCE MAJEURE.** Neither party will be liable to the other for any delay, or interruption in performance as to any obligation hereunder resulting from governmental emergency orders, judicial or governmental action, emergency regulations, sabotage, riots, vandalism, labor strikes or disputes, acts of God, fires, electrical failure, major computer hardware or software failures, equipment delivery delays, acts of third parties, or delays or interruptions in performance beyond its reasonable control.
10. **INDEMNIFICATION.** Agency and EVS recognize that every business decision represents an assumption of risk and that neither party in furnishing Confidential Information, Data, or the Service to the other, underwrites or assumes the other's risk in any manner. To the extent permitted by laws applicable to the parties, each party agrees to indemnify, defend and hold harmless ("**Indemnify**") the other party and its affiliates, and their directors, officers and employees (each, an "**Indemnified Party**"), from and against claims, demands, liabilities, suits, damages, expenses and costs, including reasonable attorneys', experts' and investigators' fees and expenses ("**Claims**") brought by third parties against the Indemnified Party and arising from the indemnifying party's, or its affiliates', directors', officers' or employees' ("**Indemnifying Party**") (i) breach of this Agreement, (ii) negligent or intentional, wrongful act or omission, (iii) infringement on third party proprietary rights, or (iv) violation of law.

- 11. LIMITATION OF LIABILITY** In no event shall EVS or its officers, agents or employees be liable for loss of profits or for indirect, special, incidental or consequential damages arising out of or related to the Service or this Agreement, even if it has been advised of the possibility of such damages. Except for the indemnification obligations found herein, damages of any kind payable by EVS shall not exceed the sum paid by Agency for the item of Service which causes Agency's claim.
- 12. WAIVER OF JURY TRIAL.** TO THE EXTENT PERMITTED BY LAWS APPLICABLE TO THE PARTIES, EACH PARTY AGREES TO WAIVE AND HEREBY WAIVES THE RIGHT TO TRIAL BY JURY OF ANY ACTION, SUIT, PROCEEDING, DISPUTE, CLAIM, OR CONTROVERSY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE SERVICES.
- 13. MISCELLANEOUS.** This Agreement sets forth the entire agreement between the parties regarding the Service. Except as otherwise provided in this Agreement, this Agreement may be amended only by a subsequent writing signed by both parties. This Agreement may not be assigned or transferred by Agency without EVS's prior written consent. This Agreement shall be freely assignable by EVS and shall inure to the benefit of and be binding upon the permitted assignee of either Agency or EVS. If any provision of this Agreement is held to be invalid or unenforceable under applicable law in any jurisdiction, the validity or enforceability of the remaining provisions thereof shall be unaffected as to such jurisdiction and such holding shall not affect the validity or enforceability of such provision in any other jurisdiction. To the extent that any provision of this Agreement is held to be invalid or unenforceable because it is overbroad, that provision shall not be void but rather shall be limited only to the extent required by applicable law and enforced as so limited.
- 14. NOTICES.** Every notice required under this Agreement may be (i) sent by electronic delivery to the applicable email address below; (ii) mailed first class postage prepaid or by other courier or delivery service to the applicable address below; or (iii) sent through other electronic means, including but not limited to, through Agency's online or integrated access to the Service. Every notice shall be effective upon the following as applicable: (i) day of email sent; (ii) delivery by an overnight or other courier or delivery service, or three (3) days after pre-paid deposit with the postal service; or (iii) date of electronic notification through Agency's online or integrated access to the Service. Agency agrees that if it does not provide the notice information below, then EVS may use the address listed above to provide notice to Agency. Either party may change its notice contact information upon notice to the other party.

	Agency (To be filled in by Agency)	EVS
E-mail Address	mvacik@auburnncc.org	evscontracts@equifax.com
Agency Name	Auburn Joint Vocational School District	Equifax Workforce Solutions LLC
Agency Street Address	8140 Auburn Rd.	11432 Lackland Road
Agency City, State, Zip Code	Concord Township, OH 44077	St. Louis, MO 63146
Attn: Agency Notice Contact	Attn: Mandy Vacik	Attn: President

- 15. COUNTERPARTS/EXECUTION.** For the convenience of the parties, copies of this Agreement and Schedules hereof may be executed in two or more counterparts and signature pages exchanged by facsimile, email or other means of electronic transmission. The parties intend that counterpart copies signed and exchanged as provided in the preceding sentence shall be fully binding as an original handwritten executed copy hereof and thereof and all of such copies together shall constitute one instrument.

By signing below, Agency acknowledges receipt of Exhibit 1, "Notice to Users of Consumer Reports Obligations of Users Under the FCRA"; and Agency represents that Agency has read "Notice to Users of Consumer Reports Obligations of Users Under the FCRA" which explains Agency's obligations under the FCRA as a user of consumer report information

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated below.

Agency

Equifax Workforce Solutions LLC, provider of Equifax Verification Services

By
(signature): _____
Name (print): _____
Title: _____
Date: _____

By (signature): _____
Name (print): _____
Title: _____
Date: _____

UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services
Exhibit 1

All users of consumer reports must comply with all applicable regulations. Information about applicable regulations currently in effect can be found at the Consumer Financial Protection Bureau's website, www.consumerfinance.gov/learnmore.

**NOTICE TO USERS OF CONSUMER REPORTS:
OBLIGATIONS OF USERS UNDER THE FCRA**

The Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681-1681y, requires that this notice be provided to inform users of consumer reports of their legal obligations. State law may impose additional requirements. The text of the FCRA is set forth in full at the Consumer Financial Protection Bureau's (CFPB) website at www.consumerfinance.gov/learnmore. At the end of this document is a list of United States Code citations for the FCRA. Other information about user duties is also available at the CFPB's website. **Users must consult the relevant provisions of the FCRA for details about their obligations under the FCRA.**

The first section of this summary sets forth the responsibilities imposed by the FCRA on all users of consumer reports. The subsequent sections discuss the duties of users of reports that contain specific types of information, or that are used for certain purposes, and the legal consequences of violations. If you are a furnisher of information to a consumer reporting agency (CRA), you have additional obligations and will receive a separate notice from the CRA describing your duties as a furnisher.

I. OBLIGATIONS OF ALL USERS OF CONSUMER REPORTS

A. Users Must Have a Permissible Purpose

Congress has limited the use of consumer reports to protect consumers' privacy. All users must have a permissible purpose under the FCRA to obtain a consumer report. Section 604 contains a list of the permissible purposes under the law. These are:

- As ordered by a court or a federal grand jury subpoena. Section 604(a)(1)
- As instructed by the consumer in writing. Section 604(a)(2)
- For the extension of credit as a result of an application from a consumer, or the review or collection of a consumer's account. Section 604(a)(3)(A)
- For employment purposes, including hiring and promotion decisions, where the consumer has given written permission. Sections 604(a)(3)(B) and 604(b)
- For the underwriting of insurance as a result of an application from a consumer. Section 604(a)(3)(C)
- When there is a legitimate business need, in connection with a business transaction that is initiated by the consumer. Section 604(a)(3)(F)(i)
- To review a consumer's account to determine whether the consumer continues to meet the terms of the account. Section 604(a)(3)(F)(ii)
- To determine a consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status. Section 604(a)(3)(D)
- For use by a potential investor or servicer, or current insurer, in a valuation or assessment of the credit or prepayment risks associated with an existing credit obligation. Section 604(a)(3)(E)
- For use by state and local officials in connection with the determination of child support payments, or modifications and enforcement thereof. Sections 604(a)(4) and 604(a)(5)

In addition, creditors and insurers may obtain certain consumer report information for the purpose of making "prescreened" unsolicited offers of credit or insurance. Section 604(c). The particular obligations of users of "prescreened" information are described in Section VII below.

B. Users Must Provide Certifications

Section 604(f) prohibits any person from obtaining a consumer report from a consumer reporting agency (CRA) unless the person has certified to the CRA the permissible purpose(s) for which the report is being obtained and certifies that the report will not be used for any other purpose.

C. Users Must Notify Consumers When Adverse Actions Are Taken

The term “adverse action” is defined very broadly by Section 603. “Adverse actions” include all business, credit, and employment actions affecting consumers that can be considered to have a negative impact as defined by Section 603(k) of the FCRA – such as denying or canceling credit or insurance, or denying employment or promotion. No adverse action occurs in a credit transaction where the creditor makes a counteroffer that is accepted by the consumer.

1. Adverse Actions Based on Information Obtained From a CRA

If a user takes any type of adverse action as defined by the FCRA that is based at least in part on information contained in a consumer report, Section 615(a) requires the user to notify the consumer. The notification may be done in writing, orally, or by electronic means. It must include the following:

- The name, address, and telephone number of the CRA (including a toll-free telephone number, if it is a nationwide CRA) that provided the report.
- A statement that the CRA did not make the adverse decision and is not able to explain why the decision was made.
- A statement setting forth the consumer’s right to obtain a free disclosure of the consumer’s file from the CRA if the consumer makes a request within 60 days.
- A statement setting forth the consumer’s right to dispute directly with the CRA the accuracy or completeness of any information provided by the CRA.

2. Adverse Actions Based on Information Obtained From Third Parties Who Are Not Consumer Reporting Agencies

If a person denies (or increases the charge for) credit for personal, family, or household purposes based either wholly or partly upon information from a person other than a CRA, and the information is the type of consumer information covered by the FCRA, Section 615(b)(1) requires that the user clearly and accurately disclose to the consumer his or her right to be told the nature of the information that was relied upon if the consumer makes a written request within 60 days of notification. The user must provide the disclosure within a reasonable period of time following the consumer’s written request.

3. Adverse Actions Based on Information Obtained From Affiliates

If a person takes an adverse action involving insurance, employment, or a credit transaction initiated by the consumer, based on information of the type covered by the FCRA, and this information was obtained from an entity affiliated with the user of the information by common ownership or control, Section 615(b)(2) requires the user to notify the consumer of the adverse action. The notice must inform the consumer that he or she may obtain a disclosure of the nature of the information relied upon by making a written request within 60 days of receiving the adverse action notice. If the consumer makes such a request, the user must disclose the nature of the information not later than 30 days after receiving the request. If consumer report information is shared among affiliates and then used for an adverse action, the user must make an adverse action disclosure as set forth in I.C.1 above.

D. Users Have Obligations When Fraud and Active Duty Military Alerts are in Files

When a consumer has placed a fraud alert, including one relating to identity theft, or an active duty military alert with a nationwide consumer reporting agency as defined in Section 603(p) and resellers, Section 605A(h) imposes limitations on users of reports obtained from the consumer reporting agency in certain circumstances, including the establishment of a new credit plan and the issuance of additional credit cards. For initial fraud alerts and active duty alerts, the user must have reasonable policies and procedures in place to form a belief that the user knows the identity of the applicant or contact the consumer at a telephone number specified by the consumer; in the case of extended fraud alerts, the user must contact the consumer in accordance with the contact information provided in the consumer’s alert.

E. Users Have Obligations When Notified of an Address Discrepancy

Section 605(h) requires nationwide CRAs, as defined in Section 603(p), to notify users that request reports when the address for a consumer provided by the user in requesting the report is substantially different from the addresses in the consumer’s file. When this occurs, users must comply with regulations specifying the procedures to be followed. Federal regulations are available at www.consumerfinance.gov/learnmore.

F. Users Have Obligations When Disposing of Records

Section 628 requires that all users of consumer report information have in place procedures to properly dispose of records containing this information. Federal regulations have been issued that cover disposal.

II. CREDITORS MUST MAKE ADDITIONAL DISCLOSURES

If a person uses a consumer report in connection with an application for, or a grant, extension, or provision of, credit to a consumer on material terms that are materially less favorable than the most favorable terms available to a substantial proportion of consumers from or through that person, based in whole or in part on a consumer report, the person must provide a risk-based pricing notice to the consumer in accordance with regulations prescribed by the CFPB.

Section 609(g) requires a disclosure by all persons that make or arrange loans secured by residential real property (one to four units) and that use credit scores. These persons must provide credit scores and other information about credit scores to applicants, including the disclosure set forth in Section 609(g)(1)(D) ("Notice to the Home Loan Applicant").

III. OBLIGATIONS OF USERS WHEN CONSUMER REPORTS ARE OBTAINED FOR EMPLOYMENT PURPOSES

A. Employment Other Than in the Trucking Industry

If information from a CRA is used for employment purposes, the user has specific duties, which are set forth in Section 604(b) of the FCRA. The user must:

- Make a clear and conspicuous written disclosure to the consumer before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained.
- Obtain from the consumer prior written authorization. Authorization to access reports during the term of employment may be obtained at the time of employment.
- Certify to the CRA that the above steps have been followed, that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer.
- Before taking an adverse action, the user must provide a copy of the report to the consumer as well as the summary of consumer's rights. (The user should receive this summary from the CRA.) A Section 615(a) adverse action notice should be sent after the adverse action is taken.

An adverse action notice also is required in employment situations if credit information (other than transactions and experience data) obtained from an affiliate is used to deny employment. Section 615(b)(2)

The procedures for investigative consumer reports and employee misconduct investigations are set forth below.

B. Employment in the Trucking Industry

Special rules apply for truck drivers where the only interaction between the consumer and the potential employer is by mail, telephone, or computer. In this case, the consumer may provide consent orally or electronically, and an adverse action may be made orally, in writing, or electronically. The consumer may obtain a copy of any report relied upon by the trucking company by contacting the company.

IV. OBLIGATIONS WHEN INVESTIGATIVE CONSUMER REPORTS ARE USED

Investigative consumer reports are a special type of consumer report in which information about a consumer's character, general reputation, personal characteristics, and mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency. Consumers who are the subjects of such reports are given special rights under the FCRA. If a user intends to obtain an investigative consumer report, Section 606 requires the following:

- The user must disclose to the consumer that an investigative consumer report may be obtained. This must be done in a written disclosure that is mailed, or otherwise delivered, to the consumer at some time before or not later than three days after the date on which the report was first requested. The disclosure must include a statement informing the consumer of his or her right to request additional disclosures of the nature and scope of the investigation as described below, and the summary of consumer rights required by Section 609 of the FCRA. (The summary of consumer rights will be provided by the CRA that conducts the investigation.)
- The user must certify to the CRA that the disclosures set forth above have been made and that the user will make the disclosure described below.
- Upon the written request of a consumer made within a reasonable period of time after the disclosures required above, the user must make a complete disclosure of the nature and scope of the investigation. This must be made in a written statement that is mailed, or otherwise delivered, to the consumer no later than five days after the date on which the request was received from the consumer or the report was first requested, whichever is later in time.

V. SPECIAL PROCEDURES FOR EMPLOYEE INVESTIGATIONS

Section 603(x) provides special procedures for investigations of suspected misconduct by an employee or for compliance with Federal, state or local laws and regulations or the rules of a self-regulatory organization, and compliance with written policies of the employer. These investigations are not treated as consumer reports so long as the employer or its agent complies with the procedures set forth in Section 603(x), and a summary describing the nature and scope of the inquiry is made to the employee if an adverse action is taken based on the investigation.

VI. OBLIGATIONS OF USERS OF MEDICAL INFORMATION

Section 604(g) limits the use of medical information obtained from consumer reporting agencies (other than payment information that appears in a coded form that does not identify the medical provider). If the information is to be used for an insurance transaction, the consumer must give consent to the user of the report or the information must be coded. If the report is to be used for employment purposes – or in connection with a credit transaction (except as provided in federal regulations) – the consumer must provide specific written consent and the medical information must be relevant. Any user who receives medical information shall not disclose the information to any other person (except where necessary to carry out the purpose for which the information was disclosed, or as permitted by statute, regulation, or order).

VII. OBLIGATIONS OF USERS OF "PRESCREENED" LISTS

The FCRA permits creditors and insurers to obtain limited consumer report information for use in connection with unsolicited offers of credit or insurance under certain circumstances. Sections 603(l), 604(c), 604(e), and 615(d). This practice is known as "prescreening" and typically involves obtaining from a CRA a list of consumers who meet certain preestablished criteria. If any person intends to use prescreened lists, that person must (1) before the offer is made, establish the criteria that will be relied upon to make the offer and to grant credit or insurance, and (2) maintain such criteria on file for a three-year period beginning on the date on which the offer is made to each consumer. In addition, any user must provide with each written solicitation a clear and conspicuous statement that:

- Information contained in a consumer's CRA file was used in connection with the transaction.
- The consumer received the offer because he or she satisfied the criteria for credit worthiness or insurability used to screen for the offer.
- Credit or insurance may not be extended if, after the consumer responds, it is determined that the consumer does not meet the criteria used for screening or any applicable criteria bearing on credit worthiness or insurability, or the consumer does not furnish required collateral.
- The consumer may prohibit the use of information in his or her file in connection with future prescreened offers of credit or insurance by contacting the notification system established by the CRA that provided the report. The statement must include the address and toll-free telephone number of the appropriate notification system.

In addition, the CFPB has established the format, type size, and manner of the disclosure required by Section 615(d), with which users must comply. The relevant regulation is 12 CFR 1022.54.

VIII. OBLIGATIONS OF RESELLERS

A. Disclosure and Certification Requirements

Section 607(e) requires any person who obtains a consumer report for resale to take the following steps:

- Disclose the identity of the end-user to the source CRA.
- Identify to the source CRA each permissible purpose for which the report will be furnished to the end-user.
- Establish and follow reasonable procedures to ensure that reports are resold only for permissible purposes, including procedures to obtain:
 - (1) the identity of all end-users;
 - (2) certifications from all users of each purpose for which reports will be used; and
 - (3) certifications that reports will not be used for any purpose other than the purpose(s) specified to the reseller. Resellers must make reasonable efforts to verify this information before selling the report.

B. Reinvestigations by Resellers

Under Section 611(f), if a consumer disputes the accuracy or completeness of information in a report prepared by a reseller, the reseller must determine whether this is a result of an action or omission on its part and, if so, correct or delete the information. If not, the reseller must send the dispute to the source CRA for reinvestigation. When any CRA notifies the reseller of the results of an investigation, the reseller must immediately convey the information to the consumer.

C. Fraud Alerts and Resellers

Section 605A(f) requires resellers who receive fraud alerts or active duty alerts from another consumer reporting agency to include these in their reports.

IX. LIABILITY FOR VIOLATIONS OF THE FCRA

Failure to comply with the FCRA can result in state government or federal government enforcement actions, as well as private lawsuits. Sections 616, 617, and 621. In addition, any person who knowingly and willfully obtains a consumer report under false pretenses may face criminal prosecution. Section 619.

The CFPB's website, www.consumerfinance.gov/learnmore, has more information about the FCRA, including publications for businesses and the full text of the FCRA.

Citations for FCRA sections in the U.S. Code, 15 U.S.C. § 1681 et seq.:

Section 602	15 U.S.C. 1681
Section 603	15 U.S.C. 1681a
Section 604	15 U.S.C. 1681b
Section 605	15 U.S.C. 1681c
Section 605A	15 U.S.C. 1681cA
Section 605B	15 U.S.C. 1681cB
Section 606	15 U.S.C. 1681d
Section 607	15 U.S.C. 1681e
Section 608	15 U.S.C. 1681f
Section 609	15 U.S.C. 1681g
Section 610	15 U.S.C. 1681h
Section 611	15 U.S.C. 1681i
Section 612	15 U.S.C. 1681j
Section 613	15 U.S.C. 1681k
Section 614	15 U.S.C. 1681l
Section 615	15 U.S.C. 1681m
Section 616	15 U.S.C. 1681n
Section 617	15 U.S.C. 1681o
Section 618	15 U.S.C. 1681p
Section 619	15 U.S.C. 1681q
Section 620	15 U.S.C. 1681r
Section 621	15 U.S.C. 1681s
Section 622	15 U.S.C. 1681s-1
Section 623	15 U.S.C. 1681s-2
Section 624	15 U.S.C. 1681t
Section 625	15 U.S.C. 1681u
Section 626	15 U.S.C. 1681v
Section 627	15 U.S.C. 1681w
Section 628	15 U.S.C. 1681x
Section 629	15 U.S.C. 1681y

UNIVERSAL MEMBERSHIP AGREEMENT

for Equifax Verification Services

Exhibit 2

VERMONT FAIR CREDIT REPORTING CONTRACT CERTIFICATION

The undersigned, Auburn Joint Vocational School District ("Agency"), acknowledges that it subscribes to receive various information services from Equifax Workforce Solutions LLC, provider of Equifax Verification Services ("EVS"), in accordance with the Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999), as amended (the "VFCRA"), and the federal Fair Credit Reporting Act, 15, U.S.C. 1681 et. seq., as amended (the "FCRA"), and its other state law counterparts. In connection with Agency's continued use of EVS services in relation to Vermont consumers, Agency hereby certifies as follows:

Vermont Certification. Agency certifies that it will comply with applicable provisions under Vermont law. In particular, Agency certifies that it will order Data relating to Vermont residents, that are credit reports as defined by the VFCRA, only after Agency has received prior consumer consent in accordance with VFCRA § 2480e and applicable Vermont Rules. Agency further certifies that the attached copy of VFCRA § 2480e applicable Vermont Rules were received from EVS.

Agency: Auburn Joint Vocational School District

Signed By: _____

Printed Name and Title: _____

Account Number: _____

Date: _____

Please also include the following information:

Compliance Officer or Person Responsible for Credit Reporting Compliance

Name: Michelle Rodewald

Title: Director of Adult Workforce Education

Mailing Address: 8140 Auburn Rd. Concord Township, OH 44077

E-Mail Address: mrodewald@auburnncc.org

440 357 7542 ext. 8159

Phone: _____ Fax: _____

Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999)

§ 2480e. Consumer consent

(a) A person shall not obtain the credit report of a consumer unless:

(1) the report is obtained in response to the order of a court having jurisdiction to issue such an order; or

(2) the person has secured the consent of the consumer, and the report is used for the purpose consented to by the consumer.

(b) Credit reporting agencies shall adopt reasonable procedures to assure maximum possible compliance with subsection (a) of this section.

(c) Nothing in this section shall be construed to affect:

(1) the ability of a person who has secured the consent of the consumer pursuant to subdivision (a)(2) of this section to include in his or her request to the consumer permission to also obtain credit reports, in connection with the same transaction or extension of credit, for the purpose of reviewing the account, increasing the credit line on the account, for the purpose of taking collection action on the account, or for other legitimate purposes associated with the account; and

(2) the use of credit information for the purpose of prescreening, as defined and permitted from time to time by the Federal Trade Commission.

VERMONT RULES * CURRENT THROUGH JUNE 1999 *****

AGENCY 06. OFFICE OF THE ATTORNEY GENERAL

SUB-AGENCY 031. CONSUMER PROTECTION DIVISION

CHAPTER 012. Consumer Fraud--Fair Credit Reporting

RULE CF 112 FAIR CREDIT REPORTING

CVR 06-031-012, CF 112.03 (1999)

CF 112.03 CONSUMER CONSENT

(a) A person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing if the consumer has made a written application or written request for credit, insurance, employment, housing or governmental benefit. If the consumer has applied for or requested credit, insurance, employment, housing or governmental benefit in a manner other than in writing, then the person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing or in the same manner in which the consumer made the application or request. The terms of this rule apply whether the consumer or the person required to obtain consumer consent initiates the transaction.

(b) Consumer consent required pursuant to 9 V.S.A. §§ 2480e and 2480g shall be deemed to have been obtained in writing if, after a clear and adequate written disclosure of the circumstances under which a credit report or credit reports may be obtained and the purposes for which the credit report or credit reports may be obtained, the consumer indicates his or her consent by providing his or her signature.

(c) The fact that a clear and adequate written consent form is signed by the consumer after the consumer's credit report has been obtained pursuant to some other form of consent shall not affect the validity of the earlier consent.

UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services
Exhibit 3

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Assistant General Counsel for Office of Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

SCHEDULE A
TO THE UNIVERSAL MEMBERSHIP AGREEMENT
EQUIFAX VERIFICATION SERVICES

"Agency":	Auburn Joint Vocational School District
"Effective Date" of this Schedule A:	October 1, 2024
Industry Type:	Government
"Agreement":	<i>Universal Membership Agreement</i>
Agreement effective date:	10/01/2024

Agency may request various Services from EVS (i) during the term of the Agreement, (ii) in accordance with the Agreement and this Schedule A (which is part of the Agreement), and (iii) only when intended to be used for the use case described below. Some Services have additional terms and conditions which are referenced in **Schedule A-1**. Agency will pay EVS for the Services pursuant to the terms of **Schedule A-2**. Unless otherwise defined in this **Schedule A**, all defined terms used herein shall have the meaning ascribed to them in the Agreement. This Schedule A, including all attachments hereto, specifically supersedes and replaces any Schedules, Statements of Work, and other product or pricing agreements between the parties that predate this Schedule A and which relate to the Service(s) selected below in this Schedule A, even if the prior agreements contains an "entire agreement" or "merger" clause, and any such Schedules, Statements of Work, and other product or pricing agreements are terminated.

- 1. TERM.** This Schedule shall begin on the Effective Date and continue for a period of one (1) year ("Initial Term"), unless earlier terminated as set forth in the Agreement. Upon expiration of the Initial Term, this Schedule shall automatically renew for successive one (1) year terms (each a "Renewal Term"), unless otherwise terminated in accordance with the terms of the Agreement.
- 2. AGENCY INFORMATION.** *(Please use the physical business location address; a P.O. Box is not acceptable.)*

Agency Name:	Auburn Joint Vocational School District	Phone:	440-357-7542
Address:	8140 Auburn Rd.	State:	OH
City:	Concord Township	Zip Code:	44077

DBA or Management Agency, if different:	Auburn Career Center
Website address:	auburncc.org

3. MAIN CONTACT INFORMATION.

Name:	Mandy Vacik	Phone / Fax:	440-357-7542
Title:	Career Placement Coordinator	Email:	mvacik@auburncc.org
Supervisor:	Andrew Kelner	Supervisor Phone:	440-357-7542 ext. 8018

IN WITNESS WHEREOF, the parties have executed this Schedule on the dates indicated below.

Agency:

Equifax Workforce Solutions LLC, provider of Equifax Verification Services

By (signature): _____	By (signature): _____
Name (print): _____	Name (print): _____
Title: _____	Title: _____
Date: _____	Date: _____

SCHEDULE A-1

SERVICE DESCRIPTIONS / ADDITIONAL TERMS AND CONDITIONS

1. THE WORK NUMBER® SERVICES.

- A. **The Work Number® Employment Verification (Instant VOE).** An Employment Verification includes, where available, the Consumer's (i) Information Current as of Date, (ii) Social Security Number, (iii) Employee Name, (iv) Original Hire Date, (v) Termination Date, (vi) Employer Name, (vii) Employer Address, (viii) Employment Status, (ix) Most Recent Hire Date, (x) Total Time With Employer, and (xi) Job Title. Instant VOE obtained pursuant to this Schedule A may provide Data from current employers or prior employers.
- B. **The Work Number® Express Social Service Verification.** A Social Service verification report provided via the Service ("Verification Report") will include, without limitation and as available, the Consumer's (i) employer name, (ii) employment status, (iii) employer address, (iv) employment dates, (v) position title, (vi) medical and dental insurance information, (vii) employer wage garnishment address, (viii) pay rate, (ix) up to three (3) years of year-to-date gross income details, and (x) up to three (3) years of pay period detail. Data provided may be from current or previous employers.

2. ADDITIONAL TERMS AND CONDITIONS

- A. **Audit.** Upon request by EVS at any time, Agency shall provide Consumer authorizations to verify the Consumer's information, including but not limited to the Consumer's income, and Agency shall provide EVS with records as EVS may reasonably request to conduct such audit(s). Agency's failure to fully cooperate or to produce requested consumer authorizations may result in immediate suspension of the Services until such time as Agency corrects any discrepancy revealed by such audit.
- B. **Compliance with Laws.** Agency will comply with all applicable laws, statutes and regulations regarding the Services including, but not limited to, the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq. ("FCRA"). Where applicable, Agency will comply with Title V of the Gramm-Leach-Bliley Act, 15 U.S.C. Sec. 6801 et seq. ("GLBA") and the implementing regulations issued thereunder and any other applicable statutes or federal laws, Agency will not use or disclose any Information other than in accordance with Section 6802(c) or with one of the General Exceptions of Section 6802(e) of the GLB and applicable regulations and all other Privacy Laws.
- C. **Delivery.** The Services will provide automated or manual access to the requested Data and/or Information, as available by the Service and selected by the Agency, (i) instantly via the internet ("Web"), or (ii) via a batch delivery mode ("Batch"). Data and/or Information will be delivered via the same mode it was requested.
- (1) **Online.** The Instant VOE and, Instant VOI Service will provide automated access to requested Data via the internet or phone. If Data is requested via the internet, it will be delivered via the same mode. If Data is requested via phone, it can be delivered by phone or by fax. EVS will bill only transactions that return an Employment Verification or Income Verification on the requested Consumer.
- (2) **Batch.** Following a batch submission consistent with the input requirements, above, EVS will process and deliver a return file of Data via the secure batch website. The return file from EVS will include the results on Social Security Numbers for which it has data. Each party will bear the cost of producing their batch files.
- D. **FCRA.** THE PARTIES ACKNOWLEDGE THAT THE WORK NUMBER SERVICES ARE A "CONSUMER REPORT" AS DEFINED BY THE FCRA.
- E. **Input Requirements.**
- (1) **Online.** Agency may obtain an instant Employment Verification or, Income Verification by providing a Consumer's social security number. Agency represents that it has authorization from the Consumer authorizing Agency to verify income Data. Agency need not use any particular form of authorization for an Income Verification, provided the authorization is auditable and demonstrates to a reasonable degree of certainty that the Consumer has authorized Agency to receive the income Data.
- (2) **Batch.** Agency may request the Data and Service be delivered via batch by creating and delivering a request file of a minimum of one hundred (100) social security numbers to EVS using EVS's standard format and secure batch website. Upon submission of a file, Agency is obligated to pay all resultant Fees in accordance with the Agreement, at the 1 Full Year rate listed in Section 2.B of Schedule A-2 below. Agency is responsible for providing a file in the correct format and for ensuring that the file being submitted is not in error. Each party will bear the cost of producing their batch files.
- F. **Modification of Service Description.** EVS may modify any of the Service Descriptions set forth in Schedule A on thirty (30) days' notice to Agency. Agency may terminate the Service within thirty (30) days after notice of a modification to the Service Description on written notice to EVS. Absence of such termination shall constitute Agency's agreement to the modification.
- E. **Use.** Data provided from The Work Number is limited to a single use for the permissible purpose in which it was obtained.
- F. **Workforce Programs.** Agency may order Data from the Service when Agency intends to use the Data in accordance with the written instructions of the Consumer to whom it relates in accordance with Section 604(a)(2) of the FCRA, and only as it is requested pursuant to the Service further described herein, specifically for the purposes of a government funded state and/or local workforce agency and program, and for no other purpose. Data provided constitutes a consumer report as defined by the FCRA. Agency certifies that it will access and use the Data only in accordance with the written instructions of the Consumer and in accordance with the FCRA and all state law FCRA counterparts. Data provided is limited to a single use for the permissible purpose in which it was obtained.

SCHEDULE A-2**PAYMENT TERMS AND PRICING****1. PAYMENT TERMS AND CONDITIONS.****A. Agency Billing Address and Contact Information.**

(1) **Address.** *(If different from information above in Schedule A, however here a P.O. Box is acceptable, otherwise leave blank)*

Attn:		Email:	
Address:		State:	
City:		Zip Code:	

(2) **Contact.** *(If different from information above in Schedule A, otherwise leave blank)*

Name:		Phone:	
Title:		Email:	

B. **Invoices.** All Fees (except the one-time Setup Fee and any Implementation Fees, if any) shall apply during any Renewal Term and shall be invoiced monthly. EVS reserves the right to increase all Fees pursuant to the terms of the Agreement. Invoices are due net thirty (30) days with one and a half (1.5%) percent interest per month applied over forty five (45) days. Undisputed invoices outstanding over forty-five (45) days may result in loss of access to the Service, at EVS's discretion. Agency will be invoiced electronically through EVS's Electronic Invoice Presentation & Payment (EIPP) program. Requests for paper billing are available upon Agency's request and are subject to additional monthly fees. Such fees are subject to modification by EVS at intervals of no less than one year, upon prior written notice. If payment is made by credit card, EVS will charge the credit card each month for Transactions completed in the prior month.

C. **Invoice Disputes.** If Agency, in good faith, disputes any portion of an amount invoiced, Agency shall pay such amount as it in good faith believes to be correct and provide written notice stating the reasons why the remaining disputed amount is incorrect, along with supporting documentation. All disputes must be submitted to EVS in writing within ninety (90) days from the date of the invoice for those Services. Agency waives the right to dispute any portion of the invoice that is not disputed within such ninety (90) day period. In the event that it is determined or agreed that Agency must or will pay the disputed amount, then Agency shall pay interest from and including the original payment due date until, but excluding, the date the disputed amount is received by EVS at the interest rate set forth above. In the event the Parties are unable to resolve such dispute, either party may pursue any remedy available at law or in equity to enforce its rights hereunder. For the avoidance of doubt, invoices issued which reflect a price change or pertain to fees for service description modifications that have been accepted according to the terms of this Schedule, shall be deemed correct invoices for purposes of this section.

D. **Agency Purchase Orders.** If the use of a Purchase Order ("PO") or similar ordering document is required by Agency, the following information must be provided as part of the Agreement. Failure to include this information reflects Agency's agreement that a PO shall not be required by Agency. Agency shall provide notice of any PO changes no less than thirty (30) days prior to the expiration of the current PO. No additional terms and conditions shall be included in the PO unless expressly agreed to in writing by the Parties. If there is a conflict between language in the PO and the Agreement, the Agreement shall control. The PO Amount or dollar limit, if applicable, of initial PO does not limit or otherwise impact any minimum ordering obligations or purchase commitments specified herein. The PO effective dates (as defined below) does not impact the Effective Date(s) or Term(s) specified herein. The EVS PO contact information is: purchaseorders@equifax.com.

PO Number (or similar):		PO Amount:	
PO Start Date:		PO End Date:	
PO Contact Name:		PO Contact Email:	

E. **Taxes.** Except to the extent that Agency is tax-exempt and has provided a valid exemption certificate to EVS, which shall be updated from time-to-time as needed, direct pay permit or other such appropriate documentation, EVS shall add to each invoice any sales, use, excise, value-added, gross receipts, services, consumption and other similar transaction taxes however designated that are properly levied by any taxing authority upon the provision of the Services, excluding, however, any state or local privilege or franchise taxes, taxes based upon EVS's net income and any taxes or amounts in lieu thereof paid or payable by EVS as a result of the foregoing excluded items.

2. SERVICE PRICING.**A. Third Party Fees Applicable To All Services.**

(1) **Third Party Fee.** EVS will pass along any fees incurred by third parties to Agency, including program fees implemented by the IRS. EVS will post these third party fees as a separate line item on the invoices.

(2) **Technology Portal Delivery Fee.** EVS will pass along any delivery fees incurred for the use of a technology portal connection, as specified by Agency, to Agency. EVS will post these technology portal delivery fees as a separate line item on the invoices.

B. The Work Number® Services

Select "Yes" or "No" for each Service	Service Name	Internal EFX Use			Price per Transaction														
<div><input checked="" type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>	The Work Number® Employment Verification (Instant VOE)	0210100085			\$49.99														
<div><input checked="" type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>	The Work Number® Express Social Service Verification (Express SSV)	3 Full Months	Web Only	0210112497															
		6 Full Months	Web Only	0210112511															
		1 Full Year	Web Batch	0210112512 0210100112	<table><tr><td>3 Full Months</td><td>6 Full Months</td><td>1 Full Year</td><td>3 Full Years</td><td>Purchase All</td></tr><tr><td>\$59.95</td><td>\$55.95</td><td>\$46.95</td><td>\$39.95</td><td>\$22.95</td></tr></table>					3 Full Months	6 Full Months	1 Full Year	3 Full Years	Purchase All	\$59.95	\$55.95	\$46.95	\$39.95	\$22.95
		3 Full Months	6 Full Months	1 Full Year						3 Full Years	Purchase All								
		\$59.95	\$55.95	\$46.95						\$39.95	\$22.95								
3 Full Years	Web Only	0210112513																	
Purchase All	Web Only	0210112514																	
	Additional Records	0210111384			\$46.95														

C. Pricing Terms and Conditions.

- Transaction.** The above pricing reflects the rate for each 'successful' Transaction and is based on one singular use/decision per Transaction. A 'Transaction' is defined by a database search which returns data in the form of a Verification Report. A 'Verification Report' is the output file returned from a database search containing various employer records. Each employer returned in a Verification Report constitutes a separate Transaction. For example, two (2) employers returned in a Verification Report will count as two (2) separate Transactions.
- Instant VOE Per Transaction/PayGo.** Pricing for the Instant VOE Service(s) listed above will be payable as the Transactions come in and invoiced with the Monthly Account Service Fee in arrears on a monthly basis.
- Express SSV Per Transaction/PayGo.** Pricing for the Express SSV Service(s) listed above will be based on the Date Range selected by Agency, there may be an option to view additional records ("Additional Records"). Additional Records are not applicable with Purchase All, as Purchase All will include all records.

D. Additional Service Fees.

	Internal EFX Use	
Annual Setup Fee - This fee supports annual efforts by EVS which include, but are not limited to, account maintenance and management; account assistance; and onboarding activities technical issues specifically related to Agency's account setup.	0210100037	\$125.00
Monthly Account Servicing Fee - This fee supports continual efforts by EVS which include, but are not limited to, maintaining The Work Number database; supporting data onboarding activities; and assisting with technical issues.	0210100693	\$10.00
Security Monitoring Services Fee	0210100067	\$4.99 per month, per customer ID

Exhibit A
Agency Information

Agency Physical and On-site Information

Physical address of where verifications will be performed (if different than above).	
Onsite contact for onsite inspection.	Mandy Vacik
Onsite contact email and phone number.	mvacik@auburncc.org, 440-357-7542

Additional User' Information

All individuals who will use the service must be registered below. During the login process, the user will be asked for their registered fax number. All fields are mandatory. Please provide the names, fax numbers and e-mail addresses of up to five (5) additional users. Listing those Agency wishes to have 'WebManager' function as the additional users below is encouraged for convenience. The "Main Contact" above will have the ability to add/delete users via the 'WebManager' function. WebManagers have the ability to add, delete, manage and approve users within the organization. If Agency has additional users, once Agreement is accepted, Agency will receive more information on how to register individual users.

	Name	E-mail Address
User1:	Mandy Vacik (Web Manager)	mvacik@auburncc.org
User2:	Michelle Rodewald	mrodewald@auburncc.org
User3:	Andrew Kelner	akelner@auburncc.org
User4:		
User5:		

Agency Type and Use Case Information

Agency Type:

<input type="checkbox"/>	Federal/State/County/City/Local/Government
<input checked="" type="checkbox"/>	Non- Profit Organization
<input type="checkbox"/>	For-Profit Organization
<input type="checkbox"/>	Third Party Vendor for Government Agency
<input type="checkbox"/>	Other: Please specify

Use Case: Each program requires documented proof. Specific Program(s) that will use this service:

<input checked="" type="checkbox"/> Workforce Program	<input type="checkbox"/> Other Workforce Program:	<input type="checkbox"/> Other Workforce Program:
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Housing/Property Agency Information

If Agency is an *Apartment Complex* or *Property Management Agency*, using the Service as part of the Workforce Program:

- How many units does Agency have? N/A How many of those are subsidized units? N/A
 - Subsidized units are those in which the owner receives funds from Federal, State, County or Local Government.
- Is Agency affiliated with City/State Housing Authority? ☐ Yes ☒ No
- If yes, please include the name: N/A

Tax Information

Is Agency Tax Exempt? ☒ Yes ☐ No - If 'Yes,' please confirm submission of appropriate tax exemption certificate.

Qualifications

In order to process Agency's application, Agency is required to provide proof (supporting documentation) of Agency's need for employment and/or income verifications. Please provide the following for your relevant category:

<u>Federal/State/County/City/Local/Government</u>	<u>Social Security Administration</u>
<ul style="list-style-type: none">• Copy of program's application• Income guidelines to determine eligibility	<ul style="list-style-type: none">• Copy of program's application• Income guidelines to determine eligibility
<u>Non-Profit / For-Profit Organizations</u>	<u>Third Party Vendor for Government Agency</u>
<ul style="list-style-type: none">• Copy of program's application• Income guidelines to determine eligibility• Affiliation (contract) with Federal/State/County/City/Local Government• Funding source	<ul style="list-style-type: none">• Copy of program's application• Income guidelines to determine eligibility• Affiliation (contract) with Federal/State/County/City/Local Government• Funding source
<u>Housing Authority</u>	<u>Apartment Complex/Property Management</u>
<ul style="list-style-type: none">• Copy of tenant's application• Income guidelines for low-income housing• Complete HUD Schedule or Rural Development Rent Schedule or L.U.R.A. (Land Use Restriction Agreement)	<ul style="list-style-type: none">• Copy of tenant's application• Income guidelines for low-income housing• Complete HUD Schedule or Rural Development Rent Schedule or L.U.R.A. (Land Use Restriction Agreement)

Failure to provide supporting documentation, which must include the Agency's agency/organization name, may delay processing of Agency's agreement or disqualify Agency's application.

Purchase Order – Please fill out

Purchase order to:

CARASOFT TECHNOLOGY CORP
11493 SUNSET HILLS ROAD
STE 100
RESTON, VA 20190

Date: October 1, 2024

Ship to/End User

Name: Mandy Vacik
Title: Career Placement Coordinator
Company/Agency Auburn Joint Vocational School District
Email: mvacik@auburncc.org
Address: 8140 Auburn Rd. Concord Township, OH 44077

Invoice/Buyer information directions

Name: Carrie McVicker
Title: Accounts Payable
Company/Agency Auburn Joint Vocational School District
Email: accountspayable@auburncc.org
Address: 8140 Auburn Rd. Concord Township, OH 44077
Please additional contacts for invoices to be sent to:

Sales Tax:

If your agency is tax exempt from the state in which you will be using The Work Number the exemption certificate must be provided or else sales tax will be added to your invoices. Please indicate if you are including a state tax exemption certificate with this contract:

☒ YES ☐ NO

Please sign the below that you agree to the payment terms to Carahsoft Technology corporation.

- Billing will be based on usage/transactions of the Equifax Work Number monthly
- Carahsoft FTIN: 52-2189693
- Credit Cards: VISA/MasterCard/AMEX
- Payment Terms: Net 30 (On Approved Credit)
- Sales Tax May Apply – Please provide a Tax-Exempt certificate
- Check Yes ☒ OR No ☐ if your agency will be providing a purchase order
 - o If you check NO please initial HERE that your agency agrees that this signed contract is valid to purchase and bill off of.

This order is subject to the terms attached to the end of this purchase order.

Buyers Signature:

Name/Title

Date

10/01/2024

**Auburn
Career Center**



Attachment Item #17D

*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

developing assessment plans. However, the ultimate responsibility for developing and administering assessment plans shall reside with the Affiliate School District.

- J. When available, the Affiliate School District shall provide opportunities for students enrolled in the Career Technical Program to obtain appropriate industry accreditation and/or opportunities to earn industry-recognized credentials.

3. CAREER TECHNICAL PROGRAM RECORDS AND REPORTS

- A. The Affiliate School District shall meet all ODE data reporting timelines and ODE data reporting quality standards.
- B. The determination of student residency and the recording of student attendance records is the sole responsibility of the Affiliate School District. Student residency and attendance records shall be shared with the Auburn Career Center upon request. In addition to student residency and attendance records, the Affiliate School District shall provide records related to the Career Technical Program upon the request of the Auburn Career Center. Such records shall include, but are in no way limited to, student passage rates; end of course exams; industry credentials; and post-program placement data.

4. CAREER TECHNICAL PROGRAM STAFF

- A. For those individuals employed by the Affiliate School District under this Agreement, the Affiliate School District shall employ qualified Career Technical Education licensed instructors for the Career Technical Program that meet or exceed ODE standards for career technical program funding requirements. All instructors employed by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District. The Affiliate School District shall assume all costs associated with the instructors including, but not limited to salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; Worker's Compensation benefits; and any other expenses and/or benefits with respect to such employees.
- B. For those individuals employed by the Affiliate School District under this Agreement, the ultimate selection of the instructors for the Career Technical Program shall be the decision of the Affiliate School District. However, the Auburn Career Center may screen and recommend candidates and may be part of the interview and selection process.
- C. For those individuals employed by the Affiliate School District under this Agreement, formal observations and evaluations of the instructors in the Career Technical Program shall be completed by the Affiliate School District.

- 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**

[INTENTIONALLY LEFT BLANK]

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.

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

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, 2024**, until **June 30, 2025** – 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 Twenty Thousand Four Hundred Forty Five Dollars Dollars and Zero Cents (\$20,445) 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 Twenty Thousand Four Hundred Forty Five Dollars and Zero Cents (\$20,445).

- b. One Thousand Eight Hundred Seventy Dollars and Zero Cents (\$1,870.00) 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 Three Thousand Six Hundred Sixty Dollars and Zero Cents (\$33,660).
 - 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 December 31, 2024:
 - a. A flat fee of Forty Five Thousand Eight Hundred Dollars and Zero Cents (\$45,800.00) 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 Five Thousand Eight Hundred Dollars and Zero Cents (\$45,800.00).
 - b. Four Thousand Three Hundred Twenty Five Dollars and Zero Cents (\$4,325.00) per student provided there is a minimum of sixteen (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 Seventy Seven Thousand Eight Hundred Fifty Dollars and Zero Cents (\$77,850.00).
 - c. 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 **December 31, 2024**:
 - 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. Affiliate School District shall pay a fee of Sixty Five Dollars and Zero Cents (\$65.00) for each student who attempts the Auburn Career Center Physical Agility course offered at the end of the course.

6. 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, 2025**, 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**

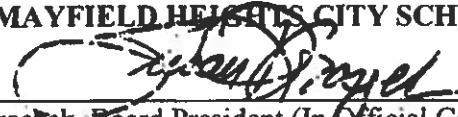
This Agreement constitutes the complete and exclusive Agreement between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Agreement.

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 Groszcek, 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. 2024-010

*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]

R.C. 5705.41 AND R.C. 5705.412 CERTIFICATE

We certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

FOR MAYFIELD HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

Superintendent

Board President

Date

Date

Date

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

Superintendent

Board President

Date

Date

Date

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

**Auburn
Career Center**



Attachment Item #17E

*Public Safety
Affiliation Agreement
SY24-25*

2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement ("Agreement") is entered into on this 16th day of August, 2023, 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 **Liberty Township Fire Department** ("Affiliate Organization"), which is located at **6682 Princeton Glendale Road Liberty Township, OH 45011** (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., Public Safety Education) and desires to obtain learning internships 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 learning internships 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 learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the learning internship program for each student.
- d. The coordinating educator program lead instructor and mentor/supervisor shall jointly develop and update the learning internship 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. [Intentionally Left Blank.]

- h. All complaints should be addressed to and resolved by the program Director of Public Safety Education 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 program lead instructor.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of learning internship experiences as required by the Auburn Career Center.

- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
- h. [Intentionally Left Blank.]
- i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor 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. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
- l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
- m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable 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 internship site 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 applicable regulations.

4. Affiliate Organization Provisions

*2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program*

- a. The Affiliate Organization shall provide the physical facilities and internship environment needed for the students assigned to the learning internship 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. [Intentionally Left Blank.]
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the program lead instructor 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 approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the learning internship program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the learning internship program if the 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 learning internship program if the student's health status is a detriment to the student's successful completion of the learning internship program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the program lead instructor as needed.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the learning internship program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

*2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program*

- a. The Auburn Career Center shall provide a coordinating educator/ program lead instructor to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The program lead instructor shall periodically observe and evaluate each student's learning internship performance.
- c. The program lead instructor shall assist the students in securing an appropriate learning internship experience.
- d. The program lead instructor shall counsel each student about the student's progress.
- e. The program lead instructor shall determine each student's final grade for any credit granted.
- f. The program lead instructor shall reinforce learning internship experiences through mentorship or educational activities.
- g. The program lead instructor 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 is for a term of the 2022-2023 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.

[Signature Page to Follow]

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

FOR Liberty Twp Fire Dept. :

Douglas Thibault
Liberty Township Fire Department Official

9/11/2024
Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only)*

Date

_____, Treasurer (official capacity only)*

Date

_____, Director of Public Safety Education
(official capacity only)*

Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #17F

*High School
Affiliation Agreement
SY24-25*

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 10th day of September, 2024, 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 A.K. Electric, LLC ("Affiliate Organization"), which is located at 14655 Ensign Rd., Burton, OH 44021 (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 learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

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 is for the term 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.

[Signature Page to Follow]

- 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 the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

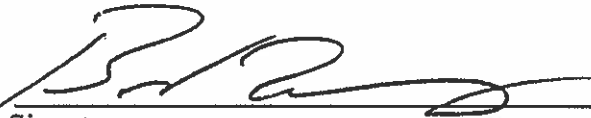
3. Auburn Career Center Provisions

- 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.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

- h. 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.
 - i. 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.
 - j. All applicable confidentiality laws shall be observed by the Parties.
2. Affiliate Organization Provisions
- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
 - d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
 - e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
 - g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
 - h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 performance and/or behavior of the student is unsatisfactory and/or disruptive.

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

FOR Kevin Manary:



Signature

9-10-24

Date

Brad Manary

Printed Name

Owner

Title

Brad Manary

Name of Supervisor of Student

Owner

Title

akelectrichio@yahoo.com

Supervisor Email

440-867-3825

Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____. Superintendent (official capacity only) *

_____. Date

_____. Treasurer (official capacity only) *

_____. Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 9th day of September, 2024, 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 1340 L/040 Rd, Wickliffe, OH 44092 ("Affiliate Organization"), which is located at American Controls, LLC (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. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- h. 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.
- i. 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.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 performance and/or behavior of the student is unsatisfactory and/or disruptive.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program



- 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 the intern's program to offer feedback on a 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.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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 is for the term 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.

[Signature Page to Follow]

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program



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

FOR American Controls LLC :

Donald B. Nettis
Signature

9/9/2024
Date

Donald B. Nettis
Printed Name

President
Title

Dave Belanger
Name of Supervisor of Student

Plant Manager
Title

dbelanger@american-controls.com
Supervisor Email

440-944-9735 X 112
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) *

Date

Treasurer (official capacity only) *

Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name: Nathan Koening School Year: 2024-2025
 Program: _____ Instructor: _____
 Training Site: American Controls, LLC Training Supervisor: _____


Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
- wire and assemble electrical control Panels
- _____

Student: _____ Date: _____
 Instructor: _____ Date: _____
 Supervisor:  Date: 9-9-24

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 6th day of September, 2024, 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 **Major Waste Disposal Services** ("Affiliate Organization"), which is located at **6430 Vrooman Rd., Painesville, OH 44077** (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. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- h. 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.
- i. 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.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 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 the intern's program to offer feedback on a 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.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

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 is for the term 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.

[Signature Page to Follow]

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

FOR _____:



Signature

9-6-2024

Date

Justin M. Cutler

Printed Name

Operations Mgr.

Title

Justin M. Cutler

Name of Supervisor of Student

Operations MGR

Title

JCutler@majorwaste.disposal.com

Supervisor Email

901-356-9247 (cell)

Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only) *

_____, Date

_____, Treasurer (official capacity only) *

_____, Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name:

School Year: 2024-2025

Program:

Instructor:

Training Site:

Training Supervisor:

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
-
-

Student: _____ Date: _____

Instructor: _____ Date: _____

Supervisor:  _____ Date: 9-6-2024

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 13 day of September, 2024, 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 **Marks Building Co.** ("Affiliate Organization"), which is located at 346 Hale Rd., Painesville, OH 44077 (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. General Provisions
 - a. The primary purpose of the learning internship is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- h. 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.
 - i. 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.
 - j. All applicable confidentiality laws shall be observed by the Parties.
2. **Affiliate Organization Provisions**
- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
 - d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
 - e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
 - g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
 - h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 performance and/or behavior of the student is unsatisfactory and/or disruptive.

**2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program**

- 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 the intern's program to offer feedback on a 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.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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 is for the term 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.

[Signature Page to Follow]

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

FOR Marks Building Company:


Signature

9/13/24
Date

Casey N Marks
Printed Name

Owner/COO
Title

Jeremy McCarthy
Name of Supervisor of Student

General Manager
Title

Jeremy.mccarthy@marksbuilding.com
Supervisor Email

440-283-5402
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____. Superintendent (official capacity only) *

_____. Date

_____. Treasurer (official capacity only) *

_____. Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name: *Landen Ward*

School Year: 2024-2025

Program:

Instructor:

Training Site:

Training Supervisor:

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
-
-

Student: _____ Date: _____

Instructor: _____ Date: _____

Supervisor: _____ Date: _____

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 19 day of September, 2024, 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 RJ Martin Electric ("Affiliate Organization"), which is located at 22841 Aurora Rd., Bedford Heights, OH 44146 (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. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

**2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program**

- h. 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.
- i. 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.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 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 the intern's program to offer feedback on a 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.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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 is for the term 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.

[Signature Page to Follow]

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

FOR Isaac Wooley:

Chris Aguilar 9/19/24
Signature Date

Chris Aguilar Director of Safety + H.R.
Printed Name Title

Chris Aguilar Director of Safety + H.R.
Name of Supervisor of Student Title

caguilar@jmartinelectric.com
Supervisor Email

234-706-1044
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only) * Date _____

_____, Treasurer (official capacity only) * Date _____

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name:

School Year: 2024-2025

Program:

Instructor:

Training Site:

Training Supervisor:

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
- *see attached Electrician Helper Evaluation*
-

Student: _____ Date: _____

Instructor: _____ Date: _____

Supervisor: Chris Aguirre Date: 9/19/24

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. 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-based 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.

- I. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. 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 transportations to and from the internship site 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 applicable regulations.

Parent Signature

Student Signature

**Employee Information:**

Name: _____

Project Name: _____

Reviewer:

Name: _____

Date of Review: _____

Current Classification: **Electrician Helper****Description:**

Basic knowledge of hand tools, able and willing to follow directions, basic material knowledge (fasteners and fittings), works in a productive and organized manner, attended OSHA 10 hour safety, has required hand tools

Rating Method

1 - Needs Improvement	2 - Below Average	3 - Meets Expectations	4 - Above Average	5 - Exceeds Expectations	N/A
-----------------------	-------------------	------------------------	-------------------	--------------------------	-----

1 Attitude/Communication:

- | | | |
|----|---|----------------------|
| 1 | Daily progress to group leader | <input type="text"/> |
| 2 | Communicate tool needs / repairs | <input type="text"/> |
| 3 | Communicates material requirements / replacements | <input type="text"/> |
| 4 | Communicates safety concerns and injuries | <input type="text"/> |
| 5 | Appearance (i.e. clothing, jewelry) | <input type="text"/> |
| 6 | Attendance / punctuality | <input type="text"/> |
| 7 | Motivated / focused/ reliable | <input type="text"/> |
| 8 | Works in a professional manner with others (contractors, clients, subcontractors and RJ Martin employees) | <input type="text"/> |
| 9 | Willing to advance knowledge | <input type="text"/> |
| 10 | Effectively utilized RJM policies and procedures (cell phone use, tool pouch, material aprons, smoking, etc.) | <input type="text"/> |

Subtotal:

- Comments:

2 Quality of Work:

(110.12 Mechanical execution of work / means and method)

- | | | |
|---|---|--------------------------|
| 1 | Housekeeping / daily clean up | <input type="checkbox"/> |
| 2 | Proper use of material and fasteners | <input type="checkbox"/> |
| 3 | Installed in a workmanship like manner | <input type="checkbox"/> |
| 4 | Works in an organized and productive manner | <input type="checkbox"/> |

Subtotal: ☐

- Comments:

3 Technical:

- | | | |
|---|---|--------------------------|
| 1 | Can follow basic layout and written instructions | <input type="checkbox"/> |
| 2 | Proper use of tools (Hilti certification) | <input type="checkbox"/> |
| 3 | Can identify and apply basic materials / fasteners | <input type="checkbox"/> |
| 4 | Job site inventories maintained and stationed in an orderly manner to maximize productivity | <input type="checkbox"/> |
| 5 | RJM tools successfully maintained, organized and safe-guarded on the job site | <input type="checkbox"/> |
| 6 | Continuously observed OSHA safety regulations | <input type="checkbox"/> |

Subtotal: ☐

- Comments:

Electrician Helper Performance Review

TOTAL:

Total possible aspects: 20. Exclude N/A's:

Average:

Mutual Goals:

Reviewer Signature

Date

Employee Signature

Date

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 13th day of September, 2024, 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 **Truline Industries** ("Affiliate Organization"), which is located at **1400 Silver St., Wickliffe, OH 44092** (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. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

- h. 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.
- i. 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.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 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 the intern's program to offer feedback on a 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.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

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 is for the term 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.

[Signature Page to Follow]

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name:

School Year: 2024-2025

Program:

Instructor:

Training Site:

Training Supervisor:

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
-
-

Student: _____ Date: _____

Instructor: _____ Date: _____

Supervisor:  _____ Date: 9/13/24

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

FOR Truline Industries inc:

[Signature]
Signature

9/13/24
Date

Cody R Crouser
Printed Name

Ass. start foreman
Title

Cody R Crouser
Name of Supervisor of Student

Ass. start foreman
Title

Cody.Crouser@trulineind.com
Supervisor Email

440-525-0324
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) *

Date

Treasurer (official capacity only) *

Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 10 day of September, 2024, 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 Villers Advanced Electric, LLC ("Affiliate Organization"), which is located at 14606 Old State Rd., Middlefield, OH 44062 (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. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship 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. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.

**2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program**

- h. 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.
- i. 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.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to 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 assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of 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 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 the intern's program to offer feedback on a 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.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

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.**
- c. 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 is for the term 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.**

[Signature Page to Follow]

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

Eric Bacon
Name of Supervisor of Student

Owner
Title

villerselectric@gmail.com
Supervisor Email

440-548-3622
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) *

Date

Treasurer (official capacity only) *

Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students*

Student Name: Mason Graham School Year: 2024-2025
 Program: _____ Instructor: _____
 Training Site: _____ Training Supervisor: _____

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills.

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
- _____
- _____

Student: _____ Date: _____

Instructor: _____ Date: _____

Supervisor: Eric Bacon Jan Br Date: 9/10/24

**Auburn
Career Center**



Attachment Item #17G

*Educator Career
Pathways*

Affiliation Agreement

SY24-25



2024-2025 School Year Affiliation Agreement

Field Based Observation Experience

Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this **11th** day of **August, 2024**, 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 **Madison Local Schools** (“Affiliate Organization”), which is located at **1956 Red Bird Road, Madison, OH 44077**, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences 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 field-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 field observation 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 agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience 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 an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- 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 not limited to parent conferences, sporting events, and/or evening events.
- e. Students shall complete and submit records of field observation experiences as required by the Auburn Career Center.

- f. Student field-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor-teacher.
- g. Students must first obtain approval of the coordinating educator before-ending the field observation experience.
- h. If students are unable to meet the requirements of the described observation experiences, a conference between the coordinating educator and assigned mentor teacher 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.
- i. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- j. As part of the observation-based learning experience, students are not compensated. Individuals shall not be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization-
- k. No student shall ever to be considered as a school district staff member. Nor shall any student be included in teacher child ratio numbers. No student shall be left unattended with classroom students/children while participating in the field observation assignment, nor will the student be left unsupervised.
- 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 field observation sites 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 observation-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 mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 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 provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.
- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

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 as needed.
- c. The coordinating educator shall assist the students in securing an appropriate observation- based field experience.
- d. The coordinating educator shall counsel each student about the student's progress during the field observation placement.
- 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 is for a term 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.

[Signature Page to Follow]

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

FOR THE SCHOOL DISTRICT: MADISON LOCAL SCHOOLS:

Angela Smith Angela Smith 9/17/24
Signature, Superintendent Please Print, Superintendent Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only)* Date

Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #18

*High School
Online Delivery
Instruction Plan*

Auburn Career Center ("Auburn") may utilize this online learning plan when school is closed due to illness, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to operate school, damage to a school building, or other circumstances that render a school building unfit for use. Auburn may also use online learning to make up days when a member school district is closed for any of these reasons. The goal of this plan is to ensure that there is a continuity of learning for students when school is closed, and also provide the minimum hours of instruction required by state law. The online learning plan includes the following:

1. By 6:00 AM on the date online delivery of instruction is to be used by Auburn, administration will notify local news agencies, post notice on the Auburn website (auburncc.org), and send electronic notice via Infinite Campus (IC) Messenger, that the Auburn Career Center high school will use online learning for that day. Additionally, a message will be posted on Auburn's social media pages.
2. At the teachers' discretion, each instructor will deliver either asynchronous or synchronous learning (via MS Teams &/or the LMS for Auburn Career Center, Schoology*). Teachers will provide teacher-directed synchronous learning in which the teacher and students interact in real time utilizing either Infinite Campus, Google Classroom or another platform approved by Auburn administration. Synchronous instruction will be provided during the following times:
 - a. Synchronous 1st-Year classes will be offered from 8:05 AM to 10:50 AM
 - b. Synchronous 2nd-Year classes will be offered from 11:30 AM to 2:30 PM
 - c. To the extent possible, Auburn Career Center instructors will record any synchronous instruction time so that students who cannot attend the session can review the material later.
3. Auburn will loan out both laptops and hotspots to students, upon request. Auburn will provide information to students at the beginning of the year regarding how they may request technology so that they are prepared to participate in online learning days.
4. Teachers are responsible for ensuring that at least one assignment or learning module is posted on an approved platform, whether it is offered synchronously, asynchronously, or a combination of both. Assignments and modules will be used to document student learning and participation that day.
5. **Attendance and Learning Expectations:** Students are expected to participate in remote learning by attending or reviewing lessons and completing any posted assignments. Auburn teachers will review participation and submit attendance via the Auburn Career Center student management system (SIS) - Infinite Campus. The Student Code of Conduct will apply during remote learning days.
 - a. Completion of an assignment can serve as attendance for that day.
 - b. Students who do not complete the assigned asynchronous or synchronous learning will be able to receive full credit for work if they follow the ACC Attendance Make-up Policy in the [Student Handbook](#).
6. All communication between Auburn instructors and Auburn students will be through Auburn Career Center staff and student email, LMS, IC Messenger, and the video conferencing tools used (if applicable).

7. The Auburn Career Center is committed to offering equitable access to all students, including students with disabilities and English learners. Intervention Specialists and English Learner Teachers will email students they provide services to in order to schedule times with students for any extra assistance, as needed. Staff who support students with disabilities will discuss any additional needs that students have at least annually with the student's IEP and Section 504 teams, and will review how students will receive necessary services and accommodations to the extent possible during online learning. EL teachers will consider needs of students who they serve to ensure they can access the programs.
8. This plan does not supersede procedures for making up calamity days. If any combination of Calamity Days brings the total instructional hours below the state minimum of 1001 hours, the district will hold classes to make-up these days on March 24, 2025 and if necessary, March 25, 2025, March 26, 2025, and March 27, 2025 in order to reach the minimum hours of 1001.

Auburn Career Center Superintendent

CATA President

**Auburn
Career Center**



Attachment Item #20

Part – Time

Aspire

Coordinator

Posting/Description

October 1, 2024



EMPLOYMENT VACANCY

POSITION: **Part Time - Aspire Coordinator**

REPORTS TO: Director of Adult Workforce

STARTING DATE: 2024-2025 School Year

SALARY: \$30/Hour

WORK SCHEDULE: Part Time 20 hours/week (195 day contract)

JOB OBJECTIVE: Directs and oversees Aspire programs in Lake and Geauga counties. This individual will help recruit students through referral from other program areas and through relations with community partners. Manage program plan and operation; supervise program staff; direct financial processes working with the Director of Adult Workforce Education as well as the Treasurer. Coordinate internal and external communication; perform administrative tasks and promote professional development.

MINIMUM

REQUIREMENTS:

- Bachelor's degree preferred
- Must be willing to obtain valid credentials essential for student supervision
- Maintain effective communications with the staff to resolve problems and sustain progress
- Flexible approach toward work schedule and customer relationships
- Excellent technology skills and public relation skills
- Excellent interpersonal and presentation skills
- Detail oriented
- Valid Licensure/Permit by the State Board of Education as an Adult Education Instructor (or be willing to obtain credential)
- Perform other duties as assigned

APPLICATION DEADLINE:

Until Filled

HOW TO APPLY:

Letter of interest, application and any other statement of qualifications must be submitted. Log on to the ACC website, click on Employment and click on the Applitrack Job Board and find the position you are applying for: <http://auburncc.org>

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

DATE POSTED:

10/2/2024

Auburn Career Center



JOB TITLE: Part Time - Aspire Coordinator

CLASSIFICATION: Adult Workforce Education Program Coordinator

ASSIGNMENT: ASPIRE Program

REPORTS TO: Adult Workforce Education Director

SALARY: \$30/hour

WORK SCHEDULE: Part Time 20 hours/week (195 day contract)

SYNOPSIS:

- Support Mission of Auburn Career Center

Our Mission is to guarantee that all students
Empower themselves,
Excel in the emerging workplace
and Enrich their community

- Implement Auburn Career Center 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.

- Maintain professional and orderly environment in the Executive Office area
- Assist in creating partnerships between Auburn Career Center and businesses, agencies and communities as directed by the Superintendent.
- Assist in helping Auburn Career Center remain competitive and on the cutting edge of new and emerging technologies.
- Assist in promoting a positive and informed public perception of Auburn Career Center's services, programs, outreach, business partnerships and especially success of Auburn students.

- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 3120.01)

QUALIFICATIONS:

- Current Ohio Department of Education Adult Education Teaching Permit or equivalent
- Documentation of clear criminal record check (Board Policy 3121)
- Experience teaching adults
- Experience managing and supervising programs
- Grant writing experience preferred

CORE RESPONSIBILITIES:

- Write grants for ASPIRE program
- Coordinate sites and personnel for the program
- Maintain knowledge base necessary for ASPIRE position
- Maintain professionalism
- Write and manage the ASPIRE Grant
- Complete all state and federal reports according to the ASPIRE Calendar
- Manage ASPIRE Link (data accountability system)
- Supervise all sites
- Hire, train, supervise and evaluate ASPIRE staff
- Manage professional development for staff
- Manage budget
- Attend meetings relating to the program and all required state meetings
- Participate in local, state, and national conferences as relating to position
- Foster and maintain collaborating relationships
- Select and purchase program materials

ABILITIES REQUIRED:

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership for the continuous improvement of programs and services.
- Promotes a positive work environment and engenders staff enthusiasm
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts and informs Superintendent of all issues and/or problems
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require prolonged use of a computer keyboard and monitor
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential interaction with disruptive and/or unruly individuals.

PERFORMANCE EVALUATION:

Job performance is evaluated according to negotiated agreements and policy provisions adopted by the Auburn Career Center Board of Education. (Board Policy 3220)

Auburn Career Center Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. (Board Policy 3122) This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Employee	Date
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Workforce Education Director	Date
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Superintendent	Date
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