

Auburn Vocational School District BOARD OF EDUCATION Minutes of April 6, 2021

The April 6, 2021 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Fazekas	Mr. Miller	Mr. Walter
Mr. Cahill	Mr. Kent	Mr. Paterniti	Mrs. Wheeler
Dr. Culotta	Mr. Klima	Mr. Stefanko	

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

41-21 Approve Agenda

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the April 6, 2021 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

42-21 Approve Minutes of Regular Board Meeting on March 2, 2021

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the minutes of the March 2, 2021 Regular Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Public Participation – Suspended

Administrative Report

- Career & Technical Student Organizations 2020-2021 State Results

Facilities Committee Report – Update on Windows, Roof & Hort Parking Lot

Bids Openings scheduled for April 23rd @ 12:00 PM

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending February 28, 2021 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

43-21 Approve Donations

A motion was made by Mr. Klima and seconded by Mrs. Brush to approve the following donations:

5 Engine Assemblies from the Lubrizol Corporation of Wickliffe, Ohio. This donation is for the Automotive Technology program.

Monetary donation of \$2,500.00 from Swagelok of Solon, Ohio. This donation is to support Auburn Career Center's RoboBot competition.

GE Double Oven from Mr. Kevin Kurtz of Chardon, Ohio. This donation is for the Construction program.

35 Cement Bags from Mr. Kevin Kurtz of Chardon, Ohio. This donation is for the Construction program.

2 Electric Mini Bikes and 1 Electric Drum set with Electric Guitar for Guitar Hero from Dr. Brian Bontempo of South Russell, Ohio. This donation is for the Electrical Engineering Prep Program.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

44-21 Approve Sheakley Worker's Compensation Group Rating Program

A motion was made by Mrs. Wheeler and seconded by Mrs. Brush to approve Sheakley Worker's Compensation group rating program for the January 1, 2022 to December 31, 2022 rate year. (Attachment Item #10)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

45-21 Approve Removal of High School Student Fees

A motion was made by Dr. Culotta and seconded by Mr. Fazekas to approve the following removal of high school student fee balances that are from either books, tool kits, parking, uniforms for the 2019-2020 school year:

Student Name	Program	Amount (Balance Due)
Katlyn Honsaker	Emergency Medical Services	\$248.00
Madelyn Karp	Patient Care Technician	\$242.00
Emmett Uhler	Electrical Engineering Prep	\$62.00
Alex Bijelic	HVAC	\$34.70
Zaporah Shearer	Allied Health Technology	\$268.00
Dae'Shawn Lockett	Plant, Turf & Landscape Management	\$25.00
Tyaeh Taylor	Plant, Turf & Landscape Management	\$81.00
Angela Spreitzer	Emergency Medical Services	\$318.00
Christian Jacinto Banales	Electrical Engineering Prep	\$25.00
Total		\$1,303.70

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

46-21 Human Resources

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #12)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

47-21 Approve Communication & Procedures for Servicing Students with Disabilities

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the Communication & Procedures for Servicing Students with Disabilities plan for the 2021-2022 school year. (Attachment Item #13)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

48-21 Approve Skills Document

A motion was made by Dr. Culotta and seconded by Mr. Miller to approve the following suggested skills documents for all the programs offered at Auburn Career Center for the 2021-22 school year. (Attachment Item #14)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

49-21 Approve Internal Monitoring Plan

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve out internal monitoring plan, which outlines how we will review IEPs and communicate with districts through the Special Education department. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

50-21 Approve Cooling Tower Repair

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the proposal for the cooling tower repair in the amount of \$8,597.91. (Attachment Item #16)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

51-21 Approve Revisions of Back to School Plan

A motion was made by Dr. Culotta and seconded by Mrs. Wheeler to approve the revisions to the Back to School Plan for the 2020-2021 school year. (Attachment Item #17)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

52-21 Approve Consent Agenda

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve items 18a – 18b as a consent agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

53-21 Contract/Affiliation Agreement

A motion was made by Mr. Miller and seconded by Mr. Paterniti to approve the following contract and/or affiliation agreement:

a. Business Partnership Affiliation Agreements

Chagrin Valley Custom Furniture	Nails by Nora, LLC
City of Chardon Police Prosecutor	NPK Construction
Victim Assistance Program	Ray Arnold Masonry
DiMarco & Associates, LLC	Rock's Farm & Garden
Frato Products	Tomorrows A Salon

b. ABM Industry Groups, LLC Services Agreement

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

54-21 Executive Session

A motion was made by Dr. Culotta and seconded by Mr. Fazekas for the Auburn Vocational School District Board of Education ("Board") to recess into executive session at 6:51 p.m. for the following purpose of considering the employment, dismissal, and discipline of a public employee. Upon conclusion of these consecutive 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:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Return to public session at 8:23 p.m.

55-21 Executive Session

A motion was made by Mr. Kent and seconded by Dr. Culotta to recess into executive session at 8:26 p.m. for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Return to public session at 8:35 p.m.

56-21 Approve Termination Resolution

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to approve termination resolution pursuant to R.C. 3319.081 (C) and applicable laws, the Auburn Vocational School District Board of Education ("Board"), hereby terminates the employment contract of Wendy Lauer effective April 6, 2021, by a majority vote of the Board, for engaging in conduct amounting to violations of written rules and regulations as set forth by the Board, incompetency, inefficiency, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance, and good and just cause for termination as set forth in the March 19, 2021 notice of termination recommendation issued to Wendy Lauer by the Superintendent.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

57-21 Adjourn

A motion was made by Mr. Cahill and seconded by Mr. Kent to adjourn the meeting at 8:38 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed


Treasurer


Board President

**Auburn
Career Center**



Attachment Item #6

Administrative Report(s)



Career & Technical Student Organizations (CTSO's) 2020-2021

DECA ~ State

Student Name	District	Grade	Category	Placement
Anthony Simiele	Chardon	Senior	Hospitality & Tourism – Selling	2 nd Place
Tino Molina	Harvey	Junior	Accounting Applications	2 nd Place
Jeremy Adkins	Madison	Junior	Principles of Finance	2 nd Place
KayJuan Martin	Harvey	Junior	Personal Financial Literacy	2 nd Place
Ryan Bass	Madison	Junior	Start-Up Business Plan	1 st Place
Jared Sundbom	Riverside	Junior	Start-Up Business Plan – Team	2 nd Place
Jacob Tomba	Riverside	Junior		
Arath Torres	Riverside	Junior		
Ben Combs	Madison	Junior	Integrated Marketing Campaign – Event	1 st Place

Educator Rising ~ State

Student Name	District	Grade	Category	Placement
Celina Johnson	Cardinal	Senior	Children's Literature K-3	4 th Place
Lily Wittie	Riverside	Junior	Exploring Non-Core Subject Teaching Careers	
Nora Urban	Fairport	Junior	Children's Literature Pre-K	
Amyah Hunt	Madison	Junior		
Taylor Anderson	Kenston	Senior	Children's Literature Pre-K	
Camille Abbott	Riverside	Senior		
Isabel Andras	Kenston	Senior	Interactive Bulletin Board Contest	Bronze
Natalie Dernier	Riverside	Senior		



Attachment Item #8

Render Financial Reports

Auburn Career Center
Bank Reconciliation
February 28, 2021

Dollar Bank - Main Depository	\$ 8,036,519.01
Huntington	\$ 38,544.03
O/S checks - a/p	\$ (89,189.54)
O/S checks - p/r	\$ (7,833.79)
Payroll Accum (O/S)-Checks NI	\$ (676.64)
2/25 Payroll Outstanding Items (State & District Tax)	\$ (4,707.90)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	7,973,192.17
Health Care Deductible Pool - Dollar	\$ 17,313.95
Flexible Spending Account - Dollar	\$ 15,037.89
Star Ohio	\$ 107,522.97
Net Available Cash	\$ 8,113,066.98
Investments:	
Wells Fargo Financial	\$ 2,465,406.38
Total Investments	\$ 2,465,406.38
Balance per bank	\$ 10,578,473.36
Balance per books	\$ 10,579,639.52
+/- FSA Monthly Deduction Adjustment	\$ (1,166.16)
	\$ 0.00

Investments Report	
Institution	Amount
Wells Fargo	\$ 2,465,406.38

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	\$ 9,438,465.28	\$ 251,671.05	\$ 9,690,136.33	\$ 5,447,686.18	\$ 563,662.51	\$ 834,729.46	\$ 3,407,720.69
Code 004 BUILDING	\$ 614,496.00	\$ 0.00	\$ 614,496.00	\$ 64,702.55	\$ 0.00	\$ 0.00	\$ 549,793.45
Code 006 FOOD SERVICE	\$ 1,401,917.19	\$ 0.00	\$ 1,401,917.19	\$ 96,588.02	\$ 0.00	\$ 1,250,000.00	\$ 55,329.17
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 157,500.00	\$ 0.00	\$ 157,500.00	\$ 107,185.39	\$ 13,322.39	\$ 22,862.45	\$ 27,452.16
Code 011 ROTARY-SPECIAL SERVICES	\$ 19,849.35	\$ 0.00	\$ 19,849.35	\$ 3,097.03	\$ 0.00	\$ 0.00	\$ 16,752.32
Code 012 ADULT EDUCATION	\$ 1,016.50	\$ 0.00	\$ 1,016.50	\$ 295.77	\$ 38.00	\$ 3,460.00	\$ (2,739.27)
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,642,454.24	\$ 17,874.37	\$ 1,660,328.61	\$ 894,920.16	\$ 164,525.48	\$ 188,407.12	\$ 577,001.33
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,603.87	\$ 332.43	\$ 1,936.30	\$ 419.99	\$ 0.00	\$ 1,500.00	\$ 16.31
Code 019 OTHER GRANT	\$ 67,622.71	\$ 659.50	\$ 68,282.21	\$ 21,726.29	\$ 5,653.50	\$ 8,510.55	\$ 38,045.37
Code 022 DISTRICT AGENCY	\$ 29,974.53	\$ 13,465.12	\$ 43,439.65	\$ 16,093.46	\$ 0.00	\$ 2,448.24	\$ 24,897.95
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 10,404.76	\$ 3,500.00	\$ 13,904.76	\$ 1,500.00	\$ 0.00	\$ 1,000.00	\$ 11,404.76
Code 070 CAPITAL PROJECTS	\$ 35,873.49	\$ 0.00	\$ 35,873.49	\$ 21,342.71	\$ 11,474.65	\$ 17,311.53	\$ (2,780.75)
Code 200 STUDENT MANAGED ACTIVITY	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 645,731.20	\$ 0.00	\$ 25,526.12	\$ (11,915.00)
Code 467 Student Wellness and Success Fund	\$ 73,954.44	\$ 8,749.89	\$ 82,704.33	\$ 32,495.01	\$ 3,106.90	\$ 9,454.09	\$ 40,755.23
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 50,000.00	\$ 1,280.00	\$ 51,280.00	\$ 3,200.00	\$ 1,920.00	\$ 24,320.00	\$ 23,760.00
Code 501 ADULT BASIC EDUCATION	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 409,074.50	\$ 8,504.73	\$ 417,579.23	\$ 182,508.61	\$ 31,680.07	\$ 8,150.51	\$ 226,920.11
	\$ 73,035.49	\$ 0.00	\$ 73,035.49	\$ 61,068.06	\$ 61,068.06	\$ 11,967.43	\$ 0.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 510 CORONA VIRUS RELIEF FUND							
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 48,901.44	\$ 0.00	\$ 48,901.44	\$ 65,709.44	\$ 0.00	\$ 664.00	\$ (17,472.00)
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 382,766.75	\$ 207,399.31	\$ 590,166.06	\$ 615,518.69	\$ 22,926.36	\$ 13,416.14	\$ (38,768.77)
Grand Total	\$ 14,483,412.13	\$ 1,174,456.53	\$ 23,679.40	\$ 344,075.78	\$ 18,407.88	\$ 33,391.80	\$ (353,788.18)
				\$ 8,628,364.34	\$ 897,785.80	\$ 2,457,119.44	\$ 4,572,364.88

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL								
Code 002 BOND RETIREMENT	\$ 6,475,522.97	\$ 2,503,194.23	\$ 7,669,284.29	\$ 563,662.51	\$ 5,447,686.18	\$ 8,697,121.08	\$ 834,729.46	\$ 7,862,391.62
Code 004 BUILDING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,702.55	\$ (64,702.55)	\$ 0.00	\$ (64,702.55)
Code 006 FOOD SERVICE	\$ 79,194.40	\$ 0.00	\$ 1,322,722.79	\$ 0.00	\$ 96,588.02	\$ 1,305,329.17	\$ 1,250,000.00	\$ 55,329.17
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 0.00	\$ 9,822.55	\$ 92,175.47	\$ 13,322.39	\$ 107,185.39	\$ (15,009.92)	\$ 22,862.45	\$ (37,872.37)
Code 011 ROTARY-SPECIAL SERVICES	\$ 12,325.10	\$ 200.00	\$ 7,524.25	\$ 0.00	\$ 3,097.03	\$ 16,752.32	\$ 0.00	\$ 16,752.32
Code 012 ADULT EDUCATION	\$ 0.00	\$ 97.50	\$ 1,016.50	\$ 38.00	\$ 295.77	\$ 720.73	\$ 3,460.00	\$ (2,739.27)
Code 014 ROTARY-INTERNAL SERVICES	\$ 172,903.61	\$ 215,082.79	\$ 1,230,041.34	\$ 164,525.48	\$ 894,920.16	\$ 508,024.79	\$ 188,407.12	\$ 319,617.67
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 419.99	\$ 1,516.31	\$ 1,500.00	\$ 16.31
Code 019 OTHER GRANT	\$ 13,004.21	\$ 0.00	\$ 55,278.00	\$ 5,653.50	\$ 21,726.29	\$ 46,555.92	\$ 8,510.55	\$ 38,045.37
Code 022 DISTRICT AGENCY	\$ 43,439.65	\$ 0.00	\$ 12,000.00	\$ 0.00	\$ 16,093.46	\$ 39,346.19	\$ 2,448.24	\$ 36,897.95
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 11,804.76	\$ 0.00	\$ 2,100.00	\$ 0.00	\$ 1,500.00	\$ 12,404.76	\$ 1,000.00	\$ 11,404.76
Code 070 CAPITAL PROJECTS	\$ 11,220.40	\$ 0.00	\$ 42,471.73	\$ 11,474.65	\$ 21,342.71	\$ 32,349.42	\$ 17,311.53	\$ 15,037.89
Code 200 STUDENT MANAGED ACTIVITY	\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 645,731.20	\$ 13,611.12	\$ 25,526.12	\$ (11,915.00)
Code 451 DATA COMMUNICATION FUND	\$ 73,216.33	\$ 1,113.76	\$ 9,488.00	\$ 3,106.90	\$ 32,495.01	\$ 50,209.32	\$ 9,454.09	\$ 40,755.23
Code 467 Student Wellness and Success Fund	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 1,280.00	\$ 34,593.24	\$ 68,658.68	\$ 1,920.00	\$ 3,200.00	\$ 66,738.68	\$ 24,320.00	\$ 42,418.68
Code 501 ADULT BASIC EDUCATION	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 8,504.73	\$ 9,482.38	\$ 142,323.81	\$ 31,680.07	\$ 182,508.61	\$ (31,680.07)	\$ 8,150.51	\$ (39,830.58)

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND								
Code 510 CORONA VIRUS RELIEF FUND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,068.06	\$ 61,068.06	\$ (61,068.06)	\$ 11,967.43	\$ (73,035.49)
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 33,443.73	\$ 66,373.44	\$ 0.00	\$ 65,709.44	\$ 664.00	\$ 664.00	\$ 0.00
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 207,399.31	\$ 57,403.07	\$ 385,463.77	\$ 22,926.36	\$ 615,518.69	\$ (22,655.61)	\$ 13,416.14	\$ (36,071.75)
	\$ 23,679.40	\$ 52,693.02	\$ 302,908.30	\$ 18,407.88	\$ 344,075.78	\$ (17,488.08)	\$ 33,391.80	\$ (50,879.88)
Grand Total	\$ 7,797,273.49	\$ 2,917,126.27	\$ 11,410,730.37	\$ 897,785.80	\$ 8,628,364.34	\$ 10,579,639.52	\$ 2,457,119.44	\$ 8,122,520.08

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										
27453	54253	ACCOUNTS_PA	Check	2/4/2021	ALL ELECTRONICS CORP.	13748	RECONCILED	2/16/2021		\$ 1,178.62
27463	54254	ACCOUNTS_PA	Check	2/4/2021	SHERWIN WILLIAMS	334	RECONCILED	2/9/2021		21.42
27467	54255	ACCOUNTS_PA	Check	2/4/2021	NEW DAIRY OPCO,	42186	RECONCILED	2/9/2021		374.15
27448	54256	ACCOUNTS_PA	Check	2/4/2021	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	2/9/2021		617.67
27449	54257	ACCOUNTS_PA	Check	2/4/2021	ILLUMINATING COMPANY	925	RECONCILED	2/5/2021		5,907.08
27471	54258	ACCOUNTS_PA	Check	2/4/2021	ELBER SUPPLY	41457	RECONCILED	2/12/2021		633.00
27465	54259	ACCOUNTS_PA	Check	2/4/2021	LORRAINE M. FENDE	8426	RECONCILED	2/12/2021		3,628.25
27450	54260	ACCOUNTS_PA	Check	2/4/2021	GRAINGER	466	RECONCILED	2/9/2021		615.41
27461	54261	ACCOUNTS_PA	Check	2/4/2021	DOMINION ENERGY OHIO	4003	RECONCILED	2/11/2021		445.89
27472	54262	ACCOUNTS_PA	Check	2/4/2021	C.W. COURTNEY COMPANY	41930	RECONCILED	2/9/2021		3,000.00
27452	54263	ACCOUNTS_PA	Check	2/4/2021	AT&T	171	RECONCILED	2/9/2021		955.72
27482	54264	ACCOUNTS_PA	Check	2/4/2021	TREASURER OF STATE OF OH	12144	RECONCILED	2/12/2021		254.20
27483	54265	ACCOUNTS_PA	Check	2/4/2021	BURMAX COMPANY, INC.	482	RECONCILED	2/10/2021		1,012.17
27468	54266	ACCOUNTS_PA	Check	2/4/2021	CAE HEALTHCARE, INC	42206	OUTSTANDING			541.50
27477	54267	ACCOUNTS_PA	Check	2/4/2021	MCMMASTER-CARR SUPPLY CO.	10826	RECONCILED	2/8/2021		185.15
27462	54268	ACCOUNTS_PA	Check	2/4/2021	MADISON LOCAL SCHOOLS	10906	RECONCILED	2/11/2021		10,833.34
27480	54269	ACCOUNTS_PA	Check	2/4/2021	GORDON FOOD SERVICE	8479	RECONCILED	2/9/2021		706.70
27481	54270	ACCOUNTS_PA	Check	2/4/2021	CINTAS CORPORATION	532	RECONCILED	2/9/2021		95.16
27474	54271	ACCOUNTS_PA	Check	2/4/2021	LAKE COUNTY LANDSCAPE	41427	OUTSTANDING			3,380.00
27460	54272	ACCOUNTS_PA	Check	2/4/2021	LINCOLN	984	RECONCILED	2/9/2021		867.15

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27484	54273 ACCOUNTS_PA YABLE	Check		2/4/2021	ELECTRIC CO. LAKE COUNTY GENERAL	140 OUTSTANDING				\$ 260.00
27479	54274 ACCOUNTS_PA YABLE	Check		2/4/2021	OH ASSOC. OF SECONDARY SCHOOL ROSEMARY HENSON	7083 RECONCILED	2/8/2021			100.00
27451	54275 ACCOUNTS_PA YABLE	Check		2/4/2021	MATTHEW BENDER & CO., INC.	42215 RECONCILED	2/8/2021			65.00
27470	54276 ACCOUNTS_PA YABLE	Check		2/4/2021	PENINCARE	65 RECONCILED	2/8/2021			727.66
27454	54277 ACCOUNTS_PA YABLE	Check		2/4/2021	VERIZON WIRELESS	8957 RECONCILED	2/8/2021			54.50
27475	54278 ACCOUNTS_PA YABLE	Check		2/4/2021	SKILLS USA OHIO	41745 RECONCILED	2/11/2021			77.21
27476	54279 ACCOUNTS_PA YABLE	Check		2/4/2021	ARC GAS & SUPPLY LLC	675 RECONCILED	2/22/2021			300.00
27485	54280 ACCOUNTS_PA YABLE	Check		2/4/2021	SIEVERS SECURITY SYSTEMS INC	42190 RECONCILED	2/9/2021			27.28
27459	54281 ACCOUNTS_PA YABLE	Check		2/4/2021	ADVANCED GAS & WELDING	1931 RECONCILED	2/8/2021			750.00
27455	54282 ACCOUNTS_PA YABLE	Check		2/4/2021	ESC OF THE WESTERN RESERVE	13407 RECONCILED	2/5/2021			799.40
27469	54283 ACCOUNTS_PA YABLE	Check		2/4/2021	R.E. MICHEL COMPANY INC CAMCOR, INC	41901 RECONCILED	2/5/2021			8,899.97
27447	54284 ACCOUNTS_PA YABLE	Check		2/4/2021	VIVIANI FAMILY LIMITED	12295 RECONCILED	2/5/2021			2,740.71
27456	54285 ACCOUNTS_PA YABLE	Check		2/4/2021	JOHNSON CONTROLS FIRE PROTECTION LP	41763 RECONCILED	2/5/2021			134.75
27478	54286 ACCOUNTS_PA YABLE	Check		2/4/2021	JOHNSTONE SUPPLY	11774 RECONCILED	2/5/2021			1,580.12
27487	54287 ACCOUNTS_PA YABLE	Check		2/4/2021	POCKET NURSE ENTERPRISES, INC. INC	40669 RECONCILED	2/5/2021			450.00
27464	54288 ACCOUNTS_PA YABLE	Check		2/4/2021	BFG SUPPLY CO., LLC	13078 RECONCILED	2/5/2021			59.77
27473	54289 ACCOUNTS_PA YABLE	Check		2/4/2021	LBL PRINTING	10331 RECONCILED	2/5/2021			391.59
27486	54290 ACCOUNTS_PA YABLE	Check		2/4/2021		1284 RECONCILED	2/5/2021			2,540.64
27458	54291 ACCOUNTS_PA YABLE	Check		2/4/2021		13500 RECONCILED	2/5/2021			617.00

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27457	54292 ACCOUNTS_PA YABLE	Check		2/4/2021	ALRO STEEL CORPORATION	41193 RECONCILED	2/5/2021			\$2,133.12
27466	54293 ACCOUNTS_PA YABLE	Check		2/4/2021	ERICA SLANOC	42152 RECONCILED	2/5/2021			243.58
27514	54301 ACCOUNTS_PA YABLE	Check		2/12/2021	OHIO DECA	815 OUTSTANDING				63.75
27526	54302 ACCOUNTS_PA YABLE	Check		2/12/2021	CITY OF PVILLE UTIL.	215 RECONCILED	2/22/2021			633.60
27546	54303 ACCOUNTS_PA YABLE	Check		2/12/2021	ILLUMINATING COMPANY	925 RECONCILED	2/17/2021			13.21
27536	54304 ACCOUNTS_PA YABLE	Check		2/12/2021	WELLS FARGO FINANCIAL LEASING	40583 RECONCILED	2/16/2021			4,199.00
27530	54305 ACCOUNTS_PA YABLE	Check		2/12/2021	LAKE COUNTY GENERAL	140 OUTSTANDING				200.00
27520	54306 ACCOUNTS_PA YABLE	Check		2/12/2021	GEAUGA GROWTH PARTNERSHIP, INC	40116 RECONCILED	3/25/2021			1,000.00
27519	54307 ACCOUNTS_PA YABLE	Check		2/12/2021	TWIST CREATIVE, INC	41416 RECONCILED	2/18/2021			4,000.00
27524	54308 ACCOUNTS_PA YABLE	Check		2/12/2021	STATE CLEANING SOLUTIONS GRAINGER	12272 RECONCILED	2/17/2021			14.06
27545	54309 ACCOUNTS_PA YABLE	Check		2/12/2021	ROLL OFF INC.	466 RECONCILED	2/17/2021			48.84
27550	54310 ACCOUNTS_PA YABLE	Check		2/12/2021	DODD CAMERA	11290 OUTSTANDING				410.00
27532	54311 ACCOUNTS_PA YABLE	Check		2/12/2021	SYSO FOOD SERVICES OF VERTIV OPERATING COMPANY	10060 RECONCILED	2/22/2021			580.00
27517	54312 ACCOUNTS_PA YABLE	Check		2/12/2021	SHEAKLEY UNISERVICE, INC.	8412 RECONCILED	2/17/2021			3,524.73
27542	54313 ACCOUNTS_PA YABLE	Check		2/12/2021	KEYSTONE	13596 RECONCILED	2/17/2021			1,686.00
27540	54314 ACCOUNTS_PA YABLE	Check		2/12/2021	LOWE'S COMPANIES, INC.	40167 RECONCILED	2/17/2021			629.00
27511	54315 ACCOUNTS_PA YABLE	Check		2/12/2021	GORDON FOOD SERVICE	11900 RECONCILED	2/17/2021			304.00
27515	54316 ACCOUNTS_PA YABLE	Check		2/12/2021	CHAGRIN VALLEY AUTO PARTS PAINTERS	11038 RECONCILED	2/16/2021			1,711.53
27512	54317 ACCOUNTS_PA YABLE	Check		2/12/2021		8479 RECONCILED	2/18/2021			700.81
27509	54318 ACCOUNTS_PA YABLE	Check		2/12/2021		240 RECONCILED	2/16/2021			516.31
27508	54319 ACCOUNTS_PA YABLE	Check		2/12/2021		42143 RECONCILED	2/24/2021			922.23

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27527	54320	YABLE ACCOUNTS_PA Check		2/12/2021	SUPPLY STS EDUCATION	41552	RECONCILED	2/19/2021		\$ 5,226.99
27518	54321	YABLE ACCOUNTS_PA Check		2/12/2021	LINCOLN ELECTRIC CO.	984	RECONCILED	2/16/2021		921.33
27505	54322	YABLE ACCOUNTS_PA Check		2/12/2021	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	3/25/2021		1,606.37
27537	54323	YABLE ACCOUNTS_PA Check		2/12/2021	UNITED PARCEL SERVICE	2108	RECONCILED	2/16/2021		22.78
27547	54324	YABLE ACCOUNTS_PA Check		2/12/2021	EASTERN LAKE COUNTY CHAMBER	1939	RECONCILED	2/22/2021		170.00
27506	54325	YABLE ACCOUNTS_PA Check		2/12/2021	CHARDON OIL CO.	8287	RECONCILED	2/22/2021		112.05
27529	54326	YABLE ACCOUNTS_PA Check		2/12/2021	REFRIGERATIO N SALES CORP.	56	RECONCILED	2/16/2021		240.51
27523	54327	YABLE ACCOUNTS_PA Check		2/12/2021	ACTIVE PLUMBING SUPPLY CO. AT&T	304	RECONCILED	2/17/2021		384.91
27534	54328	YABLE ACCOUNTS_PA Check		2/12/2021	PLATTENBURG AND ASSOC., INC.	171	RECONCILED	2/17/2021		515.11
27543	54329	YABLE ACCOUNTS_PA Check		2/12/2021	HCI/BUCKEYE EDUCATIONAL SYSTEMS	40994	RECONCILED	2/19/2021		4,564.00
27510	54330	YABLE ACCOUNTS_PA Check		2/12/2021	NC3	41917	RECONCILED	2/18/2021		50,017.74
27504	54331	YABLE ACCOUNTS_PA Check		2/12/2021	THYSSENKRUP P ELEVATOR CORP.	42249	RECONCILED	2/17/2021		585.00
27528	54332	YABLE ACCOUNTS_PA Check		2/12/2021	WASTE MANAGEMENT OF OHIO	11792	RECONCILED	2/18/2021		630.00
27513	54333	YABLE ACCOUNTS_PA Check		2/12/2021	MAJOR WASTE DISPOSAL	734	RECONCILED	2/17/2021		242.40
27538	54334	YABLE ACCOUNTS_PA Check		2/12/2021	TREASURER, STATE OF OH	570	RECONCILED	2/18/2021		75.00
27533	54335	YABLE ACCOUNTS_PA Check		2/12/2021	QUADIENT LEASING USA, INC	8101	RECONCILED	2/22/2021		334.25
27541	54336	YABLE ACCOUNTS_PA Check		2/12/2021	NOC COG ONE STOP	42027	RECONCILED	2/22/2021		695.82
27516	54337	YABLE ACCOUNTS_PA Check		2/12/2021	NEW DAIRY OPCO,	40653	RECONCILED	2/22/2021		401.11
27548	54338	YABLE ACCOUNTS_PA Check		2/12/2021	FIRST	42186	RECONCILED	2/19/2021		303.90
27522	54339	ACCOUNTS_PA Check		2/12/2021		10610	RECONCILED	2/16/2021		110.20

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27535	54340	YABLE ACCOUNTS_PA Check		2/12/2021	COMMUNICATI ONS LLC TIME WARNER CABLE - NORTHEAST AUBURN CAREER CENTER	13042	RECONCILED	2/18/2021		\$ 78.59
27531	54341	YABLE ACCOUNTS_PA Check		2/12/2021	KYLE THOMPSON MSC INDUSTRIAL SUPPLY CO. INC.	499	RECONCILED	2/16/2021		16,056.73
27544	54342	YABLE ACCOUNTS_PA Check		2/12/2021	OHIO SCHOOLS COUNCIL ENVIROCHEMI CAL, INC	42250	RECONCILED	2/17/2021		1,801.15
27539	54343	YABLE ACCOUNTS_PA Check		2/12/2021	R.E. MICHEL COMPANY INC MONICA LEWIS	7489	RECONCILED	2/16/2021		674.34
27551	54344	YABLE ACCOUNTS_PA Check		2/12/2021	ERICA SLANOC	812	RECONCILED	2/16/2021		2,938.89
27525	54345	YABLE ACCOUNTS_PA Check		2/12/2021	AG PRO OHIO LLC	41949	RECONCILED	2/16/2021		1,005.00
27507	54346	YABLE ACCOUNTS_PA Check		2/12/2021	DRUG FREE CLUBS OF AMERICA	12295	RECONCILED	2/16/2021		175.79
27521	54347	YABLE ACCOUNTS_PA Check		2/12/2021	GENERAL PEST CONTROL CO. GORDON FOOD SERVICE MCMASTER- CARR SUPPLY CO.	41822	RECONCILED	2/16/2021		66.12
27549	54348	YABLE ACCOUNTS_PA Check		2/12/2021	ADVERTISING SPRINT	42152	RECONCILED	2/16/2021		130.80
27581	54349	YABLE ACCOUNTS_PA Check		2/25/2021	JOSHEN PAPER & PACKAGING	989	OUTSTANDING			273.76
27598	54350	YABLE ACCOUNTS_PA Check		2/25/2021		41770	OUTSTANDING			224.02
27561	54351	YABLE ACCOUNTS_PA Check		2/25/2021		42251	OUTSTANDING			107.12
27590	54352	YABLE ACCOUNTS_PA Check		2/25/2021		40969	OUTSTANDING			3,484.00
27573	54353	YABLE ACCOUNTS_PA Check		2/25/2021		11210	OUTSTANDING			204.75
27570	54354	YABLE ACCOUNTS_PA Check		2/25/2021		8479	OUTSTANDING			2,164.65
27596	54355	YABLE ACCOUNTS_PA Check		2/25/2021		10826	OUTSTANDING			146.27
27607	54356	YABLE ACCOUNTS_PA Check		2/25/2021		10906	OUTSTANDING			10,833.34
27579	54357	YABLE ACCOUNTS_PA Check		2/25/2021		414	OUTSTANDING			1,423.45
27585	54358	YABLE ACCOUNTS_PA Check		2/25/2021		41733	OUTSTANDING			337.54
27610	54359	YABLE ACCOUNTS_PA Check		2/25/2021		7024	OUTSTANDING			222.67

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27593	54360 ACCOUNTS_PA YABLE	Check		2/25/2021	PROFESSIONAL PRIDE INC	42238 OUTSTANDING				\$ 20,040.00
27604	54361 ACCOUNTS_PA YABLE	Check		2/25/2021	NEW DAIRY OPCO,	42186 OUTSTANDING				535.35
27568	54362 ACCOUNTS_PA YABLE	Check		2/25/2021	CRILE ROAD HARDWARE	551 OUTSTANDING				395.39
27560	54363 ACCOUNTS_PA YABLE	Check		2/25/2021	SAM'S CLUB	8469 RECONCILED	2/26/2021			592.28
27558	54364 ACCOUNTS_PA YABLE	Check		2/25/2021	HUNTINGTON NATIONAL BANK	10092 RECONCILED	2/26/2021			1,009.91
27559	54365 ACCOUNTS_PA YABLE	Check		2/25/2021	CREDIT CARD OPERATION	41906 RECONCILED	3/25/2021			4,685.98
27591	54366 ACCOUNTS_PA YABLE	Check		2/25/2021	EDUCATIONAL FUNDING GROUP	13403 OUTSTANDING				12,296.71
27569	54367 ACCOUNTS_PA YABLE	Check		2/25/2021	DOMINION ENERGY OHIO	4003 OUTSTANDING				3,736.44
27565	54368 ACCOUNTS_PA YABLE	Check		2/25/2021	BENCO DENTAL CO	41892 OUTSTANDING				1,055.47
27577	54369 ACCOUNTS_PA YABLE	Check		2/25/2021	GRAINGER	466 OUTSTANDING				232.50
27586	54370 ACCOUNTS_PA YABLE	Check		2/25/2021	INTERNATIONAL LANGUAGE BANK	42174 OUTSTANDING				1,435.00
27583	54371 ACCOUNTS_PA YABLE	Check		2/25/2021	SIEVERS SECURITY SYSTEMS INC	1931 OUTSTANDING				1,515.00
27605	54372 ACCOUNTS_PA YABLE	Check		2/25/2021	SYSCO FOOD SERVICES OF AUBURN	8412 OUTSTANDING				540.04
27572	54373 ACCOUNTS_PA YABLE	Check		2/25/2021	CAREER CENTER	499 RECONCILED	2/26/2021			169.50
27595	54374 ACCOUNTS_PA YABLE	Check		2/25/2021	STS EDUCATION CROSSROADS HEALTH	41552 OUTSTANDING				107.99
27567	54375 ACCOUNTS_PA YABLE	Check		2/25/2021	WEX BANK	7363 OUTSTANDING				1,920.00
27602	54376 ACCOUNTS_PA YABLE	Check		2/25/2021	KEYSTONE AUTOMOTIVE INDUSTRIES	41338 OUTSTANDING				88.20
27571	54377 ACCOUNTS_PA YABLE	Check		2/25/2021	TWIST CREATIVE, INC	40897 VOID		2/25/2021		375.00
27566	54378 ACCOUNTS_PA YABLE	Check		2/25/2021	PENNCARE	41416 OUTSTANDING				4,000.00
27578	54379 ACCOUNTS_PA YABLE	Check		2/25/2021	EASY GRAPHICS CORP.	8957 OUTSTANDING				450.00
27576	54380 ACCOUNTS_PA YABLE	Check		2/25/2021		1139 OUTSTANDING				435.77

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27594	54381 ACCOUNTS_PA YABLE	Check		2/25/2021	CONTINENTAL FIRE &	11490 OUTSTANDING				\$ 269.00
27584	54382 ACCOUNTS_PA YABLE	Check		2/25/2021	KELVIN ELECTRONICS	702 OUTSTANDING				356.20
27606	54383 ACCOUNTS_PA YABLE	Check		2/25/2021	DATASTORY CONSULTING LLC	41683 OUTSTANDING				3,495.00
27608	54384 ACCOUNTS_PA YABLE	Check		2/25/2021	MMI-CPR SCHOOL TECH REPAIR, LLC	42252 OUTSTANDING				450.00
27601	54385 ACCOUNTS_PA YABLE	Check		2/25/2021	OHIO DECA	815 OUTSTANDING				225.00
27588	54386 ACCOUNTS_PA YABLE	Check		2/25/2021	NATIONAL TECHNICAL SOCIETY	10949 OUTSTANDING				1,540.00
27575	54387 ACCOUNTS_PA YABLE	Check		2/25/2021	OHIO DEPT OF JOB & FAMILY ESC OF THE WESTERN RESERVE	1877 OUTSTANDING				1,009.71
27609	54388 ACCOUNTS_PA YABLE	Check		2/25/2021	FIRE-SAFETY SERVICE, INC. MENTOR AREA CHAMBER JOHNSTONE SUPPLY	1697 RECONCILED	2/26/2021			15.00
27574	54389 ACCOUNTS_PA YABLE	Check		2/25/2021	FA SOLUTIONS LLC	40316 OUTSTANDING				1,839.00
27589	54390 ACCOUNTS_PA YABLE	Check		2/25/2021	FA SOLUTIONS LLC	10578 OUTSTANDING				715.00
27580	54391 ACCOUNTS_PA YABLE	Check		2/25/2021	FA SOLUTIONS LLC	13078 RECONCILED	2/26/2021			79.16
27603	54392 ACCOUNTS_PA YABLE	Check		2/25/2021	FA SOLUTIONS LLC	41342 RECONCILED	2/26/2021			1,809.00
27600	54393 ACCOUNTS_PA YABLE	Check		2/25/2021	LBL PRINTING	13500 RECONCILED	2/26/2021			250.00
27592	54394 ACCOUNTS_PA YABLE	Check		2/25/2021	VIVIANI FAMILY LIMITED	11774 RECONCILED	2/26/2021			1,615.11
27599	54395 ACCOUNTS_PA YABLE	Check		2/25/2021	MICRO CENTER A/R	4017 RECONCILED	2/26/2021			7,127.40
27587	54396 ACCOUNTS_PA YABLE	Check		2/25/2021	SHOP SUPPLY & TOOL CO., INC.	7258 RECONCILED	2/26/2021			98.35
27597	54397 ACCOUNTS_PA YABLE	Check		2/25/2021	CDW GOVERNMENT PEARSON VUE	11547 RECONCILED	2/26/2021			324.07
27564	54398 ACCOUNTS_PA YABLE	Check		2/25/2021	SHETLER OFFICE SOLUTIONS	11450 RECONCILED	2/26/2021			1,060.00
27563	54399 ACCOUNTS_PA YABLE	Check		2/25/2021	ESC OF THE WESTERN RESERVE	41656 OUTSTANDING				2,123.46
27582	54400 ACCOUNTS_PA YABLE	Check		2/25/2021	ADVANCED	41901 RECONCILED	2/26/2021			10,673.32
27562	54401 ACCOUNTS_PA Check			2/25/2021		13407 RECONCILED	2/26/2021			2,898.36

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
YABLE										
GAS & WELDING										
Default Payment Type: Electronic										
27493	0	ACCOUNTS_PA	Electronic	2/10/2021	BANK ONE/MEMO/FICA	900693	RECONCILED	2/13/2021		\$ 23.25
27501	0	ACCOUNTS_PA	Electronic	2/10/2021	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	2/13/2021		106,265.97
27502	0	ACCOUNTS_PA	Electronic	2/10/2021	FLEX SAVE	999992	RECONCILED	2/13/2021		200.00
27446	0	ACCOUNTS_PA	Electronic	2/1/2021	SERS	900926	RECONCILED	2/6/2021		1,265.34
27491	0	ACCOUNTS_PA	Electronic	2/10/2021	BANK ONE/MEMO/MEDICARE	900663	RECONCILED	2/13/2021		3,237.78
27490	0	ACCOUNTS_PA	Electronic	2/10/2021	STATE TEACHERS RETIREMENT	480	RECONCILED	2/13/2021		25,477.37
27553	0	ACCOUNTS_PA	Electronic	2/25/2021	SCHOOL EMPLOYEES RETIRE-MEDICAL	7727	RECONCILED	2/27/2021		7,602.73
27611	0	ACCOUNTS_PA	Electronic	2/27/2021	MUTUAL OF OHIO	999994	RECONCILED	2/27/2021		9,152.64
27554	0	ACCOUNTS_PA	Electronic	2/25/2021	BANK ONE/MEMO/MEDICARE	900663	RECONCILED	2/27/2021		3,280.69
27555	0	ACCOUNTS_PA	Electronic	2/25/2021	Workers Comp	900950	RECONCILED	2/27/2021		951.68
27503	0	ACCOUNTS_PA	Electronic	2/12/2021	SERS	900926	RECONCILED	2/13/2021		1,188.97
27556	0	ACCOUNTS_PA	Electronic	2/25/2021	STATE TEACHERS RETIREMENT	480	RECONCILED	2/27/2021		26,145.41
27489	0	ACCOUNTS_PA	Electronic	2/10/2021	Workers Comp	900950	RECONCILED	2/13/2021		937.99
27557	0	ACCOUNTS_PA	Electronic	2/24/2021	SERS	900926	RECONCILED	2/27/2021		2,975.72
27492	0	ACCOUNTS_PA	Electronic	2/10/2021	SCHOOL EMPLOYEES RETIRE-SERS	7727	RECONCILED	2/13/2021		7,702.44
27612	0	ACCOUNTS_PA	Electronic	2/26/2021	SERS	900926	RECONCILED	2/27/2021		1,153.44
										\$ 282,459.07
										\$ 197,561.42
										\$ 480,020.49

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Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
REFUND										
Type: Default Payment	Check									
27494	54294 REFUND	Check	2/9/2021	JOSHUA SMITH	41834 RECONCILED	2/16/2021				\$ 1,494.51
27495	54295 REFUND	Check	2/9/2021	JILLIAN SPANGENBERG	41945 RECONCILED	2/22/2021				1,964.24
27496	54296 REFUND	Check	2/9/2021	KELISHA WILLIAMS	41948 RECONCILED	2/19/2021				2,219.71
27497	54297 REFUND	Check	2/9/2021	CLOEY SPAHR	41944 OUTSTANDING					3.12
27498	54298 REFUND	Check	2/9/2021	SHANTEL MIMS	41955 RECONCILED	2/10/2021				1,967.66
27499	54299 REFUND	Check	2/9/2021	ALYSSA HILL	41937 RECONCILED	2/10/2021				2,150.76
27500	54300 REFUND	Check	2/9/2021	TANASIA DOUGLAS	41914 RECONCILED	2/10/2021				4,684.28
										<u>\$ 14,484.28</u>
PAYROLL										
Type: Default Payment										
27552	0 PAYROLL		2/25/2021	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED	2/27/2021				211,457.07
27488	0 PAYROLL		2/10/2021	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED	2/13/2021				208,429.92
										<u>\$ 419,886.99</u>
Grand Total										<u>\$ 419,886.99</u>
										<u>\$ 914,391.76</u>

Auburn Career Center
Adult Workforce Education - Program Budget History Report
Prepared: February 28, 2021

Programs	Receivable FY21		FY21		FY20		FY19		FY18		FY17		FY16	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$ 254,000	\$ 194,814	\$ 169,822	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184	\$ 399,148	\$ 388,306	\$ 296,180	\$ 300,810	\$ 321,553	
EMT Basic	\$ 146,020	\$ 54,499	\$ 35,328	\$ 38,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113	\$ 67,821	\$ 44,501	\$ 63,453	\$ 32,321	\$ 35,475	
EMT Paramedic	\$ 123,375	\$ 154,355	\$ 141,583	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434	\$ 105,580	\$ 133,228	\$ 114,346	\$ 161,656	\$ 126,059	
Adult Education (Hwy Programs)	\$ 7,900	\$ 14,054	\$ 5,860	\$ 7,906	\$ 3,727	\$ 8,780	\$ 3,505	\$ 2,139	\$ (2,403)	\$ 5,156	\$ 8,689	\$ 1,019	\$ 2,006	
Customized - Telecommunicator	\$ 28,500	\$ 40,000	\$ 41,552	\$ -	\$ -	\$ 419	\$ 4,350	\$ 4,598	\$ -	\$ 601	\$ 3,735	\$ 38,069	\$ 20,770	
Customized Machining - D.I.T	\$ 24,600	\$ 13,100	\$ 3,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HVAC Refrigeration	\$ 174,500	\$ 101,986	\$ 46,614	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766	\$ 43,643	\$ 190,340	\$ 67,147	\$ 173,201	\$ 61,585	
Ground Transportation Maintenance (Auto Tech)	\$ 53,700	\$ 576	\$ -	\$ 1,273	\$ 1,873	\$ 38,415	\$ 39,205	\$ 36,970	\$ 37,721	\$ 80,790	\$ 49,795	\$ 69,027	\$ 35,629	
DC and AC Electronic Circuits (Electrical)	\$ -	\$ 24,303	\$ 21,385	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,956	\$ 18,599	\$ 1,812	\$ 14,218	\$ 964	\$ 3,459	\$ 39,074	
Manufacturing Operations (Indust Maint)	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820	\$ 36,787	\$ 43,835	\$ 34,345	\$ 75,085	\$ 24,918	
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769	\$ 35,626	\$ 55,734	\$ 33,240	\$ 32,194	\$ 15,795	
Manufacturing Capstone (Machine Trades)	\$ 66,100	\$ 78,574	\$ 25,892	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815	\$ 37,219	\$ 124,560	\$ 30,438	\$ 82,323	\$ 19,644	
Gas Metal Arc Welding	\$ 118,600	\$ 88,036	\$ 35,092	\$ 116,325	\$ 28,379	\$ 90,680	\$ 53,372	\$ 82,468	\$ 62,110	\$ 98,230	\$ 106,090	\$ 154,057	\$ 77,886	
Firefighter I	\$ 47,180	\$ 88,179	\$ 76,803	\$ 83,202	\$ 110,875	\$ 152,511	\$ 155,498	\$ 94,752	\$ 111,399	\$ 97,123	\$ 98,973	\$ 64,391	\$ 41,293	
Truck Driving Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323	\$ 500	\$ -	\$ -	
TIG Welding	\$ -	\$ -	\$ (1,605)	\$ 4,800	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CTX	\$ -	\$ 141,882	\$ 60,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
STNA	\$ 41,000	\$ 5,003	\$ 6,296	\$ 20,132	\$ 8,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,085,475	\$ 999,360	\$ 668,797	\$ 1,001,588	\$ 814,874	\$ 1,190,891	\$ 974,442	\$ 1,067,179	\$ 941,062	\$ 1,276,946	\$ 907,895	\$ 1,208,188	\$ 835,159	
Program Profit/Loss			\$ 330,563		\$ 186,715		\$ 216,449		\$ 126,117		\$ 369,051		\$ 373,029	
Assessment	\$ 7,500	\$ 4,089	\$ 3,831	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122	\$ 10,057	\$ 7,336	\$ 7,821	\$ 7,098	\$ 8,471	
Lifetime Learning/CEED	\$ 10,000	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906	\$ 26,785	\$ 11,071	\$ 141,872	\$ 9,047	\$ 113,495	
Resale	\$ 500	\$ 1,350	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
One Stop	\$ 65,000	\$ 66,510	\$ 36,934	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860	\$ 61,591	\$ 54,538	\$ 36,794	\$ 42,665	\$ 31,636	
Total	\$ 83,000	\$ 71,949	\$ 42,390	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887	\$ 98,433	\$ 72,945	\$ 186,487	\$ 58,810	\$ 153,601	
ABLE Profit/Loss			\$ 29,559		\$ 6,308		\$ 12,398		\$ (546)		\$ (113,542)		\$ (94,791)	
Front Office														
Receivable FY21														
Revenue	\$ 319,450	\$ 158,733	\$ 126,500	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 357,034	\$ 268,002	\$ 410,246	\$ 275,408	\$ 434,447	
Salaries/Benefits		\$ 24,218	\$ 72,121	\$ 18,408	\$ 11,854	\$ 8,350	\$ 12,780	\$ 4,530	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies		\$ 7,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous		\$ 26,013	\$ 105,579	\$ 121,392	\$ 6,728	\$ 10,525	\$ 10,471	\$ 10,471	\$ 10,471	\$ 10,471	\$ 10,471	\$ 10,471	\$ 10,471	
Total	\$ 319,450	\$ 158,733	\$ 183,733	\$ 336,718	\$ 465,765	\$ 376,031	\$ 547,901	\$ 257,155	\$ 425,014	\$ 268,002	\$ 565,939	\$ 275,408	\$ 619,378	
Front Office Over/Under			\$ (25,000)		\$ (129,047)		\$ (171,870)		\$ (167,859)		\$ (297,937)		\$ (343,970)	
All Adult Workforce														
FYTD Advances Returned	\$ 1,487,925		\$ 335,122		\$ 63,976		\$ 56,977		\$ (42,288)		\$ (42,428)		\$ (65,732)	
AYE Long Term Loan Balance Owed to Gen Fund			\$ 1,055,000		\$ 1,055,000		\$ 1,155,000		\$ 1,155,000		\$ 1,155,000		\$ 1,155,000	

Auburn Career Center
Monthly History Comparison-General Fund
February 28, 2021

Monthly Comparison				Annual Comparison				07%
	Feb FY19	Feb FY20	Feb FY21	Avg Chg	Actual 2019	Actual 2020	Budget 2021	Remain 2021 Budget Expended
Revenue	Real Estate	\$ 3,894,148	\$ 4,051,844	\$ 5,198,305	\$ 5,781,135	\$ 6,057,261	\$ 5,981,882	\$ 783,577 87%
	Tangible Personal (FPI)	\$ 188,399	\$ 166,589	\$ 170,598	\$ 370,973	\$ 356,021	\$ 356,021	\$ 185,423 48%
	Foundation	\$ 1,590,634	\$ 1,526,254	\$ 1,472,018	\$ 2,328,865	\$ 2,240,061	\$ 2,242,020	\$ 770,002 66%
	Homestead & Rollback	\$ 411,172	\$ 427,173	\$ 428,063	\$ 830,183	\$ 847,989	\$ 852,229	\$ 424,166 50%
	Other	\$ 437,759	\$ 416,105	\$ 176,052	\$ 540,961	\$ 616,144	\$ 484,264	\$ 308,212 36%
Subtotal	\$ 6,522,112	\$ 6,587,965	\$ 7,445,036		\$ 9,852,117	\$ 10,117,477	\$ 9,916,416	\$ 2,471,380 75%
Expense	Salaries	\$ 2,636,444	\$ 2,779,055	\$ 2,624,916	\$ 4,028,581	\$ 4,114,072	\$ 4,108,605	\$ 1,483,689 64%
	Benefits	\$ 1,181,937	\$ 1,310,994	\$ 1,206,018	\$ 1,784,586	\$ 1,877,308	\$ 2,053,017	\$ 846,999 59%
	Purchased Services	\$ 919,540	\$ 1,108,214	\$ 813,867	\$ 1,542,845	\$ 1,507,668	\$ 1,413,848	\$ 599,981 58%
	Supplies	\$ 372,736	\$ 443,251	\$ 421,066	\$ 492,966	\$ 558,910	\$ 523,722	\$ 102,656 80%
	Capital Outlay/Equipment	\$ 191,515	\$ 326,346	\$ 200,049	\$ 251,690	\$ 327,649	\$ 381,131	\$ 181,082 52%
Other	\$ 68,858	\$ 72,974	\$ 67,416	\$ 133,098	\$ 137,985	\$ 132,602	\$ 132,602	\$ 65,186 51%
Subtotal	\$ 5,371,030	\$ 6,040,834	\$ 5,333,332		\$ 8,233,766	\$ 8,523,592	\$ 8,612,925	\$ 3,279,593 62%
Revenue/Expense (Operating Balance)	\$1,151,082	\$ 547,131	\$2,111,704		\$ 1,618,351	\$1,593,885	\$ 1,303,491	
(Other Fees)								
Advances Returned	\$ 69,387	\$ 54,637	\$ 224,248	\$ 189,419	\$ 56,816	\$ 234,367		
Advances Out	\$ 132,300	\$ 11,480	\$ 17,819	\$ 178,129	\$ 227,074	\$ 42,000		
Transfers	\$ 428,672	\$ 786,338	\$ 96,535	\$ 1,121,528	\$ 1,422,160	\$ 749,149		
Subtotal	\$ (491,585)	\$ (743,181)	\$ 109,894	\$ (1,110,238)	\$ (1,592,418)	\$ (556,782)		
Beginning Cash	\$ 5,768,924	\$ 6,474,056	\$ 7,076,130	\$ -	\$ 7,687,177	\$ 6,475,523	\$ 6,475,523	
Ending Cash	\$ 6,625,439	\$ 6,278,004	\$ 6,757,589	\$ 508,113	\$ 6,475,523	\$ 7,222,232		
Encumbrances	\$ 893,733	\$ 1,019,820	\$ 931,129	\$ 121,717	\$ 251,671			

This is an unaudited financial report.

**Auburn
Career Center**



Attachment Item #10

*Approve Sheakley
Worker's Compensation
Group Rating Program*



March 12, 2021

Group Rating Savings Projection

BWC Policy #30000923

Ms. Sherry Williamson
Auburn Vocational School District
8221 Auburn Rd.
Painesville, OH 44077

We are pleased to invite you to participate in the Group Rating Program for the 2022 rate year 1/1/2022 to 12/31/2022 with the projected discount/savings of:

Participation Discount:	-41%
Final Discount with Break-Even Factor (BEF) Applied:	-30%
Individual Premium:	\$9,954
Group Rated Premium:	\$7,299
Projected Savings:	\$2,655

In addition to this savings, you will also receive the highest level of experienced consultative services and assistance with claims management, hearing representation, safety, and unemployment representation. Our dedicated team members that specialize in public employer workers' compensation currently work with over 300 schools, cities, villages, townships, libraries, and state agencies - most of which are group rated, group retrospectively rated, individually retrospectively rated or self-insured.

Plus savings beyond workers' comp., as The Human Resources People, Sheakley offers a variety of programs that help you save time, save money, and stay compliant with the ever-increasing regulations businesses face today. Learn more about how our services can help you at sheakley.com.

ENROLLMENT IS EASY!

While you are eligible for Group Rating and Group Retrospective Rating programs that both provide significant savings, you can only participate in one. To enroll, return your paperwork to the following address by the deadline:

Enrollment Deadline: Thursday May 27, 2021

Email: rating@sheakley.com

Mail: Sheakley, Attention: Rating Team
One Sheakley Way
Cincinnati, OH 45246

Note: participation in our Unemployment Program is complimentary for group rating and retro participants. To enroll, please visit our website at www.sheakley.com/client-access/ Scroll to employers - Unemployment section to download the authorization form(s) and return those to the address above.

For questions or assistance, please contact a Sheakley Representative at 513-618-1439 or rating@sheakley.com.



GROUP RATING PROGRAM

Savings Projection for Rate Year 1/1/2022 to 12/31/2022

BWC Policy # 30000923

SHEAKLEY / Ohio Schools Council

Enrollment Deadline: Thursday May 27, 2021

Prepared for: Auburn Vocational School District

NCCI Code	Base Rate	Projected Annual Payroll	Projected Individual Rate 0%	Estimated Individual Premium	Projected Group Rate -30%	Estimated Group Premium with BEF
9437	0.0015	\$5,588,974	0.001781	\$9,954	0.001306	\$7,299

*Above rates and estimated individual premium include BWC administrative costs and EM adjustment factor.

PROJECTED SAVINGS: \$2,655

Annual Service Fee: \$ 300

Payment is not due until you are invoiced by Sheakley.

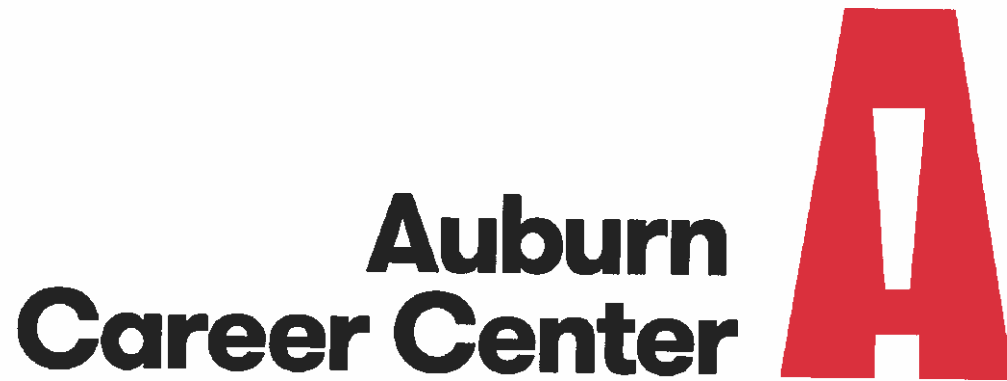
We look forward to continuing our partnership!

For questions or assistance, please contact a Sheakley Representative at 513-618-1439 or rating@sheakley.com.

All participants must be in compliance with BWC guidelines:

- Maintain a current membership with the sponsoring organization.
- Any premium lapses in excess of 40 days may result in ineligibility from future program participation.
- Failure to report your true-up payroll and pay any additional premium that may be due will result in ineligibility for the current program, future programs, and may also impact any refund from prior year program participations.
- Outstanding BWC balance may result in ineligibility for program participation.
- Forms **MUST** be signed by an officer of the company and **CANNOT** be signed by the CPA/TPA.
- Participant agrees to disclose in full to Sheakley any organizational restructuring, including but not limited to having a relationship with a PEO, purchase or acquisition of any portion of business operations, assets, or employees from another business entity or BWC policy, and/or succession imposed by the BWC. Enrollment into our group acknowledges acceptance of these terms. Any participant that is not in agreement with these terms must notify Sheakley prior to the application deadline so that said policy can be excluded from our group rating program.

This projection is based on current BWC data at the time of review. Sheakley reserves the right to re-evaluate your Organization's participation. Program participation as offered by the BWC is subject to current and future administrative, state, and federal rules and regulations.



Attachment Item #12

Human Resources

Auburn Career Center



HUMAN RESOURCES

April 6, 2021

Adult Workforce Education 2020-2021

Employee Name	Title	Hourly Amount
Corey DiRocco	Bath Remodel	\$30.00
Jodi Clute	Geauga One-Stop	\$22.00
Abigail Buday	EMT/Firefighter/Paramedic Instructor	\$30.00

Substitute - Professional 2020-2021

Employee Name	Subject
Gary Cottrill	German



Attachment Item #13

Approve Communication & Procedures for Servicing Students with Disabilities

Auburn Career Center



Communication and Procedures for Servicing Students with Disabilities

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Auburn Career Center

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community. Our team of educators and experts has helped thousands of high school students and adult learners build skillsets and obtain expertise in their chosen field and/or advance their careers.

Auburn Career Center offers 23 different high school career and technical programs in 11 different career fields. Our adult workforce education program offers full-time career and technical programs for the learners, Aspire classes as well as a variety of part-time classes.

The workplace and skills required to succeed are changing at a rapid pace. Our experienced and state-certified staff members provide students with the latest skills and training to meet the modern economy with confidence. Whether college or career is in their future, Auburn provides all students and adult learners with knowledge for the new economy.

Associate districts include:

- Berkshire Local School District
- Cardinal Local School District
- Chardon Local School District
- Fairport Harbor Local School District
- Kenston Local School District
- Kirtland Local School District
- Madison Local School District
- Painesville City Local School District
- Perry Local School District
- Riverside Local School District

Lakeshore Compact districts include:

- Euclid Local School District
- Mentor Local School District
- Wickliffe School District

Compact students are able to participate in select programs.

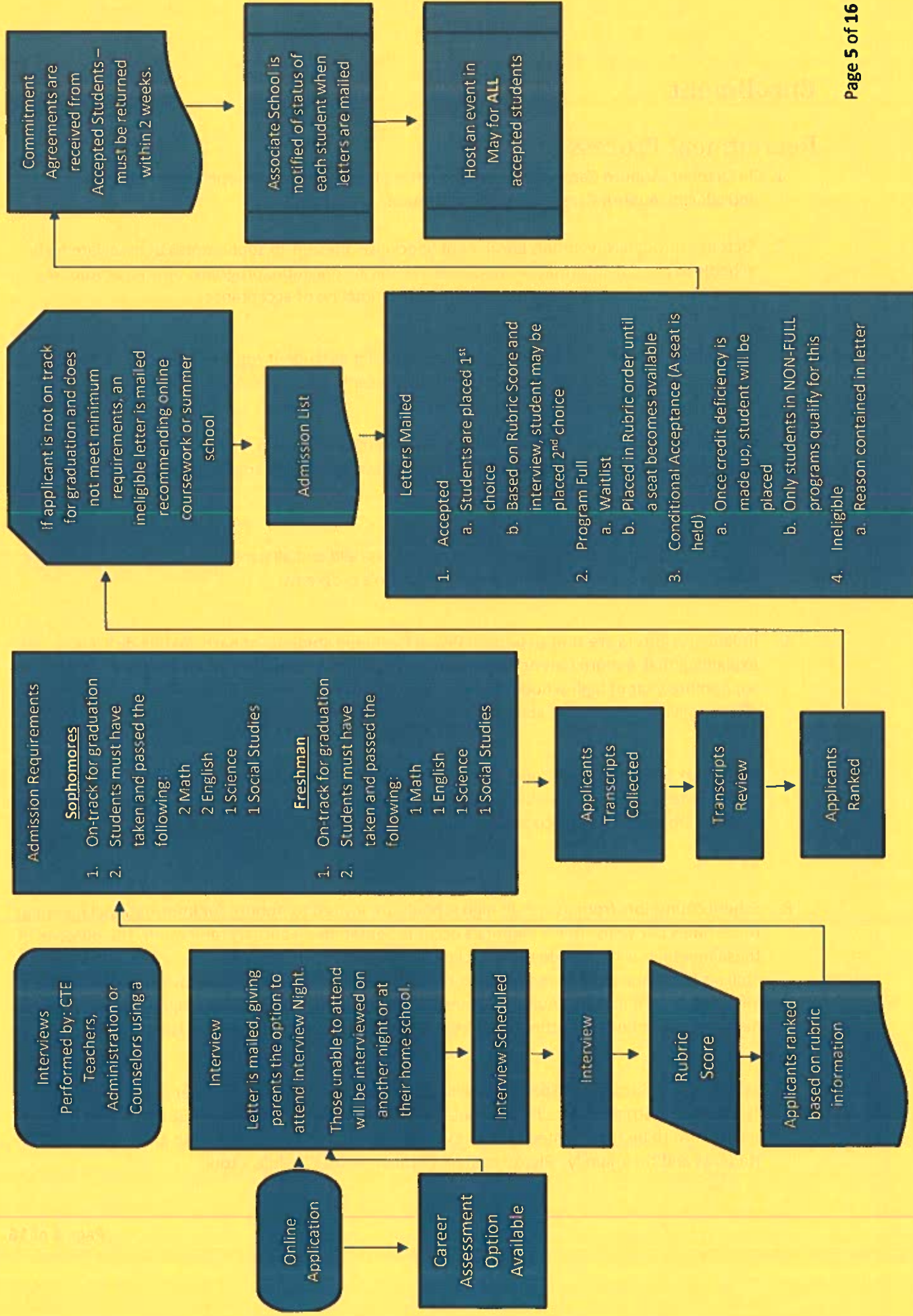
Additional schools include:

- Agape Christian Academy
- Cornerstone Christian Academy
- iStem Early College High School
- Home-schooled students

Enrollment, Special Education, Counseling, Career Assessment Contact Information

Auburn Career Center Department/Name	Position	Email	Phone
Enrollment			
Barb Gordon	Enrollment Specialist	Bgordon@auburncc.org	440-357-7542 x8110
Cayley Volpin	Enrollment/Career Development	Cvolpin@auburncc.org	440-357-7542 x8401
Special Education			
Shelby Kaminski	Vocational Special Education Coordinator (VOSE)	Skaminski@auburncc.org	440-357-7542 x8151
Dorothy Bentley	Intervention Specialist	Dbentley@auburncc.org	440-357-7542 x8275
Gregg Evans	Intervention Specialist	Gevans@auburncc.org	440-357-7542 x8196
Chris Hastings	Intervention Specialist	Chastings@auburncc.org	440-357-7542 x8192
Stephanie Wiencek	Intervention Specialist	Swiencek@auburncc.org	440-357-7542 x8191
Counseling			
Kaitlin Boyd	School Counselor	Kboyd@auburncc.org	440-357-7542 x8014
Sarah Noble	School Counselor	Snoble@auburncc.org	440-357-7542 x8031
Career Assessment			
Stephanie Wiencek	Career Assessment Specialist	Swiencek@auburncc.org	440-357-7542 x8191

Enrollment Flow Chart



Enrollment

Recruitment Process

1. In October, Auburn Career Center sends letters to households of sophomore students introducing Auburn Career Center as an option.
2. October through November, Enrollment Specialists present to sophomores at associate high schools to provide information on Career Technical Education, programs offered at Auburn, describe the enrollment process, and provide a timeline of acceptance.
3. October to November, current Auburn students act as student representatives and are invited to represent their program and speak during presentations at associate schools.
4. Sophomore Visit Day is held annually in November or December. This field trip is open to all in-district sophomores at associate districts and showcases all 23 programs that Auburn offers. Students can select two programs to visit.
5. Following Sophomore Visit Day, an Open House is held and all parents are invited to tour the building and get more information about Auburn's programs.
6. In January, letters are sent to households of freshmen students at participating districts explaining that Auburn Career Center can be an option for students when they begin their sophomore year of high school. Enrollment Specialists present to all freshman at participating districts giving information about available programs and the enrollment process.
7. Each week from January through May, Welcome Wednesdays are offered to interested sophomores. Students are able to select 2 programs to shadow at Auburn. These field trips are arranged through the associate school counselor's office or with a parent phone call.
8. School counselors from associate high schools are invited to Auburn for informational meetings three times per year. These meetings occur in September, February, and April. The purpose of these meetings is to provide the associate school counselors an update on issues, events, and policies that impact their students. At these meetings, counselors are provided with information that includes Auburn Career Center's policies, procedures, program information, dates to remember, and other resources useful to counselors at our associate districts.
9. As requested, Enrollment Specialists will attend and present Auburn Career Center information at associate district events. Please contact the Enrollment Office at 440.358.8013 if you would like Auburn to be represented at your event. Auburn tours are available to any interested students and their family. Please contact Enrollment to schedule a tour.

10. In early spring, acceptance letters for sophomores are mailed, next acceptance letters for freshman at participating districts, and then acceptance letters are mailed for out-of-district students.
11. Program instructors and staff members from the special education department are available during Auburn events to answer questions from staff, students, and/or parents. Auburn's Career Assessment Specialist is available to provide information on how a career assessment can benefit a student that is interested in Career Technical Education but unsure of their strengths and interests.

Application Procedures

1. All interested students must apply online (<http://www.auburncc.org/ApplyNow.aspx>) using our Enrolltrack Application
2. Once a student has applied, the associate district counselor will provide transcripts and reports cards.
3. **Rubric Criteria** – applicants are ranked by the following:
 - On-track for graduation (2 English, 2 math, 1 science, 1 social studies, plus any associate school requirements)*
 - GPA
 - Attendance
 - Interview
 - Visit to Auburn

*(students who have applied to non-full programs and have credit deficiencies will need to enroll in a course(s) through their associate school. Students must contact the associate school counselor for clarification on what course or courses are needed. A passing grade on the transcript is required prior to acceptance into the selected program.)

4. All applicants are interviewed. The interview ensures that the applicant is informed of Auburn's expectations, curriculum rigor, and program requirements. The interview focuses on the student's interest to ensure that interests are aligned with the selected program.
5. Enrollment Specialists communicate with associate district school counselors regarding program acceptance.

Selection Process

1. Once all components of the applicant's application are submitted and reviewed, a total rubric score is given (Appendix A: Sample Acceptance and Placement Rubric).
2. Applicants with the highest rubric score are placed into their first-choice program. Twenty students are placed per program. In-district sophomores receive priority followed by freshmen. If space remains, open enrolled and out-of-district students are then considered for remaining seats available.

3. Applicants who are not selected for their first-choice program are considered for their second choice.

Program Acceptance

1. All applicants will receive a letter in the mail explaining their status (early spring). The status includes:
 - **Accepted** – applicant was placed in 1st or 2nd choice program; based on Rubric Score
 - **Waitlisted** – applicant was placed on a waitlist for the program and will remain there until/if a spot becomes available
 - **Conditional** –this option is only available in NON-FULL programs; student can gain admission after credit deficiencies have been corrected. The plan for correcting the credit deficiency is established by the associate district and communicated with Auburn Career Center’s enrollment specialist.
 - **Ineligible** – applicants applying to full programs who are not on track for graduation are notified of specific credit deficiencies
2. A Commitment Agreement is included with all acceptance letters. This agreement must be signed and returned within 2 weeks of receiving. (Appendix B: Sample Commitment Agreement)
3. An informational orientation event is hosted at Auburn in May for all students that have been accepted
4. Program acceptance information is communicated by the Enrollment Specialists to the counselors and special education directors at our associate districts (Appendix C: Sample Registration at a Glance)

Career Assessments

Career Assessments can be completed for ANY student prior to and during the application process. Career Assessments are available to students in grades 8-12 that attend any of our associate districts. During the day spent in the Assessment Lab, students will complete a number of assessments including: Auditory Directions Screening, CareerScope (interest/aptitude tool), TAPs (hands on assessments that measure an individual’s functional aptitudes and strengths) and VAAB (Numerical/Spatial/Verbal assessment). Career Assessments are open to both general education and special education students. This is a service that is provided by Auburn Career Center for our associate districts. Career Assessments are generally completed within one school day; however, arrangements can be made to complete a ½ day assessment. Please contact our Career Assessment Specialist for more information and/or to schedule a career assessment.

Career Development

Career development opportunities are available to all associate school districts. These opportunities may include elementary level classroom lessons, middle and high school career exploration activities, Naviance lessons, 8th grade tours at Auburn Career Center, career day involvement, and collaborative career development guidance for districts. School counselors or school administrators should contact

the Career Development Specialist to coordinate career exploration events at the beginning of each school year.

Special Education Services

An intervention specialist is assigned to each program at Auburn Career Center. A list of programs and the intervention specialist assigned to each program will be emailed to the special education directors during the first two weeks of each new school year. Updates to the schedule will be communicated as they occur. Communication is encouraged between Individualized Education Plan (IEP) case managers at our associate districts, intervention specialists at Auburn Career Center, and Auburn Career Center's VOSE.

Intervention specialists at the career center will review each IEP to ensure that students are receiving appropriate accommodations or modifications per the IEP and will monitor progress on transition goals and annual goals as applicable. Intervention specialist will review the accommodations/modifications of each student with the program teacher. Auburn's intervention specialists will monitor progress in the vocational program class and inform the case manager at the associate district if a student is at-risk. Auburn's intervention specialist will address concerns by consulting the VOSE, scheduling a meeting with the program instructor, contacting parents, implementing additional supports, etc.

Special education documentation is uploaded into Auburn's Infinite Campus system. Auburn program instructors will be shown how to access this information at the beginning of each school year. If hard copies of special education documents and lists of accommodations and/or modifications are provided to the program instructors these will be stored by the program instructor in a secure location.

Transition of Students from Associate School to Career Center

For students' change of placement/planning meetings, the VOSE will be notified by the associate district and given the opportunity to participate in these meetings. The VOSE will share information related to the specific program and ensure that the team is aware of the program standards. The VOSE will work with the team to ensure that the IEP is aligned to meet the needs of the student and to ensure that supports are in place so that the student has the opportunity to be successful in the program.

Transfer of Special Education Information

1. School counselors and special education directors will be notified of student acceptance in early spring. Once this list is received, associate school counselors or special education directors will communicate with the VOSE to provide a list of all incoming students who receive special education services. All special education related documents must be provided to the VOSE within two weeks of a change of placement meeting.
2. The case managers or special education director from the associate districts will communicate with the VOSE to determine if special education documentation has been received and to schedule meetings if documents need to be updated.
3. The VOSE must be invited to every possible special education change of placement, planning meeting, and/or annual review. The career center will partner with the district to ensure that Free Appropriate Public Education (FAPE) is provided.

4. Special education directors, case managers, or district appointed staff must send IEPs, Evaluation Team Reports (ETRs), and disability category (needed for EMIS reporting), and behavior plans if applicable to the VOSE by **May 15th** or within two weeks of receiving the final acceptance list. Documents can be mailed, sent electronically, or shared in an IEP management system such as Samegoal with the VOSE.
5. By the second week of a new school year, enrollment specialists or VOSE will send a final acceptance list to counselors and special education directors for review to ensure no student with services has been overlooked. The associate district will notify the VOSE if a student with special needs is on the roster and provide the special education documents after a final review of the acceptance list.

Special Education Team Meetings for Current Auburn Career Center Students

The VOSE needs to be invited to and given the opportunity to attend all IEP meetings for current Auburn students. The VOSE will be part of the IEP team and will collaborate with the associate district to ensure FAPE is provided. The associate district will provide copies of updated IEPs, ETRs, and change in disability category as changes occur. It is the district responsibility to provide Auburn Career Center with the most current special education documentation.

Progress Monitoring

Progress monitoring data will be shared with the case managers at the associate districts at the end of each grading period. Auburn Career Center's calendar will be followed. The data shared is individualized and based on a student's needs as applicable to ensure FAPE. Examples include behavior rating sheets, student self-monitoring data, behavior related annual goals, and progress on transition goals. This data can be shared through associate districts' preferred method (Google Doc, weekly rating sheet, other). If Auburn Career Center staff is listed as the responsible party for implementing a transition activity, the VOSE must be invited to collaborate in the creation of that transition service/activity.

Specially Designed Instruction (SDI) will be discussed at the IEP meeting. SDI will be mutually agreed upon and clearly defined based on student need and to ensure FAPE.

At-Risk Students

Intervention specialists collaborate with program instructors to ensure individual student needs are met within academic and career technical courses. If a student is at-risk academically or behaviorally, the Auburn Career Center VOSE be notified by the intervention specialist. The VOSE will contact the case manager at the associate district. The VOSE will share the information with the special education directors and supervisors as appropriate. Through collaboration with the vocational program instructor, intervention specialist, and associate district additional supports such as behavior plans, parent meetings, etc. will be implemented to meet the needs of the student.

The VOSE will be notified and IEP teams will be contacted if additional supports are not effective. Meetings may be scheduled to discuss additional supports such as curriculum modifications, grading modifications, behavior plans, added accommodations, etc.

Auburn Career Center identifies and monitors if a student is at-risk for attendance issues. A letter is sent to the parents of students with excessive absences. The House Bill 410 (HB 410) designated staff member at our associate districts will be notified of habitually truant students. Auburn Career Center will communicate with associate districts following the guidelines outlined in HB 410. Districts can be provided with access to Auburn's Infinite Campus account to monitor attendance. Contact Auburn's school counselors to obtain a username and password.

Internal Monitoring Process

Auburn's internal monitoring team will review all IEPs for new/incoming students within the first two weeks of a new school year. All annually updated IEPs will be reviewed within one week of receiving the updated document.

The team will consist of staff from the special education department. The VOSE will be part of the team along with at least one intervention specialist that is assigned to a given student's program (Appendix D: Intervention Specialist by Program). General education teachers, school counselors, and high school administration will be asked to be part of the review process on a case by case basis to address individual student needs.

The internal monitoring team will utilize the Auburn Career Center Internal Monitoring Team Checklist to review the IEPs to ensure FAPE is provided in all settings. Auburn special education staff will work with the associate district's case managers to determine the best way to collect and then communicate data. Accommodations and modifications will be reviewed and Auburn intervention specialists will communicate with associate district case managers or the VOSE if a student is not utilizing accommodations or modifications in the program or if additional supports are needed.

After an IEP has been reviewed by Auburn's internal monitoring team, the VOSE will communicate with the associate district's special education director if a specific concern has been identified. In addition, a summary of concerns (if identified) will be provided to the associate districts' special education directors once per semester.

Exam Accommodations

Note that some vocational credentialing exams do not allow for accommodations or modifications. Auburn Career Center intervention specialists will utilize special education documentation on file at the career center to apply for these accommodations or modifications as allowable. If an accommodation or modification is not allowable per the credentialing exam guidelines all allowable accommodations or modifications will continue to be provided.



Student Name _____ Grade: _____ School _____

Auburn Program Applying for 1st Choice _____ 2nd Choice _____**Sample Acceptance and Placement Rubric**

Category	3	2	1	0	Points
Junior Status/Core Credits	Has all core credits and is on track for junior status			Does not have core credits and/or not on track for junior status *Currently ineligible	
Academic Performance	CUM GPA 4.0 – 3.0	CUM GPA 2.99 – 2.0	CUM GPA 1.99 – 1.5	CUM GPA 1.4 – .5	
Attendance – Total Absences (9 th gr. And 1 st semester of 10 th grade)	0 - 4 absences	5 - 9 absences	10 - 15 absences	16 or more absences	
Interview Score (based on responses)	Outstanding Applicant	Average Applicant	Student may struggle	Do not recommend for 1 st choice	
Citizenship	Participates in school/community/ teamwork activities			Does not participate in activities	
Auburn Visit	Visited the Auburn program applying for	Visited Auburn as a student this year	Has not visited, but plans to visit	Has not visited	

Enrollment Specialist Notes:

TOTAL POINTS: _____

A-1



Student Name _____ School _____ Grade _____
Auburn Program Applying for 1st Choice _____ 2nd Choice _____

1. Why did you apply to this program? _____
2. Have you ever visited this program? _____ If so, when? _____ If not, do you plan to visit? Y/N _____
3. What do you know about this program? _____
4. On a scale from 1 to 10, how badly do you want to be in your 1st choice program? (10 being "I absolutely HAVE to be in it!") ☺ _____
Give me a number out of 10 of how badly you want to be in your 2nd choice program. _____
5. What are your future goals and plans for after graduation? _____
6. How is your attendance? _____ Reason(s) for poor attendance: _____
7. What school, church or community activities are you involved in? _____
8. Do you currently have a job? Y/N What do you do? _____
9. Is there anything else I should know about you? _____
10. What questions do you have for me? _____

Interview Score:

- 3 Outstanding applicant
- 2 Average applicant
- 1 Student may struggle in this program
- 0 Do not recommend for 1st choice

COMMENTS:

Citizenship Score (Questions 7 and 8):

- 3 Participates in school, church, community or teamwork activities, currently holds a job, or makes friends well
- 0 Does NOT participate in activities or hold a job

Interviewer's Signature: _____ Date: _____



Sample COMMITMENT AGREEMENT

FOR: _____

☐ I am pleased to accept your offer of admission into Auburn Career Center for the fall of 20xx. I understand that I must return this Commitment Agreement **as soon as possible** in order to reserve my seat in the _____ program.

☐ *Please check this box if your son/daughter is currently receiving special education services at his/her associate school. This will allow the special education department to facilitate the retrieval of IEPs, MFEs and 504 Plans in order to serve your child's educational needs at Auburn Career Center. Disclosing this information will not affect your child's acceptance into an Auburn program. This information is confidential and will only be viewed by the enrollment and special education departments.*

☐ I am declining acceptance to Auburn Career Center.

Please check all boxes/reasons that apply

Prefer to stay at my home high school
Academic scheduling conflict
Moving out of Lake or Geauga County

Band
CCP/Lakeland
Other _____

Parent/Guardian Name (please print)

Student Name (please print)

PLEASE RETURN AGREEMENT TO:

Enrollment Office
Auburn Career Center
8140 Auburn Road
Concord Twp., OH 44077
Fax: (440) 358-8012

OR

your associate high school
Guidance Office

Sample Enrollment AT A GLANCE



For more information, please contact one of our Enrollment Specialists:

Barb Gordon, Enrollment Specialist

bgordon@auburncc.org

(440) 357-7542 ext. 8110

Cayley Volpin, Career Development/Enrollment

cvolpin@auburncc.org

(440) 357-7542 ext. 8401

Intervention Specialist by Program

Dorothy Bentley

AUT- Automotive Technology

CNT- Computer Networking

TED- Technology Engineering and Design

TPP-Teaching Professions

WLD- Welding

Gregg Evans

ADM- Advanced Manufacturing

HVAC- Heating, Ventilation and Air Conditioning

IMT- Interactive Multimedia Technology

PTLM- Plant, Turf and Landscape Management

WGD- Pro Web and Game Design

Chris Hastings

ACR- Automotive Collision Repair

APM- Architecture Project Management

CJS- Criminal Justice and Security

CON- Construction

EEP- Electrical Engineering Prep

MBA- Marketing and Business Management

PWT- Production and Welding Technologies

Stephanie Wiencek

AHT- Allied Health Technology

COS- Cosmetology

CUL- Culinary Arts

DAT- Dental Assistant Technology

EMS- Emergency Medical Services

PCT- Patient Care Technician

**Auburn
Career Center**



Attachment Item #14

Approve Skills Documents

Auburn Career Center



**Suggested Skills for Students in Career
and Technical Programs at
Auburn Career Center**

This document contains a list of skills recommended for maximum student success in each program at Auburn Career Center. Program instructors reflected upon what academic, physical, and social skills the most successful students in their classes have possessed. The goal of this document is to provide guidance to students, parents, school counselors, and associate district staff when considering career and technical education. Enrollment is not based upon mastery of these skills, but they serve as an indicator of potential success in the program. This document can be used to help guide the decision-making process when a student is considering a career and technical program. For additional information and program details, please contact Auburn Career Center's school counselors or enrollment specialists. This document lists the career and technical programs in alphabetical order.

Advanced Manufacturing

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, and divide
- Strong mental math skills
- Ability to learn and apply mathematical formulas
- Strong spatial skills
- Ability to work independently
- Strong time management skills with the ability to meet deadlines
- Ability to organize and complete multi-step assignments
- Ability to understand and follow all safety standards
- Interest and ability to safely use mechanical devices such as mills, lathes, and grinders
- Ability to stand for long periods of time
- Ability to evaluate individual projects compared to a standard
- Ability to problem-solve
- Ability to read and interpret information from a chart or graph
- Ability to visualize completed projects
- Strong hand/eye coordination

Allied Health Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong written and verbal communication skills
 - Willingness to learn proper use of medical equipment
 - Ability to learn and perform CPR
 - Ability to learn First Aid
 - Willingness to wear hair pulled back during lab and wear required uniform daily
 - Good personal hygiene
 - Ability to manage several subjects at a time
 - Ability to adjust well to changes in routine
 - Basic computer skills
 - Ability to participate in class discussion
 - Ability to work well in a group/team environment
 - Presentation skills
 - Ability to physically tolerate learning about blood and bodily fluids
 - Ability to memorize and pronounce medical terminology
-

- Ability to perform hands-on skills in a lab setting
- Ability to follow directions including only accessing cell phone during designated times
- Ability to prepare for and take weekly tests
- Strong organizational skills
- Ability to perform basic math calculations
- Ability to complete assignments in and out of class
- Willingness to follow all safety rules and guidelines

Architecture Project Management

Students who have been most successful in the program demonstrate the following skills:

- Creativity
- Ability to work independently and as part of a team
- Mathematical skills including knowledge of multiplication, division, algebra, geometry, and fractions
- Willingness to spend time at workstation utilizing a computer program
- Ability to follow safety guidelines while completing activities that require the use of cutting tools
- Ability to follow designs to build models
- Ability to follow classroom routines and procedures including maintaining professional appearance/being in uniform
- Ability to visualize completed projects

Automotive Collision Repair

Students who have been most successful in the program demonstrate the following skills:

- Basic math skills including the ability to understand ratios to mix paint
- Ability to follow multi-step directions
- Ability to work well independently or in a group
- Ability to remain at designated work area
- Strong work ethic
- Ability to problem-solve
- Ability to multi-task and focus while various activities are occurring in the lab
- Ability to reference or request tools and materials using proper terminology

- Strong fine and gross motor skills
- Ability to interpret charts, diagrams, and blueprints
- Integrity and trustworthiness to be in customers' vehicles without direct supervision
- Ability to follow all safety rules in order to use classroom equipment
- Ability to move around the lab, work in tight places, and properly use all equipment
- Ability to recognize and communicate a safety hazard

Automotive Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to work on a task independently or as part of a team
- Strong fine motor skills
- Strong communication skills
- Ability to problem-solve
- Ability to multi-task
- Initiative to complete a task from start to finish
- Ability to follow along with computer curriculum to learn skills and apply them in the lab
- Willingness to follow all safety rules

Computer Networking Technology and Cyber Security

Students who have been most successful in the program demonstrate the following skills:

- Ability to work independently or as a team
- Ability to self-advocate
- Strong logic and problem-solving skills
- Ability to utilize self-guided online curriculum and complete work by the due date
- Ability to use class time effectively

Construction

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to reduce fractions
 - Ability to read a tape measure and ruler
-

- Self-motivated to learn the trade
- Ability to work in a hands-on environment
- Works well independently or in a group
- Comfortable with heights including the ability to work on scaffolding and ladders
- Demonstrate comfort level working around power tools
- Respect for personal tools and the tools of others
- Demonstrate responsibility to organize, store, and maintain proper care of materials
- Ability to be in uniform consistently including wearing steel-toed boots
- Strong hand/eye coordination
- Follow all safety protocols in the lab consistently

Cosmetology

Students who have been most successful in the program demonstrate the following skills:

- Outgoing with strong interpersonal skills
- Creative
- Strong hand/eye dexterity
- Strong time management skills
- Ability to receive constructive feedback and continue to practice to improve technique
- Ability to stand at workstation for long periods of time
- Ability to complete all homework assignments
- Near perfect attendance
- Eagerness/willingness to learn
- Dedication with passion for the industry
- Willingness to study and dedicate time to prepare for the state board exam

Criminal Justice and Security

Students who have been most successful in the program demonstrate the following skills:

- Willingness to be held to a higher standard and follow all program guidelines
- Complete adherence to class dress code and grooming standards
- Ability to lead by example
- Focused, self-motivated, and well-disciplined
- Ability to meet physical fitness and exercise requirements

- Ability to perform public speaking
- Ability to work in groups with a team-oriented mindset
- Frequent class participation
- Ability to maintain focus while completing hands-on activities
- Ability to be exposed to mature, sensitive, or controversial material as part of the curriculum
- Availability to work on content outside of the regular school day (academy)
- Ability to memorize and pronounce terminology

Culinary Arts

Students who have been most successful in the program demonstrate the following skills:

- Customer service skills including the ability to be positive, polite, and helpful
- Well-organized and detail-oriented
- Ability to work independently or in a group
- Strong basic math skills with a focus on fractions
- Ability to use a cash register and count change
- Integrity and trustworthiness
- Ability to read a recipe independently and follow all directions
- Strong time management skills with the ability to multi-task and meet deadlines
- Ability to work in a warm environment
- Ability to focus in a fast-paced environment
- Ability to remain standing for extended periods of time
- Strong fine and gross motor skills
- Ability to follow all safety standards
- Ability to comply with wearing full uniform
- Ability to follow professional level hygiene and grooming standards
- Ability to comply with all food safety standards including cleaning and sanitizing

Dental Assistant Technology

Students who have been most successful in the program demonstrate the following skills:

- Enjoys helping others
 - Ability to work as a team or in a group
 - Ability to follow directions both written and oral
 - Good hygiene (especially keeping fingernails clean)
-

- Good oral hygiene
- Willingness to wear required uniform daily
- Attention to detail
- Ability to interact with *patients* appropriately
- Ability to work with hands
- Strong study skills and work ethic
- Ability to read charts and diagrams
- Ability to memorize terminology
- Basic computer skills
- Willingness to follow all HIPAA guidelines and program safety standards

Electrical Engineering Prep

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, divide, and apply math formulas to electrical theory
- Ability to apply classroom instruction to electrical theory
- Ability to work independently when given an opportunity to pursue individualized interests
- Ability to complete projects requiring fine motor skills
- Attention to detail
- Ability to follow written and verbal instructions
- Ability to follow all safety standards when working with electricity

Emergency Medical Services

Students who have been most successful in the program demonstrate the following skills:

- Ability to comply with strict attendance requirements
- Willingness to consistently wear full uniform in class and at clinicals
- Ability to use critical thinking skills
- Ability to work and make decisions under pressure
- Ability to follow safety protocols related to health, pathogens, and risk of injury
- Ability to problem-solve and control temper when faced with mock situations
- Ability to work with computers and iPads
- Ability to follow orders and commands
- Ability to develop conflict management skills

- Ability to multi-task between computers, books, reports, and hands-on skills
- Ability to be self-directed, self-motivated, and take initiative to complete work on time
- Strong study skills including willingness to complete nightly and weekly homework
- Ability to attend to instruction, ask relevant questions, and take notes
- Ability to memorize and pronounce terminology
- Ability to limit cellphone and personal technology use in the classroom
- Ability to tolerate the sight of blood, vomit, and other bodily fluids/materials
- Ability to speak to others, work in groups, and present concepts to others

Heating, Ventilation, and Air Conditioning

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to understand lengths and angles
- Ability to read a tape measure
- Ability to write legibly
- Ability to follow multi-step directions
- Ability to work on projects independently or in a small group
- Ability to follow a diagram or schematic to create an end product
- Ability to stand for extended periods of time
- Ability to reference or request tools and materials utilizing proper terminology
- Ability to follow all safety guidelines while using tools and equipment

Interactive Multimedia Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to complete multiple long-term assignments
 - Ability to meet deadlines when working individually or in groups
 - Ability to adjust to frequent changes in routine
 - Interest in reading and writing
 - Ability to maintain work ethic when given opportunity to pursue individualized interests
 - Ability to use video and graphic productivity software to earn certifications
-

Marketing and Business Applications

Students who have been most successful in the program demonstrate the following skills:

- Ability to work in groups taking on various roles
- Ability to meet deadlines
- Ability to multi-task
- Ability to utilize given class time to complete projects
- Strong presentation skills
- Ability to complete work on the computer independently

Patient Care Technician

Students who have been most successful in the program demonstrate the following skills:

- Enjoys working with others
- Shows an interest in helping people who need medical care
- Ability to multi-task including the ability to transition between learning subjects in the classroom and performing hands-on care in the lab setting
- Basic math and computer skills
- Excellent attendance needed in order to obtain program certification
- Ability to follow safety rules
- Manual dexterity to perform bedside skills
- Ability to tolerate situations that involve the sight of bodily fluids without feeling ill of health

Plant, Turf and Landscape Management

Students who have been most successful in the program demonstrate the following skills:

- Ability to work in a traditional classroom setting as well as outside in varying weather conditions
- Prepared for lifting and carrying up to 50 pounds
- Strong work ethic to complete regular homework assignments by the due date
- Math skills including the ability to add, subtract, multiply, divide, and convert measurements (gallons, quarts, etc.)

- Ability to learn to use a ruler and tape measure with accuracy
- Ability to demonstrate on-task behaviors and work independently
- Ability to work as a team in a diverse group
- Ability to utilize basic computer skills
- Willingness to follow all safety rules and have ability to pass safety checks in order to use tools and equipment

Production and Welding Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills
- Respectful of classmates work and work spaces
- Tolerance for a noisy environment and lab related odors
- Ability to follow all classroom and lab safety rules
- Willingness to wearing safety protection at all times while in the lab
- Ability to work independently and in small groups
- Ability to complete assigned work by the due date
- Ability to stand for long periods of time
- Ability to learn to read fine increment inspection tools
- Ability to focus on multi-step projects
- Ability to take notes and attend to classroom lectures and presentations
- Ability to follow along with online curriculum and complete work by the due date

Pro Web and Game Design

Students who have been most successful in the program demonstrate the following skills:

- Logic and problem-solving skills
 - Math and analytic skills
 - Reading comprehension skills
 - Ability to complete work using computer for extended periods of time
 - Ability to use a self-guided online learning curriculum
 - Ability to attend to classroom discussion and take notes
 - Ability to maintain a professional level of personal hygiene
-

Teaching Professions Pathway

Students who have been most successful in the program demonstrate the following skills:

- Ability to interact with children and adults appropriately
- Demonstrate patience and empathy when working with children and adults
- Ability to maintain a professional appearance
- Ability to adjust to schedule changes
- Respect diversity of peers, mentor teachers, and children
- Ability to utilize critical thinking and problem-solving skills
- Ability to follow written and oral directions
- Ability to give and receive constructive feedback
- Ability to give class presentations and talk in front of a group
- Ability to work independently and in a group
- Ability to meet deadlines (classwork and field experience assignments)
- Read and comprehend at a 10th grade level with strong written expression skills
- Ability to use the Internet for research
- Fine motor skills
- Awareness of surroundings and ability to communicate a safety hazard

Technology Engineering and Design

Students who have been most successful in the program demonstrate the following skills:

- Ability to maintain focus and work ethic when given independence to pursue projects of personal interest in technology
- Ability to complete multi-step projects working both individually and as a team
- Strong spatial skills
- Ability to multi-task
- Ability to follow procedures and carry out a detailed task
- Respect for others' property
- Basic math skills including the ability to multiply
- Fine motor skills in order to use small tools
- Ability to navigate online programs
- Ability to follow all classroom safety rules

Welding

Students who have been most successful in the program demonstrate the following skills:

- Strong math skills including the ability to measure
 - Ability to be a self-directed learner
 - Ability to read and follow multi-step directions accurately
 - Ability to participate in a structured learning environment with an assigned seat and assigned work booth
 - Ability to start and complete an assigned task
 - Ability to interpret charts, diagrams, and/or symbols
 - Good hand/eye coordination and manual dexterity
 - Strong fine motor skills and muscle memory
 - Strong work ethic
 - Awareness of surroundings to prevent emergency/accidents
-



Attachment Item #15

Approve Internal Monitoring Plan

Auburn Career Center Internal Monitoring Team Checklist

Student Name: _____ District: _____ Program: _____

IEP Effective Date: _____ Date Reviewed: _____

☐ Initial IEP ☐ Annual IEP ☐ Amendment IEP ☐ Other

IEP Reviewed by: _____

Auburn's Internal Monitoring Team will review the entire IEP to determine if each section is complete. The internal monitoring team will focus on review of Section 5, Section 6, and Section 7 and Section 12:

☐ **Section 1-** Future Planning Reviewed

Comments: _____

☐ **Section 2-** Special Instructional Factors Reviewed

Comments: _____

☐ **Section 3-** Profile Reviewed

Comments: _____

☐ **Section 4-** Extended School Year Services Reviewed

Comments: _____

☐ **Section 5-** Postsecondary Transition Services Reviewed

- ☐ Secondary Goals based on PINS
- ☐ Each activity based on assessment information
- ☐ Service/Activity listed
- ☐ Auburn staff specifically listed to complete service/activity
- ☐ Auburn staff implied to complete service/activity

Comments: _____

☐ **Section 6-** Measurable Annual Goals Reviewed

- ☐ Present level of performance reviewed
- ☐ Goal is measurable
- ☐ Method of measuring progress selected
- ☐ Progress reported every _____ weeks

Comments: _____

☐ **Section 7-** Specially Designed Services Reviewed

- ☐ Specially Designed Instruction
- ☐ Location of Service listed
- ☐ Accommodations (list on snapshot)
- ☐ Modifications (list on snapshot)
- ☐ Support of School Personnel
- ☐ Support for Medical Needs

Comments: _____

☐ **Section 8-** Transportation Reviewed

Comments: _____

☐ **Section 9-** Nonacademic/Extracurricular Activities Reviewed

Comments: _____

☐ **Section 10-** General Factors Reviewed

Comments: _____

☐ **Section 11-** Least Restrictive Environment Reviewed

Comments: _____

☐ **Section 12 -** State and District Wide Testing Reviewed

- ☐ Testing accommodations/modifications listed

Comments: _____

☐ **Section 13-** Exemptions

☐ **Section 14-** Meeting Participants

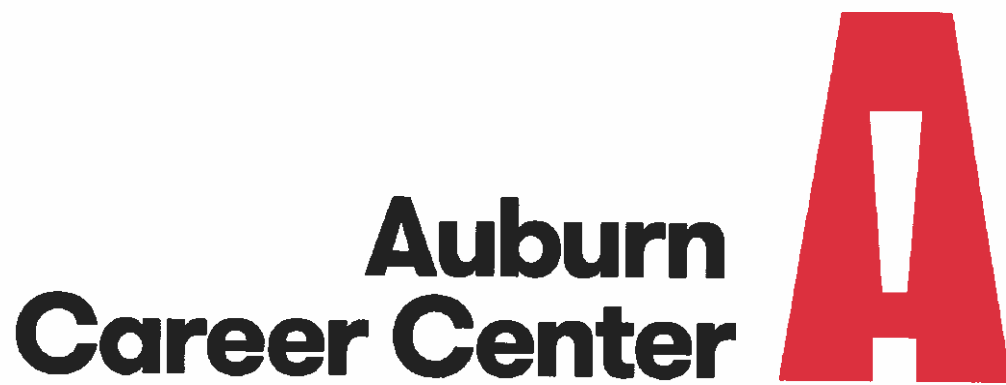
☐ **Section 15-** Signatures

Notes:

Follow-up: _____

Follow-up Completed by: _____ Date: _____

Revised 2021



Attachment Item #16

*Approve Cooling Tower
Repair*



TRANE



Trane U.S. Inc.
9555 Rockside Rd
Valley View, OH 44125
Cell: (607) 368-6067
Service Contact: (216) 654-1001

March 24, 2021

Treasurer
Auburn Career Center
8140 Auburn Rd
CONCORD, OH 44077 U.S.A.

Site Address:
Auburn Career Center
8140 Auburn Rd
CONCORD, OH 44077
United States

ATTENTION: Treasurer
PROJECT NAME: Auburn Career Center Cooling Tower Repair

Trane MMA for State of Ohio
Index No. MMA632
Contract No. MMA7647
Facility Management Systems - HVAC

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

EQUIPMENT LIST

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Cooling Tower	1	Trane	TS12EG-1	253396	Chiller tower

SCOPE OF SERVICE

- Trane service to provide factory certified repair technician on site to repair leaking outlet fitting.
- Provide new 4" spinweld fitting and sealant
- Minor modification to opening will be required in order to accommodate repair
- Provide Three 2" Diameter Scru-Tite Fittings
- Provide ¾" Fitting MIMG CPLG Full ¾" Dia, NPT Taper Thd
- Provide ¾" Float Valve Assembly
- Provide New Galvanized Screen
- Includes all additional labor
- All work to be done during normal working hours
- Provide documentation of repair at completion

PRICING AND ACCEPTANCE

TOTAL PRICE:..... **8,597.91 USD***

Note: Pricing is in accordance with the following:

Trane MMA for State of Ohio

Index No. MMA632

Contract No. MMA7647

Facility Management Systems - HVAC

CLARIFICATIONS

1. Any service not listed is not included.
2. Work will be performed during normal Trane business hours.
3. This proposal is valid for 30 days from March 24, 2021.

We appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Mark Bowler

Mark Bowler

Account Manager-Services

Cell: (607) 368-6067

COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Trane's License Number: OH License # 47248

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

FOR THE _____:

Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Board President (official capacity only)* Date

_____, Superintendent (official capacity only)* Date

_____, Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action

TERMS AND CONDITIONS – QUOTED SERVICE

"Company" shall mean Trane U.S. Inc..

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 40 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

4. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

5. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. Services Fees and Taxes. Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

7. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

9. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

10. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;

(d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

12. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, CONDITIONS, REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, IS MADE REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL TRANE HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO**

13. Indemnity. ~~To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.~~

14. Limitation of Liability. ~~NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.~~

15. COVID-19 LIMITATION ON LIABILITY. ~~The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL TRANE BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO COVID-19 (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "COVID-19 LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES TRANE FROM ANY SUCH COVID-19 LIABILITIES.~~

16. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

18. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. ~~Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued.~~ To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

20. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

21. U.S. Government Contracts. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. ~~The following provision applies only to indirect sales by Company to the US Government.~~ As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. ~~If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.~~

1-10.48 (0720)
Supersedes 1-10.48 (0919)



TRANE'S SAFETY STANDARD

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

PROVEN SAFETY SUCCESS

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

TRANE INJURY RATES V. INDUSTRY COMPETITORS

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

SAFETY TOOLS, TRAINING & EXPERTISE

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
- -Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.
- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

MANAGEMENT LEADERSHIP AND COMMITMENT

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

JOBSITE SAFETY EQUALS CUSTOMER VALUE

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.

**Auburn
Career Center**



Attachment Item #17

*Approve Revisions of Back
to School Plan*

Back to School Plan



2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 8/4/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 9/1/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 10/6/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 11/5/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 1/12/2021
 - ❖ Auburn Vocational Board of Education Approved Revisions 3/2/2021
 - ❖ Next revision to be reviewed by the Board 4/6/2021
-

This plan provides the basis for a systematic resumption of classes at the Auburn Career Center in response to the nationwide COVID-19 pandemic. It identifies the responsibilities, functions, operational guidelines and working relationships of staff, governmental entities, private support groups and individual citizens involved in its creation and implementation.

The plan closely adheres to the Health and Safety Guidance for Ohio K-12 Schools that was released by the State of Ohio on July 2, 2020 and, where applicable, follows guiding principles set forth in the National Incident Management System (NIMS). It is based on the knowledge that incidents are best handled at the lowest jurisdictional level while utilizing a “Whole Community” approach in plan development and implementation.

PURPOSE AND SCOPE

A. Purpose

To provide a framework for Auburn Career Center to reopen school buildings while also helping its students and staff reduce the risk of exposure and prevent the spread of COVID-19 in their communities.

Included are guidance and best practices for:

- Assessing symptoms
- Increased sanitation
- Social distancing
- Face coverings
- Risk assessment and mitigation

It should be noted that Prevention strategies detailed in the plan should be layered on one another and used at the same time. No single strategy is sufficient. Any signs of a cluster of new cases in the school or the local community should result in a re-evaluation of mitigation strategies.

B. Scope

This plan identifies the essential functions required to safely resume classes at the Auburn Career Center and applies to all students, staff and visitors entering the facility.

SITUATION AND ASSUMPTIONS

A. Situation

1. Auburn Career Center is a Public High School Career Center and Ohio Technical College located in Concord Township, Ohio that serves 6 school districts in Lake County, 4 school districts in Geauga County and other students.

2. Approximately 25% of Ohio's secondary students participate in career-technical education programs.
3. On March 13, 2020, President Trump declared a national emergency related to the worldwide COVID-19 pandemic.
4. Epidemic was identified as a potential hazard vulnerability to Lake County in its 2016 Multi-Jurisdictional Hazard Mitigation Plan.
5. Active cases of COVID-19, some resulting in death, have occurred in Lake County.
6. The Department of Health and Human Services (HHS) has been designated as the federal lead agency involved in the nation's COVID-19 response. The Ohio Department of Health and Lake County General Health District have been designated as the lead agencies for local direction and planning guidance.

B. Assumptions

1. As schools start to reopen, the health and safety of students, staff, and volunteers is paramount.
2. We are now at the highest level of community spread since the COVID-19 pandemic began. It transmits quickly and having students gather in classrooms again involves inherent risk for students and staff.
3. While the science about COVID-19 is evolving, it will be important to remain vigilant and nimble to respond to new developments.
4. Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior according to recent studies and the American Academy of Pediatrics.
5. Students in career-technical education programs are given real-world examples to help them make connections to what they learn in academic classes and are provided the opportunity to work in a team which is a crucial element of any career. Our plan requires traditional attendance and students present in the building when school is in session.
6. There will be changes to how children will be transported to and from school and what the typical school day will look like. These adaptations are critically important to ensuring that children are able to return to school safely.

PLAN IMPLEMENTATION

- A. In order to ensure the health and safety of students, staff and visitors returning to the Auburn Career Center in the Fall, mitigation strategies that cross-cut various operational areas will be developed, implemented, and updated as needed. These strategies will closely adhere to the Health and Safety Guidance for Ohio K-12 Schools released by the State of Ohio on July 2, 2020.
- B. All strategies employed will be distributed and made available based on the input of stakeholders and the application and guidance from the Ohio Department of Health and Lake County General Health District.
- C. COVID-19 cases that are identified during the 2020-2021 school year will be quickly addressed and properly managed to limit exposure.
- D. The Auburn Career Center Administrators listed below are responsible for answering questions and providing information to school staff and families regarding COVID-19. Please refer to the Auburn Career Center website COVID-19 page for updates.

Dr. Brian Bontempo	Superintendent	440.358.8011
Ms. Sherry Williamson	Treasurer	440.358.8006
Mr. Jeff Slavkovsky	Executive Director of CTE	440.358.8033
Mr. Chris Mitchell	Director of High School	440.357.7542 x8060
Ms. Dee Stark	Director of Curriculum & Instruction	440.358.8030
Ms. Michelle Rodewald	Director of Adult Ed. & Business Partnerships	440.357.7542 x8159
Mr. David Cowen	Coordinator of Internships & Adult Programs	440.358.8028

The Auburn Career Center (ACC) has spent significant time leveraging intellectual resources and local, state, and national talent to build a program to meet the response to the requirements of a safe restart to the 2020-2021 school year. We continue to focus on the safety, social emotional as well as academic plans for all staff and students. This initial document is intended to respond to the safety requirements of the Lake County General Health District (LCGHD) as an extension of the Ohio Department of Health. Additional guidance has been considered from the Reset and Restart for Career & Technical Education and the COVID-19 Health & Prevention provided for Ohio K-12 Schools.

The Auburn Career Center in May 2020 established sub committees comprised of teachers, school counselors, a school board member, support staff and administrators to provide input to Back to School plans for Auburn Career Center. The sub committees comprised of facilities, wellness, instruction, communications, equity & service, non-instructional and human resources. Following the creation of the initial plan and walk through of the building in June 2020 with the Lake County General Health District, the Auburn Career Center Board provided input and support for the Back to School plan. Focus groups of administrators, teachers and staff, parents and students will provide input to the plan over several meetings throughout July and August 2020.

The Auburn Career Center will review these practices and hold review sessions with the Lake County General Health District. The intention of the reviews is to improve the protocols based on previous experiences and changes to the guidance from the Lake County General Health District. This document serves as the working document for both the High School and Adult programming of the Auburn Career Center.

The Superintendent has authority to modify from time to time to respond to new mandates or unique situations not addressed in the current plan and will seek Board approval and Lake County General Health District approval at the next regularly scheduled meeting.

1. Vigilantly Assess for Symptoms

- a. Staff and students conduct personal daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.
- b. COVID-19 Symptoms -Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills
- Cough
- Shaking or exaggerated shivering
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

- c. If a student, staff, or volunteer begins to show symptoms or has a temperature above 100.4°F while at school, they must immediately be separated from other students, staff, or volunteers, given a face covering, and monitored by a staff member wearing appropriate personal protective equipment (PPE) and maintaining physical distance when possible. A specific and private location has been identified for temporary quarantine for the separated individual until arrangements are secured for the pick-up of the individual.
- d. School personnel will refer those displaying symptoms of COVID-19 to the Lake County General Health District. The Lake County General Health District will be contacted in the case of the positive or suspected COVID-19 cases in a school building. The Lake County General Health District will help to identify potentially infected or exposed individuals and assist with appropriate notifications and guidance to the Auburn Career Center.
- e. We will monitor daily absences of students and staff for trends. Staff and students who have suspected or confirmed COVID-19 cannot return to school until they are released by the Lake County General Health District.
- f. We will communicate to parents/guardian with written notification of a positive test or case of a student, teacher, staff member, or coach who may have shared a classroom space and/or participated in a school activity with your child during the COVID-19 infectious period. In addition, we will also notify the Auburn School Community of a positive test or case.

Example of a communication to school community in the event of a positive test by student or staff:

A student (or staff member) at the Auburn Career Center tested positive for COVID-19 and the Lake County General Health District (LCGHD) has been made aware, as is required, and is advising us during this process. If anyone is thought to be exposed, their name, address and phone number has been shared with the LCGHD, and they will be in direct contact with you. If you have any specific questions, please contact the LCGHD at 440.350.2188.

Example of a Communication to parent/guardian of a positive test or case of school classroom space:

The Auburn Career Center is providing you as the parent/guardian, with written notification of a positive test or case of a student, teacher, staff member, or coach who may have share a classroom space and/or participated in a school activity with your child during COVID-19 infectious period.

2. Wash and Sanitize Hands to Prevent Spread

- a. Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. (See 2B) Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

- b. **STOP GERMS WASH YOUR HANDS**

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.



Keeping hands clean is one of the most important things we can do to stop the spread of germs and staying healthy.

- c. All employees, students, and staff are required to wash their hands, using the 20 second washing protocol, upon entering their work or learning space. Sanitizing stations (at least 60% to 95% alcohol based) will be available in any work or learning area that does not have a sink.
- d. Sanitizing stations will be available (at least 60% to 95% alcohol based) in every hallway and in multiple locations.
- e. We will have industry specific gloves for all staff and students in order to create a barrier from potential hazards.
- f. Students, teachers, staff and visitors are encouraged to cover coughs and sneezes with a tissue and, if not available covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

3. Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- a. We will clean surfaces as frequently as possible, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants available in each room and common space.
- b. High touch areas throughout the school will be cleaned each day taking into consideration student transition times.
- c. Students will be asked to clean their personal learning space before leaving each day.
- d. A sanitizing schedule will be documented and will include cleaning each night in each building that the building is in use.
- e. Doors, where possible, will be left open and only closed to allow for required privacy or quiet environment.
- f. Regular review of the school building ventilation system will be conducted.
- g. Students will use their own tools whenever possible, when working in the lab.
- h. When using district owned tools or equipment, gloves (barriers) and cleaning requirements that are specified by your instructor and meet the industry specific standards, will be required.
- i. When the industry specific hands-on learning is to take place, the specific mandates for each industry sector in the Reset and Restart for Career & Technical Education will be followed.
- j. We will follow Lake County General Health District Guidelines for cleaning and sanitizing should an exposure take place.
- k. To maintain water system safety, recommended CDC guidance will be followed in portions of the facility that could remain unused for extended periods.
- l. A health committee comprised of employees will meet regularly to share observations and offer suggestions for health and safety in the school.

4. Practice Social Distancing

- a. Staff and students will, when possible, maintain 6-foot social distance, in all school environments, including classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations, and anytime outdoors on school property.
- b. All offices, work areas, learning spaces, and other rooms will follow the 6 ft. social distancing guidelines and will use a minimum of 36 sq. foot of space per person for the purpose of calculating social distancing capacity.
- c. All offices, work areas, learning spaces, and other rooms will have signage by the entranceway identifying social distancing capacity as well as responsible person(s) for maintaining social distance protocols for the room.
- d. Barriers such as plexi glass walls will be located at secretary work stations or other work locations as needed.
- e. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- f. We will reinforce distancing with visual cues such as floor markings and signs.
- g. We will coordinate drop off time with affiliate districts to ensure that congregation time is minimized.
- h. Specific drop off and entrance locations will be established for students dropped off by bus in proximity to their classrooms for morning classes. During mid-day runs that pick up morning students and drop off afternoon students, a different system will be implemented. Morning students will exit specific doors and afternoon students will enter other specifically assigned doors. The location of these specifically assigned doors will ensure one-way traffic with the intention of eliminating congregating. Afternoon students will be assigned specific exit doors.
- i. Students that are driving to school will be assigned a specific entrance/exit door.
- j. Students are assigned classroom seats and, wherever possible, they are assigned for the first students in the classroom to be furthest from the classroom door.
- k. All learning spaces will have seating charts and maintained by the responsible person for the room.
- l. Back-up locations for classrooms have been identified.

- m. Restrooms will be used in the classroom or to the closest in proximity and assigned accordingly. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- n. Waiting in the restroom is not permitted.
- o. No in school visitors, customer service, and field trips will be scheduled. Any exception requires permission of administration and will require temperature checks for any non-employee and must follow current Ohio Law.
- p. A secured and monitored unique location has been identified for any sick person to wait until arrangements have been made for the person to be picked up.
- q. Every classroom/lab/and lunch period will have assigned seats. This aids in contact tracing if necessary and may significantly reduce quarantines as a result of the ability to confirm student seating.
- r. Lunches will be structured and assigned seats will be mandatory. All lunch periods will follow the room limitations for social distancing and seating will be clearly marked to show available seating. Students will sit in assigned seats with their program classmates. Pick up for lunches and alternative lunch locations and times have been established to ensure adequate time for lunches as well as required social distancing. Breakfast distribution and classroom delivery will be coordinated in conjunction with the drop off schedule for each morning.
- s. Lunch will be offered in a prepackaged "to-go" type container. Any special breakfast or lunch arrangements will be coordinated to meet a specific student need.
- t. Back-up and additional locations have been identified for lunch.
- u. Every classroom/lab will be assigned a specific entrance and exit to the building to ensure social distancing and reduce congregations.
- v. Students and staff are encouraged to bring their own water bottles as all traditional water fountains are shut down.
- w. Students that arrive late are required to enter the main front doors, maintain social distancing, have temperature taken, and use the attendance kiosk to sign in.
- x. If an employee is required to attend a face-to-face meeting off campus as a function of their job, written permission must be granted by an administrator.
- y. Upon approval of Superintendent or designee, programs may begin specified and approved contactless customer service effective approximately March 1, 2021.

z. Effective April 1, 2021:

- 1. Authorize the Superintendent to allow recruiting events for potential students and families to enter Auburn Career Center buildings, all related programming must adhere to room capacity guidelines and any other guidelines per the Back to School plan. Plans must be approved by Superintendent or designee.**
- 2. Authorize Auburn Career Center employees to enter affiliate district buildings for recruiting purposes. Visits must be approved by Superintendent or designee and affiliate district.**
- 3. Authorize the Superintendent to allow student(s) and staff of student organizations (CSTO's) the ability to travel off site for competitions. All travel plans must be approved by Superintendent or designee.**
- 4. Authorize the Superintendent to allow staff to attend out of district professional development. All travel plans must be approved by the Superintendent or designee.**

aa. Effective April 7, 2021:

- 1. Upon approval of the Superintendent or designee program advisory committees are permitted to meet at the Auburn Career Center. Meetings must adhere to room capacity guidelines and all other guidelines per the Back to School plan.**
- 2. Authorize the Superintendent to modify quarantine guidelines at his discretion for employees and students per Lake County General Health District recommendation.**
- 3. Authorize the Superintendent to conduct completion ceremonies in the Presentation Center following guidelines as approved by the Lake County General Health District.**

5. Face Coverings Policy

This face covering policy is established because of the importance of face masks in slowing the spread of COVID-19 and after considering all the available science. Recognizing that available scientific information, local needs, and laws may change at any moment, the Board authorizes the Superintendent to unilaterally review and adjust the instant face covering policy in consultation with the appropriate officials. At no time, shall this policy require a standard that is less than required by law.

FACE MASKS

Face masks should cover both the mouth and nose to maximize effectiveness.

Additional Ohio Department of Health guidance on face coverings in general and on face coverings for children and can be found on coronavirus.ohio.gov.

FACE SHIELDS

Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process. Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted;
- When interacting with English-language learners or when teaching a foreign language;
- Settings where cloth masks might present a safety hazard (i.e. science labs); and
- For individuals who have difficulty wearing a cloth face covering.

SCHOOL STAFF, STUDENTS, VOLUNTEERS, AND GUESTS MUST WEAR MASKS

All school staff, students, volunteers, and guests must wear face coverings unless exempted by law. Such exemptions may include:

- Facial coverings in the school setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the school's documented safety policies;
- Facial coverings are not required when the staff works alone in an assigned work area; and/or
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

Individuals who are not required to wear face coverings must provide written justification to the Board explaining why the individual is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment, provided by the school, in accordance with Occupational Safety and Health Administration standards.

Nothing in this policy shall supersede the minimum requirements set forth by law.

6. Educational Consideration Plans

- a. Every program will be prepared for a virtual classroom in the event that a shutdown is required. Each teacher is prepared for that event and will review those requirements in the event of virtual classroom situation with all students on the first day of school. In the event of virtual class time students will be required to be in “attendance” each day at the regularly scheduled time of day. This is critical for the coordination of scheduling with the student home district as well as our IT department planning and for the scheduling of teacher time.
- b. We will maintain a communication system for staff and students to reach out for any social, emotional need as well as a referral system should they recognize anyone in need of assistance.
- c. We are working to identify the training needs for staff and students and will utilize the additional time for staff during our professional development days as well as training for students on the first days of school and orientation night on any protocol for daily school operations, virtual classroom options and PPE usage.
- d. The Auburn Career Center will follow the Reset and Restart for Career & Technical Education document that makes industry recommendations for safety, licensure, credentials and other Career & Technical Education specific items. Please refer to that document for details.
- e. Teachers have been equipped with various instructional tools including video type cameras (tripods, monitors and other like equipment) that will be supported with live streaming or similar content. The video can also be uploaded to our learning management system, Schoology, for student review. This enhancement offers a great option for any student that is absent from school.
- f. Teachers also have requested unique supplies/equipment for student home use if necessary. The IT department is working toward a virtual personal network VPN that will allow teachers and students access to their computer remotely and utilize the high power software and hardware we have available. If the VPN is not available, staff and students will be equipped with a best available option with consideration of cost should a virtual environment be necessary and as needed.
- g. Each program teacher will review their face to face plans and their virtual plans with an administrator to ensure a process is in place for deploying equipment and supplies if necessary.
- h. Virtual Plans as per HB164, will also serve as a remote learning plan in the event that shut downs are mandated. The Board approved virtual plan has been submitted to the Ohio Department of Education and is available on their website as well as Auburn Career Center’s COVID-19 page. The plans consider two main options:
 1. Teachers will teach virtually from their classroom/lab using equipment.
 2. Teachers will teach virtually from home using the best resources available.

We recognize that as with any plan we cannot consider every scenario, therefore the Superintendent has the authority to modify this plan in order to respond to new mandates or unique situations. We will remain flexible and supportive at all times. We encourage all staff and students to contact the school for any academic, IT, or social emotional needs at any time.

**Auburn
Career Center**



Attachment Item #18B

Consent Agenda

*ABM Industry Groups, LLC
Services Agreement*



SECOND AMENDMENT TO SERVICES AGREEMENT

THIS SECOND AMENDMENT TO SERVICES AGREEMENT (the "Second Amendment"), effective as of July 1, 2021, is made by and between **Auburn Vocational School District** ("Customer") and **ABM Industry Groups, LLC** ("Contractor") (collectively referred to as the "Parties" to this Second Amendment).

RECITALS:

- A. **WHEREAS**, the Parties have entered into a Services Agreement dated June 7, 2016, which was previously amended effective July 1, 2020 (collectively referred to as the "Agreement"), whereby Customer retained Contractor to perform various services specified in the Agreement itself; and
- B. **WHEREAS**, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

1. **Term.** Section 5.A. of the Agreement is hereby amended to extend the term, which extended term shall commence as of **July 1, 2021** and terminate **June 30, 2022** (the "Term"). Thereafter, by mutual written agreement of the Parties, this Agreement may be renewed for a three (3) year term from July 1, 2022 through June 30, 2025 or for two (2) successive two (2) year terms, unless sooner terminated as provided in the Agreement.
2. **Pricing.** Attachment B to the Agreement shall be modified as set forth in *Attachment A* below.
3. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this Second Amendment, all terms, covenants, conditions, and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
4. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this Second Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.
5. **Counterparts.** This Second Amendment may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

AUBURN VOCATIONAL SCHOOL DISTRICT

ABM INDUSTRY GROUPS, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
PRICING

Pricing Effective July 1, 2021 – June 30, 2022

Cost reflects a 2.5% increase in pricing.

Yearly Cost- \$205,714.08

Monthly Cost- \$17,142.84