

Auburn Vocational School District BOARD OF EDUCATION

Minutes of August 6, 2019

The August 6, 2019 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. Kent	Mr. Sedivy	Mrs. Wheeler
Mr. Cahill	Mr. Klima	Mr. Walter	
Mrs. Javins	Mr. Stefanko	Mrs. Wheeler	

Absent: Dr. Culotta and Mr. Miller

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

127-19 Approve Agenda

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the August 6, 2019 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

128-19 Approve Minutes Last Meeting

A motion was made by Mr. Kent and seconded by Mr. Sedivy to approve the minutes of the June 25, 2019 Regular Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Abstain: Mrs. Javins
Mr. Walter declared the motion passed

Public Participation - None

Administrative Report

- a) Discussion – OSBA Capital Conference – November 10-12, 2019
- b) Staff In-Service Days – August 12 & 13, 2019
- c) Opening of School Year for Students – August 14, 2019
- d) Student House Auction – Saturday, August 10, 2019 @ 11: 00 am

Facilities Committee Report – Mr. Jeff Slavkovsky gave an update on the completed and in progress summer projects.

Render Financial Reports

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

No Action Required.

129-19 Approve Transfers

A motion was made by Mrs. Javins and seconded by Mr. Cahill to approve the following transfers from the General Fund effective August 7, 2019.

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

Roll Call: Ayes: Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

130-19 Approve Change Funds

A motion was made by Mr. Sedivy and seconded by Mr. Klima to approve the change funds for 2019-2020 school year total of \$137.00.

Attendance/Main Office	\$80.00
Lunchroom	\$57.00
Total	\$137.00

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

131-19 Approve Creating the Student Activity Fund for Criminal Justice & Security Program

A motion was made by Mr. Kent and seconded by Mr. Sedivy to approve creating the Student Activity Fund for the Criminal Justice & Security Program.

Student Activity Fund: 200-997A

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

132-19 Approve 2019-2020 Purpose Statement/Activity Budgets

A motion was made by Mrs. Javins and seconded by Mr. Cahill to approve the following purpose statement/activity for the 2019-2020 school year.

Program	Acct. Number	Last Year Balance 6/30/19	Revenue Anticipated
Advance Manufacturing	200-902A	\$70.00	\$30.00
Allied Health Technology	200-901A	\$292.42	\$1,100.00
Architecture & Project Management	200-909A	\$0.00	\$600.00
Automotive Collision	200-985A	\$478.98	\$1,700.00
Automotive Technology Jr. & Sr.	200-912A	\$1,622.73	\$2,200.00
Student Leadership Team	200-914A	\$0.00	\$100.00
Criminal Justice & Security	200-997A	\$0.00	\$200.00
Computer Networking & Technology	200-903A	\$0.00	\$850.00
Construction Jr. & Sr.	200-987A	\$103.30	\$600.00
Cosmetology Jr. & Sr. / Holland	200-992A	\$1,232.24	\$4,700.00

Program	Acct. Number	Last Year Balance 6/30/19	Revenue Anticipated
Cosmetology Jr. & Sr. /Malvicino	200-992B	\$1,386.33	\$3,000.00
Culinary Arts Jr. & Sr.	200-940A	\$42.65	\$2,000.00
DECA	200-930A	\$1,602.23	\$2,050.00
Electrical Engineering Prep	200-996A	\$11.57	\$1,000.00
Emergency Medical Services	200-927A	\$191.25	\$200.00
Plant, Turf & Landscape Management	200-915A	\$51,208.66	\$46,000.00
HVAC Jr. & Sr.	200-937A	\$0.00	\$600.00
Mobile Applications & Technology	200-917A	\$0.00	\$800.00
Interactive Multimedia Jr. & Sr.	200-907A	\$7,334.26	\$6,000.00
Internet Program Development Jr. & Sr.	200-982A	\$2,223.39	\$1,000.00
Mechanical Technology Applications	200-925A	\$6,972.78	\$2,200.00
National Technical Honor Society	200-908A	\$107.32	\$100.00
Patient Care Technician Jr. & Sr.	200-995A	\$0.00	\$600.00
Practical Nursing Adult	200-911A	\$829.83	\$0.00
SADD	200-950A	\$801.97	\$300.00
Skills USA	200-990A	\$1,117.08	\$3,500.00
Sports Medicine Jr. & Sr.	200-932A	\$122.75	\$0.00
Teaching Professions Pathway Jr. & Sr.	200-945A	\$1,099.29	\$2,323.00
Welding Jr. & Sr.	200-924A	\$439.04	\$1,000.00
Total		\$79,290.07	\$84,753.00

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

133-19 Approve Human Resources

A motion was made by Mr. Sedivy and seconded by Mrs. Javins to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplementals, Substitutes, Separations and Student Intern positions. (Attachment Item #13)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

134-19 Resolution Reaffirming, Memorializing, and Adopting Vacation Policies

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to reaffirm, Memorialize, and adopt the following Vacation Policies:

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

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

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

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

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

VACATION LEAVE

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

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

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

VACATION LEAVE

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

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

VACATION LEAVE

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

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

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

135-19 Approve School Resource Officer

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve Lieutenant Michael Reed as the school resource officer for Auburn Career Center. The agreement between the Lake County Sheriff's Office and Auburn Career Center for the 2019-2020 school year would remain. Auburn's portion for the upcoming school year would be \$81,179.00. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

136-19 Approve 2019-2020 SY School Crisis Plan

A motion was made by Mrs. Wheeler and seconded by Mr. Cahill to approve the school crisis plan for the 2019-2020 school year. The plan consists of updates from the policies and/or laws that have been modified at the state level. (Attachment #16)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

137-19 Approve Adult Workforce Education Instructor Handbook SY 19-20

A motion was made by Mr. Sedivy and seconded by Mrs. Javins to approve the Adult Workforce Education Instructor handbook for the 2019-2020 school year. Note any changes made have meet federal standards and/ or board policies. (Attachment #17)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

138-19 Approve Adult Workforce Public Safety Handbook SY 19-20

A motion was made by Mrs. Javins and seconded by Mr. Klima to approve the Adult Workforce Public Safety handbooks for the 2019-2020 School Year. (Attachment #18)

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

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

139-19 Approve Fiscal Operations Handbook SY 19-20

A motion was made by Mr. Sedivy and seconded by Mr. Stefanko to approve the Fiscal Operations Handbook for the 2019-2020 school year. (Attachment Item #19)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

140-19 Authorize Superintendent & Treasurer to Communicate with Geauga ESC regarding iStem locations

A motion was made by Mr. Cahill and seconded by Mrs. Javins to authorize the Superintendent and Treasurer send communication to Geauga ESC in regards to terminating the MOU between Auburn Career Center and Geauga ESC/iStem.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

141-19 Consent Agenda: Contracts/Affiliation Agreements

A motion was made by Mr. Stefanko and seconded by Mr. Kent to approve items 21a-21e as a Consent Agenda item.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

142-19 Consent Agenda: Contracts/Affiliation Agreements

A motion was made by Mr. Klima and seconded by Mrs. Wheeler to approve the following contracts and affiliation agreements:

a. *Business Partnership Affiliation Agreements (Attachment Item #21a)*

b. *Geauga County Workforce Development System (Attachment Item #21b: Emailed)*

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

c. *Identisys Inc.*

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

d. *Ohio Talent Development Network MOU*

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

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

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

A consent agenda provide for a more efficient use of time. Any Board member can remove a Consent Agenda item to be discussed and voted on individually.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

143-19 Executive Session

A motion was made by Mr. Stefanko and seconded by Mr. Cahill to enter into executive session at 7:02 p.m. for the following purpose:

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

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Return to public session at 7:29 p.m.

144-19 Adjourn

A motion was made by Mr. Cahill and seconded by Mrs. Wheeler to adjourn the meeting at 7:30 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #8

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
June 30, 2019

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 5,965,942.12	\$ 530,917.20	\$ 10,041,539.00	\$ 1,625,736.41	\$ 9,533,424.68	\$ 6,474,056.44	\$ 121,716.65	\$ 6,352,339.79
002	Bond Retirement	\$ -	\$ 626,434.98	\$ 626,434.98	\$ -	\$ 626,434.98	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,849,284.91	\$ 7,291.67	\$ 88,023.74	\$ 128,540.00	\$ 844,078.35	\$ 1,093,230.30	\$ 1,019,583.90	\$ 73,646.40
006	Food Service	\$ 6,617.41	\$ 26,446.20	\$ 166,589.62	\$ 15,145.15	\$ 173,207.03	\$ -	\$ -	\$ -
009	USSF	\$ 10,079.61	\$ 25.00	\$ 12,021.50	\$ -	\$ -	\$ -	\$ -	\$ -
011	Rotary	\$ 1,398.06	\$ 1,233.12	\$ 35,497.37	\$ 1,549.45	\$ 35,688.22	\$ 22,101.11	\$ -	\$ 22,101.11
012	Adult Education	\$ 51,950.69	\$ 122,729.76	\$ 1,663,551.58	\$ 241,775.15	\$ 1,606,574.38	\$ 1,207.21	\$ -	\$ 1,207.21
014	Rotary Internal Service Fund	\$ 2,267.25	\$ 34.83	\$ 1,607.56	\$ -	\$ 1,269.08	\$ 2,605.73	\$ 1,450.00	\$ 96,813.81
018	Principal Fund	\$ 9,730.57	\$ 56,313.50	\$ 114,961.04	\$ 18,660.62	\$ 111,757.47	\$ 12,934.14	\$ 11,684.14	\$ 1,155.73
019	Trust Fund-Camp Discovery	\$ 235,831.11	\$ -	\$ 32,845.70	\$ 6,407.14	\$ 106,606.45	\$ 162,070.36	\$ 2,646.78	\$ 159,423.58
022	District Agency	\$ 15,710.95	\$ (500.00)	\$ 32,058.80	\$ -	\$ 37,464.99	\$ 10,304.76	\$ 1,000.00	\$ 9,304.76
024	Employee Self Insurance Fund	\$ 18,031.15	\$ (433.32)	\$ 41,775.37	\$ 1,642.76	\$ 50,476.12	\$ 9,330.40	\$ 1,355.91	\$ 7,974.49
70	Capital Projects	\$ 398,399.44	\$ -	\$ 350,000.00	\$ 75,103.00	\$ 444,054.12	\$ 304,345.32	\$ 171,397.00	\$ 132,948.32
200	Student Activity Fund	\$ 76,920.43	\$ 1,764.76	\$ 87,934.59	\$ 11,629.15	\$ 85,564.95	\$ 79,290.07	\$ 240.00	\$ 79,050.07
451	Data Communication Fund	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -
499	Miscellaneous State Grants	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 12,692.58	\$ 62,663.00	\$ 296,488.80	\$ 30,412.60	\$ 304,725.94	\$ 4,455.44	\$ 4,455.44	\$ 0.00
524	VEPD Secondary and Adult Fund	\$ 33,930.99	\$ 68,571.06	\$ 368,765.79	\$ 7,608.88	\$ 358,368.60	\$ 44,328.18	\$ 44,328.18	\$ 0.00
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ 40,468.00	\$ -	\$ 40,468.00	\$ -	\$ -	\$ -
Grand Totals		\$ 8,688,787.27	\$ 1,503,491.76	\$ 14,004,863.44	\$ 2,164,210.31	\$ 14,364,463.36	\$ 8,329,187.35	\$ 1,391,977.08	\$ 6,937,215.27

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
6/30/2019

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,536,456.90	\$ 118,684.43	\$ 9,655,141.33	\$ 9,533,424.68	\$ 1,925,736.41	\$ 121,716.65	\$ -	100.00%
002	Bond Retirement	\$ 826,434.98	\$ -	\$ 826,434.98	\$ 826,434.98	\$ -	\$ -	\$ -	100.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 323,344.25	\$ 1,540,318.00	\$ 1,863,662.25	\$ 844,078.35	\$ 128,540.00	\$ 1,019,583.90	\$ -	0.00%
006	Luncheon Fund	\$ 162,378.75	\$ 10,828.28	\$ 173,207.03	\$ 173,207.03	\$ 15,145.15	\$ -	\$ -	100.00%
009	Uniform School Supply Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
011	Customer Service Fund	\$ 31,471.06	\$ 4,217.16	\$ 35,688.22	\$ 35,688.22	\$ 1,549.45	\$ -	\$ -	100.00%
012	Adult Education Fund	\$ 1,585,193.28	\$ 23,495.18	\$ 1,608,688.46	\$ 1,806,574.38	\$ 241,775.15	\$ 12,114.08	\$ -	100.00%
014	Rotary Internal Service Fund	\$ 1,719.08	\$ 1,000.00	\$ 2,719.08	\$ 1,269.08	\$ -	\$ 1,450.00	\$ -	100.00%
018	Principal Fund	\$ 104,091.04	\$ 19,350.57	\$ 123,441.61	\$ 111,757.47	\$ 18,660.62	\$ 11,684.14	\$ -	100.00%
019	Other Grants	\$ 90,796.63	\$ 19,486.00	\$ 109,253.23	\$ 106,606.45	\$ 6,407.14	\$ 2,646.78	\$ -	0.00%
022	Scholarships	\$ 36,464.99	\$ 2,000.00	\$ 38,464.99	\$ 37,464.99	\$ -	\$ 1,000.00	\$ -	100.00%
024	Employee Benefits	\$ 51,832.03	\$ -	\$ 51,832.03	\$ 50,476.12	\$ 1,642.76	\$ 1,355.91	\$ -	100.00%
70	Capital Projects	\$ 225,899.07	\$ 389,552.05	\$ 615,451.12	\$ 444,054.12	\$ 75,103.00	\$ 171,397.00	\$ -	100.00%
200	School Net Connectivity	\$ 84,500.64	\$ 1,304.31	\$ 85,804.95	\$ 85,564.95	\$ 11,629.15	\$ 240.00	\$ -	100.00%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -	0.00%
499	Misc. State Grant	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	100.00%
501	ABLE Literacy Fund	\$ 261,685.15	\$ -	\$ 261,685.15	\$ 257,228.71	\$ 30,489.27	\$ 4,455.44	\$ -	100.00%
524	VEPD Secondary and Adult	\$ 334,747.94	\$ -	\$ 334,747.94	\$ 290,419.76	\$ 7,608.88	\$ 44,328.18	\$ -	100.00%
599	REAP	\$ 39,490.99	\$ 977.01	\$ 40,468.00	\$ 40,468.00	\$ -	\$ -	\$ -	0.00%
	Grand Total	\$ 13,510,776.78	\$ 2,130,213.69	\$ 15,640,990.47	\$ 14,249,018.28	\$ 2,164,285.68	\$ 1,391,972.68	\$ -	100.00%

Percent Expended/Enc is the calculation of expended plus encumbered divided by FYTD Expendable
 This is an unaudited financial statement

Auburn Career Center
Monthly History Comparison-General Fund
6/30/2019

C

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2019	Budget 2019	Budget Expended
	June FY17	June FY18	June FY19		Actual 2017	Actual 2018	Actual 2019			
Revenue										
Real Estate	\$ 4,612,462	\$ 5,125,485	\$ 5,781,137		\$ 4,663,062	\$ 4,916,774	\$ 4,760,941	\$ 4,760,941	\$ (1,020,196)	121%
Commercial	\$ 880,675	\$ 418,446	\$ -		\$ 880,869	\$ 919,294	\$ 919,135	\$ 919,135	\$ 919,135	0%
Tangible Personal (PU)	\$ 412,393	\$ 419,558	\$ 370,973		\$ 419,558	\$ 414,345	\$ 390,899	\$ 390,899	\$ 19,926	95%
Foundation	\$ 2,012,256	\$ 2,194,823	\$ 2,328,865		\$ 2,194,823	\$ 2,394,304	\$ 2,363,925	\$ 2,363,925	\$ 35,060	99%
PU Reimb	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	-
Homestead & Rollback	\$ 784,736	\$ 787,438	\$ 830,183		\$ 787,438	\$ 809,948	\$ 810,827	\$ 810,827	\$ (19,356)	102%
Other	\$ 199,220	\$ 379,956	\$ 772,987		\$ 379,956	\$ 409,978	\$ 448,386	\$ 448,386	\$ (324,601)	172%
Subtotal	\$ 8,901,742	\$ 9,325,706	\$ 10,084,145		\$ 9,325,706	\$ 9,864,643	\$ 9,694,113	\$ 9,694,113	\$ (390,032)	104%
Expense										
Salaries	\$ 4,024,840	\$ 4,107,214	\$ 4,028,581	0.1%	\$ 4,107,214	\$ 3,821,328	\$ 3,962,345	\$ 3,962,345	\$ (66,236)	102%
Benefits	\$ 1,565,727	\$ 1,662,612	\$ 1,784,586	6.8%	\$ 1,662,612	\$ 1,730,209	\$ 1,836,299	\$ 1,836,299	\$ 51,713	97%
Services	\$ 1,191,991	\$ 1,221,824	\$ 1,542,845	14.4%	\$ 1,221,824	\$ 1,441,037	\$ 1,636,268	\$ 1,636,268	\$ 93,423	94%
Supplies	\$ 406,676	\$ 416,225	\$ 492,966	10.4%	\$ 416,225	\$ 428,385	\$ 441,237	\$ 441,237	\$ (51,729)	112%
Equipment	\$ 153,859	\$ 295,409	\$ 251,690	38.6%	\$ 295,409	\$ 175,255	\$ 320,359	\$ 320,359	\$ 68,669	79%
Summer Projects	\$ -	\$ 83,221	\$ -	0.0%	\$ 83,221	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 198,199	\$ 133,047	\$ 133,098	-16.4%	\$ 133,047	\$ 132,419	\$ 136,392	\$ 136,392	\$ 3,294	98%
Subtotal	\$ 7,541,292	\$ 7,919,552	\$ 8,233,767		\$ 7,919,552	\$ 7,728,633	\$ 8,332,900	\$ 8,332,900	\$ 99,133	99%
Revenue/Expense (Operating Balance)	\$ 1,360,450	\$ 1,406,155	\$ 1,850,378		\$ 1,406,155	\$ 2,136,010	\$ 1,361,213	\$ 1,361,213	\$ -	-
Other Uses										
Advances Returned	\$ 9,503	\$ 58,884	\$ (42,605)		\$ 58,884	\$ 57,516	\$ -	\$ -	\$ -	-
Advances Out	\$ 58,884	\$ 40,575	\$ 178,129		\$ 40,575	\$ 82,468	\$ -	\$ -	\$ -	-
Transfers	\$ 644,792	\$ 1,006,878	\$ 1,121,528		\$ 1,006,878	\$ 989,772	\$ -	\$ -	\$ -	-
Subtotal	\$ (576,405)	\$ (988,569)	\$ (1,342,262)		\$ (988,569)	\$ (1,014,724)	\$ -	\$ -	\$ -	-
Beginning Cash	\$ 5,540,489	\$ 5,904,707	\$ 7,568,876		\$ 5,904,707	\$ 7,069,633	\$ 7,069,633	\$ 7,069,633	\$ -	-
Ending Cash	\$ 4,427,070	\$ 4,844,652	\$ 6,474,056		\$ 4,844,652	\$ 5,965,939	\$ 5,965,939	\$ 5,965,939	\$ -	-
Encumbrances	\$ 59,426	\$ 99,104	\$ 121,717		\$ 99,104	\$ 115,351	\$ -	\$ -	\$ -	-

Information taken from Form SM-2 as reported to ODE
This is an unaudited financial report.

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
ACCOUNTS_PAYABLE										
Default Payment Type:										
23769	0	ACCOUNTS_PA YABLE	Check	6/17/2019	KIMBERLY DOWNING		VOID		6/19/2019	\$ 169.82
23607	49852	ACCOUNTS_PA YABLE	Check	6/5/2019	ALFRED NICKLES BAKERY INC		RECONCILED	6/12/2019		95.92
23633	49853	ACCOUNTS_PA YABLE	Check	6/5/2019	AMERICAN DECAL & SIGN LLC		RECONCILED	6/10/2019		2,619.00
23617	49854	ACCOUNTS_PA YABLE	Check	6/5/2019	AMERICA EXPRESS		RECONCILED	6/10/2019		2,893.00
23613	49855	ACCOUNTS_PA YABLE	Check	6/5/2019	AT&T		RECONCILED	6/10/2019		171.35
23624	49856	ACCOUNTS_PA YABLE	Check	6/5/2019	CINTAS CORPORATION		RECONCILED	6/10/2019		92.50
23637	49857	ACCOUNTS_PA YABLE	Check	6/5/2019	CRILE ROAD HARDWARE		RECONCILED	6/14/2019		59.28
23606	49858	ACCOUNTS_PA YABLE	Check	6/5/2019	DAWNICHEM, INC.		RECONCILED	6/7/2019		544.03
23612	49859	ACCOUNTS_PA YABLE	Check	6/5/2019	DECA IMAGES		RECONCILED	6/20/2019		29.88
23609	49860	ACCOUNTS_PA YABLE	Check	6/5/2019	FA SOLUTIONS LCC		RECONCILED	6/11/2019		1,788.00
23611	49861	ACCOUNTS_PA YABLE	Check	6/5/2019	FIRST COMMUNICATI ONS LLC		RECONCILED	6/7/2019		136.71
23630	49862	ACCOUNTS_PA YABLE	Check	6/5/2019	FIRST QUALITY POWER PLACE		RECONCILED	6/12/2019		99.80
23605	49863	ACCOUNTS_PA YABLE	Check	6/5/2019	FUTURE IMAGE PROMOTIONS		RECONCILED	6/10/2019		2,666.10
23632	49864	ACCOUNTS_PA YABLE	Check	6/5/2019	GCA SERVICES GROUP		RECONCILED	6/7/2019		16,396.79
23610	49865	ACCOUNTS_PA YABLE	Check	6/5/2019	GENERAL PEST CONTROL CO.		RECONCILED	6/17/2019		109.75
23616	49866	ACCOUNTS_PA YABLE	Check	6/5/2019	GLA WATER CONSULTANTS INC		RECONCILED	6/7/2019		1,666.69
23639	49867	ACCOUNTS_PA YABLE	Check	6/5/2019	HERSHEY CREAMERY		RECONCILED	6/10/2019		133.80
23628	49868	ACCOUNTS_PA YABLE	Check	6/5/2019	JOSHEN PAPER & PACKAGING		RECONCILED	6/10/2019		221.04
23641	49869	ACCOUNTS_PA YABLE	Check	6/5/2019	KIMBALL MIDWEST		RECONCILED	6/10/2019		399.92
23635	49870	ACCOUNTS_PA YABLE	Check	6/5/2019	KT'S CUSTOM LOGOS		RECONCILED	6/19/2019		1,374.50
23603	49871	ACCOUNTS_PA YABLE	Check	6/5/2019	LAKE COUNTY SHERIFF'S OFFICE		RECONCILED	6/12/2019		20.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23604	49872	ACCOUNTS_PA Check YABLE	Check	6/5/2019	LANDSTYLES, INC	41366	RECONCILED	6/10/2019		\$ 880.00
23623	49873	ACCOUNTS_PA Check YABLE	Check	6/5/2019	MADEWELL & SON DRYWALL	7705	RECONCILED	6/12/2019		674.80
23615	49874	ACCOUNTS_PA Check YABLE	Check	6/5/2019	MADISON LOCAL SCHOOLS	10906	RECONCILED	6/11/2019		10,833.34
23614	49875	ACCOUNTS_PA Check YABLE	Check	6/5/2019	MENTOR AREA CHAMBER	10578	RECONCILED	6/24/2019		240.00
23622	49876	ACCOUNTS_PA Check YABLE	Check	6/5/2019	OHIO ACTE	682	RECONCILED	6/17/2019		650.00
23626	49877	ACCOUNTS_PA Check YABLE	Check	6/5/2019	OHIO DEPT OF JOB & FAMILY	1877	RECONCILED	6/11/2019		1,464.00
23625	49878	ACCOUNTS_PA Check YABLE	Check	6/5/2019	OHIO GLASS CO, LLC	660	RECONCILED	6/7/2019		860.58
23631	49879	ACCOUNTS_PA Check YABLE	Check	6/5/2019	OHIO SCHOOLS COUNCIL	812	RECONCILED	6/7/2019		4,424.00
23638	49880	ACCOUNTS_PA Check YABLE	Check	6/5/2019	READSPEAKER LLC	40987	RECONCILED	6/20/2019		600.00
23618	49881	ACCOUNTS_PA Check YABLE	Check	6/5/2019	SALLY BEAUTY SUPPLY CO.	63	RECONCILED	6/11/2019		441.33
23640	49882	ACCOUNTS_PA Check YABLE	Check	6/5/2019	SHERWIN WILLIAMS	334	RECONCILED	6/25/2019		30.16
23636	49883	ACCOUNTS_PA Check YABLE	Check	6/5/2019	SHETLER OFFICE	41656	RECONCILED	6/12/2019		100.40
23634	49884	ACCOUNTS_PA Check YABLE	Check	6/5/2019	SOLUTIONS SHIFT OLOGY COMMUNICATI ON	41744	OUTSTANDING			5,000.00
23621	49885	ACCOUNTS_PA Check YABLE	Check	6/5/2019	U S POSTAL SERVICE	7745	RECONCILED	6/11/2019		1,500.00
23619	49886	ACCOUNTS_PA Check YABLE	Check	6/5/2019	ULINE	12731	OUTSTANDING			236.38
23627	49887	ACCOUNTS_PA Check YABLE	Check	6/5/2019	UNITED PARCEL SERVICE	2108	RECONCILED	6/11/2019		15.08
23608	49888	ACCOUNTS_PA Check YABLE	Check	6/5/2019	VIVIANI FAMILY LIMITED	11774	RECONCILED	6/11/2019		1,740.56
23629	49889	ACCOUNTS_PA Check YABLE	Check	6/5/2019	WASTE MANAGEMENT OF OHIO	734	RECONCILED	6/10/2019		877.20
23620	49890	ACCOUNTS_PA Check YABLE	Check	6/5/2019	WKKY	12341	RECONCILED	6/10/2019		252.00
23680	49891	ACCOUNTS_PA Check YABLE	Check	6/6/2019	PLATINUM EDUCATIONAL GROUP	13338	RECONCILED	6/11/2019		820.00
23695	49892	ACCOUNTS_PA Check YABLE	Check	6/6/2019	FISDAP	13929	RECONCILED	6/10/2019		141.75

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23651	49893	ACCOUNTS_PA Check YABLE	Check	6/6/2019	AT&T	171	RECONCILED	6/11/2019		\$ 2,786.20
23690	49894	ACCOUNTS_PA Check YABLE	Check	6/6/2019	COMDOC INC.	8170	RECONCILED	6/10/2019		62.86
23672	49895	ACCOUNTS_PA Check YABLE	Check	6/6/2019	ROLL OFF INC.	11290	RECONCILED	6/11/2019		410.00
23660	49896	ACCOUNTS_PA Check YABLE	Check	6/6/2019	MENTOR LUMBER & SUPPLY CO	834	RECONCILED	6/7/2019		4,649.11
23659	49897	ACCOUNTS_PA Check YABLE	Check	6/6/2019	SPEE-D-METALS	1679	RECONCILED	6/10/2019		118.00
23663	49898	ACCOUNTS_PA Check YABLE	Check	6/6/2019	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	6/13/2019		680.00
23670	49899	ACCOUNTS_PA Check YABLE	Check	6/6/2019	GENE PTACHEK & SON	640	RECONCILED	6/10/2019		258.50
23665	49900	ACCOUNTS_PA Check YABLE	Check	6/6/2019	JONES & BARLETT LEARNING, LLC	10442	RECONCILED	6/10/2019		209.50
23649	49901	ACCOUNTS_PA Check YABLE	Check	6/6/2019	84 LUMBER	989	RECONCILED	6/11/2019		486.46
23648	49902	ACCOUNTS_PA Check YABLE	Check	6/6/2019	CDI CORP ATTN: BOB TUCKER, PR	41737	RECONCILED	6/11/2019		64.03
23662	49903	ACCOUNTS_PA Check YABLE	Check	6/6/2019	JONES MACHINERY INC	41696	RECONCILED	6/13/2019		460.00
23694	49904	ACCOUNTS_PA Check YABLE	Check	6/6/2019	AMERICAN MEDICAL CERTIFICATIO N	41749	RECONCILED	6/11/2019		872.00
23661	49905	ACCOUNTS_PA Check YABLE	Check	6/6/2019	LAKE COUNTY SHERIFF'S OFFICE	11385	RECONCILED	6/14/2019		79,910.00
23668	49906	ACCOUNTS_PA Check YABLE	Check	6/6/2019	ABBA EXPRESS INC.	12708	RECONCILED	6/11/2019		400.00
23691	49907	ACCOUNTS_PA Check YABLE	Check	6/6/2019	TOLEDO POS AND NETWORKING LLC	40269	RECONCILED	6/18/2019		800.00
23677	49908	ACCOUNTS_PA Check YABLE	Check	6/6/2019	OHIO NURSERY AND LANDSCAPING	10357	RECONCILED	6/11/2019		175.00
23684	49909	ACCOUNTS_PA Check YABLE	Check	6/6/2019	HERMAN LOSELY & SON INC.	7944	RECONCILED	6/10/2019		266.70
23657	49910	ACCOUNTS_PA Check YABLE	Check	6/6/2019	NORTH COAST PERENNIALS INC.	7885	RECONCILED	6/11/2019		148.20
23692	49911	ACCOUNTS_PA Check	Check	6/6/2019	DAHLSTROM &	8828	RECONCILED	6/10/2019		1,120.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23687	49912	YABLE ACCOUNTS_PA Check	Check	6/6/2019	COMPANY, INC. NEWBURY BOARD OF EDUCATION	1203	RECONCILED	6/12/2019		\$ 150.00
23645	49913	YABLE ACCOUNTS_PA Check	Check	6/6/2019	ESSENTIAL EDUCATION	41738	RECONCILED	6/11/2019		2,501.15
23671	49914	YABLE ACCOUNTS_PA Check	Check	6/6/2019	BFG SUPPLY CO., LLC	1284	RECONCILED	6/10/2019		1,789.21
23669	49915	YABLE ACCOUNTS_PA Check	Check	6/6/2019	DIAMOND TECH INC	41398	RECONCILED	6/14/2019		600.00
23682	49916	YABLE ACCOUNTS_PA Check	Check	6/6/2019	AMERICAN SPECIALTY	1811	RECONCILED	6/10/2019		1,189.00
23678	49917	YABLE ACCOUNTS_PA Check	Check	6/6/2019	KENSTON COMM. STADIUM PROJECT	1247	VOID	6/12/2019		7.05
23679	49918	YABLE ACCOUNTS_PA Check	Check	6/6/2019	BERKSHIRE LOCAL SCHOOL	1241	RECONCILED	6/13/2019		173.24
23675	49919	YABLE ACCOUNTS_PA Check	Check	6/6/2019	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	6/11/2019		3,924.00
23642	49920	YABLE ACCOUNTS_PA Check	Check	6/6/2019	PERRY LOCALSCHOOL	219	RECONCILED	6/13/2019		3,109.40
23643	49921	YABLE ACCOUNTS_PA Check	Check	6/6/2019	D & S DIVERSIFIED TECHNOLOGIE S	12857	RECONCILED	6/11/2019		2,160.00
23689	49922	YABLE ACCOUNTS_PA Check	Check	6/6/2019	NAEMT	395	RECONCILED	6/12/2019		50.00
23664	49923	YABLE ACCOUNTS_PA Check	Check	6/6/2019	SCREENVISION DIRECT	40250	RECONCILED	6/13/2019		1,440.00
23654	49924	YABLE ACCOUNTS_PA Check	Check	6/6/2019	GAZETTE NEWSPAPERS	11455	RECONCILED	6/10/2019		275.00
23681	49925	YABLE ACCOUNTS_PA Check	Check	6/6/2019	NOC COG ONE STOP	40653	RECONCILED	6/11/2019		473.11
23646	49926	YABLE ACCOUNTS_PA Check	Check	6/6/2019	ILLUMINATING COMPANY	925	RECONCILED	6/10/2019		22,353.32
23656	49927	YABLE ACCOUNTS_PA Check	Check	6/6/2019	VERIZON WIRELESS	41745	RECONCILED	6/12/2019		77.80
23673	49928	YABLE ACCOUNTS_PA Check	Check	6/6/2019	TIME WARNER CABLE	13042	RECONCILED	6/12/2019		74.64
23686	49929	YABLE ACCOUNTS_PA Check	Check	6/6/2019	NORTHEAST DE LAGE LANDEN	41637	RECONCILED	6/12/2019		646.78
23683	49930	YABLE ACCOUNTS_PA Check	Check	6/6/2019	FINANCIAL WELLS FARGO VENDOR FIN SERV	41459	RECONCILED	6/10/2019		1,681.00
23658	49931	YABLE ACCOUNTS_PA Check	Check	6/6/2019	CITY OF	215	RECONCILED	6/12/2019		721.44

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23644	49932	YABLE ACCOUNTS_PA Check	Check	6/6/2019	PVILE UTIL. DOMINION ENERGY OHIO	4003	RECONCILED	6/19/2019		\$ 1,195.90
23650	49933	YABLE ACCOUNTS_PA Check	Check	6/6/2019	OHIO ACTE	682	RECONCILED	6/17/2019		1,625.00
23693	49934	YABLE ACCOUNTS_PA Check	Check	6/6/2019	WEX BANK	41338	RECONCILED	6/12/2019		709.40
23674	49935	YABLE ACCOUNTS_PA Check	Check	6/6/2019	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	6/10/2019		1,062.61
23652	49936	YABLE ACCOUNTS_PA Check	Check	6/6/2019	ESCO INSTITUTE	11206	RECONCILED	6/11/2019		420.00
23685	49937	YABLE ACCOUNTS_PA Check	Check	6/6/2019	ALLDATA	4020	RECONCILED	6/17/2019		975.00
23647	49938	YABLE ACCOUNTS_PA Check	Check	6/6/2019	SKILLS USA INC.	290	VOID		6/12/2019	757.00
23666	49939	YABLE ACCOUNTS_PA Check	Check	6/6/2019	JAYSON PRODUCTS	41714	RECONCILED	6/10/2019		506.75
23667	49940	YABLE ACCOUNTS_PA Check	Check	6/6/2019	WWLC CHAMBER OF COMMERCE	40233	OUTSTANDING			150.00
23653	49941	YABLE ACCOUNTS_PA Check	Check	6/6/2019	SHETLER OFFICE SOLUTIONS	41656	RECONCILED	6/12/2019		224.16
23655	49942	YABLE ACCOUNTS_PA Check	Check	6/6/2019	KIRTLAND LOCAL SCHOOLS	8328	RECONCILED	6/17/2019		227.15
23676	49943	YABLE ACCOUNTS_PA Check	Check	6/6/2019	STS EDUCATION	41552	RECONCILED	6/11/2019		783.00
23688	49944	YABLE ACCOUNTS_PA Check	Check	6/6/2019	WESTERN RESERVE	1065	RECONCILED	6/11/2019		425.30
23719	49947	YABLE ACCOUNTS_PA Check	Check	6/11/2019	OFFICE SUPPLY CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	6/13/2019		273.55
23705	49948	YABLE ACCOUNTS_PA Check	Check	6/11/2019	LOWE'S COMPANIES, INC.	11038	RECONCILED	6/17/2019		226.10
23722	49949	YABLE ACCOUNTS_PA Check	Check	6/11/2019	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	6/19/2019		4,724.00
23709	49950	YABLE ACCOUNTS_PA Check	Check	6/11/2019	ACT	10857	RECONCILED	6/17/2019		7,305.41
23708	49951	YABLE ACCOUNTS_PA Check	Check	6/11/2019	POCKET NURSE ENTERPRISES, I NC.	10331	RECONCILED	6/13/2019		1,318.55
23731	49952	YABLE ACCOUNTS_PA Check	Check	6/11/2019	TOTAL QUALITY TESTING INC	40323	RECONCILED	6/17/2019		1,230.00
23711	49953	YABLE ACCOUNTS_PA Check	Check	6/11/2019	HUNTINGTON	10092	RECONCILED	6/19/2019		600.82

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			NATIONAL BANK					
23723	49954	ACCOUNTS_PA	Check	6/11/2019	KINZUA ENVIRONMENTAL INC	4035	RECONCILED	6/13/2019		\$ 340.72
23740	49955	ACCOUNTS_PA	Check	6/11/2019	APPLIED INDUSTRIAL TECHNOLOGIE	8583	RECONCILED	6/14/2019		1,516.55
23721	49956	ACCOUNTS_PA	Check	6/11/2019	DAWNICHEM, INC.	600	RECONCILED	6/18/2019		1,645.48
23739	49957	ACCOUNTS_PA	Check	6/11/2019	MADISON LOCAL SCHOOLS	10906	RECONCILED	6/17/2019		10,833.34
23710	49958	ACCOUNTS_PA	Check	6/11/2019	SITEONE LANDSCAPE SUPPLY, LLC	7719	RECONCILED	6/14/2019		632.96
23720	49959	ACCOUNTS_PA	Check	6/11/2019	AGM ENERGY SERVICES LLC	41355	RECONCILED	6/17/2019		2,750.00
23737	49960	ACCOUNTS_PA	Check	6/11/2019	WARREN ROOFING & INSULATING CO	41569	RECONCILED	6/13/2019		128,540.00
23745	49961	ACCOUNTS_PA	Check	6/11/2019	WADSWORTH SERVICE	13387	RECONCILED	6/13/2019		404.00
23724	49962	ACCOUNTS_PA	Check	6/11/2019	HAAS FACTORY OUTLET	13302	RECONCILED	6/14/2019		400.00
23738	49963	ACCOUNTS_PA	Check	6/11/2019	ASSOCIATED BUILDERS	41562	RECONCILED	6/13/2019		150.00
23716	49964	ACCOUNTS_PA	Check	6/11/2019	AUBURN CAREER CENTER	499	RECONCILED	6/11/2019		682.68
23715	49965	ACCOUNTS_PA	Check	6/11/2019	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	6/19/2019		3,805.68
23743	49966	ACCOUNTS_PA	Check	6/11/2019	NEOLA, INC.	11092	RECONCILED	6/17/2019		1,225.00
23744	49967	ACCOUNTS_PA	Check	6/11/2019	COUNTRY MEATS	12429	RECONCILED	6/17/2019		712.00
23706	49968	ACCOUNTS_PA	Check	6/11/2019	PRECIOUS CARGO	13744	RECONCILED	6/19/2019		850.00
23732	49969	ACCOUNTS_PA	Check	6/11/2019	RAYMOND BUILDERS SUPPLY	8527	RECONCILED	6/12/2019		3,560.30
23733	49970	ACCOUNTS_PA	Check	6/11/2019	SIMS-LOHMAN	41116	RECONCILED	6/14/2019		2,343.00
23741	49971	ACCOUNTS_PA	Check	6/11/2019	MARS ELECTRIC CO.	1230	RECONCILED	6/13/2019		514.32
23727	49972	ACCOUNTS_PA	Check	6/11/2019	ASAP SANITARY SERVICES	41115	RECONCILED	6/14/2019		84.00
23725	49973	ACCOUNTS_PA	Check	6/11/2019	AIR FORCE	41756	RECONCILED	6/17/2019		72,353.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23730	49974	ACCOUNTS_PA	Check	6/11/2019	ONE, INC	1435	RECONCILED	6/14/2019		\$ 1,055.74
23717	49975	ACCOUNTS_PA	Check	6/11/2019	LAKE COUNTY DEPARTMENT GRAINGER	466	RECONCILED	6/14/2019		1,684.89
23735	49976	ACCOUNTS_PA	Check	6/11/2019	ORASKO BROS. CO.	10053	RECONCILED	6/17/2019		3,340.97
23736	49977	ACCOUNTS_PA	Check	6/11/2019	GCA SERVICES GROUP	41167	RECONCILED	6/13/2019		16,396.79
23734	49978	ACCOUNTS_PA	Check	6/11/2019	ROLL OFF INC.	11290	RECONCILED	6/20/2019		410.00
23728	49979	ACCOUNTS_PA	Check	6/11/2019	LANDSTYLES, INC	41366	RECONCILED	6/12/2019		5,134.13
23713	49980	ACCOUNTS_PA	Check	6/11/2019	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	6/17/2019		10,465.48
23718	49981	ACCOUNTS_PA	Check	6/11/2019	ADVANCED GAS & WELDING	13407	RECONCILED	6/12/2019		2,016.09
23707	49982	ACCOUNTS_PA	Check	6/11/2019	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	6/12/2019		2,063.62
23712	49983	ACCOUNTS_PA	Check	6/11/2019	BORDEN DAIRY COMPANY	154	RECONCILED	6/12/2019		430.24
23726	49984	ACCOUNTS_PA	Check	6/11/2019	NCS PEARSON, INC	12139	RECONCILED	6/12/2019		1,213.60
23729	49985	ACCOUNTS_PA	Check	6/11/2019	CDW GOVERNMENT	11547	RECONCILED	6/12/2019		564.00
23742	49986	ACCOUNTS_PA	Check	6/11/2019	MARY ANN KERWOOD	1517	RECONCILED	6/12/2019		55.33
23714	49987	ACCOUNTS_PA	Check	6/11/2019	KELLEY GOLINAR	13409	RECONCILED	6/12/2019		199.99
23746	49988	ACCOUNTS_PA	Check	6/13/2019	TRAVELTYME, INC.	1847	RECONCILED	6/24/2019		6,249.00
23778	49998	ACCOUNTS_PA	Check	6/17/2019	MAJOR WASTE DISPOSAL	570	RECONCILED	6/28/2019		150.00
23805	49999	ACCOUNTS_PA	Check	6/17/2019	NAEMT	395	RECONCILED	6/24/2019		200.00
23808	50000	ACCOUNTS_PA	Check	6/17/2019	GENERAL PEST CONTROL CO.	11210	RECONCILED	6/21/2019		657.75
23757	50001	ACCOUNTS_PA	Check	6/17/2019	OHIO BUREAU OF WORKERS	6801	OUTSTANDING			1,081.82
23780	50002	ACCOUNTS_PA	Check	6/17/2019	PREMIER PAINT	1141	RECONCILED	6/20/2019		1,045.48
23814	50003	ACCOUNTS_PA	Check	6/17/2019	ZEPPE'S PIZZERIA	7406	RECONCILED	6/21/2019		174.46
23762	50004	ACCOUNTS_PA	Check	6/17/2019	REFRIGERATIO N SALES CORP.	56	RECONCILED	6/20/2019		4,435.97

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23760	50005	ACCOUNTS_PA YABLE	Check	6/17/2019	IRON MOUNTAIN INC	11058	RECONCILED	6/26/2019		\$ 193.41
23776	50006	ACCOUNTS_PA YABLE	Check	6/17/2019	AT&T	171	RECONCILED	6/20/2019		498.29
23765	50007	ACCOUNTS_PA YABLE	Check	6/17/2019	21ST CENTURY MEDIA - OHIO	414	RECONCILED	6/20/2019		500.00
23809	50008	ACCOUNTS_PA YABLE	Check	6/17/2019	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	6/21/2019		399.00
23803	50009	ACCOUNTS_PA YABLE	Check	6/17/2019	ACT	10857	RECONCILED	6/26/2019		283.22
23773	50010	ACCOUNTS_PA YABLE	Check	6/17/2019	OAEP	11256	OUTSTANDING			15.00
23825	50011	ACCOUNTS_PA YABLE	Check	6/17/2019	KENSTON BOARD OF ED.	1247	OUTSTANDING			7.05
23806	50012	ACCOUNTS_PA YABLE	Check	6/17/2019	JOHNSTONE SUPPLY	13078	RECONCILED	6/20/2019		588.53
23775	50013	ACCOUNTS_PA YABLE	Check	6/17/2019	R.E. MICHEL COMPANY INC	12295	RECONCILED	6/20/2019		180.28
23801	50014	ACCOUNTS_PA YABLE	Check	6/17/2019	PRECIOUS CARGO	13744	OUTSTANDING			390.00
23804	50015	ACCOUNTS_PA YABLE	Check	6/17/2019	WESTERN RESERVE OFFICE SUPPLY	1065	RECONCILED	6/21/2019		77.25
23813	50016	ACCOUNTS_PA YABLE	Check	6/17/2019	CINTAS CORPORATION	532	RECONCILED	6/20/2019		92.50
23799	50017	ACCOUNTS_PA YABLE	Check	6/17/2019	SAM'S CLUB	8469	RECONCILED	6/21/2019		360.91
23772	50018	ACCOUNTS_PA YABLE	Check	6/17/2019	PAINESVILLE CITY LOCAL SCHOOLS	295	RECONCILED	6/19/2019		518.39
23791	50019	ACCOUNTS_PA YABLE	Check	6/17/2019	RIVERSIDE LOCAL SCHOOLS	214	RECONCILED	6/21/2019		617.41
23779	50020	ACCOUNTS_PA YABLE	Check	6/17/2019	CRILE ROAD HARDWARE	551	VOID		6/20/2019	706.10
23794	50021	ACCOUNTS_PA YABLE	Check	6/17/2019	LAKELAND COMMUNITY COLLEGE	5989	RECONCILED	6/25/2019		2,630.00
23792	50022	ACCOUNTS_PA YABLE	Check	6/17/2019	WASTE MANAGEMENT OF OHIO	734	RECONCILED	6/21/2019		794.73
23767	50023	ACCOUNTS_PA YABLE	Check	6/17/2019	MULTI VENDOR	13597	VOID		6/17/2019	8,993.94
23790	50024	ACCOUNTS_PA YABLE	Check	6/17/2019	LAKE COUNTY EDUCATIONAL	134	VOID		6/17/2019	2,528.71
23763	50025	ACCOUNTS_PA YABLE	Check	6/17/2019	GRIMES HORTICULTUR E, INC.	8014	RECONCILED	6/20/2019		2,372.08
23770	50026	ACCOUNTS_PA	Check	6/17/2019	GOFF'S	41748	RECONCILED	6/21/2019		3,058.99

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			ENTERPRISES, INC					
23800	50027	ACCOUNTS_PA	Check	6/17/2019	LORAIN CITY COMMUNITY COLLEGE	13647	RECONCILED	6/25/2019		\$ 580.00
23816	50028	ACCOUNTS_PA	Check	6/17/2019	MATHEW URIE	41622	RECONCILED	6/21/2019		66.55
23821	50029	ACCOUNTS_PA	Check	6/17/2019	LAKE HEALTH	4099	RECONCILED	6/19/2019		220.00
23783	50030	ACCOUNTS_PA	Check	6/17/2019	GOOD NEWS	10783	RECONCILED	6/19/2019		151.05
23787	50031	ACCOUNTS_PA	Check	6/17/2019	DIAMOND TECH INC	41398	OUTSTANDING			3,220.11
23824	50032	ACCOUNTS_PA	Check	6/17/2019	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	6/19/2019		78.16
23768	50033	ACCOUNTS_PA	Check	6/17/2019	CHARDON LOCAL SCHOOL DISTRICT	2059	RECONCILED	6/21/2019		418.95
23798	50034	ACCOUNTS_PA	Check	6/17/2019	OHIO DEPT OF JOB & FAMILY	1877	RECONCILED	6/25/2019		1,830.00
23766	50035	ACCOUNTS_PA	Check	6/17/2019	AUBURN CAREER CENTER	499	RECONCILED	6/18/2019		1,590.40
23827	50036	ACCOUNTS_PA	Check	6/17/2019	CHARDON OIL CO.	8287	RECONCILED	6/19/2019		30.15
23811	50037	ACCOUNTS_PA	Check	6/17/2019	FIRST COMMUNICATIONS LLC	10610	RECONCILED	6/19/2019		136.97
23823	50038	ACCOUNTS_PA	Check	6/17/2019	AUTOMOTIVE SUPPLY, INC.	631	RECONCILED	6/20/2019		4,277.38
23756	50039	ACCOUNTS_PA	Check	6/17/2019	LKQ TRIPLETT AUTO PARTS	41529	RECONCILED	6/20/2019		340.00
23782	50040	ACCOUNTS_PA	Check	6/17/2019	MCPc	11213	RECONCILED	6/19/2019		50.00
23817	50041	ACCOUNTS_PA	Check	6/17/2019	COUNCIL ON OCCUPATIONA L EDUC	40492	RECONCILED	6/24/2019		3,450.00
23781	50042	ACCOUNTS_PA	Check	6/17/2019	E GROUP	40037	RECONCILED	6/25/2019		757.00
23796	50043	ACCOUNTS_PA	Check	6/17/2019	NEOFUNDS	1945	RECONCILED	6/25/2019		202.96
23822	50044	ACCOUNTS_PA	Check	6/17/2019	SPRINT	41733	RECONCILED	6/24/2019		238.03
23758	50045	ACCOUNTS_PA	Check	6/17/2019	GORDON FOOD SERVICE	8479	RECONCILED	6/21/2019		4,500.76
23815	50046	ACCOUNTS_PA	Check	6/17/2019	BFG SUPPLY CO., LLC	1284	RECONCILED	6/24/2019		249.62
23764	50047	ACCOUNTS_PA	Check	6/17/2019	HUNTINGTON NATIONAL	10092	RECONCILED	6/19/2019		213.09

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23788	50048	ACCOUNTS_PA	Check	6/17/2019	BANK					
		YABLE			ANDY'S AUTO PARTS LLC	41410	RECONCILED	6/21/2019		\$ 645.73
23759	50049	ACCOUNTS_PA	Check	6/17/2019	CDW	11547	RECONCILED	6/18/2019		701.82
23786	50050	ACCOUNTS_PA	Check	6/17/2019	GOVERNMENT ADVANCED GAS & WELDING	13407	RECONCILED	6/18/2019		726.04
23784	50051	ACCOUNTS_PA	Check	6/17/2019	PEARSON VUE	11450	RECONCILED	6/18/2019		3,310.00
23774	50052	ACCOUNTS_PA	Check	6/17/2019	DEE STARK-KURTZ	8279	RECONCILED	6/18/2019		286.47
23795	50053	ACCOUNTS_PA	Check	6/17/2019	ANGELA NELSON	40991	RECONCILED	6/18/2019		49.53
23793	50054	ACCOUNTS_PA	Check	6/17/2019	BARB GORDON	12964	RECONCILED	6/18/2019		167.97
23771	50055	ACCOUNTS_PA	Check	6/17/2019	JOYCE DICK	41353	RECONCILED	6/18/2019		68.67
23802	50056	ACCOUNTS_PA	Check	6/17/2019	SHELBY KAMINSKI	41393	RECONCILED	6/18/2019		194.53
23828	50057	ACCOUNTS_PA	Check	6/17/2019	TERESA DETWILLER	41389	RECONCILED	6/18/2019		114.84
23819	50058	ACCOUNTS_PA	Check	6/17/2019	WAYNE REED	12378	RECONCILED	6/18/2019		59.74
23785	50059	ACCOUNTS_PA	Check	6/17/2019	CAYLEY VOLPIN	41417	RECONCILED	6/18/2019		47.68
23818	50060	ACCOUNTS_PA	Check	6/17/2019	MICHELLE RODEWALD	11544	RECONCILED	6/18/2019		95.12
23810	50061	ACCOUNTS_PA	Check	6/17/2019	JARED ROGGE	41390	RECONCILED	6/18/2019		228.79
23761	50062	ACCOUNTS_PA	Check	6/17/2019	BRIAN BONTEMPO	41373	RECONCILED	6/18/2019		171.10
23789	50063	ACCOUNTS_PA	Check	6/17/2019	JEFF SLAVKOVSKY	13632	RECONCILED	6/18/2019		351.48
23777	50064	ACCOUNTS_PA	Check	6/17/2019	ALLISON ESACK	41446	RECONCILED	6/18/2019		178.64
23826	50065	ACCOUNTS_PA	Check	6/17/2019	JONNA MAZZA	41292	RECONCILED	6/18/2019		12.76
23807	50066	ACCOUNTS_PA	Check	6/17/2019	DAWN BUBONIC	12967	RECONCILED	6/18/2019		40.36
23797	50067	ACCOUNTS_PA	Check	6/17/2019	SEAN DAVIS	40587	RECONCILED	6/18/2019		202.17
23812	50068	ACCOUNTS_PA	Check	6/17/2019	DENNIS C HARVEY	41173	RECONCILED	6/18/2019		58.90
23820	50069	ACCOUNTS_PA	Check	6/17/2019	CARRIE MCVICKER	10043	RECONCILED	6/18/2019		75.17
23830	50070	ACCOUNTS_PA	Check	6/18/2019	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	6/26/2019		2,339.11

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23829	50071 ACCOUNTS_PA YABLE	Check		6/18/2019	ASSESSMENT TECHNOLOGIES	40285	RECONCILED	6/21/2019		\$ 2,805.00
23832	50072 ACCOUNTS_PA YABLE	Check		6/18/2019	LAKE COUNTY EDUCATIONAL	134	RECONCILED	6/20/2019		45.00
23836	50073 ACCOUNTS_PA YABLE	Check		6/18/2019	HART & SONS CONCRETE	12552	RECONCILED	6/21/2019		8,864.10
23834	50074 ACCOUNTS_PA YABLE	Check		6/18/2019	LISA SPROWLS	41755	RECONCILED	6/21/2019		114.84
23837	50075 ACCOUNTS_PA YABLE	Check		6/18/2019	FA SOLUTIONS LCC	41342	RECONCILED	6/25/2019		1,788.00
23833	50076 ACCOUNTS_PA YABLE	Check		6/18/2019	RIVERSIDE LOCAL SCHOOLS	214	RECONCILED	6/24/2019		233.52
23835	50077 ACCOUNTS_PA YABLE	Check		6/18/2019	CHARDON LOCAL SCHOOL DISTRICT	2059	RECONCILED	6/21/2019		359.47
23831	50078 ACCOUNTS_PA YABLE	Check		6/18/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/19/2019		50.46
23843	50079 ACCOUNTS_PA YABLE	Check		6/19/2019	OHIO SCHOOLS COUNCIL	812	OUTSTANDING			4,424.00
23841	50080 ACCOUNTS_PA YABLE	Check		6/19/2019	GAZETTE NEWSPAPERS	11455	RECONCILED	6/24/2019		25.00
23838	50081 ACCOUNTS_PA YABLE	Check		6/19/2019	LAKE COUNTY EDUCATIONAL	134	RECONCILED	6/20/2019		2,498.51
23839	50082 ACCOUNTS_PA YABLE	Check		6/19/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/20/2019		1,140.61
23842	50083 ACCOUNTS_PA YABLE	Check		6/19/2019	WEX BANK	41746	RECONCILED	6/26/2019		486.42
23840	50084 ACCOUNTS_PA YABLE	Check		6/19/2019	MCGOWN & MARKLING CO., L.P.A.	12253	RECONCILED	6/24/2019		46,192.56
23859	50085 ACCOUNTS_PA YABLE	Check		6/20/2019	KIMBERLY DOWNING	41759	RECONCILED	6/24/2019		169.82
23863	50086 ACCOUNTS_PA YABLE	Check		6/20/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	6/24/2019		1,592.53
23854	50087 ACCOUNTS_PA YABLE	Check		6/20/2019	SHERWIN WILLIAMS	334	RECONCILED	6/25/2019		228.24
23862	50088 ACCOUNTS_PA YABLE	Check		6/20/2019	AIRE SERV OF MENTOR	41143	RECONCILED	6/24/2019		4,031.00
23858	50089 ACCOUNTS_PA YABLE	Check		6/20/2019	AFFORDABLE UNIFORMS	13204	OUTSTANDING			1,516.68
23851	50090 ACCOUNTS_PA YABLE	Check		6/20/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/24/2019		4,120.91
23864	50091 ACCOUNTS_PA YABLE	Check		6/20/2019	SCREENVISION DIRECT	40250	RECONCILED	6/27/2019		432.00

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23852	50092 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	TOTAL QUALITY TESTING INC	40323	RECONCILED	6/27/2019		\$ 900.00
23865	50093 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	LORAIN CITY COMMUNITY COLLEGE	13647	OUTSTANDING			700.00
23861	50094 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	NTL HEALTHCARE R ASSOC.	11819	RECONCILED	6/24/2019		310.00
23860	50095 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	LKQ TRIPLETT AUTO PARTS	41529	RECONCILED	6/25/2019		600.00
23856	50096 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	UH GEAGA MEDICAL CENTER	7298	OUTSTANDING			170.00
23850	50097 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	MADISON AVENUE GREENHOUSE	12862	RECONCILED	6/24/2019		150.00
23853	50098 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	JAYSON PRODUCTS	41714	RECONCILED	6/24/2019		358.48
23855	50099 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	AUTOMOTIVE SUPPLY, INC.	631	RECONCILED	6/21/2019		4,186.85
23857	50100 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	CARPET & FLOORING	41147	RECONCILED	6/24/2019		2,700.00
23866	50101 ACCOUNTS_PA YABLE	Check	YABLE	6/20/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/24/2019		169.12
23869	50102 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	CRILE ROAD HARDWARE	551	RECONCILED	6/26/2019		353.05
23871	50103 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/24/2019		1,114.71
23870	50104 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	HOME DEPOT CREDIT SERVICES	10207	OUTSTANDING			7,263.34
23868	50105 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	6/24/2019		198.00
23872	50106 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	DEE STARK-KURTZ	8279	RECONCILED	6/24/2019		27.97
23867	50107 ACCOUNTS_PA YABLE	Check	YABLE	6/21/2019	LAURA CISZEWSKI	40675	RECONCILED	6/24/2019		193.72
Default Payment Type: Electronic										
23845	0 ACCOUNTS_PA YABLE	Electronic	YABLE	6/19/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/22/2019		3,393.44
23704	0 ACCOUNTS_PA YABLE	Electronic	YABLE	6/7/2019	FLEX SAVE	999992	RECONCILED	6/9/2019		100.00
23702	0 ACCOUNTS_PA YABLE	Electronic	YABLE	6/7/2019	SERS	900926	RECONCILED	6/9/2019		1,187.08
\$ 676,877.74										

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23703	0 ACCOUNTS_PA YABLE	Electronic	6/7/2019	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	6/9/2019		\$ 98,376.97	
23701	0 ACCOUNTS_PA YABLE	Electronic	6/7/2019	BANK ONE/MEMO/FIC A	900693	RECONCILED	6/9/2019		23.25	
23698	0 ACCOUNTS_PA YABLE	Electronic	6/7/2019	Workers Comp	900950	RECONCILED	6/9/2019		1,083.63	
23847	0 ACCOUNTS_PA YABLE	Electronic	6/19/2019	Workers Comp	900950	RECONCILED	6/22/2019		1,006.40	
23873	0 ACCOUNTS_PA YABLE	Electronic	6/20/2019	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	6/22/2019		1,005.08	
23885	0 ACCOUNTS_PA YABLE	Electronic	6/28/2019	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	6/29/2019		115.33	
23849	0 ACCOUNTS_PA YABLE	Electronic	6/19/2019	SERS	900926	RECONCILED	6/22/2019		1,312.80	
23697	0 ACCOUNTS_PA YABLE	Electronic	6/7/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/9/2019		3,643.63	
23846	0 ACCOUNTS_PA YABLE	Electronic	6/19/2019	STATE TEACHERS RETIREMNT	480	RECONCILED	6/23/2019		27,584.04	
23848	0 ACCOUNTS_PA YABLE	Electronic	6/19/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/23/2019		7,643.32	
23699	49945 ACCOUNTS_PA YABLE	Electronic	6/7/2019	STATE TEACHERS RETIREMNT	480	RECONCILED	6/17/2019		27,044.81	
23700	49946 ACCOUNTS_PA YABLE	Electronic	6/7/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/14/2019		7,935.88	
<p>Type: REFUND</p>										
<p>Default Payment Type: Check</p>										
23755	49989 REFUND	Check	6/13/2019	WILL HOWARD	41495	RECONCILED	6/14/2019		1,619.55	
23749	49990 REFUND	Check	6/13/2019	CHARDEJA KIDD	41544	RECONCILED	6/18/2019		133.25	
23752	49991 REFUND	Check	6/13/2019	NICHOLAS BERARDINELLI	41701	RECONCILED	6/17/2019		487.52	
23751	49992 REFUND	Check	6/13/2019	ANASTASIA RIHA	41730	RECONCILED	6/17/2019		853.24	
23747	49993 REFUND	Check	6/13/2019	KRISTINE CULPEPPER	41750	RECONCILED	6/17/2019		21.75	
23750	49994 REFUND	Check	6/13/2019	WESLEY CECIL	41751	OUTSTANDING			3,729.00	
									\$ 181,455.66	
									\$ 858,333.40	

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
23748	49995 REFUND	Check		6/13/2019	KATHY MULLINS	41753	RECONCILED	6/20/2019		\$ 500.00
23754	49996 REFUND	Check		6/13/2019	ERIN SNYDER	41757	RECONCILED	6/17/2019		1,695.00
23753	49997 REFUND	Check		6/13/2019	BRIAN PROSTAK	41758	RECONCILED	6/17/2019		2,501.00
23874	50108 REFUND	Check		6/21/2019	MONIQUE NOBLE	41698	RECONCILED	6/24/2019		7,748.00
23875	50109 REFUND	Check		6/21/2019	CHERISH SHICK	41707	RECONCILED	6/24/2019		2,430.12
23876	50110 REFUND	Check		6/21/2019	DRE'SHON POLK	41715	VOID	6/21/2019		2,429.12
23877	50111 REFUND	Check		6/21/2019	KAYLEE GROMEK	41722	RECONCILED	6/24/2019		451.12
23878	50112 REFUND	Check		6/21/2019	GLORIA FINCHIO	41700	RECONCILED	6/24/2019		2,430.12
23879	50113 REFUND	Check		6/21/2019	ANGELA DRAKE	41705	RECONCILED	6/24/2019		2,430.12
23880	50114 REFUND	Check		6/21/2019	TYEYSHIA AUGUSTUS	41754	RECONCILED	6/24/2019		756.12
23881	50115 REFUND	Check		6/21/2019	KATARINA BRADARIC	41718	RECONCILED	6/27/2019		698.12
23882	50116 REFUND	Check		6/21/2019	HANNAH MARHEFKA	41703	RECONCILED	6/24/2019		2,430.12
23883	50117 REFUND	Check		6/21/2019	MADELINE RIVERA	41760	OUTSTANDING			30.00
23884	50118 REFUND	Check		6/21/2019	DRE'SHON POLK	41715	RECONCILED	6/21/2019		2,429.12
<p>Type: PAYROLL</p>										
23696	0 PAYROLL			6/6/2019	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/9/2019		240,820.47
23844	0 PAYROLL			6/18/2019	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/22/2019		223,635.11
<p>Grand Total</p>										
<p><u>\$ 35,802.39</u></p>										
<p><u>\$ 35,802.39</u></p>										
<p><u>\$ 464,455.58</u></p>										
<p><u>\$ 464,455.58</u></p>										
<p>\$ 1,358,591.37</p>										

Auburn Career Center
Bank Reconciliation
June 30, 2019

E

Dollar Bank - Main Depository	\$ 5,870,378.72
Huntington	\$ 26,792.34
O/S checks - a/p	\$ (56,009.28)
O/S checks - p/r	\$ (7,420.22)
Payroll Accum (O/S)-Checks NI	\$ 8.17
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	5,834,286.73
Health Care Deductible Pool - Dollar	\$ 1,357.30
Flexible Spending Account - Dollar	\$ 7,981.22
Star Ohio	\$ 105,614.23
Net Available Cash	\$ 5,949,239.48
Investments:	
UBS Financial	\$ 2,375,450.62
Total Investments	\$ 2,375,450.62
Balance per bank	\$ 8,324,690.10
Balance per books	\$ 8,329,187.35
+/- FSA Monthly Deduction Adjustment	\$ (4,497.25)
	\$ 0.00

Investments Report

F

Institution	Amount
UBS Financial	\$ 2,375,450.62
	\$2,375,450.62

**Auburn
Career Center**



Attachment Item #13

Human Resources

Auburn Career Center



Human Resources

August 6, 2019

Adult Workforce Education 2019-2020

Staff Name	Title	Hourly Amount
Amy Ryan	Family & Consumer Science	\$25.00
Anthony Iliano	Firefighter Instructor	\$30.00
Jannette Wright	PN Faculty	\$30.00
John Blauch	PN Faculty	\$30.00
Jordan Kattler	Automotive Technology	\$25.00
Lewis Fletcher	HVAC & Industrial Maintenance Instructor	\$25.00
Linda Yoo	PN Faculty	\$30.00
Lisa Sprowls	Geauga One Stop	\$18.00
Mary Newcomb	Aspire Instructor	\$21.63
Odette Baldeo	STNA & PN Faculty Instructor	\$27.00
Robin Ernst-Mercer	PN Faculty	\$30.00
Stacey Yarnell	PN Faculty	\$30.00

Staff Name	Title	Amount	Effective Date	Contract
Karen Howell	Practical Nursing Program Coordinator	\$69,000.00	August 1, 2019	260 Day

Extended Workdays 2019-2020

Name	Title	Days	Purpose
Jason Gardner	Internet Programming & Development Instructor	Up to 4 Days	Creation of Hall Pass System (Tracks students going & how long they are gone) Online Store - extra uniforms
Bob Hill	Construction Instructor	Up to 10 Days	New Construction Home (permits, drawings, engineers, mtg. with contractors after hours)

**Employee Retirement
2019-2020**

Name	Title	Effective Date
Larry D. Agardi	Industrial Maintenance Instructor	August 9, 2019

**Professional - Employee
2019-2020**

Name	Title	Amount	Effective Date
Ronald Beech	Industrial Maintenance Instructor	\$46,897.00	*August 12, 2019 (Pending certification approval with the Ohio Department of Education)

**Classified Substitutes
2019-2020**

Staff Name	Area
Carol Hickey	Kitchen Helper
Roberta Patton	Kitchen Helper
Rajinder Chima	Kitchen Helper
Karen Sarosy	Secretary/Receptionist
Deborah Kuhn	Secretary/Receptionist
Eileen Hauser	Secretary/Receptionist

**Classified Fiscal Substitute
2019-2020**

Staff Name	Area	Hourly Amount
Eileen Hauser	Treasurer Office	\$25.00

**Certified Substitutes
2019-2020**

Name	Subject Certified
Ann Walker	Integrated Language Arts
Charesha Barrett	Reading
Christine Harvey	General Education
Christine Theroux	Integrated Social Studies
Courtney Lange	Integrated Language Arts
Dave Litterst	Industrial Technology
Diane Toth	Family & Consumer Science
Gary Cottrill	German
John Wilson	Computer Science
Jonna Mazza	General Education
Kaelie Connors	Intervention Specialists
Karen Altenweg	Integrated Language Arts/Social Studies
Karen Weaver	Cosmetology
Laurel Locker	General Education
Lawrence Brown, Jr.	Graphic Occupations

Name	Subject Certified (Continue)
Madelon Horvath	English/Speech Communications
Marilyn Craine	Education of the Handicapped
Mary Peterson	General Education
Michael Fox	Health/Physical Education
Michael Martin	General Education
Myrlene Joseph- James	Integrated Mathematics
Neeru Ramnath	Marketing Communications
Suzanne Jackson	Diversified Health Occupations
Zahida Zeeshan	Integrated Business

**Auburn
Career Center**



Attachment Item #15

*Approve School Resource
Officer*

**SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LAKE COUNTY SHERIFF'S OFFICE
AND THE
AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

This *School Resource Officer Memorandum of Understanding* ("Memorandum") is entered into between the Auburn Vocational School District Board of Education ("Board") and Lake County Sheriff's Office ("Sheriff") (collectively, "Parties") pursuant to R.C. 3313.951 in order to clarify the purpose of the School Resource Officer Program ("SRO Program") and roles and expectations between the participating entities. The Parties agree to the following conditions.

1. PURPOSE OF THE SRO PROGRAM

The purpose of the SRO Program is to promote school safety by building a positive school climate in which students, teachers, and staff feel safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by, and against, youth in the school community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. School Resource Officers ("SROs") will establish a trusting channel of communication with students, parents, teachers, and staff and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. Rather, the SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will provide students, parents, teachers, and staff with information on community resources that are available to students and parents. The goals and objectives of the SRO Program are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

2. GOALS OF THE SRO PROGRAM

A. The clearly defined set of goals for the SRO Program are as follows:

- 1) To maintain a uniformed peace officer presence at the Auburn Career Center during all school days and at such other school events as may be requested by the Board in advance of such event.
- 2) To foster an SRO Program that builds positive relationships between law enforcement, students, parents, teachers, and staff.
- 3) To promote a safe and positive learning environment.

School Resource Officer Memorandum Of Understanding

- 4) To decrease the number of youth formally referred to the juvenile justice system.

3. **TERM OF MEMORANDUM**

The term of this Memorandum shall be from July 1, 2019, until June 30, 2020.

4. **APPOINTMENT OF SROS BY THE SHERIFF**

- A. **The Sheriff To Appoint A Full-Time SRO:** Throughout the term of this Memorandum, the Sheriff shall appoint one deputized, uniformed, peace officer to serve as a full-time SRO who will provide the services specified under this Memorandum.
- B. **Emergencies:** The Board understands that the Sheriff may need to temporarily re-assign the full-time SRO appointed under this Memorandum to other law enforcement responsibilities in the event of an emergency requiring the full-time SRO's presence elsewhere.
- C. **SRO Absence:** Should the full-time SRO be absent, for whatever reason, on any given school day or for another agreed-upon assignment, the Sheriff shall assign a similarly qualified member to temporarily serve as the appointed SRO during the period of absence.

5. **BACKGROUND, EXPERTISE, AND TRAINING OF SRO**

- A. **Background and Expertise of SRO:** Any SRO appointed by the Sheriff under this Memorandum shall be a deputized peace officer under the laws of the State of Ohio as may be amended from time to time who possesses the following background and expertise:
 - 1) A minimum of two (2) years of experience in law enforcement.
 - 2) Completion of a basic training program approved by the Ohio Peace Officer Training Commission ("Training Commission").
 - 3) Completion of at least forty (40) hours of SRO training through an entity approved by the Training Commission.
 - 4) Possession of a broad base of knowledge regarding youth, social issues, and the criminal justice system.
 - 5) A demonstrated ability to work with youth.

School Resource Officer Memorandum Of Understanding

- 6) Effective oral and written communication skills.
- 7) A demonstrated ability to deal tactfully and effectively with others.
- 8) Such other qualifications as the Board may determine to be appropriate.
- B. **SRO Training:** The Parties agree that each SRO appointed to provide services through this Memorandum is a “school resource officer” as defined under R.C. 3313.951 and subject to the training requirements outlined in R.C. 3313.951(B)(1).
- C. **Waiver of 3313.951(B)(2) Exemption:** Notwithstanding R.C. 3313.951(B)(2), all SROs appointed to provide services under this Memorandum shall be subject to the SRO training requirements outlined under R.C. 3313.951(B)(1)(b) as may be amended from time to time and all other training requirements specified under the laws of the State of Ohio as may be amended from time to time with respect to SROs. The Sheriff and SROs specifically waive the exemption from compliance with the training requirements provided under R.C. 3313.951(B)(2).

6. ROLES, RESPONSIBILITIES, AND EXPECTATIONS

- A. **Roles, Responsibilities, and Expectations of SROs:** The SRO shall have the following roles, responsibilities, and expectations:
 - 1) To assist the Board, as requested, in matters of security for the Board.
 - 2) To use best efforts to ensure safe and secure facilities owned or leased by the Board.
 - 3) To respond to security situations or crises at property owned or leased by the Board using the appropriate escalation of force up to, and including, armed response by following established law enforcement protocol.
 - 4) To anticipate a wide spectrum of potential emergency situations.
 - 5) To serve as the Board’s liaison to local, state, and federal law enforcement agencies.
 - 6) To become familiar with the Student Handbook as may be amended from time to time, Student Code of Conduct as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time.
 - 7) To report violations of the Student Handbook as may be amended from time to time, Student Code of Conduct as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time.
- School Resource Officer Memorandum Of Understanding*

time to time through the proper channels to be handled by the Board's administration.

- 8) To assist in developing, maintaining, and implementing Board approved school safety and school crisis plans including, but not limited to, (1) emergency response components; (2) visitor registration and identification procedures; (3) student and personnel identification procedures; (4) building surveillance systems; (5) building safety systems; (6) building lighting and signage; (7) school staff orientation and training; (8) community outreach regarding school safety plans; and (9) coordination of services with local, state, and federal law enforcement and emergency agencies.
- 9) To participate in, and successfully complete, any required training that may be deemed necessary to perform the roles, responsibilities, and expectations outlined under this Memorandum.

B. Roles, Responsibilities, and Expectations of the Sheriff: The Sheriff shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To coordinate, in consultation with the Board, the work hours of any SRO appointed to provide services under this Memorandum.
- 2) To ensure that any SRO appointed to provide services under this Memorandum complies with all laws and regulations regarding deputized, uniformed, peace officers.
- 3) To ensure that any SRO appointed to provide services under this Memorandum complies with all the policies and procedures as may be amended from time to time of the Sheriff.
- 4) To complete any applicable performance evaluation(s) with respect to any SRO appointed to provide services under this Memorandum.
- 5) To ensure that all applicable criminal records/background check laws and any hiring restrictions imposed by those laws including, but not limited to, those set forth in R.C. Chapter 3319 as may be amended from time to time, are adhered to and satisfied.
- 6) To cooperate with the Board in making any necessary adjustments in the SRO Program.

School Resource Officer Memorandum Of Understanding

C. **Roles, Responsibilities, and Expectations of the Board:** The Board shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To provide the SRO with such facilities, supplies, and equipment as are necessary for the SRO to provide the services outlined under this Memorandum.
- 2) To provide the SRO with the opportunity to address students, teachers, school administrators, and parents about the SRO Program.
- 3) To provide the Sheriff and SRO with copies of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time, including, but not limited to, Board policies and administrative guidelines regarding student records and discipline.
- 4) To work cooperatively with the Sheriff to make any needed adjustments to the SRO Program.

D. **Roles, Responsibilities, and Expectations of Board Administrators, Staff, and Teachers:** The School Administrators, Staff, and Teachers shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To seek input from the SRO regarding criminal justice problems relating to students and security issues.
- 2) To notify the SRO regarding the discovery of illegal contraband on property owned or leased by the Board including, but not limited to, firearms, drugs, and alcohol.
- 3) To notify the SRO regarding the names of specific individuals who are not permitted on property owned or leased by the Board.
- 4) To notify the SRO regarding any court orders and/or legal documents affecting the custody of students attending the Auburn Career Center.
- 5) To work cooperatively with the Sheriff to make any needed adjustments to the SRO Program.

7. **PROTOCOL FOR HANDLING SUSPECTED CRIMINAL ACTIVITY AND SCHOOL DISCIPLINE**

- A. **SROs Not Involved In School Discipline:** SROs are not school disciplinarians and violations of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time which are not criminal matters should be handled by Board administrators, staff, and teachers. The SRO should not generally intervene in student disciplinary matters.
- 1) While the SRO should not generally intervene in student disciplinary matters, the SRO should intervene when the matter involves an imminent threat to the health, safety, and security of a student or any other person located on property owned or leased by the Board. The SRO will employ de-escalation techniques as appropriate should the student disciplinary matter require the SRO's direct intervention.
 - 2) While the SRO should not directly intervene in student disciplinary matters, the SRO shall report violations of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time to an appropriate administrator of the Board.
- B. **Complaints About Student Behavior:** Board staff and teachers should generally bring complaints about student behavior to the appropriate administrator rather than the SRO. A determination of whether the behavior is a criminal matter requiring the intervention of law enforcement will then be made by the appropriate administrator in consultation with the SRO.
- 1) **Nothing in Paragraph 7(B), or any Paragraph of this Memorandum, is intended to supersede the obligations of Board administrators, staff, and teachers under R.C. 2151.421. Board administrators, staff, and teachers with knowledge or reasonable cause to suspect the abuse or neglect of a child shall immediately report that knowledge or reasonable cause to suspect to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred – including any SRO appointed under this Memorandum.**
- C. **Investigation Into Student Misconduct:** The SRO shall not be involved in the investigating of violations of the Student Code of Conduct, Student Handbook, and Board policies and administrative guidelines – unless the violation or misbehavior involves criminal conduct.
- 1) The SRO may participate in the questioning of a student under circumstances that amount to a custodial interrogation only after

compliance with the procedural safeguards outlined in *Miranda v. Arizona*, 384 U.S. 436, 86 S.Ct. 1602 (1966).

- 2) Board administration, staff, and teachers are discouraged from questioning a student as part of a criminal investigation or from acting on behalf of an SRO or at the direction an SRO in questioning a student about conduct that could result in criminal charges.

D. Student Criminal Conduct: While the SRO is responsible for law enforcement, alternatives to arrest should be used whenever possible and the arrest of students should be a measure of last resort.

- 1) For any criminal offense that is committed on property owned or leased by the Board involving a student enrolled in the Auburn Career Center, the SRO shall work cooperatively with Board administrators, staff, and teachers and endeavor to avoid arrest and criminal involvement for misdemeanor activity.
- 2) Incidents involving public order offenses, including disorderly conduct, profanity, and fighting that do not involve serious physical injury or a weapon, should generally be considered school discipline issues to be handled by Board administrators, staff, and teachers rather than criminal law issues warranting formal law enforcement intervention.
- 3) Notwithstanding any provision in this Memorandum to the contrary, the discretion of the SRO shall remain the same as that of any police officer and/or deputy. The power of the SRO shall be governed, at all times, by the laws of the State of Ohio as may be amended from time to time.
- 4) The SRO shall not use a physical restraint device, such as handcuffs, on a student unless the student is being placed under arrest for referral to the criminal justice system.

E. Student Searches: The SRO may participate in a search of a student's person, possessions, locker, or vehicle only where there is probable cause to believe that the search will turn up evidence that the student has committed or is committing a criminal offense. The SRO shall not ask Board administrators, staff, and teachers to conduct a search for law enforcement purposes. Nothing in Paragraph 7(E) is intended to limit the power or authority of Board administrators, staff, or teachers to conduct searches of a student's person, possessions, locker, or vehicle.

8. COMPENSATION

- A. **Compensation:** As compensation for the services to be performed by the SROs appointed to provide services under this Memorandum, the Board shall compensate the Sheriff \$81,179.00, which shall be billed by the Sheriff on a biannual basis – i.e., the Sheriff shall issue two invoices to the Board in the amount of \$40,589.50.
- B. **Tax Obligations:** The Board is not responsible for paying any federal, state, or local taxes with respect to amounts paid under this Memorandum. The Board shall not withhold, through payroll deductions or otherwise, any taxes or other payments with respect to any SRO appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for payment of all federal, state, or local taxes with respect to amounts paid in connection with the SROs.
- C. **Workers' Compensation:** The Board is not responsible for workers' compensation insurance for any SRO appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of all workers' compensation insurance for the SROs.
- D. **Unemployment Insurance:** The Board is not responsible for the payment of any unemployment insurance or unemployment benefits of any kind in connection with and/or as a result of any SRO appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of all unemployment insurance or unemployment benefits of any kind in connection with and/or as a result of the SROs providing services under this Memorandum.
- E. **Retirement System:** The Board is not responsible for the payment of any contributions to any retirement system or pension of any kind in connection with the SROs appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of any contributions to any retirement system or pension of any kind in connection with the SROs providing services under this Memorandum. The Sheriff further acknowledges that the SROs are not entitled to participate in any school retirement system and that no deductions are to be withheld by the Board under this Memorandum with respect to any SRO appointed under this Memorandum.

9. **REQUIREMENT FOR COORDINATED CRISIS PLANNING/UPDATING OF SCHOOL CRISIS PLANS**

Representatives of the Board and Sheriff shall meet with the SRO on at least two occasions each school year – i.e., July 1 through June 30 – in order to discuss, evaluate, and propose revisions to any and all aspects of the Board's current school safety and school crisis plans.

10. **REQUEST FOR REMOVAL**

The Board shall have the right to request the removal of any SRO appointed under this Memorandum for any reason. Upon receipt of the removal request, the Sheriff shall promptly remove the SRO and appoint a replacement SRO.

11. **POSITIVE RELATIONSHIPS**

The Parties shall work cooperatively to foster a successful SRO Program.

12. **RELATIONSHIP BETWEEN THE PARTIES**

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

13. **CONFIDENTIALITY**

- A. **Confidential Information:** The Parties acknowledge that, in the course of performing their obligations under this Memorandum, they may obtain certain confidential and proprietary information about the other Party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and laws of the State of Ohio ("Confidential Information"). See 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Memorandum and that they will not, at any time during or following the term of this Memorandum, divulge, disclose, re-disclose, or communicate any Confidential Information to any other person, firm, corporation or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing Party.
- B. **Information Which Is Not Confidential:** Confidential Information does not include information which is (1) in the public domain other than by a breach of this Paragraph, (2) rightfully received from a third party without any obligation of confidentiality, (3) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party, (4) independently

developed by the recipient, or (5) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

14. **LEGAL COMPLIANCE**

The Sheriff agrees to abide by any and all pertinent federal, state, and local laws and regulations as many be amended from time to time and Board policies and administrative guidelines as may be amended from time to time regarding SROs.

15. **NOT A JOINT VENTURE**

The Parties, under the authority of R.C. 9.482, do not intend to create a partnership, joint venture, or joint partnership of any kind. The Sheriff expressly acknowledges that the SROs appointed under this Memorandum remain employees of the Sheriff and the Board shall have no disciplinary or employment authority over the SROs.

16. **NOTICES**

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

Sheriff: Lake County Sheriff's Office
c/o Sheriff
104 East Erie Street
Painesville, Ohio 44077

Board: Auburn Vocational School District
c/o Treasurer
8221 Auburn Road
Concord, Ohio 44077

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

17. **BENEFIT AND ASSIGNMENT**

School Resource Officer Memorandum Of Understanding

The duties and responsibilities under this Memorandum may not be assigned or subcontracted by any Party without the prior written consent of the other Party to this Memorandum.

18. INSURANCE/RESPONSIBILITY

- A. **Limitation of Liability:** Neither party in entering this Memorandum underwrites or assumes, in any manner, the risks of the other Party. Each Party shall only be responsible for its negligent or intentional acts or omissions and the negligent or intentional acts or omissions of their respective employees, officers, or agents to the extent either Party may be held liable under applicable law.
- B. **Insurance:** Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Memorandum.
- C. **Immunity:** Nothing contained in this Memorandum is intended to nullify, override, or otherwise limit either Party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

19. TERMINATION

- A. This Memorandum shall remain in effect from July 1, 2019, until June 30, 2020, upon which time this Memorandum shall automatically expire.
- B. This Memorandum shall terminate prior to June 30, 2020, should any of the following events occur:
 - 1) **Written Notice of Termination:** Either Party may terminate this Memorandum, for any reason, by delivering written notice of termination. If either Party delivers written notice of termination then the Memorandum shall terminate within 30 days of the date on which the written notice of termination is delivered. If the Board delivers written notice of termination, the Board shall pay the Sheriff a pro rata portion of the compensation outlined under Paragraph 8 of this Memorandum based upon the date of termination.
 - 2) **Mutual Agreement of the Parties:** The Parties may terminate this Memorandum by mutual agreement. If the Parties mutually agree to terminate this Memorandum then the Memorandum shall terminate on the date agreed to by the Parties and pursuant to such terms as are mutually agreed to by the Parties.
 - 3) **Material Breach:** This Memorandum shall terminate upon a material breach of the Memorandum.

School Resource Officer Memorandum Of Understanding

20. **AMENDMENT**

No modification, waiver, mutual termination, or amendment of this Memorandum is effective unless made in writing, signed by representatives for each Party, and, in the case of the Board, approved pursuant to formal Board action.

21. **GOVERNING LAW**

This Memorandum shall be governed by and construed under the laws of the State of Ohio.

22. **ENTIRE AGREEMENT**

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

23. **EXECUTION IN COUNTERPARTS**

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

IN WITNESS WHEREOF, the Parties hereto have made and executed this Memorandum as of the latest date written below.

LAKE COUNTY SHERIFF'S OFFICE

By _____ Date _____
Sheriff (In his/her official capacity only)

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION

By _____ Date _____
President (In his/her official capacity only)

And by _____ Date _____
Superintendent (In his/her official capacity only)

And by _____ Date _____
Treasurer (In his/her official capacity only)

School Resource Officer Memorandum Of Understanding

* This Memorandum has no legal effect absent Board action

R.C. 5705.41 Certificate

I certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

LAKE COUNTY SHERIFF'S OFFICE

Sheriff

Date

R.C. 5705.41 and R.C. 5705.412 Certificate

We certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that

School Resource Officer Memorandum Of Understanding

the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

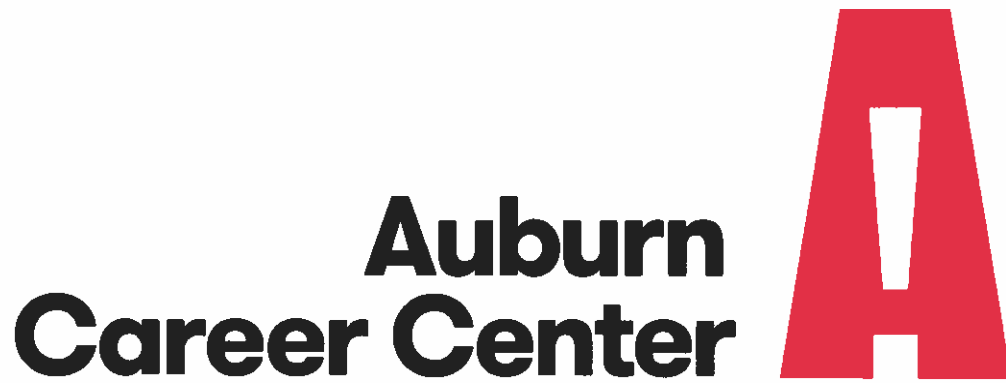
Superintendent

Board President

Date

Date

Date



Attachment Item #16

*Approve 2019-2020 SY
School Crisis Plan*

**Auburn
Career Center**



**School Crisis
Plan
2019 – 2020**

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

Core Values

We believe that:

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

Preface

What is the definition of a Crisis?

A crisis can have major impact on an educational facility or an entire school district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff.

A crisis can happen at any time. Examples include bus accidents, kidnapping, gas explosions, death of a student or staff member, hazardous waste accidents, or a hostage situation.

Some of these things are very likely to occur at any school. The larger the school district, the more complicated the communication chain may become for contacts within the district. The larger the community, the more media contacts there are to be made. Regardless of size, there are certain persons who need to be called in crisis situations.

For issues that have a general impact, such as a natural disaster, or for issues that affect the district as a whole, responsibility for crisis management rests with district administrators.

The District Administrative Team is listed below, with the Executive Director acting in the capacity of Administrative Safety Director. That individual will lead the District's immediate response to a crisis and also be in charge of coordinating the drills and other activities of preparation.

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeff Slavkovsky, Executive Director of CTE	(440) 358-8033
Dee Stark, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8028
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Victoria DePasquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Brenda Carraher, Manager, Food Service	(440) 357-7542 x8214

Administrative Responsibilities

- The Superintendent shall develop a list of persons in charge of the facility in his/her absence. It is advisable that this list be accessible to others.
- Persons in charge when the Superintendent is away shall have copies of the Crisis Plan or shall be made fully aware of the location of the book.
- Persons in charge when the Superintendent is away need to be thoroughly familiar with crisis situations and how to use this publication.
- The Administration needs to devise a procedure for notifying parents/guardians in the event the school needs to close after students have arrived.

Superintendent's Assistance to Stricken Areas

- Utilize emergency plans as described in this manual.
- Assess and control the situation.
- The High School Principal or Director of Adult Workforce Education will have someone contact the Superintendent requesting assistance and explaining the situation and needs.
- Superintendent will gain information, collaborate with the Executive Director, Director of High School, Director of Adult Workforce Education, and Director of Maintenance, and then assess the situation and communicate appropriate action, making necessary contacts to activate assistance.

- Superintendent will advise other Administrators as to assistance that may be expected through the Executive Director, Director of High School, Director of Adult Workforce Education, or the Director of Maintenance.
- The Superintendent will coordinate with the media. If camera crews attempt to go to a particular site, the Superintendent will go to that site. The Superintendent should immediately be forwarded any calls or inquiries for interviews as well as be made aware of any camera crew on school property.

General Guidelines

- 1) The Executive Director acting in the capacity of Administrative Safety Director will be responsible for leading the immediate response to any crisis.
- 2) This District should annually identify individuals who are on their crisis team, with specific duties assigned to each.
- 3) If a crisis occurs, the Superintendent, Administrators, and other appropriate personnel should be notified immediately and kept apprised of continuing developments. The district team can assist with information, decisions, logistics, media contacts and agency/governmental contacts.
- 4) When the crisis is over, a meeting will be held with all involved to evaluate the plan and make any necessary modifications.

Communicating with the Media in Times of Crisis

- 1) The primary goal should be to keep the public informed about the crisis while trying to maintain the privacy of students and staff, while at the same time assure as little interruption of the educational process as possible.
- 2) The Superintendent will be the sole communicator with the media for the District regarding the crisis. If local authorities are involved, the Incident Command Team will make decisions on who will address the media about what.
- 3) All facts will be provided to the media, after verified and cleared by local authorities to the Superintendent, and repeated consistently.
- 4) All messages will be concise and focused to provide a summary of events, the next steps to be taken, and acknowledge who is leading the resolution of the crisis.
- 5) As dictated by the Incident Command Team, the Superintendent and/or the Public Information Officer will provide the media with regular and frequent updates during the resolution of the crisis.
- 6) If cleared by local authorities, after the crisis is over, a summary of the incident will be provided to bring closure to the event.

- 7) The Superintendent will treat all media inquiries with honest, respectful, and timely information. The Superintendent will express all personal and empathetic messages to families, staff, and other public audiences as needed.
- 8) All other school personnel should refer any media inquiries to the Superintendent stating that "all communication is coordinated through the Superintendent to provide the media with the most up-to-date and factual information." In addition, all staff should not be making statements about the incident through social media, blogs, texting, email, or any other electronic means. All comments made could become public, despite if they are accurate or not.
- 9) As soon as possible, prepare a written statement that gives the basic facts clearly and concisely or ask the Superintendent to prepare one for you. *Two or three minutes spent writing down some specific points is valuable.* If there is time, try to anticipate what some of the questions will be and prepare answers. News people will always want to know: who, what, when, where, why, and how.
- 10) If news media personnel arrive on campus while students are in class, guide their activities so they will not disrupt the educational process. The news media can come onto the campus but should not be permitted to enter buildings or interview students without parent permission, and will be relegated to the area identified by the Incident Command Team.
- 11) Staff members should not be engaged in conversation with the media or reporters. *Do not let a reporter's friendly, sympathetic manner disarm you into giving him/her additional information. Do not assume any chatty comments "are off the record" even if you or the reporter say they are. Keep in mind that the media are not in business to help you with your communications needs; the media are in business to 1) make money and 2) disseminate news. "News" can be defined as any information of interest to the public.*
- 12) Staff should be aware that reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that amount of time. Do not put reporters off; they will only get more insistent and abrasive if you do so. Please refer all reporter inquiries to the Superintendent.
- 13) The Superintendent's Office should be updated on any emergency.
- 14) If the crisis will have a long term effect on the students and staff of the school, a committee should be formed to help provide the Superintendent, Executive Director, Director of High School, and Director of Adult Workforce Education of the information available regarding the progress of moving past the incident.
All communications will be evaluated by the entire district after the crisis has ended within 48 hours.

Emergency Evacuation Guidelines

Due to architectural design, and other variable and contributing physical characteristics of a school facility, it is virtually an impossibility to establish a standard emergency evacuation drill or procedure which will effectively, and efficiently, govern all contingencies during the execution of the drill or procedures, but there are fundamentals, which if observed, will expedite the evacuation while maintaining the greatest possible safety factors.

The primary and specific function of the faculty members, custodians, and office personnel is the expeditious evacuation of the student body and all other occupants of the school facility. All other functions shall be secondary and supplemental to the evacuation.

Primary routes are established by the Crisis Team with consultation with local authorities. Secondary or auxiliary evacuation routes shall be established in the event that the primary evacuation route is untenable. Under all conditions, travel distances within the confines of the school facility should be kept to a minimum to disallow, or minimize, the possibility of panic by virtue of extended or prolonged exposure to heat, smoke, or gases.

A Quick Reference Guide to this Crisis Plan is located in each room. Also, emergency evacuation cards, indicating a basic floor plan with primary and secondary evacuation routes, are posted at eye level and on the door knob side of the individual classroom doors. The classroom roster shall be attached to the backside of the emergency evacuation card so that attendance can be made when the class has reached its assigned position outside of the school facility.

A red card and a green card are also included. After attendance has been taken, the teacher should hold up the green card should there be no discrepancies to the day's attendance and the students currently present. Should a student be unaccounted for, or should another student be currently present that is not a member of the class, the red card should be held up. The red card signifies for the assigned personnel to inquire about the discrepancy and coordinate a response.

Faculty members, custodians, and office personnel shall:

- 1) Assist, or cause the assistance of, physically handicapped students. This shall mean to include students temporarily handicapped by broken bones, etc.
- 2) Inspect, or cause the inspection of lavatories, supply rooms, and other lesser occupied rooms and areas of the school facility to insure total evacuation. Members of the student body may not be directed to act in this capacity.

- 3) Inspect, or cause the inspection of, their respective classrooms and areas to insure total evacuation. Members of the student body may not be directed to act in this capacity.
- 4) Close, or cause the closing of, all windows in their respective classrooms and areas. Due to the varying styles and types, malfunctions or ease of closing, this procedure shall be deleted should the efficiency of the evacuation be impaired.
- 5) Close, or cause the closing of, all doors in their respective classrooms and areas. This procedure shall be deleted should the efficiency of the evacuation be impaired.
- 6) Affect a "herding" procedure as opposed to leading or following to insure the elimination of stragglers and the rerouting of the student body in the event the primary route is untenable.

Strict silence shall be observed throughout the evacuation to facilitate the issuance of verbal orders or commands by those in authority.

Swift walking pace shall be maintained against running to disallow, or minimize, the possibility of stumbling, tripping or falling. Use of the handrails shall be emphasized.

All occupants shall be evacuated from the proximity of the school facility so as to disallow, or minimize the possibility of injury from heat, smoke, flame radiation, explosion or debris which may result from a fire and so as not to hamper the operation of the Fire Department.

Shelter in Place

Should the safety and well-being of all be determined to be at risk outside of the building, directives will be given to re-enter a safe section of the building, or directives will be given to enter another building on campus. Shelter in Place locations will include the presentation center, cafeteria, industrial technology building, the technology learning center, or the horticulture building.

A record of emergency evacuation drills shall be maintained by the Executive Director acting in the capacity of Administrative Safety Director. These records shall mean to include the date of the drill, the time of the drill, the time necessary for the total evacuation and remarks pertaining to any unusual condition(s) that would tend to minimize the effectiveness of the drill. The record shall include the present school year and the two preceding school years.

Lockdown Procedure

- 1) The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)** This signals all teaching staff members to:
 - a) Quickly look into the hall for anyone and signal for them to enter their room. Lock themselves and their students in their labs and classrooms.
 - b) Turn off lights, close interior shades, draperies, etc. to cut off visual contact. Leave open all exterior blinds so safety forces can see into the room.
 - c) Direct and make sure that all persons under their jurisdictions in the classroom (lab) are in the designated safe area. All people should be kept away from doors, outside sight lines, and windows where possible. This may include in a locker room, isolated corner or under desks.
 - d) Calmly explain that there is a crisis or crisis drill currently in operation.
 - e) Identify any persons under their jurisdiction who are in attendance but not in their present location. Also take note of anyone present, but not under their direct jurisdiction. **Do not let anyone leave or enter the designated safe area!**
 - f) If any persons in their area are injured, attend to them and administer First Aid, if possible.
 - g) Silence phones and radios. Remember to turn off text alerts as well. Teachers should use cell phones to communicate with the Superintendent (cell 440.251.1250) or other administrators. These numbers should be in your cell phone directory. Should staff or students use cell phones, please keep voice low, and use short concise sentences to convey only pertinent facts. **If possible, use text feature versus voice.** If cell phones are not able to communicate, please assure others that this is normal in times of crisis or disaster.
 - h) If possible, during an intrusion, movements will be monitored through the surveillance cameras and locations announced. Should it be deemed safe to evacuate, refer to the emergency evacuation plan.
 - i) If evacuating is not an option, barricade the doors. Push and stack as many large things as possible up against the door. Remain in the designated safe area until notified by proper authorities. The authorities will be able to enter the room when it is safe. No one will have to let them into the room, so do not attempt to open the door should someone ask from the outside.

Should the fire alarm sound during lockdown, do not necessarily perform the emergency evacuation plan. An emergency evacuation should only automatically be performed if visible flames or smoke can be observed.

- k) If an actual incident has occurred, as soon as the situation has been resolved write a concise, clear report of their whereabouts, actions, and any direct or indirect relationship to the incident, noting specific details (time, locations, witnesses, etc.) See Appendix B.
- 2) Call 911. State where you are, what is happening and where in the building.
- 3) All staff and visitors are to move to the designated safe areas.
- 4) **Student Services Personnel**, as soon as their safety is secured, are to report to the school office to:
 - a) Identify students in need of immediate intervention, and initiate such intervention.
 - b) Contact parents of those students who are identified in 4a).
 - c) Develop a plan for utilization of the Lake and/or Geauga Crisis Intervention Team.
- 5) **Maintenance Staff**, as soon as their safety is secured, are to report to the school office to assist any emergency personnel and perform emergency repairs.
- 6) **Employees are advised not to disarm, bargain, reason, etc.** with an armed individual or anyone suspected of being armed. Personal safety and the safety of those persons under Auburn's jurisdiction are of the utmost and only priority. However, individuals faced with incidents that present potential imminent bodily harm or death, professional judgement should be used for response.

Auburn Career Center contracts with the Lake County Sheriff Office (LCSO) to employ a Sheriff Deputy to act in the role of a School Resource Officer (SRO) during the school day. The SRO will actively pursue and engage any violent intruder on the premises. In addition, Auburn employs a commissioned Lake County Sheriff Deputy as an instructor for the Criminal Justice and Security high school program ("Deputy Instructor"). The Deputy Instructor wears a Lake County Sheriff Officer badge and openly carries a firearm, as permitted by ORC 2923.122 (D)(1)(a). As any teacher, the Deputy Instructor is to fulfill all lockdown procedures with the students in the program. However, if an actual incident occurs and the Deputy Instructor (1) fulfills all lockdown procedures and (2) ensures that all students are able to evacuate, then the Deputy Instructor will actively pursue and engage any violent intruder, in coordination with the SRO. **The Deputy Instructor shall not actively pursue and engage any violent intruder unless all lockdown procedures are fulfilled and all students are able to evacuate.**

When the crisis has subsided, care must be taken to protect the privacy of all involved. Relationships with the news media are described earlier in this document. Particular

care must be taken to protect the privacy of students. The Auburn Career Center will not allow members of the news media to interview students without the permission of parents or guardians.

Lockdown Drills

Secured Lockdown

The Administration will broadcast the following announcement to all areas of the District: **“Attention! We are in school-wide Lockdown.”** (Repeat 3 times.)

This signals all to follow the Lockdown Procedure above

Working Lockdown

The Administration will broadcast the following announcement to all areas of the specific building: **“Attention! We are in school-wide Working Lockdown. Lock your doors and continue your normal business. No one should leave or enter the area you are currently at.”**

Working Lockdowns are used when the hallways need to be clear for various reasons, such as a medical emergency.

AED (Automated External Defibrillator) Procedure

GENERAL GUIDELINES

Location of Automated External Defibrillator (AED)

The Auburn Career Center owns and maintains automated external defibrillators for use on cardiac arrest victims on the school grounds. These AEDs are located in a prominently displayed location in the A-Wing hallway and the Technology Learning Center atrium area. It will be kept visible and accessible to all staff members.

Staff CPR-AED Training

Staff members are offered VOLUNTARY training in how to perform CPR, choking maneuvers, and utilization of the AED. Voluntary training and response assures coverage under Ohio's Good Samaritan Law. This training must be updated biannually to maintain certification. As CPR skills are not required under staff job descriptions, employees are covered by the Good Samaritan Law.

Persons Who Can Use the AED

Any person trained in the proper use of an AED should be allowed to utilize the device in an emergency. Normally this will be a staff member; however, students or bystanders should be permitted to use the device, **when an AED trained staff member is not present**. The AED will guide the individual through the process. The standard training will be the Heartsaver AED or Healthcare Provider (Professional Rescuer) Course from the American Heart Association, American Red Cross or other equivalent certifying agency.

If the AED is Used

In the event that the AED is used, contact the person in charge of AED maintenance, John Blauch, immediately. The AED can be used again by using the extra set of electrodes, available in the AED case. The defibrillator battery is good for multiple shocks and events. The AED records the heart rhythms, thus the event can be electronically downloaded, such that information for the physician caring for the patient can be reviewed later.

General Guidelines for AED Use

The procedure for use of the AED will be in congruence with the manufacturer's recommended operating instructions and the current American Heart Association's recommendations for CPR-AED use and implementation [revised every eight (8) years].

Caveats for AED use are:

- 1) CPR must be performed in combination with the use of an AED.
- 2) The AED pads are only applied to unconscious, non-breathing persons.
- 3) An AED can be applied and used on people regardless of age.
- 4) All persons must be "clear" or not touching a victim prior to pushing the shock button.
- 5) Any person may use an AED, regardless of training, including members of the lay public.

Procedure for Cardiac Arrest

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room ____, all trained staff members please respond."** (Repeat three times)
- 4) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Channel 2.
- 5) Administration should implement a working lockdown procedure.
- 6) An office staff member should get the AED and bring it to the location of the emergency.
- 7) Any available staff members trained in CPR-AED use should report to that room to assist with CPR and defibrillation.
- 8) One staff member should meet the ambulance crew and escort them to the location of the problem.
- 9) After the cardiac arrest, contact assigned AED maintenance person to place the unit back in service.

Maintenance of the AED

Maintenance duties include replacing the lithium battery, defibrillation pads, and getting the unit repaired in the event the red "wrench" light comes on. No other maintenance is needed to the unit. Contact Captain John Blauch with questions.

Liability increases when the device cannot be utilized quickly due to delays in access to the unit. It must always be placed back in the cabinet from where it came.

Aircraft Disaster

In the event of an aircraft crash into or near facility, any observing faculty or staff member should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113 so that the Emergency Evacuation Plan can be put into action. **Evening classes should dial 0.**
- 3) Utilize modified emergency exit plan (available at all door exits) to maximize safety of students.
- 4) Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.
- 5) Provide for treatment and removal of injured people.
- 6) Account for all facility occupants and determine extent of injuries.

Aircraft crash on or near school site but no damage to facility:

- 1) Call 911. State where you are; what is happening.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) All students and staff should remain in the facility. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- 4) No evacuations should occur unless subsequent explosion or fire endangers the facility, or instructions to do so are made by Administration or local authorities.

Assault and Rape

In the event there is an occurrence of rape and/or serious assault on the premises of Auburn Career Center, any faculty or staff member learning of this event should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) If injuries are life-threatening, render first-aid to victim, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An Administrator or Administrative Assistant to check for:
 - 1.) Emergency Medical Authorization Form.
 - 2.) Personnel emergency card if a staff member.
- 5) Administrator and/or local authorities will notify parent/guardian or next of kin.
- 6) Faculty or staff member attending to the victim should obtain as much information regarding the assailant and incident as possible.
- 7) If the attack just occurred, the victim should stay as they are. They should not clean themselves or change, as that could disturb any evidence.
- 8) If advisable, the faculty or staff member may be asked to accompany victim if necessary.

REMINDER – PLEASE NOTE that the Superintendent's Office will be the only source of information released to the press.

Blood-borne Pathogens

Blood-borne pathogens are disease-producing micro-organisms that may be present in human blood and other body fluids. These pathogens include, but are not limited to HBV and HIV. Exposure to these pathogens can be controlled by preventing human blood and other body fluids from coming into contact with employees' and students' skin, eyes or mouth and more importantly, with cuts or breaks in the skin and open sores in the mouth.

Appropriate safety precautions include wearing gloves, masks, and face shields that can be found in the classroom biohazard bag. Immunization for HBV is also an effective precaution.

Auburn Career Center employees and students who have a higher risk of contact with blood-borne pathogens include **but are not limited to:**

- Health care instructors
- Cafeteria workers
- Maintenance and custodial workers
- School administrators
- Students in some designated programs

These persons shall be offered HBV immunizations provided by the school district.

Bleeding Incident

If someone is bleeding, any observing faculty or staff member should:

- 1) Keep the injured person stationary. **DO NOT LET THEM MOVE ABOUT!**
- 2) **Immediately contact the High School Office** at ext. 8298 or 8113 and advise that the victim is bleeding and in need of help. **Evening classes should dial 0.**

If the victim is in jeopardy, loses consciousness, and/or stops or has difficulty breathing, or if blood is spurting and/or bleeding does not stop under direct pressure:

- 3) Call 911. State where you are; what is happening & where in the building.
- 4) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

5) An Administrator may enact a Working Lockdown Procedure.

- 6) From the classroom biohazard kit, put on disposable gloves (and a mask and eye protection if splattering of blood could occur).
- 7) If possible, have the victim apply direct pressure to the wound with sterile gauze or the cleanest material available. If the victim is unable to apply direct pressure, faculty or staff member or other faculty or staff member present should apply direct pressure to the wound.
- 8) Instruct the victim to elevate the injured area to decrease the bleeding. (Elevation should only be encouraged if it does not increase the victim's discomfort).
- 9) **Using gloves,** place any materials contaminated by blood in a plastic bag and seal the bag.
- 10) After materials have been placed in a sealed plastic bag, immediately notify the High School Office at ext. 8298 or 8113 of the location of the bag of contaminated materials. They will then contact the maintenance department, who is solely responsible for its removal to a biohazard disposal container. **Evening classes should dial 0.**

Bodily Fluids Contamination

If a classroom, lab, or unsecured area is contaminated with bodily fluids by incident involving bleeding, vomiting, urine, etc., all personnel should:

- 1) Immediately notify the High School Office at ext. 8298 or 8113 and they will inform the maintenance department. **Evening classes should dial 0.**

2) **An Administrator may enact a Working Lockdown Procedure.**

- 3) **DO NOT ATTEMPT TO CLEAN** contaminated area or contaminated materials on your own.
- 4) Remove all individuals from the area, and keep others from entering the contaminated area and exposure to contaminated materials.
- 5) All incidents of bodily fluid spills and contamination will be cleaned by maintenance personnel only with the use of authorized spill kits.

If you come into contact with blood or any bodily fluid, you should, in all cases, immediately rinse/wash/flush the area thoroughly with soap and water. Contact the High School Office at Ext. 8298 or 8113 to report any exposure. Evening classes should dial 0.

All blood or bodily fluid spills are to be contained and cleaned BY AUTHORIZED AUBURN CAREER CENTER STAFF ONLY. All spills must be immediately reported!

Bomb and Weapon Threats

The Superintendent and local authorities must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources; then, the Superintendent acts in such a manner that reflects the best safety and interests of those under his/her charge.

Bomb and other threats may be originated in writing, in person, over the telephone, posted on social media or relayed through a second source. Also, someone may be concerned about a suspicious package or device that is noticed on campus.

Basic Documentation – The individual receiving the threat shall attempt to:

- 1) If the threat is received through a phone call, the person who has answered the phone is advised to keep the caller on the line as long as possible.
- 2) If any faculty or staff members become aware of a bomb threat, weapon threat, or other type of threats, they should notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) If a bomb is suspected to be on campus, only landlines should be used for telephone calls. Mobile phones can be used as detonators.
- 4) Write down all the information obtained in the exact words. Use the record sheet immediately following the instruction pages; place copies of the bomb or weapon threat sheet at appropriate phone locations. (Appendix C)

The Administration shall:

- 1) Notify the Lake County Sheriff's Office.
- 2) Notify the Superintendent and/or their designee.
- 3) Institute a Working Lockdown Procedure, with school activities continuing as normally as possible.
- 4) Alert appropriate staff of situation and implement facility search.
- 5) The decision to evacuate the building will be made jointly by Safety Forces and Administration. **Staff should be alert to anything unusual and report such to the Administration.**
- 6) The recommendation to close school will be made only after consultation between the Superintendent's office and Administration with Safety Forces.
- 7) Submit written reports to authorities as soon as possible following incident.

Bus and Auto Accident on Trips Away from District

Before leaving the district:

- School buses, by law are required to carry first aid kits.
- Trip Supervisor needs to take along, in all school authorized automobiles and vans, all safety equipment required.
- Only school van certified personnel are to drive students in school vans.
- Trip Supervisor needs to take along a list of students in attendance, including for each student his/her Emergency Medical Authorization Form.
- Trip Supervisor needs to take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, home school phone numbers, name and work telephone of spouse or nearest relative and medical and health information on each. A copy of the teacher's Emergency Medical Authorization Form should be taken on the trip.
- Trip Supervisor needs to follow Board of Education policy and administrative regulation on field trips.

In event of accident:

- 1) Remain calm.
- 2) If threat of fire exists, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) Administration will notify School District Transportation Department (if bus).

Bus and Auto Accidents with Serious Injuries/Fatalities

- 1) Driver and Chaperones remain calm.
- 2) If threat of fire, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Administer first aid, if possible.
- 5) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113 or through their cell phones. **Evening classes should dial 0.**
- 6) Administrators will notify School District Transportation Department (if bus).

DO NOT ISSUE STATEMENTS TO THE PRESS. REFER PRESS TO THE CIVIL AUTHORITIES IN CHARGE OR THE SUPERINTENDENT.

Earthquake or Other Natural Disasters

In the event Auburn Career Center experiences an earthquake or other natural disaster of life-threatening severity, the Administration will determine that if the safety of students and staff is endangered. If the students' safety is possibly at risk, the Administrator will follow procedures listed below:

In the event of injuries:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Give first aid, if possible.
- 3) Set up a first aid center.

During the disaster:

- 1) The staff should order the students to drop to the floor and move away from windows and from under light fixtures, and be as close to an interior wall as possible. Do not have students go outside until directed to do so.
- 2) If the facility is unsafe, initiate the Emergency Evacuation procedure. Do not re-enter the facility until advised to do so.

Move the students away from facility, trees or wires, etc. Stay in the open until instructed to do otherwise.

Fire or Explosion

When a fire or explosion occurs in a facility, there is an immediate threat to students and staff.

- 1) If the fire alarm has not already sounded, pull the fire alarm.
- 2) Initiate the regular Emergency Evacuation immediately.
- 3) Call 911. State where you are; what is happening & where in the building.
- 4) Administration will consult with the Superintendent regarding closing of school.

Fire Prevention

The prevention of fire in the Auburn Career Center facility is an ongoing activity. Areas where an increased potential for fire exists will be specifically identified. Those identified areas will include, but not be limited to, areas where:

- 1) Flammable materials are stored.
- 2) Flammable materials are utilized on a regular basis.
- 3) Open flame or heat is utilized on a regular basis, and/or
- 4) There is an increased risk of fire as identified by the local Fire Chief or Marshall.

Areas designated as having increased potential for fire are designated on the evacuation maps at the end of this document and include:

- | | |
|--|--------------------------|
| 1. Auto Technology Lab/Storage Areas | Room 2B |
| 2. Auto Body Lab/Storage Areas | Room 6B |
| 3. Boiler Room | A Wing |
| 4. Compactor Storage Area | C Wing |
| 5. Construction Technology Lab/Storage Areas | Room 9C |
| 6. Cosmetology Lab/Storage Areas | Rooms 5A & 7A |
| 7. HVAC Lab/Storage Areas | Industrial Arts Building |
| 8. Kitchen & Culinary Arts Lab | Kitchen |
| 9. Maintenance Storage Area | Back Building |
| 10. Maintenance & Environmental Services Lab | Room 8B |
| 11. Health Lab/Storage Areas | Room 13C |
| 12. Welding Lab/Storage Areas | Room 9B |

The Director of Maintenance will inspect the identified areas on a regular basis. Any concern, irregularity, or potential problem will be reported to the Superintendent by the Director of Maintenance. **The fire extinguishers are officially inspected by Concord FD annually.** The Director of Maintenance will also inspect building fire extinguishers on a **semi-annual** **monthly** basis.

Fire Drill Guidelines

Facility administrators should be aware of the following:

- ☑ Prior to the fire drill, the proper fire authorities/alarm companies should be notified.
- ☑ After a fire drill, the proper fire authorities/alarm companies should be notified of the time involved for the drill.
- ☑ The date of the drill and the time involved should be reported to the Superintendent's Office by the High School Principal or Director of Adult Workforce Education.
- ☑ Two (2) exits should be known to all:
 - One (1) main route
 - One (1) alternate route
- ☑ The teacher should be the last person out of the door to make sure that open windows are closed and the hall door is closed.
- ☑ Teachers must know where every child is when you get to your safety point:
 1. Use class roster to take attendance.
 2. Make note of students who are present at school but not with you now.
 3. Make note of students who are with you but not on your class roster.
 4. If either of #2 or #3 applies, hold up the red card.
 5. If attendance is perfect, hold up the green card.

Those with a "specialist" (nurse, tutor, etc.) must be accounted for by the specialist who should notify the school official accounting for red cards. Any student outside the room at the time of the drill but not with a specialist must immediately leave by the closest door, and then the student must report to the nearest teacher's group.

Gas Leak

Natural gas leaks, with odor in the facility, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a facility.

If leak is in or near facility:

- 1) Initiate the Emergency Evacuation Plan and notify Administration by contacting the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** Get students a safe distance from the facility.
- 2) Call 911. State where you are; what is happening & where in the building.
- 3) If the leak is inside the building, windows and doors should be opened, if possible. If outside, everything should be closed up. No flames or sparks; no starting vehicles.
- 4) The Maintenance Department should turn off main gas valve.
- 5) Call Dominion East Ohio if necessary (440-946-8776).
- 6) Keep students at a safe distance until the problem has been corrected.

Hazardous Substance Response

The most important aspects of responding to a hazardous substance incident are identifying the substance and responding quickly. Lost time can increase the severity of a victim's reaction to the substance.

In cases of a hazardous substance incident, the first staff member at the site of the incident should:

- 1) Insure the safety of bystanders. Do not enter the area! If others are in the area, use precautionary measures to insure their safety. Do not allow others to enter the area!
- 2) Identify the substance, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113, unless there is an imminent danger of explosion or other catastrophe, then call 911. **Evening classes should dial 0.**
- 4) If serious enough, the Emergency Evacuation Plan will be initiated. Once outside, separate those who may have been affected and stay upwind. Maintenance will shut off HVAC system.
- 5) Follow the exact response(s) in the exact order as found on the corresponding Material Safety Data Sheet (MSDS).

It is important to note that each incident MUST be followed up by:

A phone call from an Administrator to the parent/guardian of all minors involved and an accident report. (Appendix B).

Kidnapping

In the event of a kidnapping, the individual receiving information regarding a kidnapping should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An Administrator should notify the parent/guardian.

4) An Administrator should notify Associate School Principal. The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.

Among *preventative activities* which may help avoid kidnapping situations are:

- 1) School Administrative Assistants should have a list of students who are not to be released to anyone except a particular parent or guardian.
- 2) Emergency Medical Authorization Form and Infinite Campus profile of such students should be flagged with this information.

Medical Emergency

When a life threatening situation is perceived to exist, the individual receiving information regarding a medical emergency should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Apply first aid and life-sustaining techniques, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room ____, all trained staff members please respond."** (Repeat three times)
- 5) An Administrator will enact a Working Lockdown Procedure.
- 6) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Ch. 2.
- 7) An Administrator will call the victim's parent/guardian immediately. Some situations may require immediate transportation of the student/employee by EMS.
- 8) If parent or guardian cannot be reached, an Administrative Assistant should continue to:
 - Phone parent or persons listed on Emergency Medical Authorization Form or Emergency card if staff member.
 - Phone the secondary contacts on Emergency Medical Authorization.
 - If applicable, contact brother or sister (if on site) to seek additional information.
 - If a connection is made, forward the call to an Administrator who will provide information regarding the medical emergency.

Nuclear Plant Accident

The Crisis Plan for any nuclear accident is well documented. Any response to a nuclear plant accident will be found in the Perry Nuclear Plant Disaster Plan. A county-wide disaster plan has already assigned busses to arrive at Auburn Career Center to relocate students and district personnel.

Auburn Career Center students will be bused to Mentor Ridge Middle Elementary School. Ridge Middle Elementary School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Middle Elementary School.

Any student not picked up at Mentor Ridge Middle Elementary School by 8:00 p.m. will be transported to Willoughby South High Middle School located at 5000 Shankland Road, Willoughby. To get from Ridge Middle Elementary School to South High Willoughby Middle School, take Route 84 West for about four miles to Shankland Road. Turn right on Shankland Road and proceed North. South High Willoughby Middle School is on the left.

Students that drive to Auburn will be allowed to use their vehicle to leave the premises, but will be **encouraged not to go home** if their home is within the danger zone. This zone will depend on where the accident is located and the severity.

All persons involved in the relocation of Auburn Career Center students need to keep in mind that students attend Auburn from Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

Power Failure

If there has been a power failure at Auburn Career Center, or if lines are reported down in the area, the Director of Maintenance should assess the situation, notify the Superintendent and the following procedures should be used:

Power failure prior to school opening:

- 1) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) The Director of Maintenance will call First Energy at 888-544-4877.

Power failure during school hours:

- 1) Director of Maintenance will notify the Superintendent and Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) An Administrator will institute a Working Lockdown. All people should move to areas that have more natural light.
- 3) The Director of Maintenance will call First Energy at 888-544-4877.
- 4) The Director of Maintenance will keep Superintendent's Office posted and await notification of a school or district closing decision.
- 5) An Administrator will compose a message and activate the automatic phone messenger system to notify parents if school will be closed or if there will be an early dismissal.

Power lines down in area:

The individual who first discovers that a power line is down should:

- 1) Call 911. State where you are; what is happening.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) An Administrator will have the School Resource Officer and the Director of Maintenance go to the area of the downed lines to prevent people from going near them.
- 4) Call First Energy if necessary at 888-544-4877.

Tornado Guidelines

If a weather siren is heard, or if an individual is made aware of an immediate threat of a tornado coming toward Auburn Career Center, they should notify the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

An announcement will be made that a tornado warning has been issued for the area and the plan for going to the tornado shelter area is to be put into effect immediately.

Instructions and Regulations

Students should:

- 1) Keep calm and quiet and listen for instructions
 - when alarm sounds
 - while going to shelter area
 - while in shelter area
- 2) Let the teacher know immediately if injury occurs.

Tornado Watch: An alert or forecast issued whenever atmospheric conditions are favorable for development of severe weather or tornadoes, giving an estimate of the situation. Actual condition in the area at that time of the "watch" announcement may not be threatening.

Tornado Warning: A warning of danger issued when a tornado has been sighted and there may be danger to life and property if protection measures are not taken by people who are in its path.

Teacher should:

- 1) Look into the hallway and direct any nearby students to the shelter area.
- 2) Take class roster and take attendance once the class has reached the shelter area.
- 3) Make note of students who are present at school but not with you now.
- 4) Make note of students who are with you but not on your class roster.
- 5) Make special provisions for assisting handicapped individuals.

Office employees and others should be instructed as to what to do with records, closing of vaults, etc.

Custodians should be instructed about securing dangerous utilities.

Students and teacher should know positions to take for greatest safety – squatting with hands locked at back of neck, etc., or other protective methods.

If there is not time to put into effect the regular tornado shelter plan:

- Go to the inside wall of the room, preferably in a corner.
- Stay away from windows and doors.
- Lie down on floor under desk or heavy piece of furniture.

School vehicle drivers should be familiar with the procedures to follow if a tornado is spotted while they are transporting students:

- Drive away from the tornado's path at a right angle.
- If there is not time to escape, have students exit vehicle and lie flat in nearest ditch or ravine.

Shelter - The Executive Director acting in the role of Administrative Safety Director and Director of Maintenance should determine by a study of each facility the best tornado shelter areas.

Tornado drills are required at least once a month during April, May, and June, pursuant to OFC 409.2. Plans regarding tornado drill procedures for each facility should be in all offices prior to the beginning of each school year.

Tragedy

In the event of a tragedy (death, suicide, murder, etc.), the individual who is first to become aware of the tragedy should immediately notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

Immediate Action:

- 1) Call 911 or proper authorities if this has not been done. One staff member should meet the ambulance crew and escort them to the location of the problem.
- 2) An Administrator should immediately verify the facts and details of information provided by the person first on the scene of the tragedy.
- 3) Notify Superintendent, Director of Maintenance, and/or other Administrators.
- 4) An Administrator or proper authorities will contact the family of the person involved in the tragedy.
- 5) Any/all relatives of the person(s) victimized by the tragedy and part of the Auburn Career Center student body, faculty, staff, or other personnel will be contacted by an Administrator and provided with privacy and/or counseling from guidance counselors, EMT, or nurse personnel until they are either able to leave or have been picked up by family members.
- 6) Generally, anything related to the tragedy should be left as is, so civil authorities can collect evidence for an investigation. If and when the tragedy is free from any criminal investigation or legal entanglements, the High School Principal acting as Administrative Safety Director will remove any personal items from the individual, desks, purses, briefcases, backpacks, or other containers as well as secure any personal information contained in any high school/adult/personnel files or folder(s), disable any electronic access to email, program access or other systems, and remove the individual's name from any and all mailing or computer list(s).

School Plan of Action: (specific to be determined with each incident)

- 1) The Administrator in charge will contact the Superintendent to give a full appraisal of the tragedy and the recommendations of the proper authorities.
- 2) The Superintendent will decide on one of the next steps. Steps could include one or all of the following:
 - Initiate a lockdown or working lockdown.
 - Initiate a School-wide conference call for all personnel.
 - Address the school community on PA system providing update and directions.

- 3) The Superintendent will notify Administrators, Director of Maintenance, and proper authorities if necessary of next step chosen from list above and seek their help in implementing plan.
- 4) The Superintendent will notify the media and board members, plus respond to other inquiries regarding the tragedy.
- 5) The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.
- 6) After the plan has been implemented, the Superintendent and the Administrators will hold a district wide meeting to provide a summary of the events that occurred related to the tragedy.
- 7) Administrators and all personnel involved in responding to the tragic event will meet to evaluate the crisis plan procedures to gain insight and how to improve the crisis plan if a similar event should happen in the future.
- 8) If special activities, memorial services, or other healing activities are needed, the Superintendent will assemble a "Transition" committee to help guide the District in listening to constituents and to guide the district in moving forward after the tragic event.

Weapons and/or Hostage Situation

1. In the event of, or under the suspicion of, a person on campus having possession of a dangerous weapon (gun, knife, etc.), or using or likely to use a weapon, and/or people are taken hostage on campus, the Lockdown Procedure should be followed.
2. If an active shooter is in the building, the orange button on the MARCS radio should be pressed. The radio is located at the reception desk. If possible, communicate any information to the dispatchers through the radio. ***This radio is only to be used if an active shooter is in the building.***
3. **If it is an immediate emergency, call 911.** State where you are; what is happening & where in the building.
4. Notify Administration through the High School Office by calling ext. 8298 or 8113. **Evening classes should dial 0.**
5. The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)**
6. Once the situation is secured by safety forces, specific evacuation directions will be initiated by safety forces on campus.

Appendix A - Important Phone Numbers

Auburn Career Center Administration

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeff Slavkovsky, Executive Director of CTE	(440) 358-8010
Dee Stark, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8028
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Victoria DePawquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Brenda Carraher, Manager, Food Service	(440) 357-7542 x8214

Schools Directory

Lake County Educational Service Center – (440) 350-2563

Geauga County Educational Service Center – (440) 279-1700

Berkshire Local Schools

John Stoddard, Superintendent - (440) 834-3380 x2106
Michael King, H.S. Principal - (440) 834-3380 x3302
Brian Hiscox, Asst. Principal - (440) 834-3380 x3624
Michelle Paluf, School Counselor (A-K) - (440) 834-3380 x3314
Brittany Bakalar, School Counselor (L-Z) - (440) 834-3380 x3308
Nancy Sherbondy, Attendance - (440) 834-3380 x3304
Suzanne Steinhoff, Transportation - (440) 834-3380 x2111

Cardinal Local Schools

Bill Kermavner, Superintendent - (440) 632-0261 x1001
Michael Perkins, H.S. Principal - (440) 632-0264 x5002
Jill DeRamo, School Counselor - (440) 632-0264 x5004
Anne Dalby, School Counselor – (440) 632-0261 x4004
Tammi Cable, Attendance/Guidance - (440) 632-0264 x5001
Diane Baumgartner, Transportation - (440) 632-5913/(440) 632-0263 x6005

Chardon Local Schools

Michael Hanlon, Superintendent - (440) 285-4052 x400
Ed Kline, Asst. Superintendent - (440) 285-4052 x401
Douglas Murray, H.S. Principal - (440) 285-4057 x411
Ryan Bandiera, Asst. Principal - (440) 285-4057 x413
Nicolle Hetrick, School Counselor - (440) 285-4060 x421
Lacey Jacobs, School Counselor - (440) 285-4060 x419
Tim Hurlbut, School Counselor - (440) 285-4060 x420
Tina LaCasse, Attendance - (440) 285-4059
Bob Thompson, Transportation - (440) 285-4069 or (440) 286-0501

Fairport Harbor Schools

Domenic Paolo, Superintendent - (440) 354-5400
Katie Rumbarger, H.S. Principal - (440) 354-3592 x306
Doreen Fischer, Asst. Principal - (440) 354-3592 x352
Michelle Jurick, School Counselor - (440) 354-3592 x304
Renee Kazsmer, Attendance/Guidance - (440) 354-3592 x301

Gaitway High School

Leslie Mapes, CEO – (440) 708-0013
Anthony Forfia, Principal - (440) 708-0013 x152
Cindy Hendrickson, Secretary - (440) 708-0013 x153

iSTEM Geauga Early College High School

Tamee Tucker, Principal - (440) 358-8032
Glee Slivka, Attendance - 9440 0 358-8038

Kenston Local Schools

Nancy Santilli, Superintendent - (440) 543-9677
Kathleen Poe, Asst. Superintendent - (440) 543-9677
Jeremy McDevitt, Asst. Superintendent - (440) 543-9677
Tom Gabram, Principal - (440) 543-9821 x2000
Kathleen Phillips, Asst. Principal - (440) 543-9821 x2020
Matthew Watts, Asst. Principal - (440) 543-9821 X2010
Katie Detwiler, School Counselor - (440) 543-9821 x2130
Ray Kimpton, School Counselor - (440) 543-9821 x2120
Jessica Kardamis, School Counselor - (440) 543-9821 x2110
Patsy Grear, Attendance - (440) 708-1811
Melody Coniglio, Transportation - (440) 543-9567

Kirtland Local Schools

William Wade, Superintendent - (440) 256-3311 x1001
Scott Amstutz, H.S. Principal - (440) 256-3366 x4001
Matt Paul, Assistant Principal - (440) 256-3366 x4002
Kara Prosuch, Guidance - (440) 256-3366 x4005
Mary LaVerde, School Counselor – (440) 256-3366 x4006
Lisa Sutliff, Attendance - (440) 256-3366 x4008
Sheila Dikowicz, Transportation - (440) 256-3311 x1013

Lake Academy

Steve Strausbaugh, Director – (440) 942-7401

Madison Local Schools

Angela Smith, Superintendent - (440) 428-2166 x315
Dave Bull, Asst. Superintendent – (440) 428-2166 x336
William Fisher, H.S. Principal - (440) 428-9346
Jack Whaley, Asst. Principal - (440) 428-9348
Jen Catanese-Grimes, Asst. Principal - (440) 428-3947

Julie Behm, School Counselor - (440) 428-9351 x351
Jacqueline Rode, School Counselor – (440)428-2161 x350
Janine Alberts, Attendance - (440) 428-2162
Kim Boggs, Transportation - (440) 428-9312

Newbury Local Schools

Jacueline Hoynes, Superintendent - (440) 564-5501 x125
Michael Chaffee, H.S. Principal - (440) 564-2281 x129
Kaitlin Boyd, School Counselor - (440) 564-2281 x136
Holly Potti, Attendance - (440) 564-2281 x120
Kim Sass, Transportation – (440) 564-5501 x106 (440) 667-3604 (Cell)

Perry Local Schools

Jack Thompson, Superintendent - (440) 259-9299 x9299
Todd Porcello, H.S. Principal - (440) 259-9300 x9399
Scott Niedzwiecki, Asst. Principal – (440) 259-9300 x9398
Lisa Gigante, School Counselor - (440) 259-9300 x9385
Kelly Holdetman, School Counselor - (440) 259-9300 x9384
Deana Scarano, Attendance - (440) 259-9300 x9381
Sheila Dikowicz/Linda Kirsch, Transportation – (440) 259-3005 x3007

Painesville City Schools

Joshua Englehart, Superintendent - (440) 392-5062
Micheal Chokshi, Asst. Superintendent – (440) 392-5081
Van McWreath, H.S. Principal - (440) 392-5111
Domenick Wlodyka, Asst. Principal - (440) 392-5121
Phil Schar, Asst. Principal - (440) 392-5160
Sharon Fitzgerald, School Counselor - (440) 392-5141
Marilyn Vihtelic, School Counselor - (440) 392-5142
Neza Oduwole, Attendance - (440) 392-5130
Cindy Slattman, Transportation - (440) 392-5671

Riverside Local School District

Jim Kalis, Superintendent - (440) 358-8202
Charles Schlick, Asst. Superintendent - (440) 358-8206
Peter Hliatzos, H.S. Principal - (440) 358-8303
Michael Lewis, Asst. Principal - (440) 352-3341 x4310
Scott Bailis, School Counselor - (440) 352-3341 x4311
Lindsay Kosinski, School Counselor - (440) 352-3341 x8331
Karin Pennock, School Counselor - (440) 352-3341 x4312
Cheryl McTaggart, Attendance - (440) 352-3341 x4317
James Haffa, Transportation – (440) 352-8321
Donna Schoeneich, Transportation - (440) 352-3341 x4281
Deb Blauvelt, Transportation Administrative Asst. - (440) 357-5571

Other Important Telephone Numbers

First Energy	(888) 544-4877
Dominion Energy Ohio	Gas Leak – (877) 542-2630
	Customer Service – (800) 362-7557
Poison Control	(800) 222-1222
Lake County	
Sheriff	(440) 354-3434 - 911
Concord Fire Department	(440) 354-7503 - 911
Emergency Management Agency	(440) 350-5499 after 4:00 pm 951-5252
Lake County General Health District	(440) 350-2543
Geauga County	
Sheriff	(440) 286-1234
Department of Emergency Services	(440) 279-2170
Geauga County Health District	(440) 279-1900
State of Ohio	
Highway Patrol (Chardon Post)	(440) 269-1242 or (440) 354-3233
Highway Patrol (Painesville)	(440) 354-3233

Appendix B



INCIDENT STATEMENT

{To be completed by the injured party (Employee, Student, Visitor, etc.)}

Name: _____

Date of Incident: _____ Time of Incident: _____ AM/PM

Location: _____

Date Reported to Supervisor: _____ Supervisor Name: _____

Please answer, in detail, the following questions (Use back of page if needed)

What happened? _____

How did it happen? _____

Witness(es)? (List Names): _____

Describe the nature of your injury (Include all body parts involved): _____

What, if any, treatment was required? _____

Where was treatment obtained? _____

What corrective action(s) would you take to prevent recurrence? _____

Signature of Injured Party: _____ Date: _____

Appendix C – Bomb or Weapon Threat Report Form
(Keep at appropriate telephone locations)

- Questions to Ask:
- 1] When is bomb going to explode?
 - 2] Where is it right now?
 - 3] What does it look like?
 - 4] What kind of bomb is it?
 - 5] What will cause it to explode?
 - 6] Did you place the bomb?
 - 7] Why?
 - 8] What is your address?
 - 9] What is your name?

Caller's Voice:

- Calm Angry Excited Slow Rapid Soft Loud Laughter Crying
- Normal Distinct Slurred Nasal Stutter Lisp Raspy Deep Ragged
- Accent Clearing Throat Disguised Familiar Deep Breathing

Background Sounds:

- Street P.A. System Voices Animal Noises Local Booth Motor
- Long Distance Music Machinery Static House Noises

Threat Language:

- Well Spoken Foul Irrational Taped Incoherent
- Identifiable speech characteristics Foreign

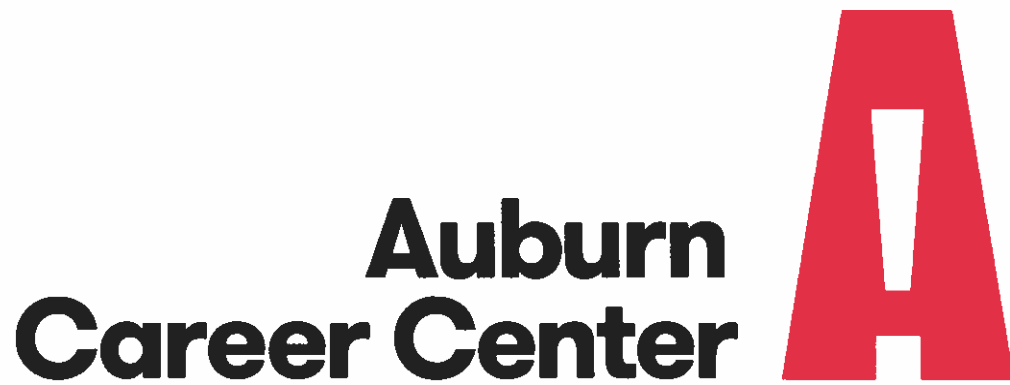
Exact Wording of threat:

Time _____ Date _____ Sex of caller _____

Length of call _____ Age of caller _____

Signature

Date



Attachment Item #17

*Approve Adult Workforce
Education Instructor
Handbook SY 2019-2020*



Adult Workforce Instructor Handbook

2019-2020

8140 Auburn Road
Concord Township, Ohio 44077

440.357.7542 Main Number
800.544.9750 Toll Free Number

www.auburncc.org

Dr. Brian Bontempo
Superintendent

Sherry Williamson
Treasurer

Jeff Slavkovsky
Executive Director of Career & Technical Education

Michelle Rodewald
Director of Adult Workforce Education and Business Partnerships

Dee Stark
Director of Curriculum and Instruction

David Cowen
Coordinator of Internships and Adult Programs

Mission Statement

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

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Forward

This handbook is a guide to aid you in improving your instructional program and to answer questions that arise from time to time in connection with school policies and procedures. Although some of the Board of Education policies have been included in this manual, it should be clearly understood that procedures are not policies and the actual Board Policy Manual is the final authority.

Throughout the year, there may be additions or deletions published that will supplement, amplify, or modify the original contents. Electronic copies of this handbook should be considered the current edition. Hard copies of this handbook may not be the most current.

You are expected to familiarize yourself with this manual. Your ideas and suggestions are welcome for future revisions.

Instructor Educational Requirements

Instructors must possess a minimum of a high school diploma and demonstrate competency in the assigned area of instruction. All instructors must obtain a State of Ohio adult education teaching permit unless they hold a current high school teaching permit in the area of assigned instruction.

Instructor Work Day

The instructor work day is dependent upon the hours he/she is scheduled to teach. Instructors are provided one hour of prep time pay for every four hours of instruction. Instructors are expected to be on time and prepared for classes and teach until the end of the required class time.

In the event circumstances require staff to be present in the school or in attendance at required activities, the instructor shall submit a timesheet for the additional hours of pay. Submission for the approval of additional hours requires prior approval by the Director of Adult Workforce Education. At least one instructor from each program is required to be in attendance at the program advisory committee meetings (held bi-annually) for their program of instruction. Instructors are required to be in attendance at the faculty development trainings as scheduled by the adult director.

Instructor Attire

Instructors should be dressed professionally for their career field.

Customer Service

As an educational choice, instructors and staff need to always be aware of and demonstrate excellent customer service both to our current students, business partners, potential students and to each other.

Services (auto, welding, machining services) performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria:

Auburn Career Center will service agencies and individuals as determined by the Administration to be in the best interest of the school and the students' educational experiences. Permission of the Director of Adult Workforce Education must be obtained for services performed in your lab facility or in the community. Clientele and students will adhere to safety and prescribed methods established by instructors. All work will be inspected by the instructors.

Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn, provide acceptable identification and secure a visitor's pass. Instructors should encourage students to continue their regular classroom and laboratory activities as visitor's pass through the building. Pride in appearance of the building and grounds should be a common concern of both students and instructors.

A Guest Speaker Request Form should be completed and submitted to the Director of Adult Workforce Education prior to allowing a guest to speak to the class. Forms are found on the Auburn webpage. Click on the side menu: MyAuburn, log in and then look for AWE Guest Speaker Request Form.

School Crisis Plan

You will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign the acknowledgement form and return it to the Adult Workforce Education office. Keep your crisis plan in a safe place for quick reference.

Syllabi

Syllabi are completed and sent to the Director of Adult Workforce Education for review by the beginning of the program each year. The formatting and language should not be altered from the master syllabi available on the Adult Shared drive.

Any requests for changes in textbooks for the following year must also be submitted at that time.

Taking Attendance

Attendance is taken in Aceware and must be submitted daily. If you have any questions or concerns, see Jonna Mazza, x8248, for technology assistance. Attention to attendance is very important for students to keep their financial aid. Be diligent in good attendance procedures. Have sign in and sign out sheets for your program if necessary to keep track of student hours of attendance.

BOARD MINUTES

Auburn Career Center **A** **About** **Ad**

Faculty		Parent
Aceware	Blackboard	Blackboard
Infinite	CareerSafe	CareerSafe
Campus	Exchange	Exchange
Citrix Xenapp	Infinite	Cam
COE Access	Campus	Porta
Employee	My Auburn	
Kiosk		

Beginning of the Year:

Copy Machine Access

To print or copy using the copy machine, one must have an active key fob. The key fob is scanned before copying and before retrieving a copy.

The copy machines are also the printer for your computer. Depending on where your location is in the building will determine which machine is used. The copiers will be in your print menu under \\accprint\Auburn-copier (color copier)

IT will be happy to help set up the printer for you.

To use the copier machine to copy; scan your fob on the pad to the left of the copier screen. Select number of copies and the type of copies you need (one-sided, two-sided, stapled, hole-punched, etc). Press Start.

Employee Emergency Medical Form

Copies are available in the Board office; once complete please submit to Lori Smith in the Board office

Employee Technology Agreement

Copies are available in the Board office; once complete please submit to Lori Smith in the Board office.

Student Emergency Medical Form

This information is included in the Adult Workforce Education registration packet and is placed in the student file.

Student Technology Agreement

These forms are provided the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Instructional Equipment and Supplies:

Auburn Career Center Board of Education Policy 7450

The Board shall maintain a continuous inventory of all Board-owned equipment annually and G.A.A.P. reporting requirements.

It shall be the duty of the Treasurer to ensure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, dislocation, or depreciation; any major loss shall be reported to the Board.

Auburn Career Center Board of Education Policy 2520

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the District.

The Superintendent has developed administrative guidelines for the selection and maintenance of all educational and instructional equipment. These procedures include the participation of appropriate administrative and instructional staff.

Emergency Purchases

The Treasurer is authorized to approve emergency purchases in order to support continuous instruction.

Auburn Career Center Board of Education Policy 7300

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

Program Advisory Meetings

Auburn Career Center Adult faculty and staff participate in Program Advisory Committee meetings. One of the agenda items is to ensure that instructional equipment used in the program areas meets appropriate and required safety standards. Instructors inspect laboratory and instructional supplies daily to ensure safety standards are met. Any equipment or supply item that does not meet safety standards is either immediately repaired or removed/disposed of, in accordance with the District policy.

First Aid Equipment

A first aid kit is available in the Adult Workforce Education Office as well as every classroom and laboratory. Emergency AED equipment is readily available in both the main building and the TLC building. Eyewash stations are readily available in all laboratories.

Media Services Plan

Auburn Career Center faculty, staff, and students are encouraged to use a variety of educational materials, audio-visual materials, Blackboard learning management system, computers, network, and internet connection ("Network") for educational purposes. There are dedicated computers for classroom use and in common areas, as well as laptop carts available to support instruction and student learning.

When using the Network, faculty, staff, and students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines may result in disciplinary action. Prior to accessing the Network; students, faculty, and staff must sign a Technology Agreement.

The IT Department provides ongoing technology support to the faculty with individualized faculty training and technology support. Please see the "Technology Help!" section on the next page.

Faculty will provide students with media services orientation within the first week of each class to ensure students have the appropriate access to the technology that will be used in the classrooms. The IT department is available for ongoing technology and training support when needed. Please see the "Technology Help!" section on the next page.

The District provides annual budgetary support for media services. Should you require additional technology or equipment for the classroom, please follow these steps:

- Prepare a request in writing addressed to the Director of Adult Workforce Education including the equipment requested, cost associated with the equipment/materials, and required timeline for implementation. The Director of Adult Workforce Education will review the request and make a recommendation to the Executive Director of Career & Technical Education regarding the purchase.

There is an ongoing means of evaluating the effectiveness of media services and the utilization of the results to modify and improve media services. Instructional staff provides feedback on an ongoing basis as requests are made for instructional support. Bi-annual technology meetings take place in the Spring and Fall of each year to review the District and individual technology needs.

Technology Agreement

The student forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Faculty and staff receive a copy of the Technology Agreement during the completion of the human resources paperwork.

Media Equipment

Auburn Career Center has media equipment available for instructor use; this equipment includes video cameras, laptops, digital cameras, etc. For available equipment and to reserve their use, contact the Administrative Assistant in the Adult Workforce Education Office. Some media equipment, such as a Smart Board, is built into many of the labs and classrooms on campus. For training on this equipment, please contact the Adult Workforce Education Office to arrange for training with the IT Department.

The IT Department, maintains the primary responsibility for the Media Services Plan, IT Systems & Networking, and provides the support and training for Adult Workforce Education.

Auburn Career Center maintains a current inventory of media resources that are available district-wide. Auburn Career Center staff maintains a current inventory of media and instructional resources pertinent specifically to adult education learners.

Technology Help!

Go to the School Dude website (www.myschoolbuilding.com), If you are a first time user, click the chevron next to "Never Submitted a SchoolDude Request? Register Here". Fill out your information and submit a "test" to complete your registration. The request will require a password in order to submit. Do not use your password, use the word "password".

Madison Local Schools
Berkshire
Fairport Harbor
Madison
Newbury

Current SchoolDude User? Login Here!

Email

Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

If you are in the building, call the IT Department to see if they can help you. Ext. 8019

Maintenance Help!

In a **maintenance safety emergency**, please call receptionist and have Maintenance paged for help. In a nonemergency situation, call ext. 8162 or ext. 8163 or email maintenance at "Maintenance" and let them know specifically what you need.

Maintenance safety emergency – bodily fluid clean-up, broken glass, etc.

Nonemergency situation – Light burned out in projector, student cannot get their locker open, etc.

For items such as Smart Boards, projectors, etc. please contact Director of Adult Workforce Education first and the Director will notify maintenance.

FERPA Advice for Instructors

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility that must be addressed by every public school. FERPA, or the Family Education Rights and Privacy Act, was enacted into [Federal law](#) in 1974 and serves to help keep these records safe from public view.

Protecting Private Educational Records

FERPA protects the private educational records of students from unauthorized parties. Any information that personally identifies the individual must be kept confidential and under this provision, third parties have very limited access to the records.

Access for Students and Parents to their Educational Records

FERPA allows student access to educational records, which include files, documents and other material that is directly related to the student. A student's grades, attendance or written comments about their performance in class are examples of educational records that must be released to the student.

Individual Records for an Instructor's Use Only

Under the Family Education Rights and Privacy Act, an instructor does not have to reveal any individual records they may keep for their use only. Those records are considered personal and are not made available to the school or any other third party. Such records may be shared with a substitute instructor or co-instructor(s), if, for instance, they affect the way the instructor(s) must deal with the student.

Penalties for Not Complying with FERPA

If an instructor, who is a representative of the school, does not protect the privacy of a student's educational records as outlined in FERPA, the instructor and Auburn may both face serious consequences. While revealing a student's grades or other information to the rest of the class might not seem like a serious offense, it is a prohibited behavior under FERPA.

A school that is charged and convicted of privacy violations can lose their federal funding. However, courts have ruled that an *accidental* disclosure of some information that should have been kept private is not sufficient to withhold federal funding. If the school continues to disclose sensitive personal information, they are then likely to be warned and, if the situation is not remedied, lose their funding.

Exceptions for Third Party Disclosure

There are certain instances where a school is allowed to share private student information with other parties.

- Other educators or officials within the same school who have legitimate educational interests in the student.
- When disclosure of information is necessary to protect the safety and health of the student.
- Another school to which a student is transferring.
- In order to comply with a judicial order.
- Interested parties who are determining a student's financial aid eligibility.

What Kind of Information Can Be Released Without a Student's Consent?

Instructors should be aware of the types of information that do not require consent before it is released. Known as directory information, it includes such things as a student's name, address, e-mail address, place of birth, class level and any degrees that have been earned.

Information That Cannot Be Released

Everything else, called non-directory information, must remain private until student's consent is obtained. Instructors cannot post test scores from the class on a bulletin board or ask another student to distribute graded papers to the class. Graded work cannot be stacked in a box for students to go through and take their papers. An instructor cannot post a list of class grades on the Internet.

While a student's work can be evaluated by the class for learning purposes, once it is graded by the instructor, it is no longer available for public view. If an instructor wants to write a letter of recommendation using non-directory information, the instructor must first get the written consent from the student.

The basic rule is any non-directory information cannot be revealed without the prior consent from the student.

A Few Tips to Avoid Trouble

It only takes a little common sense to comply with the FERPA rules. If an instructor is in his or her office, reviewing a student's file online, and another student walks in, the screen should not be in the student's range of vision. One should never leave a computer unattended when student records can be viewed with the click of a mouse. Finally, any printed documents that contain a student's personal information should be shredded once they are no longer needed.

<http://education.cu-portland.edu/blog/reference-material/ferpa-advice-for-teachers/>

Throughout the year:

Injuries

NON-EMERGENCY

Please, call the Adult Workforce Education office when a student is injured in your classroom. An incident form is on file in the Adult Workforce Education Office and online.

EMERGENCY

Emergency Response Procedures please reference to the School Crisis Plan Handbook.

If there is an emergency in the lab or classroom, inform the instructor. If the emergency involves the instructor, dial 911 and then contact the adult school office by using the nearest available telephone.

DIAL 0 (Receptionist)

Remain calm, explain the situation.

If the victim is conscious, it is best to have them lie still with feet elevated until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock – a condition of insufficient blood circulation different from electrical shock – and so they should be kept as warm and as comfortable as possible.

Field Trips

Field Trip and Request Form

Forms are found by going to the Auburn webpage, clicking on the side menu: My Auburn, logging in and then look for AWE Field Trip Application. Students are responsible for providing their own transportation to and from a field trip. Students may carpool or obtain their own individual transportation, but instructors are not to provide transportation.

The Field Trip Request form is to be completed and approved by the Director of Adult Workforce Education. After the students have signed the form for attendance, it is to be returned to the Adult Workforce Education office.

Advisory Boards, Internships – Business Partnerships

Advisory Committees

Auburn Career Center has enlisted the cooperation and coordination of the community in the form of Advisory committees to assist in the planning of career-technical programs. The essential purpose of an advisory committee is to advise. Instructors will gain knowledge and apply it toward the improvement of career- technical programs. Instructors are responsible for maintaining active committee membership, providing an agenda for each meeting, and keeping minutes of each meeting.

Guidelines for working with advisory committees are:

1. Schedule only necessary meetings
2. Have meetings well organized (agenda, minutes, etc.)
3. Keep meetings short and to the point.
4. Be willing to listen to member's questions.
5. Enlist help of individuals between meetings.
6. Send minutes to all members. This helps to keep members who missed the meeting informed.
7. Select members who have a variety of backgrounds in the program area.
8. Invite the committee to observe the program and make suggestions for improvement.
9. Show members you appreciate their time and effort

Grades

Blackboard is used to process the grades, and a final spreadsheet including both the percentage and letter grade must be submitted to the Administrative Assistant in the Adult Workforce Education office at the end of each module. The Adult Workforce Education Administrative Assistant will enter the final grade into Aceware and enter the spreadsheet of final grades into the course file. Grades need to include a variety of assessments including hands on assessments, written assessments, formative assessments and informal assessments *See Laura Kamis (8276) for assistance. See IT (8019) for technical assistance in Aceware and Blackboard.*

See Dee Stark for assessment advice (8030)

Industry Credentials

It is important that teachers give information of when students pass certification tests or credentials; teachers need to give copies of scores to the adult office so that students receive the credentials and we are reporting the credentials appropriately.

Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action as outlined by Board Policy. Click on this link to view this policy in the Auburn Board Policy 3362.

<http://go.boarddocs.com/oh/aubcc/Board.nsf/goto?open&id=BBBS9N5984D1>

Instructor Grievance Policy

In accordance with Board Policy 3211, the Board of Education expects all its employees to be honest and ethical in their conduct and to comply with the applicable State and Federal laws, Board policies and administrative guidelines. Staff should report possible violations of these Board expectations to their immediate supervisor.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the person whose behavior is in question, the employee may report to the Executive Director of Career & Technical Education. If the reported conduct relates to the Superintendent, the report should be filed directly with the Board President.

After such a verbal report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report that is confirmed in writing to their immediate supervisor.

The Superintendent has developed administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports can be made.

Discrimination Equal Educational Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their potential through the curriculum regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

In order to achieve this goal, the Superintendent provides:

- a. Student Access – review current and proposed programs, activities, and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
- b. Student Evaluation – ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, or national origin.

The Superintendent appointed a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

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

Report of Harassment Form



Employee Report of Harassment
Name:
Date of Report:
Position:
Date of Alleged Harassment:
Location of Alleged Harassment:
Name of Alleged Harasser:
Description of the Incident:
Name of Witness (s) if any

Signature of Person Making the Report

Donations

All donations to Auburn Career Center whether equipment or supplies, **MUST BE APPROVED** by the Board of Education. Information regarding items, donor, donor's address and program area must be given to the Director of Adult Workforce Education who will then forward to the Treasurer's Office. Final acceptance will rest with the Director of Adult Workforce Education. Instructors are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise disposed of.

Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director of Adult Workforce Education.
2. In the case of vehicles, a title must accompany the vehicle or it cannot be accepted.
3. Contact Maintenance Department for pick-up, if necessary.
4. Director of Adult Workforce Education submits a list of all donations (with titles attached, if applicable) monthly to the Superintendent for acceptance by the Board of Education.
5. Thank you letters are issued through the Board Office.
6. Titles for donated vehicles are kept in the Treasurer's office.

Guideline for Disposal

1. Disposal of any equipment (including donations) must be approved by the Director of Adult Workforce Education.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer from one department to another must be approved by the Director of Adult Workforce Education.
4. The program instructor makes arrangements for all removals of equipment with prior Director of Adult Workforce Education approval.
5. A receipt must be given to the Director of Adult Workforce Education responsible for the program for all equipment and/or vehicles scrapped.

Drug Policy

It is the primary objective of Auburn Career Center to assure that the education of all students shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or any controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic and career-technical instruction. Please notify the Director of Adult Workforce immediately should this arise.

Drug Search of School Property

Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aide in the search for contraband in school-owned property (including lockers) and anyone or any vehicle on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

Family and Medical Leave

The Board provides Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the Federal law. For purposes of this section, "twelve (12) month period" is defined as the twelve (12) month period measured forward from the date of a members' first Family and Medical leave begins (*i.e.*, the leave year is specific to each employee). An employee is entitled to twelve (12) weeks of leave during a twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family Medical leave is taken after completion of any previous twelve (12) month period.

Tuition Free Benefit for Employees & Immediate Family

The Auburn Career Center Board of Education has a tuition-free benefit for Auburn employees and their immediate family members. An employee should review the policy and complete the form on the following page in order to apply for this benefit.



Tuition-Free Benefit for Employees & Immediate Family

Date: _____

Employee Name: _____

Student Enrolling: _____

Relationship to Employee: _____

Address of Student: _____

Class Registering For: _____

FAFSA Completed (Full-Time only); _____

I, an Auburn Career Center employee, acknowledge that I have read the *Tuition Free Benefit for Auburn Employees and their Immediate Family Members* policy as adopted by the Auburn Career Center Board of Education on August 7, 2018, *{date differs from that above}* and I certify that the dependent relationship and residency above are true and accurate.

Employee Signature

Date

Notary

Date

Approved when completed form is signed by the Director of the Adult Workforce Education and Executive Director of Career & Technical Education

Director of Adult Workforce Education

Date

Executive Director of Career & Technical Education

Date

Requisitions

The application link is found on the Auburn home page. Once you enter your username and password (obtained from Assistant Treasurer, X8044), click on Requisitions and then new.

Vendor Numbers can be looked up by clicking on the binoculars. Make sure you enter a description of what you are purchasing and why. In the Attention field, please put your first and last name! Click on the + to add items to your requisition. Account numbers can also be looked up by clicking on the binoculars. When finished, click on the post button to send the requisition to the Director of Adult Workforce Education for review.

Making sure we know if students find employment, additional educational opportunities or go into the military during or after the program

It is important that Auburn Career Center collect data about our students' employment, further education or joining of the military after they complete our programs.

Attempts to collect follow-up data begin prior to the students' separation and will continue until all efforts of data collection are met. The data collection is recorded in three locations based on the specific data requirements for COE, HEI, and iPEDs.

Practical Nursing, Paramedic, and EMT programs provide students with a student survey upon graduation. An additional survey is sent to the students six months from graduation in order to request additional follow up data. At the time of annual reporting, a designated member of the Adult Workforce Education team attempts to reach the graduates without the appropriate contact information via telephone, e-mail, and/or regular U.S. mail.

All other students need to complete the job readiness prior to graduation.

Student Name	Name and Contact Information for Employer; Continuing Education; Student refusal of employment; Student waiting for licensure exam results in order to gain employment.	Job Title and relation to the field of study (if applicable)	Date of Student Employment	Date of Student Employment Verification	Method of Student Employment Verification
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The follow-up data is reviewed and analyzed by the Director of Adult Workforce Education and the committee, including staff and instructors. Problem-solving and goal implementation are completed in order to ensure each program meets the expected targets for COE and HEI.

Student Services

Student Services are inclusive of the Director of Adult Workforce Education, assessment, fiscal services, guidance, program coordinators, and administrative assistants to ensure all students have access to services for enrollment, completion, earned credentials, and employability.

- Incoming students talk to someone on the enrollment team who provides information regarding the program, costs and enrollment procedures. Students can enroll at this time.
- Incoming students for Practical Nursing, Basic Emergency Medical Technician, Firefighter and Paramedic need to complete the WorkKeys test. Certain benchmarks are in place in order to enhance student success in certain fields. If a student is unable to meet those benchmarks, the student will be provided with information regarding the ASPIRE program, offered the opportunity to utilize the WorkKeys study guides, and given the opportunity to re-take the test.
- All other students will take the WorkKeys test during their program and will be provided academic assistance if needed as a result of the Work Keys scores. The Career Counselor and/or Student Services Coordinator will work with students to determine strategies to promote student success.
- The Adult Workforce Education Administrative Assistant enters the students' WorkKeys scores (if taken) and registration information into the Aceware system and maintains the official files and records of the students. In the EMT Basic, Paramedic, and Practical Nursing programs the Program Administrator and/or the Program Coordinator maintain the official files and records of the students.
- The Director of Adult Workforce Education, Administrative Assistants, Program Administrator, Program Coordinator, Treasurer's office staff, Career Advisor, and Student Services Coordinator have permission to access the students' electronic records as maintained in the electronic database, Aceware.
- Students may obtain an official transcript by completing the Transcript Request form. No transcript will be provided unless the student's account is paid in full. The student transcript contains, at a minimum, the following: program of study, modules completed, grades, period(s) of enrollment, and program completion date (if applicable).
- Enrollment, academic, and educational progress records are maintained by the Adult Workforce Education Administrative Assistants. The financial records are maintained by the Treasurer's office.
- Student record preservation is maintained by the District approved vendor (Aceware) for digital record keeping in accordance with the Board of Education record retention policy and procedure.
- The written grievance policies, with COE mailing address and telephone number are printed in the Student Handbook.
- All student grievances will be filed by the Administrative Assistants in the student file and be scanned into the district approved vendor for digital record keeping to ensure acceptable quality in the educational programs offered.
- The Career Advisor and Student Services Coordinator will provide academic advisement to students. The academic advisement assists students in planning for and completing the occupational education programs in which they are enrolled.
- Placement services are provided for all occupational programs. The Career Advisor and the Business Partnership Coordinators provide placement services to students in their occupational programs, during and after the completion of the program. Placement services are as follows: Symplicity job board, resume writing services, mock interviews, placement referrals, job boards, career information, and job fairs.
- Students are given access to Symplicity. Symplicity is a system that enhances the sharing of information between Auburn Career Center, the students, and the employers. Students can browse jobs posted by local employers and apply to positions using their stored resumes, cover letters, and additional documents. Employers can post jobs and receive applications for available positions. Symplicity is maintained by the Business Partnership office.
- Placement information is shared by the Director of Adult Workforce Education, the Nursing Coordinator and the Public Safety Coordinator, along with the other members of the Adult Workforce Education team in order to review, assess, and make recommendations for continued improvements. The placement data is reviewed annually, at a minimum in order to achieve the mission of Auburn Career Center.
- The Default Management Plan is to be maintained by the Financial Aid Officer and meets the standards of the U.S. Department of Education.

- Auburn Career Center has adopted and implemented the School Crisis Plan as a written plan for health and safety of students in cases of sickness, accidents, or emergency health care needs. The plan is evaluated annually.
- A system for reporting and investigating all health and safety incidents is included in the School Crisis Plan. The Director of Adult Workforce Education and/or the Program Coordinators follow-up on any and all reported incidents. The documentation is then filed in the student file. Students and staff report injuries or accidents on the Witness Incident and Accident Statement, which can be obtained in the Adult Workforce Education Office and at www.auburncc.org and located in MyAuburn.
- The Student Services Coordinator and the Director of Adult Workforce Education are responsible for approving and documenting any reasonable accommodations for students with documented needs. The Office of Accessibility Coordinator shares and reviews the documentation and policies with the students requesting accommodations. This process is in compliance with all ADA regulations.
- The Student Services Strategic Plan will be evaluated annually by the Adult Workforce Education Leadership team and revised as necessary in order to meet the needs of the student population. The review and recommendations will be documented in the Adult Workforce Education team meetings.

Performance Evaluations

Director of Adult Workforce Education

Below is a copy of the Adult Workforce Education Instructor Evaluation documentation.

Pre-Observation Instructional Plan Conference



PRE-OBSERVATION INSTRUCTIONAL PLAN CONFERENCE

Instructor Name: _____

Date: _____

1. What do you want the students to learn? Please list the objective/rationale from your graded course of study/standards.
2. How do you plan to engage each student in the content? What will you do? What will the students do?
3. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
4. What instructional materials or other resources, if any, will you use? Why do you feel this is effective for this lesson?
5. How do you plan to assess student achievement of the goals? What procedure(s) will you use? Attach any tests or performance tasks and rubrics.
6. How do you plan to use the results of the assessment?
7. How could your personal strengths and weaknesses impact this lesson?
8. Special Classroom Circumstances.

OBSERVATION FORM

Instructor Name: _____

Evaluator: _____

Date: _____

Date: _____

DOMAIN 1	Levels of Performance (Check one for each component)			
PLANNING & PREPARATION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
1A Knowledge of content & andragogy				
<ul style="list-style-type: none"> • content • prerequisite relationships • content related to andragogy 	COMMENTS:			
1B Knowledge of students				
<ul style="list-style-type: none"> • characteristics of age group • varied approaches to learning • skills and knowledge • interests/cultural heritage 	COMMENTS:			
1C Instructional goals				
<ul style="list-style-type: none"> • value • clarity • suitability for diverse students • balance 	COMMENTS:			
1D Knowledge of resources				
<ul style="list-style-type: none"> • resources for teaching • resources for students 	COMMENTS:			
1E Coherent instruction				
<ul style="list-style-type: none"> • learning activities • materials & resources • instructional groups 	COMMENTS:			
1F Student learning				
<ul style="list-style-type: none"> • congruence with instructional goals • criteria & standards • planning 	COMMENTS:			

Auburn Career Center

OBSERVATION FORM

Instructor Name: _____

Evaluator: _____

Date: _____

Date: _____

DOMAIN 2	Levels of Performance (Check one for each component)			
CLASSROOM ENVIRONMENT	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
2A Environment of respect & rapport				
<ul style="list-style-type: none"> • teacher interaction with students • student interaction 	COMMENTS:			
2B Culture for learning				
<ul style="list-style-type: none"> • importance of the content • students pride in work • expectations for learning and achievement 	COMMENTS:			
2C Classroom management				
<ul style="list-style-type: none"> • management of instruction • management of transitions • management of materials/supplies • performance of non-instructional duties • supervision of volunteers and paraprofessionals 	COMMENTS:			
2D Student behavior				
<ul style="list-style-type: none"> • standards • monitoring of student behavior • response to student misbehavior 	COMMENTS:			
2E Physical space				
<ul style="list-style-type: none"> • safety and arrangement of furniture • accessibility to learning and use of physical resources 	COMMENTS:			

OBSERVATION FORM

Instructor Name: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 3	Levels of Performance (Check one for each component)			
INSTRUCTION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
3A Communicating clearly and accurately				
<ul style="list-style-type: none"> • directions and procedures • oral and written language 	COMMENTS:			
3B Questioning & discussion techniques				
<ul style="list-style-type: none"> • quality of questions • discussion techniques • student participation 	COMMENTS:			
3C Engaging students in learning				
<ul style="list-style-type: none"> • representation of content • activities and assignments • grouping of students • instructional materials and resources • structure and pacing 	COMMENTS:			
3D Providing feedback to students				
<ul style="list-style-type: none"> • quality: accurate, substantive, constructive and specific • timeliness 	COMMENTS:			
3E Flexibility & responsiveness				
<ul style="list-style-type: none"> • lesson adjustment • response to students • persistence 	COMMENTS:			

Auburn Career Center



OBSERVATION FORM

Instructor Name: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 4	Levels of Performance (Check one for each component)			
PROFESSIONAL RESPONSIBILITY	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
4A Reflection				
<ul style="list-style-type: none"> • accuracy of lesson effectiveness • use in future teaching and lesson planning 	COMMENTS:			
4B Accurate records				
<ul style="list-style-type: none"> • student comprehension of assignment • student progress in learning • non-instructional recordkeeping 	COMMENTS:			
4C Family communication				
<ul style="list-style-type: none"> • information about instructional program • information about individual students • family involvement in instructional program 	COMMENTS:			
4D Contributions to school & district				
<ul style="list-style-type: none"> • colleague relationships • service to school • school and district project/program participating 	COMMENTS:			
4E Professional growth & development				
<ul style="list-style-type: none"> • content and andragogy enhancement • professional service 	COMMENTS:			
4F Professionalism				
<ul style="list-style-type: none"> • proactive service to students • advocacy • decision making • timeliness 	COMMENTS:			

Informal Observations

Instructor Name: _____

Grade(s)/Subject Area(s): _____

Evaluator Name: _____

Time Walkthrough Begins: _____

Date: ___/___/___

Time Walkthrough Ends: _____

Directions:

This form serves as a record of an informal walkthrough by the instructor's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the instructor.

EVALUATOR OBSERVATIONS

- ◆ Instruction is developmentally appropriate
- ◆ Lesson content is linked to previous and future learning
- ◆ Learning outcomes and goals are clearly communicated to students
- ◆ Classroom learning environment is safe and conducive to learning
- ◆ Varied instructional tools and strategies reflect student needs and learning objectives
- ◆ Instructor provides students with timely and responsive feedback
- ◆ Content presented is accurate and grade appropriate
- ◆ Instructional time is used effectively
- ◆ Instructor connects lesson to real-life applications
- ◆ Routines support learning goals and activities
- ◆ Instruction and lesson activities are accessible and challenging for students
- ◆ Multiple methods of assessment of student learning are utilized to guide instruction

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Evaluator Signature:

◆ Photocopy to Instructor



OBSERVATION FORM

INSTRUCTOR NAME: _____
EVALUATOR: _____

GRADE/SUBJECT: _____
DATE: _____

OBSERVATION # 1 2

BUILDING ASSIGNMENT: _____

EVALUATOR – SUMMARY COMMENTS:

EVALUATEE – SUMMARY COMMENTS:

EVALUATOR'S SIGNATURE AND DATE

EVALUATEE'S SIGNATURE AND DATE

Office Supplies

Orders are given to *Lori Smith* via email at lsmith@auburncc.org. There is a catalog in the Adult Workforce Education office to find the items needed. Submit with unit quantity, item number, and brief description.

Room Requests

Wendy Lauer, x8278

Outlook Calendar – Folders, Public Folders, All Public Folders, Auburn Resource Calendars

End of course:

End of Module/Course Checklist

The End of Module/Course Checklist is due to the Administrative Assistant in the Adult Workforce Education Office at the end of each module or course. You must return the completed checklist to the Adult Workforce Education Office within two business days of the end of the module or course. A sample form is located on the following page. The form can be obtained from the Adult Workforce Education office or by going to the Auburn Web page, clicking on the side menu: MyAuburn, logging in and then look for AWE End of Module Checklist.



ADULT WORKFORCE EDUCATION
END OF MODULE/COURSE CHECKLIST

INSTRUCTOR: _____ DATE: _____

MODULE/COURSE TITLE: _____

MODULE/COURSE #: _____

Check off List:

_____ Spreadsheet final grades (% and letter)

_____ Textbook returned

_____ Attendance completed and finalized

_____ Student evaluations of program/instructor

Instructor Signature: _____ Date: _____

AWE Admin Asst. Signature: _____ Date: _____

Director AWE Signature: _____ Date: _____

Appendix

Auburn's Home Page

www.auburncc.org

Acronyms

Places within Auburn's Campus

PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Industrial Arts Building	Houses ADM & HVAC programs
HORT Building	Behind main building across main bridge on Girdle Road
Public Safety & Criminal Justice Training Area	Red House across from main building

Miscellaneous Education Terms

504	Section 504 of the Rehabilitation Act of 1973
ACTE	Association for Career and Technical Education
ADA	Americans with Disabilities Act
ADD; AD/HD; ADHD; ADD/In	Attention-Deficit/Hyperactivity Disorder; ADD Inattentive
ASL	American Sign Language
AT	Assistive Technology
BOE	Board of Education
CATA	Career And Technical Association
CTE	Career and Technology Education
CBA	Curriculum-Based Assessment
CIP	Continuous Improvement Plan
ESC	Educational Service Center
ESL	English as Second Language
FERPA	Family Educational Rights & Privacy Act
GPA	Grade Point Average
HI	Hearing Impaired
HS	High School
IDA	International Dyslexia Association
IDEA	Individuals with Disabilities Education Act
LD	Learning Disability
LRE	Least Restrictive Environment
MDT	Multidisciplinary Team
MH	Multiply Handicapped
MOU	Memorandum of Understanding
MR	Mental Retardation
MRI	Magnetic Resonance Imaging
MS	Middle School
NCLB	No Child Left Behind Act of 2001
NCLD	National Center for Learning Disabilities

OASSA	Ohio Association of Secondary School Administrators
OCD	Obsessive-Compulsive Disorder
OCR	Office for Civil Rights
ODE	Ohio Department of Education
OTES	Ohio Teacher Evaluation System
PLC	Professional Learning Community
PTSD	Post-Traumatic Stress Disorder
RTI	Response-to-Intervention
SD	School District
SLO	Student Learning Objectives

Adult Workforce Education Employee Directory

Name	Extension	Program/Title	Location in Building
Atwell, Joe	8162	Maintenance Supervisor	Maintenance Office- C Wing
Baldeo, Odette		STNA Instructor	4C
Barlow, Jack	8388	HVAC Instructor	Industrial Arts Building
Barto, Shelley	8326	Financial Aid Officer	TLC
Barwidi, Laura	8090	Student Services	A Wing
Blauch, John	8238	EMT/Paramedic Instructor/Nursing Instructor	Hort. Building/Annex Building
Bojanowski, Chip	8390	Manufacturing/CNC	Industrial Arts Building
Bontempo, Brian	8011	Superintendent	TLC
Chapin, Johnny	8388	HVAC	Industrial Arts Building
Costello, GERALYN		PN Faculty	4C
David Cowen	8028	Coordinator of Internships and Adult Programs	AWE Office
Dalton, Tom	8388	HVAC	Industrial Arts Building
Davis, James	8026	EMT/Paramedic Instructor	Hort. Building
Davis, Sean	8026	Director of Public Safety	Hort. Building
DePasquale, Dominic	8163	Maintenance (Evenings)	Maintenance Office – C Wing
DePasquale, Victoria	8044	Assistant Treasurer	TLC
Dick, Joyce		PN Faculty	4C
Fearing, Mike		Firefighter I & II	Concord Fire Dept.
Fletcher, Lewis		HVAC / Industrial Maintenance	Industrial Arts Building
Franko, Mike	8163	Maintenance (Days)	Maintenance Office – C Wing
Heon-Smith, Lori	8010	Human Resources/Admin. Assistant	TLC
Horvath, Randy	8218	Automotive Technology	2B & 4B
Howell, Karen	8366	Practical Nursing Administrator	4C
Ivancic, Robert	8026	EMT/Paramedic Instructor	Hort. Building
Kamis, Laura	8276	AWE Administrative Assistant	AWE Office
Kattler, Jordan		Automotive Technology	2B & 4B
Kerwood, Mary Ann	8237	ASPIRE	TLC
Kish, Christopher	8245	Welding Instructor	5B & 9B
LaForce, Richard	8390	Industrial Maintenance / Electrical	1B
Lake County Sheriff	8111	Resource Officer	3C
Large, Al	8390	Manufacturing/CNC	Industrial Arts Building
Lauer, Wendy	8278	Administrative Assistant/Testing	TLC
Mazza, Jonna	8248	Career Advisor	AWE Office
McVicker, Carrie	8325	Accounts Rec/Payable	TLC
Mercer, Robin Ernst		Practical Nursing Instructor	4C
Morrow, Dan	8218	Automotive Technology	2B & 4B
Pachete, Erika		PN Faculty	4C
Paoletta, Joe		Paramedic / Practical Nursing Instructor	Hort. Building / 4C
Receptionist	0	AWE Night Receptionist/Adm. Assistant	AWE Office
Pasquale, Michael		HVAC Instructor	Industrial Arts Building
Renda, Joe	8242	Welding Instructor	5B & 9B
Roberson, Felicia		PN Faculty	4C
Robinson, Carol		PN Faculty	4C
Rodewald, Michelle	8159	Director of Adult Education & Business Partnerships	A Wing
Rought, Doug		Fire Inspector/Fire Instructor	
Slavkovsky, Jeff	8033	Executive Director of Career & Technical Education	TLC

Stark, Dee	8030	Director of Curriculum and Instruction	4A
Terriaco, Ron		Fire Instructor	Concord Fire Dept.
Tredent, Christine	8223	STNA & Practical Nursing Instructor	4C
Urie, Matt	8026	EMT/Paramedic Instructor	Hort. Building
Vadasz, Louise		PN Faculty	4C
Vigh, Sue	8247	EMT/Paramedic Instructor	Hort. Building
Williamson, Sherry	8006	Treasurer	TLC
Wotring, Troy	8390	Manufacturing/CNC	Industrial Arts Building
Wright, Jannette		STNA/PN Faculty Instructor	4C
Yoo, Linda		Practical Nursing Instructor	4C
		Facilities Maintenance	TBA

Administration

Board Office Personnel

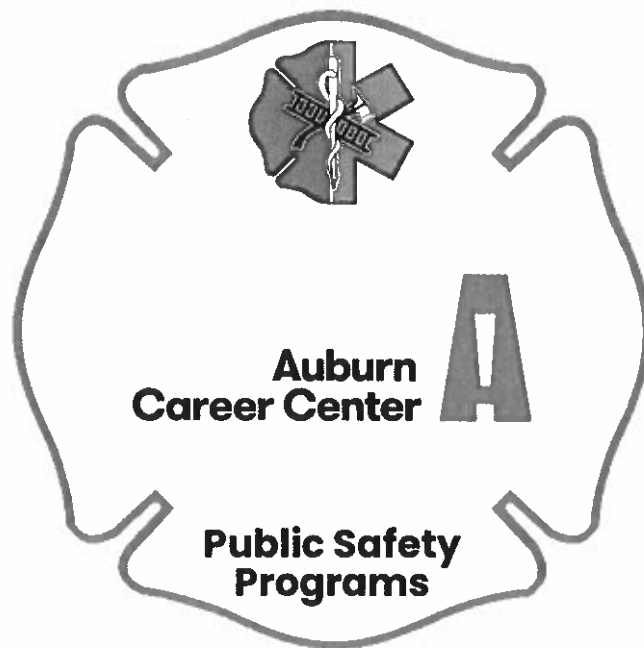
Student Services

**Auburn
Career Center**



Attachment Item #18

*Approve Adult Workforce
Public Safety Program
Handbooks SY 2019-2020*



EMT

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

**To guarantee that all students
EMPOWER themselves,,
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

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

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains with or without exit
points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency
Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center EMT Training

1. Hold high school diploma or GED certificate and Valid Driver's License

2. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
3. Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and passing drug screen.
4. Must read and sign attached liability waiver
5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMT final exam.
6. EMT students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center Summative Final exams to be permitted to take the National Registry written exam.
7. Students must complete 200 Adaptive questions on EMS testing per month (1200 total for course) and get a passing score average as well as pass 1 Timed Comprehensive Exam in the Adaptive testing EMS Testing test bank, to be permitted to take the National Registry.
8. EMT students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.
9. EMT students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
10. EMT students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. EMT Students cannot miss more than 16 hours per six months of class time.

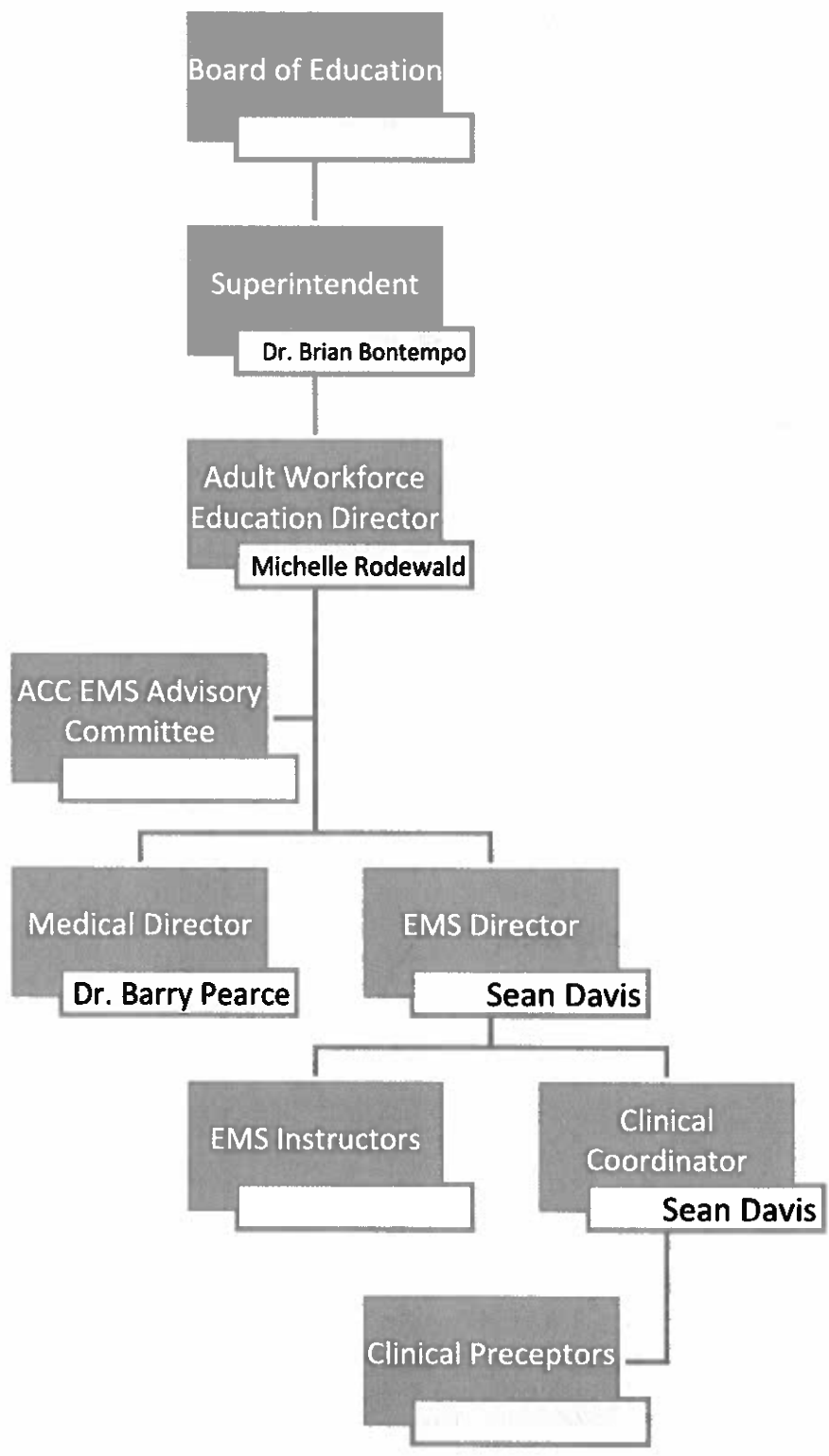
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Dr. Barry Pearce

- **Medical Director**
- hpearce@auburncc.org

Sean Davis, M.S.ed., CICNRP, EMS I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

Matt Urle, NRP, EMSI

- **Lead Paramedic B Instructor**
- **Ext. 8246**
- murie@auburncc.org

Justin Meister, NRP, EMSI

- **Lead Paramedic A Instructor**
- **Ext. 8247**
- jmeister@auburncc.org

Instructor Staff:

Joe Paoletta	James Davis
Brad Davis	
Gene Lutz	
John Blanch	Bob Ivancic
Derrick Krzys	
Michael Lerman	
Susie Vigh	Carmen Tibaldi
Michael Swanker	

General EMS Program Information

Office Hours:

The EMT Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule:

Each EMT Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays and Thursdays from 6:00pm-10:00pm, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of EMT Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED (excludes High School seniors currently enrolled in a secondary school and that are in the 12th grade)
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

All students will take the Work Keys Tests and EMT screening tests as part of the first segment of the course.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
 - Giving false or misleading information
 - Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following:
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement: EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the EMT Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Students requesting a refund must contact the Adult Education office.

Health Policies:

All EMT and EMT students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate use of EMS Students in clinical areas:

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMT students take the National Registry EMT Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness

or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EMT student is 4 days (or 16 hours).

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 9-week period will count as an absence. More than five (5) tardies will count for a total of two absences.

EMT students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for EMT students will be handled per the EMT Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, **MUST** contact the clinical site **AND** the Lead Instructor as soon as possible. (see phone list).

Dress Code

The dress code for the EMT program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

Clinical Areas (also see clinical guidelines):

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation

Inability to comply with clinical objectives

Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead EMS instructor or clinical preceptor, as to when a student is to be counseled. In any case, the EMS Coordinator will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the EMS Program Coordinator, and a written reprimand will be prepared. The student's behavior will be reviewed with EMS Program Coordinator. The EMS Coordinator may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The EMS Program Coordinator may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the EMS Program Coordinator, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

Failure to maintain the 80% grade benchmark

Failure to attain a minimum of 75% on any of the summative finals exams with in two attempts

Failure to show competency on all required skills

Giving false or misleading information to any member of staff or on any forms

Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)

Missing two or more didactic (classroom) or clinical days without authorized absence

Failure to make up missed clinical time or didactic tests

Insubordination to any staff member or preceptor

Plagiarism or falsification of documents

Violation of any criminal law involving moral turpitude or felony

Failure to complete 200 adaptive testing questions each month of class and get a passing average by the last month of class

Failure to pass one timed comprehensive exam during the last month of class

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the EMS Program Coordinator, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the EMS Program Coordinator and the appealing student. The Adult Education Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the EMS Program Coordinator, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the EMS Program Coordinator. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center EMT final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center EMT Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

Complete the classroom and clinical requirements within the allotted time

Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above

Prove mastery of all basic clinical skills, including passage of the NREMT Practical Exam

Maintain current certification in AHA BLS CPR

Pass Affect Evaluation

Take 1200 adaptive EMS testing questions and get a passing score by the last month of class

Pass a minimum of 1 **Timed Comprehensive Exam** on EMS testing under the adaptive testing section

Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class

Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMT Computer-Based Exam.

Report of EMS Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or EMT Didactic (class/lab) or Clinical time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or EMS clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator

Date

Student

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they become required throughout the program. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Platinum Planner skills tracker. Paper work is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Platinum Planner skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 24 hours from the completion of the clinical rotation to complete the Platinum Planner skills tracker. Failure to complete the Platinum Planner skills tracker in 24 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for there involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate

attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site, each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinical they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation:

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or applications performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 24 hours to enter the data into Platinum Planner skills tracker. Failure to enter the clinical information within 24 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner skills tracker they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Students must check in to each clinical rotation via the GPS signal on their personal phone or tablet device in order for attendance to be counted. If a student doesn't own a device capable of this the EMS coordinator will meet with the students to come up with a specific alternative.

Clinical Files:

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations:

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the

need for improvement. The evaluations area completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education.

Privacy:

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act. This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns:

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student should contact the EMS program coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills with direct supervision from a preceptor.

Objectives and Goals:

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the ODPS clinical guidelines. In general throughout all of your Clinical Site, Field Experience, and Field Internship rotations you will be responsible for seeing the following patients, with the complaints listed below.

Adults:	5 patients
Geriatrics:	3 patients
Pediatrics:	2 patients

Field Experience/Field Internship Hours	24
Emergency Room hours	8
Total Hours	32



Auburn Career Center
EMT Clinical Contract and Disclaimer

Student Disclaimer:

I understand that as a student of Auburn Career Center's EMT program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in Platinum Planner, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the EMT program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

 Student's Signature

 Date

Notes or comments:

Shift	Date/Hours	Chapter/ Section	Lecture or Lab Hours	Assignment
	8/20/19 1800-2200	Introduction to Class	Lecture, 4	Complete next classes lecture BB Test/Tests
Cognitive Exams for Section 1 include: Due by end 4/9/19 EMS Testing Learning Assessment Exams 200 Adaptive Release Questions Formative Exam for Each Chapter 3 Summative Exams 1 Summative Section Final				
	8/22/19 1800-2200	Chapter 1 EMS Systems Chapter 2 Workforce Safety	Lecture, 1 Lecture, 1 Lecture, 1	Complete next classes lecture BB Test/Tests

		Chapter 3 Legal/Ethical		
	8/27/19 1800-2200	Chapter 4 Coms/Doc Chapter 5 Med Term Chapter 7 Life Span	Lecture, 2 Lecture, 1 Lecture, 1	Complete next classes lecture BB Test/Tests
	8/29/19 1800-2200	Chapter 6 A+P	Lecture 4.0	Complete next classes lecture BB Test/Tests
	9/3/19 1800-2202	Chapter 8 Lift and Move	Lecture 4.0	
	9/5/19 1800-2200	Lifting and Moving Labs	Labs 4.0	Complete next classes lecture BB Test/Tests
Cognitive Exams for Section 2-5 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams 1 Summative Section Final				
	9/10/19 1800-2200	Chapter 9 Pt Assessment	Lecture 4.0	Complete next classes lecture BB Test/Tests
	9/12/19 1800-2200	Chapter 10 Airway	Lecture 4.0	Complete next classes lecture BB Test/Tests
	9/17/19 1800-2200	Chapter 11 Pharmacology	Lecture 4.0	Complete next classes lecture BB Test/Tests
	9/19/19 1800-2200	In Class Test Time Airway / Pt Assess. Labs	In Class Test Sec 1 Labs 3.0	Section Final Complete next classes lecture BB Test/Tests
	9/24/19 1800-2200	Chapter 12 Shock Chapter 13 CPR	Lecture 2.5 Lecture 1.5	
	9/26/19 1800-2200	CPR Class	Labs 4.0	Labs Skills
	10/1/19 1800-2200	CPR Class	Labs 4.0	Lab Skills Complete next classes lecture BB Test/Tests
	10/3/19 1800-2200	Chapter 14 Medical Overview	Lecture 4.0	
Cognitive Exams for Section 6 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 3 Summative Exams 1 Summative Section Final				
	10/8/19 1800-2200	Section Final Lab skill general	Test 1.0 Labs 3.0	Section Final Complete next classes lecture BB Test/Tests
	10/10/19	Chapter 15	Lecture 3.0	Complete next

	1800-2200	Respiratory		classes lecture BB Test/Tests
	10/15/19 1800-2200	Chapter 16 Cardiovascular Chapter 17 Neurological	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
	10/17/19 1800-2200	Chapter 18 Gastrointestinal Chapter 19 Endocrine	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
	10/22/19 1800-2200	Chapter 20 Immunologic	Lecture 4.0	Complete next classes lecture BB Test/Tests
	10/24/19 1800-2200	Chapter 21 Toxicology Chapter 22 Psychiatric	Lecture 2.0 Lecture 2.0	
	10/29/19 1800-2200	Medical Labs	Labs 4.0	Complete next classes lecture BB Test/Tests
	10/31/19 1800-2200	Chapter 23 Gynecologic	Lecture 4.0	Complete next classes lecture BB Test/Tests
Cognitive Exams for Section 7 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 3 Summative Exams 1 Summative Section Final				
	11/5/19 1800-2200	Chapter 24 Trauma Overview	Lecture 4.0	
	11/7/19 1800-2200	Medical Labs	Labs 4.0	Lab Skills
	11/12/19 1800-2200	In Class Test Time Introduce Clinical Rotations	In Class Test 1.0 Sec 6 Lecture 3.0	Section Final Complete next classes lecture BB Test/Tests
	11/14/19 1800-2200	Chapter 25 Bleeding Chapter 26 Soft Tissue	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
	11/19/19 1800-2200	Chapter 27 Face & neck Chapter 28 Head and Spine	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
	11/21/19 1800-2200	Chapter 29 Chest Chapter 30 Abdominal	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
	11/26/19 1800-2200	Chapter 31 Orthopedic	Lecture 4.0	
	12/3/19 1800-2200	Trauma Labs	Labs 4.0	Complete next classes lecture BB Test/Tests
	12/5/19	Chapter 32	Lecture 4.0	

	1800-2200	Environmental		
	12/10/19 1800-2200	Trauma Labs	Labs 4.0	Complete next classes lecture BB Test/Tests
Cognitive Exams for Section 8 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams 1 Summative Section Final				
	12/12/19 1800-2200	Chapter 33 OB & Neonatal	Lecture 4.0	
	12/17/19 1800-2200	OB Labs	In Class Test 1.0 Sec 7 Labs 3.0	Section Final Complete next classes lecture BB Test/Tests
	12/19/19 1800-2200	Chapter 34 Peds	Lecture 4.0	
Mid Term				
	1/7/20 1800-2200	In Class Test Time Peds/ OB Labs	Labs 4.0	Lab Skills Complete next classes lecture BB Test/Tests
	1/9/19 1800-2200	Chapter 35 Geriatric Chapter 36 Special Pt	Lecture 2.0 Lecture 2.0	Complete next classes lecture BB Test/Tests
Cognitive Exams for Section 9 include: 200 Adaptive Release Questions Formative Exam for Each Chapter 2 Summative Exams 1 Summative Section Final				
	1/14/20 1800-2200	Chapter 37 Transport Ops	Lecture 4.0	Complete next classes lecture BB Test/Tests
	1/16/20 1800-2200	Chapter 38 Special Rescue Chapter 39 NIMS & ICS Chapter 40 Terrorism	Lecture 1.0 Lecture 1.5 Lecture 1.0	Complete next classes lecture BB Test/Tests
	1/21/20 1800-2200	In Class Test Time Chapter 41 Team Approach	In Class Test 1.0 Sec 8 Lecture 3.0	Section Final
	1/23/20 1800-2200	General Labs	Labs 4.0	Lab Skills
	1/28/20 1800-2200	General Labs	Labs 4.0	Lab Skills
	1/30/20 1800-2200	General Labs	Labs 4.0	Lab Skills
	2/4/20 1800-2200	In Class Test Time General Labs	In Class Test 1.0 Sec 9 Labs 3.0	Section Final Lab Skills
	2/6/20 1800-2200	General Labs	Labs 4.0	Lab Skills
	2/11/20	NREMT Skills Test	Labs 4.0	Lab Final Test

	1800-2200			
	2/13/20 1800-2200	Class Final	Class Final Testing 4.0	Class Final
<p>You are required to read the chapter or chapters prior to the lecture. All Blackboard tests for the preceding class lecture need to be completed or you will not be allowed to attend the lecture. This will count as absent time.</p> <p>Clinical Learning Time starts 12/1/19 are Due 2/4/20</p> <p>Complete 8 Hours of Emergency Room Time</p> <p>Complete 24 Hours Field Internship Time</p> <p>Total 32 Hours Clinical Learning Time</p>				



Paramedic

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

To guarantee that all students
EMPOWER themselves,
EXCEL in the emerging workplace,
And **ENRICH** their community

Our Core Values are:

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

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or
without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or
Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.



Auburn Career Center Paramedic Programs are CAAHEP accredited. This means that Auburn Career Center Paramedic Program has met certain standards in terms of administration, resources, faculty and facilities

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Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Paramedic Training

Hold high school diploma, GED certificate, current Ohio EMT certificate, and hold a valid Ohio Driver's license.

Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).

Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and a passing drug screen

Must read and sign attached liability waiver.

Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.

Paramedic students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center summative exams in order to be permitted to take the National Registry written exam.

Students must complete 200 Adaptive questions on EMS testing per month (2400 total for course) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank, to be permitted to take the National Registry.

Paramedic students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.

Paramedic students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.

Paramedic students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Paramedic Students cannot miss more than 16 hours per six months of class time.

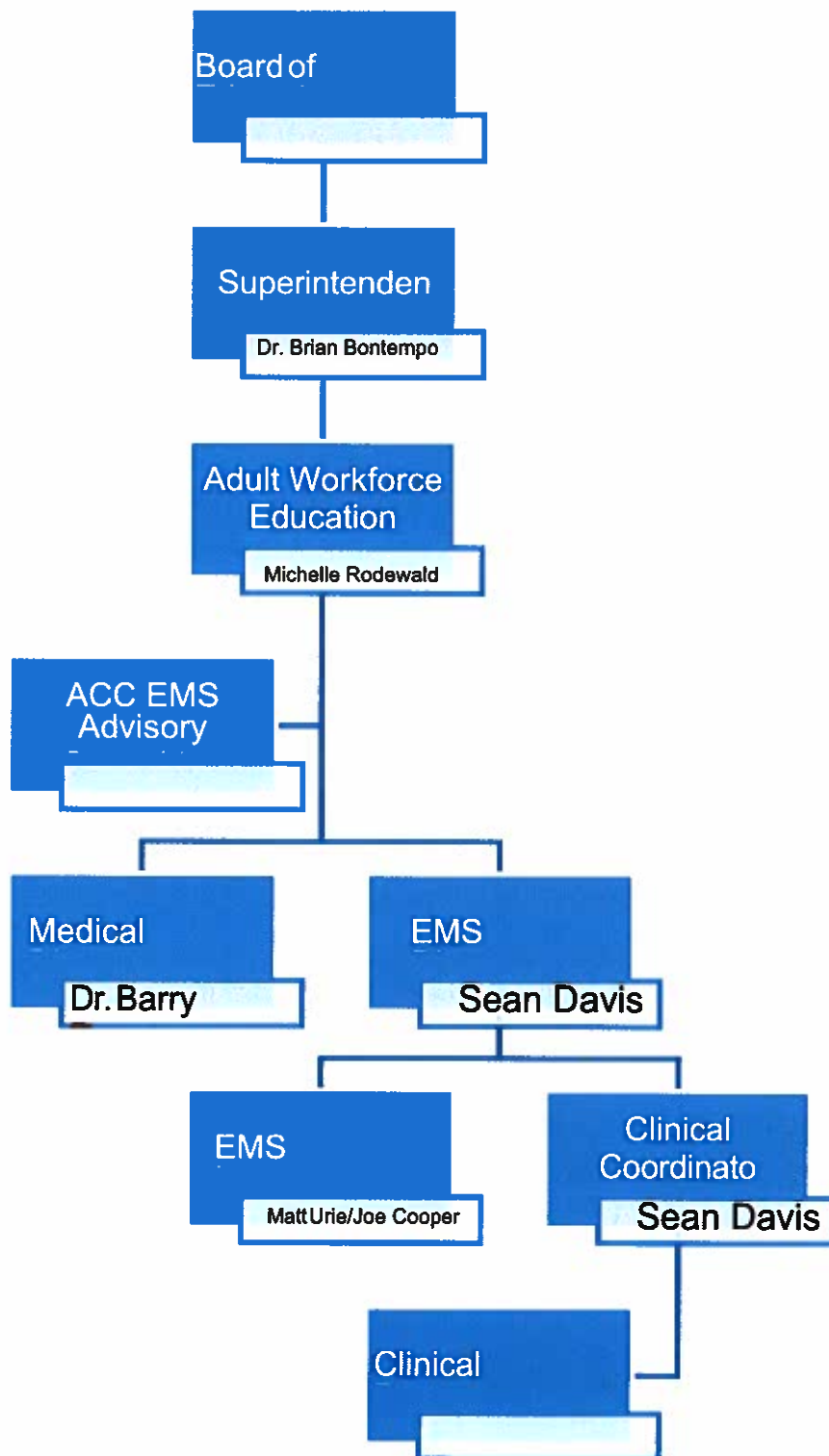
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Date: _____

Signature: _____

Organizational Chart



EMS Staff Directory

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Instructor Staff:

Joe Paoletta	James Davis
Brad Davis	Gregory Hallerbach
Gene Lutz	Joe Hunt
John Blauch	Bob Ivancic
Derrick Krzys	Michael Lerman
Susie Vigh	Carmen Tibaldi
Michael Swanker	

General EMS Program Information

Office Hours:

The Paramedic Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule:

Each Paramedic Program begins at the beginning of a semester, Paramedic class A in August, Paramedic class B in March, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Mondays and Wednesdays from 6:00pm-10:00pm, and every other Saturday 8:00am -5:00pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Paramedic Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Possess a valid EMT-Basic card from the State of Ohio
- Possess a valid AHA Healthcare Provider CPR Card
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested

-Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

All students will take the Work Keys Tests and EMT screening tests as part of the first segment of the course.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
 - Giving false or misleading information
 - Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Functional Job Analysis

Paramedic Characteristics

The Paramedic must be a confident leader and skilled practitioner who can accept the challenge and high degree of responsibility demanded by the position. The Paramedic must have excellent judgement and be able to prioritize care, make clinical decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. A paramedic must be able to function both independently and as part of a team at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsion, central nervous stimulants, psychotherapeutics which include

antidepressants, and other anti-psychotics, anti-cholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications are essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory area.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs /medications go through once they have entered the patient s system and be cognizant that route of administration is critical in relation to patients needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off -site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the Paramedics, and other workers well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient. Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in an ambulance. Verbal skills and reasoning skills are used extensively.

Description of tasks

(Encompasses the range of all tasks performed by lower level EMTs)

1. Answers verbally to telephone or radio emergency calls from dispatcher to provide advanced efficient and immediate emergency medical care to critically ill and injured persons using a full range of equipment.
2. Drives ambulance to scene of emergency, reads map, responds safely and quickly to the address or location as directed by radio dispatcher. Observes traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if scene is safe, determines the mechanism of illness or injury, the total number of patients involved, and remains calm and confident while demonstrating leadership and responsibility.
3. Radios dispatcher for additional help or special rescue and /or utility services. Reports verbally to the responding EMS unit or communications center as to the nature and extent of injuries and the number of patients. Recognizes hazards, conducts triage, sorting out and classifying priorities for most immediate need for treatment. Uses excellent judgement to identify priorities based on the most critical needs for patient survival.
4. Searches for medical identification as clue in providing emergency care, i.e. identification bracelet for patient who is diabetic. Reassures patient and bystanders while working in a confident and efficient manner, avoids misunderstandings and undue haste while working expeditiously to accomplish the task. Extricates patient from

entrapment, works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves, assists other EMS providers in the use of prescribed techniques and appliances for safe removal of the patient.

5. Determines nature and extent of illness or injury in patient, takes pulse, blood pressure, and temperature, visually observes patient, recognizes the mechanisms of injury, takes comprehensive medical history of patient, including patients current usage of prescribed and non-prescribed medications / drugs. Communicates with and provides verbal direction to EMT to assist with tasks within the EMT's scope of practice. Obtains consent and refusal. Uses good judgement to draw conclusions with often, limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts fundamental mental status assessment, restrains patient, and intervenes pharmacologically.

6. Positions unresponsive patient, protects the seizing patient, identifies and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, conducts ingestion management. Manually stabilizes neck and body of child and adult, immobilizes extremities, straightens selected fractures and reduces selected dislocations. Delivers newborn. Provides pre-hospital emergency care of simple and multiple system trauma such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing spine.

7. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, and oral intubation with pharmacological assistance and surgery on airway. Uses dual or single lumen airway devices. Provides mouth to mouth barrier device ventilation, oxygen administration, chest injury management, bag-valve mask resuscitation. Uses powered ventilation devices, hand held aerosol nebulizer. Performs cardio-pulmonary resuscitation, uses automatic defibrillator apparatus in application of electric shock to heart, manages amputation, uses anti-shock garment, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses external pacemaker.

8. Administers medication (narcotics), determines the patients most appropriate body route based on patient diagnosis. Calculates amount of medication to be given in relation to patients weight, age, and other factors that warrant adjustment of volume. Uses oral, auto-injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes including central and peripheral lines and venisection as well as infusion pumps to administer medications.

9. Assists other EMS providers in lifting patient onto stretcher, places patient in ambulance, and secures stretcher. Continues to monitor patient enroute to hospital.

10. Checks, maintains vehicles, and provides mechanical report. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, checks all equipment to insure adequate working condition for next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.

11. Transports non-emergency patients to regularly scheduled appointments, for example, transport geriatric patients in nursing homes. Uses computer to enter data for EMS reports.

12. Supervises the activities and educational experiences of assigned observers and students. Complies with regulations in handling the deceased.

13. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior level member of a two person team, working in conjunction with an EMT.

14. Accepts primary responsibility for all aspects of advanced life support given to the patient, including use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to patient care and medication dispensation. Successfully completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver's license. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on role of leader

Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers, read medication/prescription labels and directions for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

Good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patients condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must be able to perform mathematical calculations/ratios and apply them in expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patients condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines. Re-certification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time, performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis.

Transfer Students/Advanced Placement

Paramedic students may not transfer into the program from another program. Auburn Career Center does not give life credit or experiential credit for time served in EMS. Students who did not complete the program must reapply and start over.

Costs for the Paramedic Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

Students requesting a refund must contact the Adult Education office.

Health Policies

All EMT and Paramedic students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT or Paramedic program (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student’s file.

Inappropriate use of EMS Students in clinical areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all Paramedic students take the National Registry Paramedic Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EMT-Paramedic student is 6 class days (or 24 hours).

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 9-week period will count as an absence. More than five (5) tardies will count for a total of two absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for Paramedic students will be handled per the Paramedic Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Dress Code

The dress code for the Paramedic program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

Clinical Areas also see clinical guidelines

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	
Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals	

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a

student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead EMS instructor or clinical preceptor, as to when a student is to be counseled. In any case, the EMS Coordinator will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the EMS Program Coordinator, and a written reprimand will be prepared. The student's behavior will be reviewed with EMS Program Coordinator. The EMS Coordinator may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The EMS Program Coordinator may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the EMS Program Coordinator, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form) Missing two or more didactic (classroom) or clinical days without authorized absence Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the EMS Program Coordinator, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the EMS Program Coordinator and the appealing student. The Adult Education Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the EMS Program Coordinator, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the EMS Program Coordinator. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards:

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on a number of topics and items. Assessment of these topics can include but are not limited to tests, quizzes, homework related assignments (such as take-home tests, journal reviews, etc). Each graded item whether it is an outside the class assignment, formative or summative exam is graded at base point value. This means that a hundred point formative exam carries the same weight as a hundred point summative exam, the only different being is that the summative exam has to be passed with a minimum score of 75%. Attendance is expected however it will not affect a student's grade.

There are many tests and quizzes given throughout the program. Each chapter of each book will have a test and/or quiz to prove knowledge in each topic (formative exams) to measure mastery. The Anatomy and Physiology book, Medical Terminology book, Paramedic Textbook, and EKG books are each divided into sections. Each section will

have a summative final required to show competency for the section. These section finals must be passed with an 80% or better score. At the halfway point of the program, there will be a summative mid-term final, this test must be passed with a 75% or better. At the end of the program, there will be a final summative exam over all the material and topics covered in class. This final summative exam must be passed with a minimum score of 75%. If a student fails a summative exam they will be given a single retest attempt to prove knowledge of the content, if the student fails a second attempt they will be dismissed from the program.

The Paramedic Program Medical Director reviews all high stakes exams and ensures they are fair and meet the objectives for the section. The summative testing process is used to ensure that students are understanding the objectives of the different sections of the class, the paramedic program will utilize a validated testing resource. Each lead instructor will review the student results and use those specific class results to ensure students are understanding the content. Examples being that the majority of a class misses a specific subject, the instructor will not change the test question, but spend time reviewing the subject material and ensure the class has gained understanding. Students shall then utilize adaptive release test bank to continue to reaffirm the subject areas of concern.

In the capstone phase of the program, students will take several pre-prepared certification classes which further expand on care of special patient populations. Examples can include, but are not limited to, Pre Hospital Trauma Life Support (PHTLS), Pediatric Education for Pre-hospital Professionals (PEPP), & Geriatric Education for Emergency medical Services (GEMS). These pre-prepared certification classes are subject to change. Students will be required to meet all program goals as established by the organization that forms and certifies the course. If a student fails to meet the course objectives, they will still be permitted to graduate from the program, but will not receive the additional certification from the accrediting body of the certification class.

Psychomotor Skills testing is an additional graded point for the paramedic student. Students must show competency in each skill taught throughout the program within the laboratory setting. Each psychomotor skill has an appropriate grading sheet to go with each skill. For a student to be deemed competent with a psychomotor skill, they must earn 80% of the available points. Critical Criteria has been established for each skill and must be met in order to demonstrate mastery. Skill testing sheets are taken from the National Registry of Emergency Medical Technicians (NREMT) and mirror the psychomotor skills testing assessed by NREMT for certification at the completion of the program. Each skill set is tested once the didactic learning and proficient knowledge is demonstrated by the student. To successfully graduate from the program, the student must pass the paramedic psychomotor skills final exam. This exam is structured closely to mimic the current NREMT exam which includes all six (6) stations that are currently involved with the psychomotor testing process. The student must score a minimum of 80% of the points and hit no critical fails. (see Paramedic Summative Psychomotor Final Exam)

Clinical grading is based on a pass/fail format, using performance checklists and

successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a minimum score of 75%.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. Questions regarding grading, shall be address with the Lead Instructor or EMS program Coordinator if satisfactory conclusion is not met.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will convene with the Lead Instructor to formulate a plan for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Competency Requirements

In order for a student to “graduate” from the Auburn Career Center Paramedic Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program which is assessed via an affective evaluation performed by both the student and the instructor throughout the program.

Complete both cognitive and clinical /field learning requirements as described within the syllabus and within the allotted time set forth to complete the paramedic program.

Maintain an overall grade average of 80% throughout the program, and pass each of the final summative exams with a minimum score of 75%.

Complete all psychomotor skills and functions including all psychomotor skills within the EMT-Basic scope of practice and all advanced psychomotor skills within the Paramedic scope of practice including passage of the paramedic psychomotor skills summative final exam

Maintain certification as a State of Ohio EMT

Maintain current certification in American Heart Association BLS CPR for Health Care Providers, must take and complete the AHA CPR course offered in the paramedic program at ACC.

Pass Final affective evaluation at the completion of the program with at least a score of 27 from both the student and the lead paramedic instructor.

Successfully complete the American Heart Association ACLS certification

Complete the FEMA NIMS 100 & 700 certifications prior to the final day of class

Meet all financial obligations of the program as set forth by Auburn Career Center.

Students must complete 200 Adaptive Test questions (on EMS Testing) per month specific to each month's lessons and achieve a passing average score by the last month of class (2200 Questions minimum, regardless of pass/fail)

Students must pass at least one (1) timed comprehensive final (on EMS Testing) during the capstone period of the program, Students must take no less than 7 timed comprehensive finals during the Capstone period of the program.

Students must pass the Paramedic Final Exam (on EMS Testing) with a 75% or better with in two attempts

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry Paramedic Computer-Based Exam.

Report of EMS Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility:

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A “report of the on duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen ty the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator

Date

Student

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they sequence into the program based on skills checkoff and learning competencies. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Fisdap skills tracker. Paperwork is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must

fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Fisdap skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 48 hours from the completion of the clinical rotation to complete the Fisdap skills tracker. Failure to complete the Fisdap skills tracker in 48 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility. When a student is at a clinical facility they must be additional personnel and cannot be counted towards staffing levels.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The

student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered relevant to course sequencing and skills and learning competency. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site, each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinicals they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Students must check in to each clinical rotation via the GPS signal on their personal phone or tablet device in order for attendance to be counted. If a student doesn't own a device capable of this the EMS Coordinator will meet on the student to come up with a specific alternative.

Documentation:

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or assessments performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 48 hours to enter the data into Platinum Planner. Failure to enter the clinical information within 48 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills. Students must scan in, or place a picture of all clinical paperwork for each shift into the electronic documentation of the rotation in Platinum Planner. Scanners are available at Auburn Career Center for students use.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files:

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is

recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations:

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations area completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education. Evaluations are done electronically for each shift on platinum planner.

Privacy:

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act (HIPPA). This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

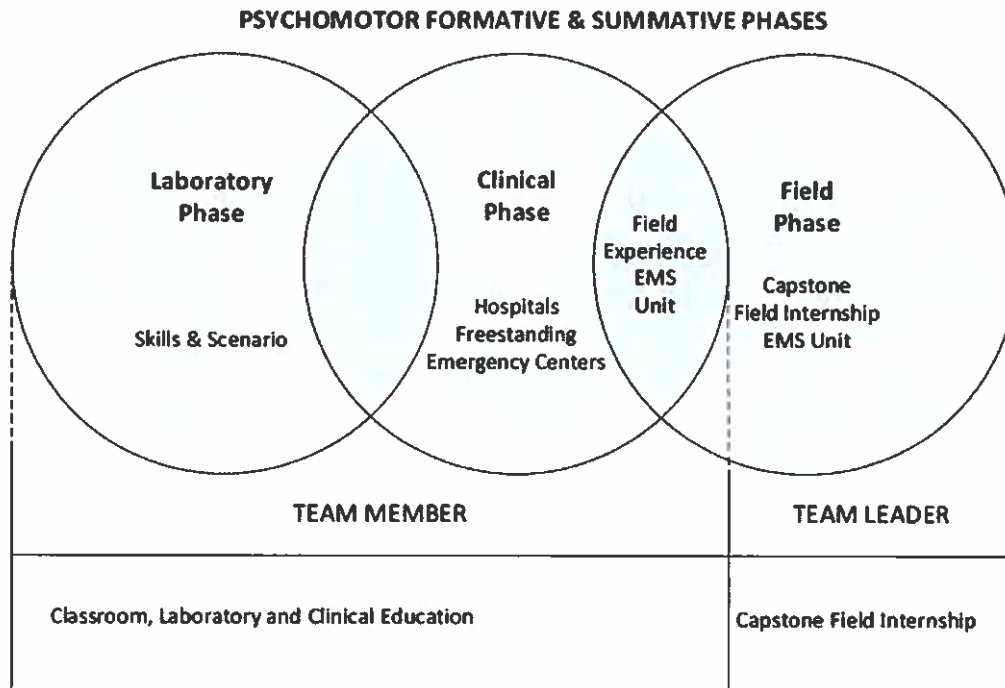
Clinical Concerns:

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student shall contact the Director of Public Safety Education or clinical coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills without direct supervision from a preceptor. Also student should never perform any skills that they have not been checked off on in the class following the course sequence and skill competency requirements.

Lab and Clinical Sequencing



Just like in the cognitive realm of paramedic education, the clinical and field learning part of the program has a sequence that must be implemented and followed to ensure learning take place in a productive and safe manner. The next section outlines the goals and skills that all students must complete to be eligible for graduation. This section reviews the order in which the goals must be completed. Students will first learn about the skills performed by paramedics in the cognitive realm of education, then students will have psychomotor skills demonstrated by an instructor, followed by students performing the skill in a controlled setting on an appropriate training aid. After students show proficiency through peer and instructor reviewed skill performance, the students will start to perform the skills in a scenario based learning. After scenario based learning is performed with peer and instructor review the students will do final instructor reviewed complex high fidelity scenario competencies. Finally after the student has shown this progression of learning they will perform the skills in the clinical and/or field setting on live patients.

Being that there are many different topics of learning and the class has specific sections that build on one another, students will repeat the learning process many times throughout the class, each time a student completes the process they will be adding to the amount and type of skills that can be performed in the clinical and/or field setting.

Objectives and Goals

Lab (psychomotor learning)

In the lab part of paramedic learning students must complete the following lab skills/goals to be considered competent for graduation. These skills will be learned and tested throughout the learning process of the course and are divided into each section of the class.

Skills

Skills will have a minimum number of both peer reviewed skills completion and instructor reviewed completion. Only successful skill completions will count towards the minimum number completed. These skills include both raw skill separate from a scenario and skills completed while in a scenario. These numbers are separate from the skills performed in the clinical and field setting. Minimum raw skills must be completed prior to performing the skills in the field on live patients.

Obtain a Patient history from an Alert and Oriented patient

Minimum Peer 1, Instructor 1

Comprehensive Normal Physical Assessment Adult

Minimum Peer 1, Instructor 1

Comprehensive Normal physical Assessment Pediatric

Minimum Peer 1, Instructor 1

Direct Orotracheal Intubation Adult

Minimum Peer 40, Instructor 5

Direct Orotracheal Intubation Pediatric

Minimum Peer 8, Instructor 2

Direct Orotracheal Intubation Trauma

Minimum Peer 4, Instructor 1

Nasotracheal Intubation Adult

Minimum Peer 1, Instructor 1

Supraglottic Airway Device Adult

Minimum Peer 5, Instructor 1

Needle Cricothyrotomy

Minimum Peer 5, Instructor 1

CPAP/PEEP

Minimum Peer 2, Instructor 1

Trauma Physical Assessment Adult

Minimum Peer 10, Instructor 2

Pleural Decompression

Minimum Peer 5, Instructor 1

Medical Including Cardiac Physical Assessment

Minimum Peer 10, Instructor 2

Intravenous Therapy

Minimum Peer 20, Instructor 2

Intravenous Bolus

Minimum Peer 5, Instructor 1

Intravenous Piggyback Infusion
Minimum Peer 5, Instructor 1
Intraosseous Infusion (multiple devices)
Minimum Peer 10, Instructor 2
Intramuscular and Subcutaneous Medical Administration
Minimum Peer 5, Instructor 2 (1 each)
Synchronized Cardioversion
Minimum Peer 5, Instructor 1
12 Lead EKG Placement
Minimum Peer 1, Instructor 1
Defibrillation
Minimum Peer 5, Instructor 1
Transcutaneous Pacing
Minimum Peer 5, Instructor 1
Normal Delivery with Newborn Care
Minimum Peer 5, Instructor 1
Abnormal Delivery with Newborn Care
Minimum Peer 2, Instructor 1
Neonatal Resuscitation Pediatric Mega code
Minimum Peer 5, Instructor 1

Basic Competency Skills

Spinal Immobilization Seated/supine
Minimum Peer 1 each, Instructor 1 each
Joint Splinting
Minimum Peer 1, Instructor 1
Long Bone Splinting
Minimum Peer 1, Instructor 1
Traction Splinting
Minimum Peer 1, Instructor 1
Hemorrhage Control
Minimum Peer 2, Instructor 1
Intranasal Medication Administration
Minimum Peer 5, Instructor 1
Inhaled Medication Administration
Minimum Peer 5, Instructor 1
Glucometer
Minimum Peer 1, Instructor 1

Successful completion of the Health Care Provider (AHA) CPR during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of CPR, Choking, AED, and Rescue breathing. Completing this course at ACC as part of the class is a requirement for graduation.

Successful completion of the Advanced Cardiac Life Support (AHA) ACLS during the course by Auburn Career Center instructors will serve as the basic competency check offs

in all aspects of ACLS meds, Defibrillation, Pacing, Cardioversion, and Mega code. Completing this course at ACC as part of the class is a requirement for graduation.

Scenarios

Scenarios are completed after the student has shown basic competency in raw skills. Students must take part in all the patient types below, serving as the team leader for no less than 10 times and serving as a team member no less than 10 times. Again each patient type and scenario will take place in the appropriate sections of the course.

Respiratory Distress/Failure Adult and Pediatric

Chest Pain

Cardiac Dysrhythmia/Cardiac Arrest

Stroke Geriatric

Overdose

Abdominal Pain

Allergic Reaction/Anaphylaxis

Hypoglycemia/DKA/HHNS

Psychiatric

Seizure

Obstetric or Gynecologic

Delivery with Neonatal Resuscitation

Trauma (blunt, penetrating, burns, or hemorrhage) Adult, Pediatric, & Geriatric

Shock

Sepsis

Clinical/Field Time

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the CoAEMSP clinical guidelines as well as the ODPS requirements. Upon completion of the lab and clinical learning students will also have completed the NREMT portfolio requirements. In general throughout all of your Clinical Site and Field Experience rotations you will be responsible for seeing the following patients, with the complaints listed below before starting your Capstone phase of learning.

Adults: 50 patients

Geriatrics: 30 patients
6 of the 30 are to be Trauma complaints
12 of the 30 are to be Medical complaints

Pediatrics: 30 patients (sub divided 2 Newborns, 2 Infants, 2 Toddlers, 2 Preschoolers, 2 School Age, 2 Adolescent age)
6 of the 30 are to be Trauma complaints
12 of the 30 are to be Medical complaints

From the pool of the patients above you are required to see patients with the following complaints/impressions;

Change in Responsiveness: 10
2 of the Change in responsiveness are to be Stroke/TIA
Respiratory: 20
2 of the Respiratory are to be Respiratory Failure
Pediatric Respiratory: 8
Abdominal Pain: 20
AMS: 20
2 of the AMS are to be Hypoglycemia/DKA/HHS
2 of the AMS are to be Sepsis
2 of the AMS are to be Significant Shock patients
2 of the AMS are to be Toxicological event/OD
Chest Pain: 30
2 of the chest pain are to be Cardiac Dysrhythmia
2 of the chest pain are to be Acute Coronary Syndrome
Obstetrics: 10
Psychiatric 20
Trauma: 40

From the pool of the patients above or in addition to, 30 of the patients must be seen in the back of the ambulance while doing your Field Experience Rotations and 20 must be in an ambulance as the Team Leader during your Field Internship rotations (Capstone). The Field Internship rotations will start only after you have shown competency in all Paramedic Curriculum, and will take place the last 2 months each program or after completion of the minimum skills/patient encounters/scenarios.

The above numbers are for required patient assessments, when you are writing your patient assessment in FIDAP you will write a complete narrative explaining your entire patient encounter and treatment. A good narrative should be around 500 words, the content MUST demonstrate Paramedic Level learning. Paramedic level learning means that the student must show that during the patient encounter, they had to make an observation, decision, care plan or treatment that only a paramedic level provider would be capable of doing. This means that a pediatric patient might not have any ALS skills performed, however the assessment was at a level of a paramedic because reasoning was

given as to why ALS interventions were ruled out and the care plan did not need to include the ALS interventions.

FISDAP has check boxes for all the complaints listed above and a place to document your patient's age. It is acceptable for one patient to suffer from more than one of the above complaints. An example would be 34 year old male whom complains of Chest pain, Shortness of breath and whom is altered in mentation because of the complaints. This one patient would cover 3 of the required patient complaint/impressions you are required to see during your clinical/field internship time.

Lastly while at your clinical/field experience you must complete the list of skills below:

Medication Administration IV Route	20
Medication Administration SQ Route	2
Medication Administration IM Route	10
Medication Administration Nebulizer	20
IV Start/Blood Draw/Vein Cannulation	100
Live Patient Intubations	10
Live Births of Newborn	4
EKG Interpretations	30
Cardiac Cath Lab Time	12 Hours
Communications Time	6 hours
Emergency Department	140 Hours
ICU	16 Hours
Field Learning Time	180 Hours
Field Internship Time	70 Hours
Respiratory Therapy	40 Hours
Anesthesiology	22 Hours
Obstetrics	24 Hours
Total	510 hours

Auburn Career Center
Paramedic Clinical Contract and Disclaimer

Student Disclaimer:

I understand that as a student of Auburn Career Center's Paramedic program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in fisdap, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the Paramedic program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

Student's Signature

Date

Notes or comments:

Course Objectives

The following web link will take you to the National Standard Paramedic Curriculum:

[http://www.nhtsa.dot.gov/people/injury/ems/EMT-P/disk_1\[1\]/index.htm](http://www.nhtsa.dot.gov/people/injury/ems/EMT-P/disk_1[1]/index.htm)

Auburn Career Center Paramedic Programs follow the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards and follows the National Standard Paramedic Curriculum set forth by the NHTSA.

Example for the class objective are as follows.

Interpret and analyze assessment findings to formulate clinical judgment regarding individuals requiring emergency intervention, their families, and defined populations across the life span.

Utilize critical thinking processes and problem solving skills to effectively prioritize management of individuals in an emergency setting to achieve the most positive outcome

Manage the direct provision of emergency care through effective organizational skills, appropriate delegation and supervision within the scope of practice.

Reflect integrity, responsibility, ethical practices, and an evolving identity as a paramedic committed to excellence in the delivery of emergency care aimed at limiting morbidity and mortality.

Recognize changes in the patient's response to care as well as special situations that occur in the emergency environment and be able to initiate appropriate changes in care or transportation.

Provide emergency support services to patients according to established protocol.

Demonstrate safe, ethical, and legal practice as a Paramedic.

Function as an effective health care provider within the community and health care system.

List reasons for continuing education as a member of the Paramedic profession.

Demonstrate problem solving skills in administering emergency care procedures.

Course Goals, Objectives, Topics, and Hands On Learning

Auburn Career Center Paramedic Program follows a strict sequence of learning in all aspects of Paramedic education. This education environment involves students in many different layers of EMS and education styles. Each topic is taught in a manner that builds on previous learning. Each book used by Auburn Career Center Paramedic Program has built in chapter objectives that are keys in success in being proficient in paramedic level learning. Information is taught in a variety of methods including but not limited to interactive lecture, flipping the class rooms, video and audio recordings, etc. After students are instructed within the classroom setting, students have the opportunity to learn skills in the laboratory setting prior to being tested on these skills. Goals for both classroom and laboratory settings are found in the first page(s) of each chapter in the corresponding textbook. Students will be tested on knowledge both in the form of quizzes and tests as well as skill station formative tests. Students will need to show a competency in both hands on skills and didactic learning prior to performing any clinical or field internship time. Students will increase their knowledge of skills and didactic knowledge by attending clinical time and field learning experience. After the student has proved proficient competency in all aspects of didactic learning, clinical learning and field learning experience, the student may start the field internship and capstone portion of the program. After successful completion of all aspects of didactic, clinical, field learning experience and field internship, the student will show competency via a summative psychomotor exam and summative written exam.

Definitions of Class Schedule Components

Lecture – Lecture is any in classroom activities that include didactic teaching about subjects within the paramedic level curriculum set forth by the standards and the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards.

Lab – Lab is any activity that includes hands on learning. This can include but is not limited to all skills within the EMT-Basic and Paramedic level curriculum. Hands on learning builds on didactic learning and assists the paramedic student in becoming proficient in hands on skills.

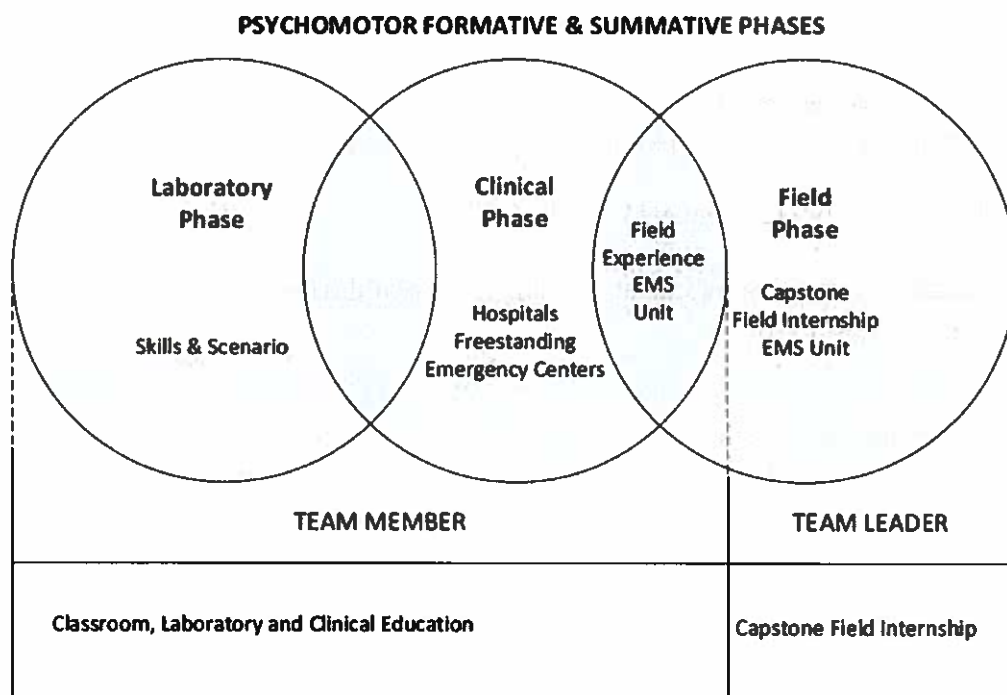
Clinical – Clinical time is planned, scheduled, educational student experience with patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers.

Field Learning Experience – Field Learning Experience is planned, scheduled, educational student time that is spent on an EMS unit, which may include observation and skill development but does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field Internship – Field Internship is planned, scheduled educational student time on an advanced life support unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision making associated with pre hospital patients.

Course Sequence for progressive learning

Core Content:



Section 1 EMS Operations in conjunction with Anatomy and Physiology and Medical Terminology. Chapter objectives for each chapter covered are listed in the text book as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well. Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 75% score in order for the student to progress to the next section.

Cognitive tests during the section

Prior to the end of the first month of class students must have completed the 7 base line learning assessments provided by EMS testing to help establish a baseline of learning. During the section there will be a formative exam for each chapter of content, including the A+P and Medical term, 4 summative exams on chapter content and 1 section 1 summative final (all content for section 1 high full range of bloom scale). After the first

month of class all students will be responsible for 200 adaptive release question done on own time outside of class each month.

Skills tested out for competency

Spinal Immobilization Seated/supine	Minimum Peer 1 each, Instructor 1 each
Joint Splinting	Minimum Peer 1, Instructor 1
Long Bone Splinting	Minimum Peer 1, Instructor 1
Traction Splinting	Minimum Peer 1, Instructor 1
Hemorrhage Control	Minimum Peer 2, Instructor 1
Intranasal Medication Administration	Minimum Peer 5, Instructor 1
Inhaled Medication Administration	Minimum Peer 5, Instructor 1
Glucometer	Minimum Peer 1, Instructor 1

Scenarios tested out for competency

Basic Trauma and Medical assessment to establish a base line.

AHA HCP CPR Course completed at this time

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

Section 2 in the EMS curriculum is Anatomy and Physiology, the Anatomy and Physiology book and Medical terminology book exceed the learning objectives provided by the EMS curriculum book, therefore this section is not used during the course.

Section 3 and 4 Patient Assessment and Pharmacology. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section.

Cognitive tests during this section

200 adaptive release questions each month specific to the content of each section. One formative test per chapter, 4 summative exams (mid-range bloom scale), and 1 Section 3&4 final

Skills tested out for competency

Obtain a Patient history from an Alert and Oriented patient,	Minimum Peer 1, Instructor 1
Comprehensive Normal Physical Assessment Adult	Minimum Peer 1, Instructor 1
Comprehensive Normal physical assessment Pediatric	Minimum Peer 1, Instructor 1
Trauma Physical Assessment Adult	Minimum Peer 10, Instructor 2
Medical Including Physical Assessment	Minimum Peer 5, Instructor 1
Intravenous Therapy	Minimum Peer 20, Instructor 2

Intravenous Bolus	Minimum Peer 5, Instructor 1
Intravenous Piggyback Infusion	Minimum Peer 5, Instructor 1
Intraosseous Infusion (multiple devices)	Minimum Peer 10, Instructor 2
Intramuscular and Subcutaneous Medical Administration (1 each)	Minimum Peer 5, Instructor 2

Scenarios Tested out for competency

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

Section 5 Airway Management. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Fisdap site for students to review.

Cognitive Tests during this section

200 adaptive release questions each month specific to the content of each section. 1 formative test for each chapter, 1 summative exam for A+P and Medical Term, 2 airway summative exams (mid range bloom scale), 1 section 5 final.

Skills tested out for Competency

Direct Orotracheal Intubation Adult	Minimum Peer 40, Instructor 5
Direct Orotracheal Intubation Pediatric	Minimum Peer 8, Instructor 2
Direct Orotracheal Intubation Trauma	Minimum Peer 4, Instructor 1
Nasotracheal Intubation Adult	Minimum Peer 1, Instructor 1
Supraglottic Airway Device Adult	Minimum Peer 5, Instructor 1
Needle Cricothyrotomy	Minimum Peer 5, Instructor 1
CPAP/PEEP	Minimum Peer 2, Instructor 1

Scenarios Tested out for Competency

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

Section 6 Medical Emergencies in conjunction with Cardiology, and ACLS. Chapter objectives for each chapter covered are listed in the text book as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well. Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 75% score in order for the student to progress to the next section. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as predetermined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Fisdap site for students to review.

Cognitive Tests this section

200 adaptive release questions each month specific to the content of each section. 1 formative exam for each chapter including the EKG book. 3 Cardiology summative exams (mid level bloom range), 1 cardiology section final, 8 medical summative exams (mid level bloom range), 1 Section 6 Final.

Skills tested out for competency

Synchronized Cardioversion	Minimum Peer 5, Instructor 1
12 Lead EKG Placement	Minimum Peer 1, Instructor 1
Defibrillation	Minimum Peer 5, Instructor 1
Transcutaneous Pacing	Minimum Peer 5, Instructor 1
Medical Including cardiac Physical Assessment	Minimum Peer 5, Instructor 1

Scenarios tested out for competency

Respiratory Distress/Failure Adult
 Chest Pain
 Cardiac Dysrhythmia/Cardiac Arrest
 Stroke
 Overdose
 Abdominal Pain
 Allergic Reaction/Anaphylaxis
 Hypoglycemia/DKA/HHNS
 Psychiatric
 Seizure
 Sepsis

Section 7 Trauma. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the section. Students must pass the

summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Fisdap site for students to review.

Cognitive Tests this section

200 adaptive release questions each month specific to the content of each section.

1 formative exam for each chapter, 6 trauma summative exams (mid level bloom scale), 1 Section 7 final.

Skills Tested out for Competency

Pleural Decompression

Minimum Peer 5, Instructor 1

Scenarios Test out for Competency

Trauma (blunt, penetrating, burns, or hemorrhage) Adult

Section 8 & 9 Shock and Resuscitation and Special Patient Populations. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic

has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Fisdap site for students to review.

Cognitive Tests this section

200 adaptive release questions each month specific to the content of each section. 1

Formative exam per chapter, 3 Shock resuscitation and Special Patient populations summative exams (mid level bloom scale), 1 Section 8&9 Final.

Skills tested out for Competencies

Normal Delivery with Newborn Care
Abnormal Delivery with Newborn Care
Neonatal Resuscitation Pediatric Mega code

Minimum Peer 5, Instructor 1
Minimum Peer 2, Instructor 1
Minimum Peer 5, Instructor 1

Scenarios tested out for Competencies

Shock

Trauma (blunt, penetrating, burns, or hemorrhage) Pediatric, & Geriatric

Obstetric or Gynecologic

Delivery with Neonatal Resuscitation

Stroke, Geriatric

Section 10 Operations. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section.

Capstone Content:

The Capstone portion of the Paramedic program serves to give the students time to review and increase cognitive and psychomotor learning from all the different sections of the program. Being that all students have successfully completed all formative and summative learning objectives to this point in the class, having maintained a minimum score of 80% cumulatively and 75% minimum on all summative exams while completing the clinical and field learning objectives, students will now focus on review and summative completion of the program. In order to do a systematic review of the entire course and allow students to enter into the field internship of the clinical learning environment, students will go through several preformed certification courses and completed assorted review activities with instructional staff.

Cognitive Tests this section

200 adaptive release questions each month specific to the content of each section.
Minimum 8 Comprehensive Timed Exams over all course content, must pass no less than 1 of the exams. These exams are done outside of class time. Instructors will review the results anonymously in class and base review off student body results. 1 Summative Class Final.

Pre Hospital Trauma Life Support (PHTLS), Pediatric Emergency Prehospital Provider (PEPP), and Geriatric Education for Emergency Medical Services (GEMS) are the three review courses chosen for student review. Each course will have premade learning objectives and specific course requirements as outlined by the organizations that

developed the course content. Course outlines and requirements for each of the courses can be found on the students online classroom and will be reviewed prior to the start of each specific course. Passing of the courses is not a class requirement, however failure to pass the course will affect the student's average grade and the student will not graduate with the added certification in their portfolio.

After the students have completed the pre made courses, field internship rotations, and overall class review, students will take the full course summative cognitive final exam (minimum 75% score) and Psychomotor Summative skills test (minimum 80% points and no critical fail criteria). Upon meeting all course objectives and grading criteria, students will graduate from the program and be permitted to start the NREMT testing processes.

Course Schedule

Shift	Date/Hours	Chapter/ Section	Lecture or Lab Hours	Assignment
	8/19/19, 4		Orientation	
Core Class Content				
<p>Section 1 Preparatory, EMS Curriculum Objective, Integrates comprehensive knowledge of the EMS systems, safety/well-being of the Paramedic, and medical/legal and ethical issues which is intended to improve the health of EMS personnel, patients, and the community</p> <p>Anatomy and Physiology Curriculum Objective, Uses foundational anatomic and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.</p> <p>Medical Terminology Curriculum Objective, Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems</p> <p>During Section 1, you will complete a Formative exam for each chapter (including A+P, medical Term, and Medic book chapters), 4 Mid-Level learning summative exams specific to section 1 and a Section one Summative Final Exam.</p>				
	8/21/19, 4	Section 1, A+P, & Med Term A+P Intro to Anatomy	Lecture 4	Formative Exam
	8/24/19, 8	Medic Book EMS Systems Medic Book Workforce Safety Basic Skills Competency	Lecture 1 Lecture 1 Lab 6	Formative Exam Formative Exam Summative Labs
	8/26/19, 4	In Class Test Medic Book Legal Ethical Medical Term Mod 2	Testing 0.5 Lecture 1.5 Lecture 2	Formative Exam Formative Exam
	8/27/19, 4	In Class Test Medic Book Communications A+P Chem	Testing 0.5 Lecture 1.5 Lecture 2	Formative Exam Formative Exam
	9/4/19, 4	A+P Cells A+P Metabolism	Lecture 2 Lecture 2	Formative Exam Formative Exam
	9/7/19, 8	Medical Term Mod 3 Medical Term Mod 4 Medic Book Documentation A+P Tissues AHA BLS	Lecture 0.5 Lecture 0.5 Lecture 1 Lecture 2 Lecture/lab 4	Formative Exam Formative Exam Formative Exam Formative Exam AHA Course
	9/9/19, 4	A+P Integumentary Medical Term Mod 5 A+P Skeletal A+P Nervous	Lecture 1.0 Lecture 0.5 Lecture 1 Lecture 1	Formative Exam Formative Exam Formative Exam Formative Exam
<p>By the end of the first month, all students must have completed the 7 student learning assessments including the Math, Learning Style, Paramedic Entry, Professional Characteristics, Reading Level, Student Motivation and Test Anxiety.</p>				

After the First month of class all students are responsible for 200 adaptive release question specific to the topics covered in each section, to be completed by the end of each month.

	9/11/19, 4	Section 1 Final		Summative Exam
Core Class Content				
Section 2 in the EMS curriculum is A+P and Med Term, the A&P and Med Term Courses exceed this content, so it is not used, Content from the paramedic book may still be utilized, but ultimately the learning objectives are from the A+P and Medical Term Books.				
Section 3 Patient Assessment, EMS Curriculum Objective, Integrate scene and patient assessment findings with your knowledge of epidemiology and pathophysiology to form a field impression. Use clinical reasoning to develop a list of differential diagnoses, modify the assessment, and formulate a treatment plan.				
Section 4 Principles of Pharmacology, EMS curriculum Objective, Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.				
In Section 3&4, you will complete a formative exam for each chapter (including A+P, med Term, and Medic Book chapters), 4 Mid-Level learning summative exams covering Section 3 &4 Paramedic Book Curriculum, a 1 Section 3&4 summative final.				
	9/16/19, 4	Medic Book Life Span Medic Book Pharmacology	Lecture 4	Formative Exam Formative Exam
	9/18/19, 4	Medical Term Mod 6 Medic Book Medication Administration Medical Term Mod 7	Lecture 3 Testing 1	Formative Exam Formative Exam Formative Exam Formative Exam
	9/21/19, 8	Pharmacology Labs Medic Book Emergency Meds	Lecture/Lab 8	Formative Exam
	9/23/19, 4	A+P Senses A+P Endocrine Medic Book Emergency Meds	Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam
	9/25/19, 4	Chapter 13 Pt Assessment	Lecture 4	Formative Exam
	9/30/19, 4	Pharmacology Labs Medical Term Mod 8 Medical Term mod 9	Lecture 2 Lab 2	Formative Exam Formative Labs
	10/2/19, 4	A+P Lymphatic Medic Book Critical Thinking	Lecture 2 Lecture 2	Formative Exam Formative Exam
	10/5/19, 8	Patient Assessment and Pharmacology Labs	Lab 8	Formative Labs
	10/7/19, 4	A+P Blood A+P Cardio Pharmacology Labs	Lecture 1 Lecture 1 Labs 2	Formative Exam Formative Exam Formative Labs
	10/9/19, 4	Section 3 & 4 Final Pharmacology Labs Patent Assessment Labs	Testing 1 Labs 3	Summative Exam Summative Labs
	10/14/19, 4	Medical Term Mod 10 Medical Term Mod 11 Pharmacology Labs	Lecture 1 Lecture 1 Labs 2	Formative Exam Formative Exam Summative Labs
Core Class Content				
Section 5 Airway Management, EMS Curriculum Objective, Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.				
In Section 5, you will complete a formative exam for each chapter (including A+P, med Term, and Medic Book chapters), 2 Mid-Level learning summative exams covering Section 5 Paramedic Book Curriculum, 1 Mid Level learning summative exam covering A+P/Med Term, a 1 Section 5 summative final.				
	10/16/19, 4	Chapter 15 Airway	Lecture 4	Formative Exam
	10/19/19, 8	Section 5, A+P, & Med Term Medic Book Airway	Lecture 4	Formative Exam

			Labs 4	Formative Labs
	10/21/19, 4	Medic Book Airway A+P Chapter 12 Airway	Lecture 2 Lecture 2	Formative Exam Formative Exam
	10/23/19, 4	Medic Book Airway	Labs 4	Formative Labs
	10/28/19, 4	A+P Urinary A+P Electrolyte	Lecture 2 Lecture 2	Formative Exam Formative Exam
	10/30/19, 4	Testing Time A+P Acid Base Medic Book Respiratory	Test 1 Lecture 1 Lecture 2	Formative Exam Formative Exam
	11/2/19, 8	Medic Book Respiratory Airway Labs	Lecture 2 Labs 6	Formative Exam Formative Exams
	11/4/19, 4	A+P Repro A+P Prego	Lecture 2 Lecture 2	Formative Exam Formative Exam
	11/6/19, 4	Airway / Patent Assessment Labs	Labs 4	Formative Labs
November goals for clinical rotations, 8 Hours Respiratory 30 Hours ER 12 Hours OR (No OR rotations until after Airway Sign off) 6 Hours Communications				
	11/11/19, 4	Airway / Patent Assessment Labs	Labs 4	Summative Labs
Core Class Content Section 6 Medical Emergencies, EMS curriculum Objective, Integrates assessment findings with principals of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for the patient with a medical complaint. EKG Book/ Cardiology, Curriculum Objective, Ability to interpret arrhythmias that include more sophisticated features such as sinus arrest, pacemakers, aberrancy, and blocked hearts. Ability to distinguish subtle EKG findings. ACLS, Curriculum Objective, The ACLS course is designed for healthcare providers who participate in the management of cardiovascular emergencies. Through instruction and active participation, students will enhance their skills in recognition and intervention of cardiopulmonary arrest, post cardiac arrest care, acute arrhythmia, stroke, and ACS. In Section 6 including Cardiology, you will complete a formative exam for each chapter (EKG book and Medic Book chapters), 8 Mid-Level learning summative exams covering Section 6 Paramedic Book Curriculum, 3 Mid Level learning summative exams covering cardiology, 1 Cardiology summative final, and 1 Section 6 summative final.				
	11/13/19, 4	Section 6 & EKG Section 5 Final Medic Book Respiratory	Testing time 2 Lecture 2	Summative Exam Formative Exam
	11/16/19, 8	Medic Book Cardiovascular Respiratory Cardiovascular Labs	Lecture 4 Lab 4	Formative Exam Formative Labs
	11/18/19, 4	Medic Book Cardiovascular	Lecture 4	Formative Exam
	11/20/19, 4	Medic Book Cardiovascular	Lecture 4	Formative Exam
Thanksgiving Break				
	12/2/19, 4	Testing Time EKG Book Chapter 1 EKG Book Chapter 2 EKG Book Chapter 3	Test 1 Lecture 1 Lecture 1 Lecture 1	Formative Exam Formative Exam Formative Exam
December Clinical Goals,				

**8 Hours Respiratory
50 hours ER
12 OR
8 Hours Cath Lab**

	12/4/19, 4	ACLS Starts	Lecture 4	AHA Course
	12/9/19, 4	EKG Book Chapter 4 EKG Book Chapter 5 EKG Book Chapter 6 EKG Book Chapter 7	Lecture 1 Lecture 1 Lecture 1 Lecture 1	Formative Exam Formative Exam Formative Exam Formative Exam
	12/11/19, 4	ACLS Continues	Lecture/Lab 4	AHA Course
	12/14/19, 8	ACLS Continues EKG Book Chapter 8 EKG Book Chapter 9	Lecture/Lab 4 Lecture 2 Lecture 2	Summative Labs Formative Exam Formative Exam
	12/16/19, 4	EKG Book Chapter 10 Cardiology Review	Lecture 2 Lecture 2	Formative Exam
	12/18/19, 4	ACLS Final Exam and Test out Final Cardiology labs	AHA Labs 4	Summative Labs
		Christmas Break		

**January Clinical and Field Goals
8 Hours Respiratory
60 Hours ER
12 Hours OR
8 hours Cath Lab total
12 Hours Complete**

	1/6/20, 4	Medic Book Neurologic		
	1/8/20, 4	Medic Book Abdominal	Lecture 4	Formative Exam
	1/11/20, 8	Medic Book E,E,N,&T Medic Labs Cardiology Exam	Lecture 4 Labs 3 Testing 1	Formative Exam Formative Labs Summative Exam
	1/13/20, 4	Medic Book Renal	Lecture 4	Formative Exam
	1/15/20, 4	Medic Book Gynecological	Lecture 4	Formative Exam
	1/22/20, 4	Testing Time Medic Book Endocrine	Testing 1 Lecture 3	Formative Exam
	1/25/20, 8	Medical Labs Scenarios	Labs 8	Formative Labs
	1/27/20, 4	Testing Time Medic Book Hematologic	Testing 1 Lecture 3	Formative Exam
	1/29/20, 4	Medic Book Immunologic Medical Labs	Lecture 4 Labs 4	Formative Exam Formative Labs

**February Clinical and Field Goals
8 Hours Respiratory
8 Hours ICU
12 hours OR
60 Hours Field Learning Experience (No Team Leads)**

	2/3/20, 4	Medic Book Infectious Testing Time	Lecture 3 Testing 1	Formative Exam
	2/5/20, 4	Testing Time	Testing 1	

		Medic Book Toxicology	Lecture 3	Formative Exam
	2/8/20, 8	Testing Time Medic Book Psychology Medical Labs Scenario Finals	Testing 1 Lecture 3 Lab 4	Formative Exam Summative Labs
	2/10/20, 4	Medical Review	Lecture 4	
	2/12/20, 4	Section 6 Final	Testing 4	Summative Exam

Core Class Content

Section 7 Trauma EMS Curriculum Objective, Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for acutely injured patient

In Section 7, you will complete a formative exam for each chapter (Medic Book chapters), 6 Mid-Level learning summative exams covering Section 7 Paramedic Book Curriculum, and 1 Section 7 summative final.

	2/19/20, 4	Section 7 Medic Book Trauma Overview Medic Book Bleeding	Lecture 2 Lecture 2	Formative Exam Formative Exam
	2/22/20, 8	Medic Book Face and Neck Trauma Labs	Lecture 2 Labs 6	Formative Exam Formative Labs
	2/24/20, 4	Medic Book Soft Tissue Medic Book Burns	Lecture 1.5 Lecture 1.5	Formative Exam Formative Exam
	2/26/20, 4	Medic Book Head and Spine Medic Book Chest Trauma Testing Time	Lecture 1.5 Lecture 1.5 Testing 1	Formative Exam Formative Exam

March Clinical and Field Goals

8 Hours Respiratory

8 Hours ICU

12 Hours OR

60 Field Learning Experience (No Team Leads)

	3/2/20, 4	Medic Book Abdominal Testing Time	Lecture 3 Testing 1	Formative Exam
	3/4/20, 4	Medic Book Orthopedic Testing Time	Lecture 3 Testing 1	Formative Exam
	3/7/20, 8	Medic Book Environmental Trauma Labs	Lecture 4 Lab 4	Formative Exam Formative Labs
	3/9/20, 4	Section 7 Final	Testing 4	Summative Exam
	3/11/20, 4	Trauma Labs Final	Lab 4	Summative Labs

Core Class Content

Section 8 Shock and Resuscitation, EMS Curriculum and Objective, Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and pre-arrest states.

Section 9 Special Patient Populations, EMS Curriculum Objective, Integrates assessment findings with principals of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.

In Section 8&9, you will complete a formative exam for each chapter (Medic Book chapters), 6 Mid-Level learning summative exams covering Section 8&9 Paramedic Book Curriculum, and 1 Section 8&9 summative final.

	3/16/20, 4	Section 8 Medic Book Field Code	Lecture 4	Formative Exam
	3/18/20, 4	Medic Book Critical Patient	Lecture 4	Formative Exam

	3/21/20, 8	Section 9 Medic Book Obstetrics Obstetrics Labs	Lecture 4 Labs 4	Formative Exam Formative Labs
	3/23/20, 4	Medic Book Obstetrics Testing Time	Lecture 3 Testing 1	Formative Exam
	3/25/20, 4	Chapter 42 Neonatology	Lecture 4	Formative Exam

April Clinical and Field Goals

**12 Hours OR if not done
60 Hours Field Learning Experience (no Team Leads)
12 Hours OB Rotation**

	3/30/20, 4	OB Labs	Labs 4	Formative Labs
	4/1/20, 4	OB/ Neonate Test OB Lab Check Off	Testing 2 Lab 2	Summative Labs
	4/4/20, 8	Pediatric Labs Medic Book Pediatrics	Lab 4 Lecture 4	Summative Labs Formative Exam
	4/6/20, 4	Medic Book Pediatrics	Lecture 4	Formative Exam
	4/8/20, 4	Pediatric Labs	Lab 4	Formative Labs
	4/15/2019, 4	Medic Book Geriatrics	Lecture 4	Formative Exam

Core Class Content

Section 10 Operations, EMS Curriculum Objective, and Knowledge of operational roles and responsibilities to ensure patient, public and personnel safety.

In Section 10, you will complete a formative exam for each chapter (Medic Book chapters), 3 Mid-Level learning summative exams covering Section 10 Paramedic Book Curriculum, and 1 Section 10 summative final.

	4/18/20, 8	Medic Book Special Patient Populations Pediatric Labs Final	Lecture 2 Labs 6	Formative Exam Summative Labs
	4/20/20, 4	Section 8 & 9 Final Medic Book Operations	Testing 2 Lecture 2	Summative Exam Formative Exam
	4/22/20, 4	Medic Book ICS	Lecture 4	Formative Exam
	4/27/20, 4	Medic Book Vehicle Extrication Testing Time	Lecture 3 Testing 1	Formative Exam

May Clinical and Field Goals

**70 Hours Field Internship Time (20 Team Lead Patients Required 18 successful In of the 20)
12 Hours OB
12 Hours OR if not done**

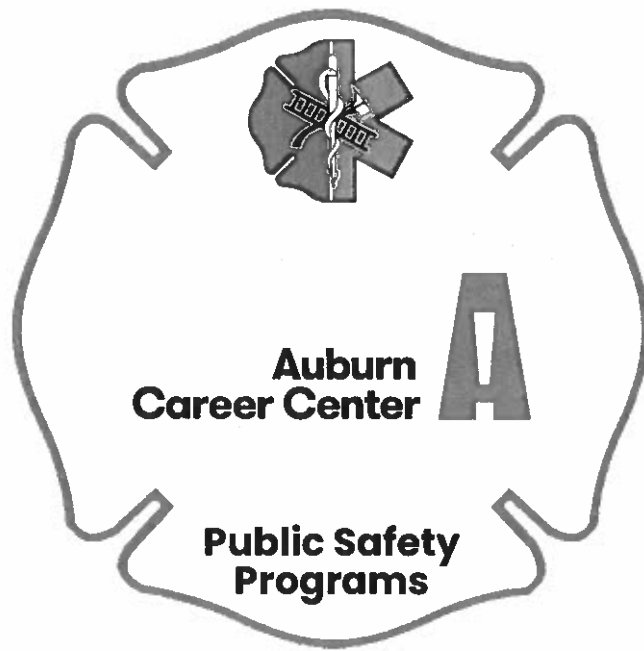
	4/29/20, 4	Medic Book Hazmat Medic Book Terrorism	Lecture 2 Lecture 2	Formative Exam Formative Exam
	5/2/20, 8	General Operations Labs Testing Time	Lecture 3 Labs 5 Testing 1	Formative Exam Formative Labs
	5/4/20, 4	Medic Book Crime Scene Testing Time	Lecture 3 Testing 1	Formative Exam
	5/6/20, 4	Section 10 Final	Testing 4	Summative Exam

Capstone: Capstone EMS Curriculum Objective: This serves as a capstone experience course at the end of the paramedic program and prepares the student for final examinations including didactic and psychomotor. Topics include but are not limited to PHTLS, PEPP, GEMS, cumulative practical skill evaluations, cumulative didactic evaluations and preparation for the National Registry written and practical paramedic examination

Capstone Cognitive Exams, Minimum 8 Timed Comprehensive Finals done throughout capstone assigned by instructor. Instructors will use anonymous student's results to lead class review time. 1 Final Summative Exam Class Final.

	5/11/20, 4	PHTLS Starts	Lecture 4	Formative PHTLS
	5/13/20, 4	PHTLS Continues	Lecture 4	Formative PHTLS
	5/16/20, 8	PHTLS Ends	Lab 8	Summative PHTLS
	5/18/20, 4	PEPP Starts	Lecture/Lab 4	Formative PEPP

	5/20/20, 4	PEPP Continues	Lecture/Lab 4	Formative PEPP
	5/27/20, 4	PEPP Continues	Lecture/Lab 4	Formative PEPP
June Clinical and Field Goals Finish Capstone Team Leads No Goals all time should be done, now finish up all skill requirement's by 7/8/2019				
	5/30/20, 8	PEPP Ends	Lecture/Lab 8	Summative PEPP
	6/1/20, 4	GEMS Starts	Lecture/Lab 4	Formative GEMS
	6/3/20, 4	GEMS Continues	Lecture/Lab 4	Formative GEMS
	6/8/20, 4	GEMS Continues	Lecture/Lab 4	Formative GEMS
	6/10/20, 4	GEMS Finishes	Lecture/Lab 4	Summative GEMS
	6/13/20, 8	General Review	Lecture/Lab 8	Capstone Review
	6/15/20, 4	General Review	Lecture/Lab 4	Capstone Review
	6/17/20, 4	General Review	Lecture/Lab 4	Capstone Review
	6/22/20, 4	General Review	Lecture/Lab 4	Capstone Review
	6/24/20, 4	General Review	Lecture/Lab 4	Capstone Review
	6/27/20, 8	General Review	Lecture/Lab 8	Capstone Review
	6/29/20, 4	General Review	Lecture/Lab 4	Capstone Review
	7/1/20, 4	General Review	Lecture/Lab 4	Capstone Review
Minimum 2200 Self-paced Adaptive exams done evenly throughout the program on subjects specific to each section due by today.				
	7/6/20, 4	General Review	Lecture/Lab 4	Capstone Review
	7/8/20, 4	General Review	Lecture/Lab 4	Capstone Review
	7/11/20, 8	Final Skills Test		
	7/13/20, 4	Final Exam	Testing 4	Summative Exam
	7/15/20, 4	Final Exam Retest and NREMT Set Up	Testing	Summative Lab Exam
	7/18/20, 8	NREMT Skill Test	Testing 8	NREMT



EMR

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

**To guarantee that all students
EMPOWER themselves,,
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

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

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level EMRs in the cognitive, psychomotor, and affective learning domains with or without exit
points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency
Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center EMR Training

1. Hold high school diploma, GED certificate.

2. Hold a valid Ohio Driver's license.
3. Must read and sign attached liability waiver.
4. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMR final exam. Direction regarding this certification will be reviewed in class.
5. EMR students must maintain an 80% grade average on EMR tests at all times, during the course. Students must achieve a minimum of an 75% on each of the section finals and on the class final exam in order to be permitted to take the National Registry written exam. A student can retake a section final once as long as there grade average remains above 80%. If the student retakes any exam it is the grade of the first exam that goes in the grade book.
6. EMR students must complete all homework assigned by the instructor.
7. EMR students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

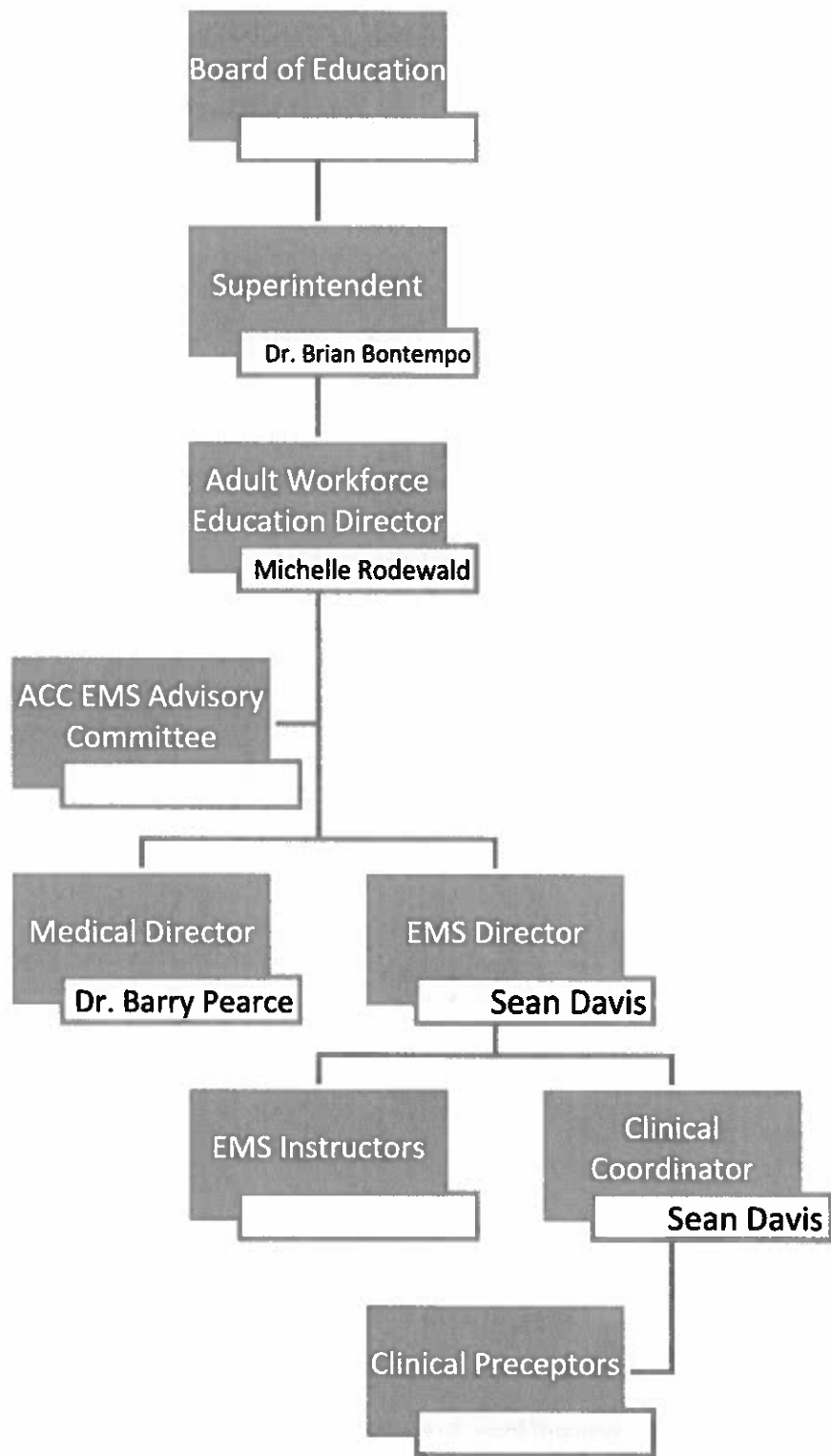
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Dr. Barry Pearce

- **Medical Director**
- hpearce@auburncc.org

Sean Davis, M.S.ed., CICNRP, EMS I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

Matt Urie, NRP, EMSI

- **Lead EMR B Instructor**
- **Ext. 8246**
- urie@auburncc.org

Justin Meister, NRP, EMSI

- **Lead EMR A Instructor**
- **Ext. 8247**
- jmeister@auburncc.org

Instructor Staff:

Mike Swanker

James Davis

Rob Clark

Dan Murdock

Mike Lerman

John Blauch

Bob Ivancic

Carmen Tibaldi

Susan Vigh

General EMS Program Information

Office Hours:

The EMR Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule:

Each EMR Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

All students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of EMR Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- Interview with staff as needed or requested.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMR students take the National Registry EMR Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by their immediate Supervisor and the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator.

Other authorized absences are at the discretion of your immediate Supervisor and the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general

"life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to removal from the program. The maximum absence total for any EMR student is 8 Hours.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to removal from the EMR Training Program.

Attendance records are maintained in class and kept on file in the adult education office.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	
Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals	

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead EMS instructor or clinical preceptor, as to when a student is to be counseled. In any case, the EMS Coordinator will be notified of these events.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on the Final Summative exams
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center EMR final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center EMR Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and clinical requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic clinical skills, including passage of the NREMR Practical Exam
- Maintain current certification in AHA BLS CPR
- Pass Affect Evaluation
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMR Computer-Based Exam.

Course Sequencing:

This course uses a formative lecture style for instruction and testing verification. You are expected to read the chapter material prior to the start of class and take the formative exam prior to the start of each day's class. Failure to do so will result in your not being able to attend the class for the scheduled period and accruing absence time. After the class you will take a mid level summative exam to confirm you gaining of knowledge, lastly each section will have a summative final exam (must get a 75% minimum score to pass the section).

Report of EMS Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMR or EMR Didactic (class/lab) or Clinical time.

Procedure

All injuries/illnesses must be immediately reported to your immediate Supervisor in accordance with the Fairport Mine Employee Handbook.

EMS Coordinator

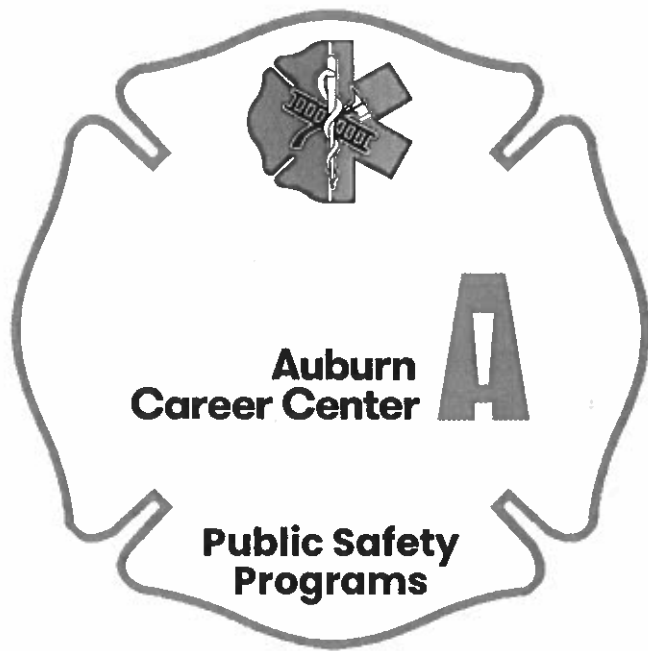
Date

Student

Date

Shift	Date/Hours	Chapter/ Section	Lecture or Lab Hours	Assignment
	Day 1 1800 - 2200 2/5/19	Intro To Class Chapter 1 EMS Systems Chapter 2 Workforce Safety Chapter 4 Med, Legal	Lecture 1hr Lecture 1 hr Lecture 1 hr	Formative Tests for all chapters (Home)
	Day 2 1800 – 2200 2/7/19	Chapter 5 Coms & Doc Chapter 6 The Human Body	Lecture 1 hr Lecture 3.0 hr	Formative Tests for all chapters (Home)
	Day 3 1800-2200 2/12/19	Chapter 3 Lifting and Moving Chapter 7 Airway	Lecture 1 hr Lecture 3 hr	Formative Tests for all chapters (Home)
	Day 4 1800-2200 2/14/19	Lift and Move/ Airway Labs	Labs 4 hr	
	Day 5 1800-2200 2/19/19	Section 1 Final Chapter 9 Pt Assessment	In class Test Time 1hr Lecture 3 hrs	In Class Summative Formative Tests for all chapters (Home)
	Day 6 1800-2200 2/21/19	Chapter 8 CPR	Lecture/Lab 4hrs	Formative Tests for all chapters (Home)
	Day 7 1800-2200 2/26/19	Section 2-3 Final Chapter 10 Medical Emrg Chapter 11 OD/Poison	In Class Test Time 1 hr Lecture 2 hr Lecture 1 hr	In Class Summative Formative Tests for all chapters (Home)
	Day 8 1800-2200 2/28/19	Chapter 12 Behavioral Chapter 13 Environmental Chapter 16 Child Birth	Lecture 1 hr Lecture 1.5 hr Lecture 1.5 hr	Formative Tests for all chapters (Home)
	Day 9 1800 – 2200 3/5/18	General Labs	Labs 4	
	Day 10 1800 – 2200 3/7/18	Chapter 14 Bleeding / Shock Chapter 15 Ortho	Lecture 2hr Lecture 2hr	Formative Tests for all chapters (Home)

	Day 11 1800 -2200 3/12/18	Labs: Assessment, Trauma, & OB	Labs 4 hr		
	Day 12 1800- 2200 3/14/18	Section 4 & 5 Final Chapter 17 Pediatric Chapter 18 Geriatric	Lecture 1.5 hr Lecture 1 hr	Formative Tests for all chapters (Home)	
	Day 13 1800-2200 3/19/18	Chapter 19 Transport Ops Chapter 20 Special Rescue Chapter 21 ICS	Lecture 1.5 hr Lecture 1 hr Lecture 1.5 hr	Formative Tests for all chapters (Home)	
	Day 14 1800-2200 3/21/18	Section 6 & 7 Final Final Labs	In Class test Time 1hr 3hr Labs		
	Day 15 1800-2200 3/26/18	Class Final Final Skills Testing	In Class Test Time 1hr Final Skills Testing 3hr		



Firefighter
Volunteer
Student Handbook,
Course Objectives,
Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

**To guarantee that all students
EMPOWER themselves,,
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

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

The Auburn Firefighting Program's mission is to:

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

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Firefighter Program

We welcome you to Auburn Career Center's firefighter Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Firefighter program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Firefighter Training

1. Hold high school diploma, GED certificate.
2. Hold a valid Ohio Driver's license.

3. Must read and sign attached liability waiver.
4. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
5. Firefighter students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Firefighter written exam.
6. Firefighter students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Firefighter written Exam.
7. Firefighter students must complete an assignment provided by the Firefighter Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
8. Firefighter Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

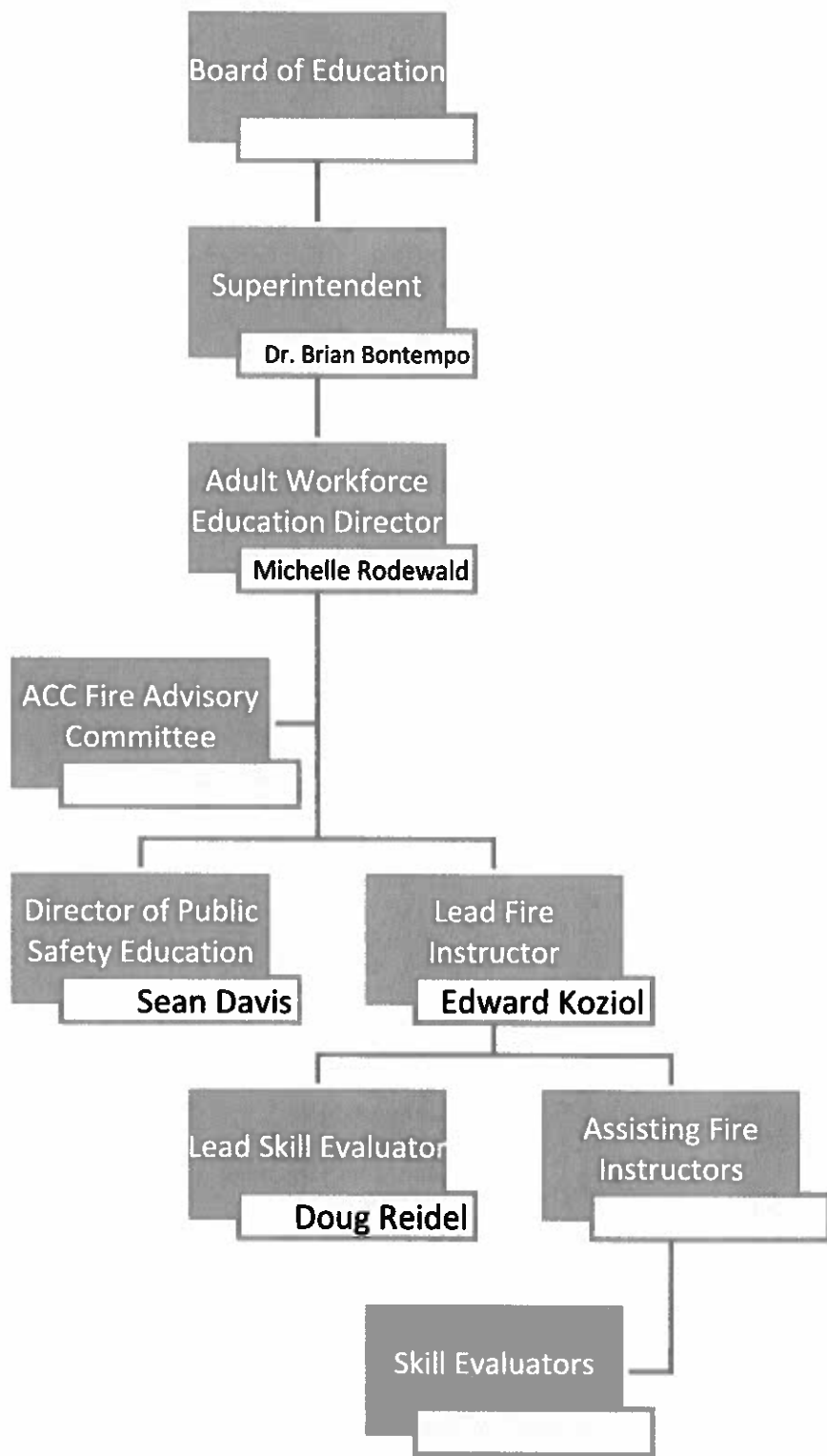
I, hereby, state that I have read, understand, and will comply with all of the above listed Firefighting training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



Firefighter Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- **atracy@auburncc.org**

Sean Davis, M.S.ed., CICNRP, EMS I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- **sdavis@auburncc.org**

Doug Rediel

- **Lead Skills Examiner**

Chief Ed Koziol

- **Lead Firefighter Instructor**

List other Instructors here

Key (SE = Skills Examiner eligiable)

Andrew Bikerstaff, **SE**

John Blauch

Dennis Calhoun

Brian Gray

Scott Hildenbrand, **SE**

Joe Hunt, **SE**

Anthony Iliano

Ronald Jonovich

Derrick Krzys, **SE**

Eugene Lutz, **SE**

Justin Meister

Warren Richter

Doug Rought

William Shaw, **SE**

Timothy Sitz

Ron Terriaco, **SE**

Tim Tobin, **SE**

Matt Urie

Bob Varner, **SE**

Mike Warner, **SE**

Adam White

Anthony Yeropoli

Chris Pildner, **SE**

John Bitoniti **SE**

Jeffery Buehner

Domininc Chiappone

Edward Koziol, **SE**

Gregory Hollerbach, **SE**

Luigi Ianiro

Robert Ivancic

Michael Lerman

Robert Lloyd

James McDonald, **SE**

Kathy Nieman

Doug Reidel, **SE**

Matt Sabo

Lee Silvi

Tom Sitz

Carmen Tibaldi

Brian Valletto

Richard Vandevander

Susie Vigh

Kevin Weidig, **SE**

Jay Womack

General Firefighter Program Information

Office Hours:

All Firefighter Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Firefighter Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Firefighter Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

All career level students will take the Work Keys Tests (excludes Volunteer, Inspector, and continuing education classes)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following:
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn Firefighter Program.

Teaching Strategies:

The Auburn Career Center Firefighter Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Firefighter certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based

learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities:

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement:

Firefighter Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Firefighter Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Students requesting a refund must contact the Adult Education office.

Health Policies:

All Level 1 and higher Firefighter students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Firefighter Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step

Mantoux) must be documented within the last year. A negative chest X-ray ("B" reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Firefighter Program (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Firefighter Programs may be made to the Director of Public Safety Education. Leave requests for Firefighter Students will be handled per the Firefighter Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Firefighter Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Firefighter Program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the Firefighter Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire

to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	

Exhibits unacceptable affect with other students, ACC staff, or other firefighter professionals

If the student is able to complete all the Didactic and Lab hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of a firefighting professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead firefighter instructor as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the Director of Public Safety Education, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

Failure to maintain the 80% grade benchmark
Failure to attain a minimum of 75% high stakes exams (midterms, finals, ect.)

Failure to show competency on all required skills
Giving false or misleading information to any member of staff or on any forms
Attitudes and/or conduct inappropriate for a professional
Missing two or more class days without authorized absence
Failure to make up missed time or didactic tests
Insubordination to any staff member or preceptor
Plagiarism or falsification of documents
Violation of any criminal law involving moral turpitude or felony

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner
Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

Complete the classroom and skill requirements within the allotted time

Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above

Prove mastery of all skills

Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class

Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies:

JOB-SEEKING SKILLS

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

EMPLOYABILITY SKILLS

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace

- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

Report of Firefighter Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Firefighter Didactic (class/lab) time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during firefighter time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Classroom Assignments and Schedule for Firefighter 36 Program

**ACC Fire Academy - On Campus 36
Hour Course
Spring 2019**

**Classes Held on Tuesdays
1800 -**

Schedule

2200

**Lead Instructor -
Brian Valletto
Lead Skills
Evaluator - Mike
Lerman**

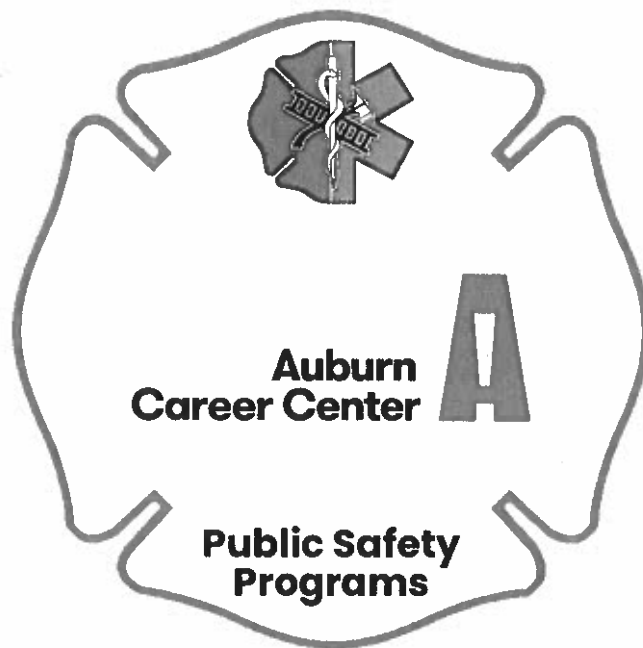
**Class Location ACC Anex
House**

Date & Instructor	Shift	Subject / Skill	Detail	Chapter Assignment
<p>April 2nd Lerman</p> <p>*Any instructor can come for An introduction!</p>	A	<p>Introduction & Paperwork Fire Dept. Org / Safety 5.1.1</p> <p>Fire Extinguishers 5.3.16</p>	<p><i>(not part of 36)</i> 2hr Lecture 2hr Lecture / Lab</p>	<p>Pg. 5-6, 8-10, 15-29, 38-48, 62-63</p> <p>Pg. 218-254</p>
<p>April 9th Hunt</p>	B	<p>PPE / General Skills 5.1.2</p> <p>PPE / SCBA 5.3.1</p>	<p>2hr Lecture / Lab 2hr Lecture / Lab</p>	<p>Pg. 69-80</p> <p>Pg.82-121</p>
<p>April 16th Hunt Lerman 1900-2200</p>	C	<p>Scene Control 5.3.3</p> <p>Fire Control Hose Deployment 5.3.10</p>	<p>1hr Lecture 3hr Lecture / Lab</p>	<p>Pg 59-61, 687-690</p> <p>Pg 54-55, 146, 155, 504-511, 538-572</p>
<p>April 23rd</p>	A	<p>Horizontal Ventilation 5.3.11</p>	<p>4hr Lecture / Lab</p>	<p>Pg. 475-480, 486-495,</p>
<p>April 30th</p>	B	<p>MIDTERM 100 Question Exam</p>	<p><i>(not part of</i></p>	

Valletto Beuhner 2000-2200		Vertical Ventiation 5.3.12 Forcible Entry 5.3.4	36) 1hr Lecture 3hr Lecture / Lab	Pg. 495-512 Pg. 331-364, 368-370
May 7th Valletto	C	Scene Safety 5.3.20 Salvage 5.3.14 / Overhaul 5.3.13	1hr Lecture 3hr Lecture / Lab	Pg. 59-61, 687-690 Pg. 686-687, 740- 763, 766-773
May 14th	A	Ground Ladder 5.3.6 Response Safety 5.3.2	3hr Lecture / Lab 1hr Lecture	Pg. 376-384, 388-423 Pg. 48-56
May 21st Beuhner Valletto 2000-2200	B	Ropes / Knots 5.3.20 Search & Rescue 5.3.9	2hr Lecture / Lab 2hr Lecture / Lab	Pg. 295-324 Pg. 431-469
May 28th Lerman Valletto 2000-2200	C	Water Supply 5.3.15 Fire Hose / Cleaning 5.5.2 Random Practice Skills	3hr Lecture / Lab 1hr Lecture / Lab (not part of 36)	Pg. 526-549, 614-620 Pg. 557-590, 621- 643, 649-662, 676- 677
June 4th Lerman	A	Class Final State Skills	(not part of 36)	

	Evaluations Test	
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This syllabus is subject to change with proper notification at the discretion of the instructor.



Firefighter
Level 1 and Level 2
Student Handbook,
Course Objectives,
Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center
Mission Statement

To guarantee that all students
EMPOWER themselves,.
EXCEL in the emerging workplace,
And **ENRICH** their community

Our Core Values are:

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn Firefighting Program's mission is to:

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

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Firefighter Program

We welcome you to Auburn Career Center's firefighter Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Firefighter program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Firefighter Training

1. Hold high school diploma, GED certificate.
2. Hold a valid Ohio Driver's license.

3. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law). **Excluding 36 Hr FF**
4. Must provide evidence an NFPA complaint physical for firefighters as well as of immunizations, including hepatitis B, MMR, and a two-step Mantoux TB test within last year. **Excluding 36 Hr FF**
5. Must be drug tested (10-panel) from an agent of an Auburn-approved drug testing center (Lake Health Occupational Medicine). **Excluding 36 Hr FF**
6. Must read and sign attached liability waiver.
7. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
8. Firefighter students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Firefighter written exam.
9. Firefighter students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Firefighter written Exam.
10. Firefighter students must complete an assignment provided by the Firefighter Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. Firefighter Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

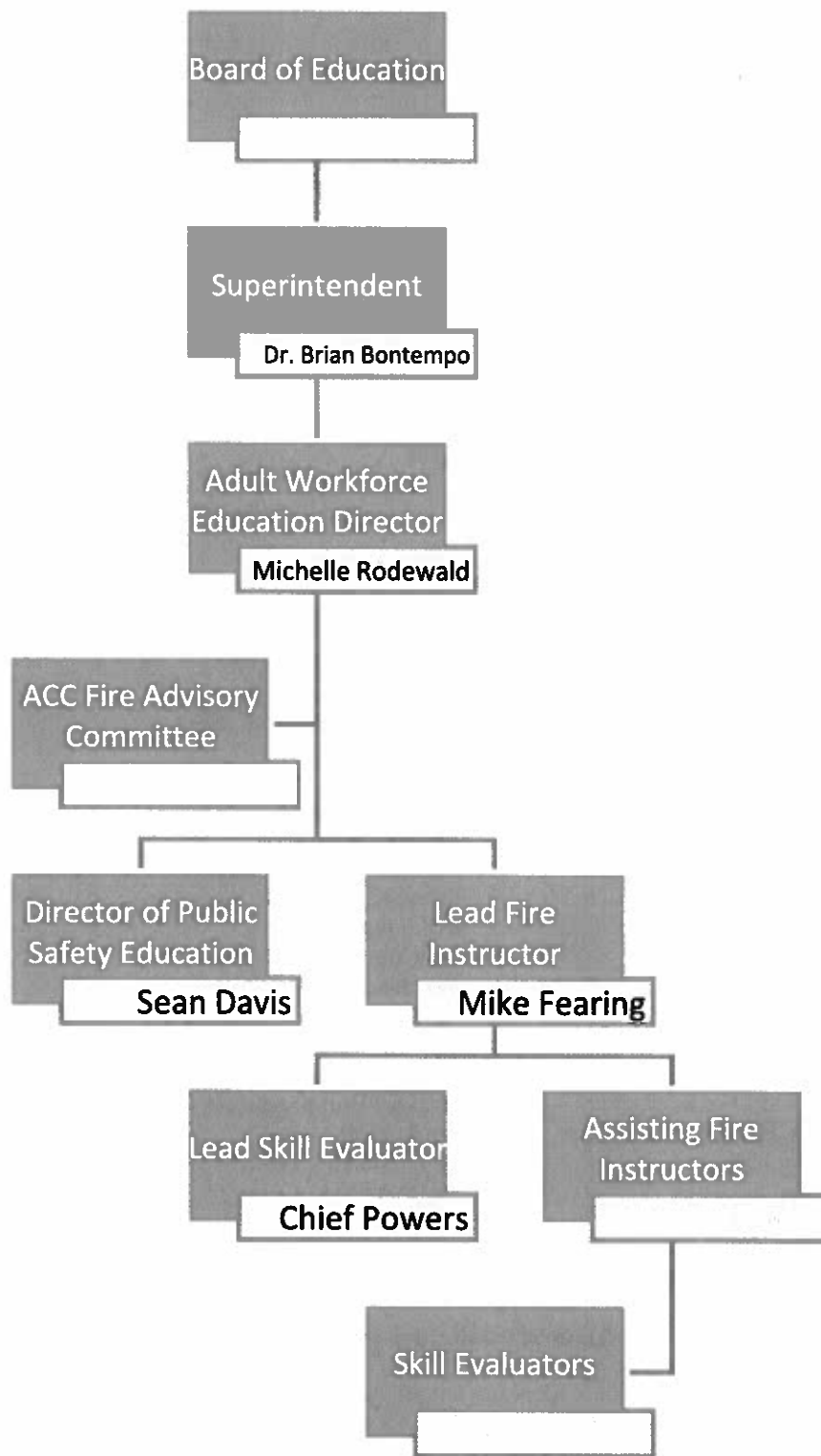
I, hereby, state that I have read, understand, and will comply with all of the above listed Firefighting training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



Firefighter Staff Directory

Auburn Career Center:
8140 Auburn Road, Concord, OH 44077

440-357-7542 or 800-544-7542

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Sean Davis, M.S.Ed, CICNRP, EMS I

- **Director of Public Safety Education**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

Chief James Powers

- **Lead Skills Examiner**

Mike Fearing

- **Lead Firefighter 1 & 2 Instructor**

List other Instructors here

Key (SE = Skills Examiner eligible)

Andrew Bikerstaff, SE	John Bitoniti SE
John Blauch	Jeffery Buehner
Dennis Calhoun	Domininc Chiappone
Brian Gray	Edward Koziol, SE
Scott Hildenbrand, SE	Gregory Hollerbach, SE
Joe Hunt, SE	Luigi Ianiro
Anthony Iliano	Robert Ivancic
Ronald Jonovich	Michael Lerman
Derrick Krzys, SE	Robert Lloyd
Eugene Lutz, SE	James McDonald, SE
Justin Meister	Kathy Nieman
Warren Richter	Doug Reidel, SE
Doug Rought	Matt Sabo
William Shaw, SE	Lee Silvi
Timothy Sitz	Tom Sitz
Ron Terriaco, SE	Carmen Tibaldi
Tim Tobin, SE	Brian Valletto
Matt Urie	Richard Vandevander
Bob Varner, SE	Susie Vigh
Mike Warner, SE	Kevin Weidig, SE
Adam White	Jay Womack
Anthony Yeropoli	William Strubbe
Chris Pildner, SE	David Whitaker
Johnathon Richardson	

General Firefighter Program Information

Office Hours:

All Firefighter Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Firefighter Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Firefighter Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

All career level students will take the Work Keys Tests (excludes Volunteer, Inspector, and continuing education classes)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
 - Giving false or misleading information
 - Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn Firefighter Program.

Teaching Strategies:

The Auburn Career Center Firefighter Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Firefighter certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities:

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement:

Firefighter Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Firefighter Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Students requesting a refund must contact the Adult Education office.

Health Policies:

All Level 1 and higher Firefighter students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Firefighter Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step

Mantoux) must be documented within the last year. A negative chest X-ray ("B" reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Firefighter Program (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Firefighter Programs may be made to the Director of Public Safety Education. Leave requests for Firefighter Students will be handled per the Firefighter Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Firefighter Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Firefighter Program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the Firefighter Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire

to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	
Exhibits unacceptable affect with other students, ACC staff, or other firefighter professionals	

If the student is able to complete all the Didactic and Lab hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of a firefighting professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead firefighter instructor as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the Director of Public Safety Education, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

Failure to maintain the 80% grade benchmark
Failure to attain a minimum of 75% high stakes exams (midterms, finals, ect.)

Failure to show competency on all required skills
Giving false or misleading information to any member of staff or on any forms
Attitudes and/or conduct inappropriate for a professional
Missing two or more class days without authorized absence
Failure to make up missed time or didactic tests
Insubordination to any staff member or preceptor
Plagiarism or falsification of documents
Violation of any criminal law involving moral turpitude or felony

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner
Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program
Complete the classroom and skill requirements within the allotted time
Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
Prove mastery of all skills
Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class

Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies:

JOB-SEEKING SKILLS

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

EMPLOYABILITY SKILLS

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace

- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code

Firefighter 1 and 2 Guidelines OAC 4765-24-13, 4765-20-02,

HazMat Guidelines OAC NFPA 1072

EVOC Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09

Report of Firefighter Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Firefighter Didactic (class/lab) time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during firefighter time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Classroom Assignments and Schedule for Firefighter I and Firefighter II Program

See Attached

This syllabus is subject to change with proper notification at the discretion of the instructor.

ACC FFII Spring					
Start March 7, 2019				Weekdays 6:00 PM to 10:00 PM	
End August 11, 2019				Weekends 8:00 AM to 5 PM	
		SUBJECT		LOCATION	HOURS
March 7 Thurs	B	Fire Dept Safety Rules, Assignments PPE		ACC	4
March 9 Sat	B	Fire Department Org. Safety Tool and equipment	1	ACC	8
March 14 Thursday	C	Intro to PPE SCBA, Cascade System	3	ACC	4
March 16 Sat	B	Fire Behavior	6	ACC	8
March 21 Thurs	A	PPE Search & Rescue	14	ACC	4
March 23 Sat	C	Ladders	13	ACC	8
March 28 Thurs	B	Hose deployments	17	ACC	4
April 4 Thurs	C	Fire extinguishers	8	Lubrizol	5
April 6	B	Response, Size-Up, ICS PPE Searches pm	5-11	ACC	8
April 11 Thurs	A	Fire streams/Flows	22	ACC	4
April 13 Sat	A	Building Construction	7	ACC	8

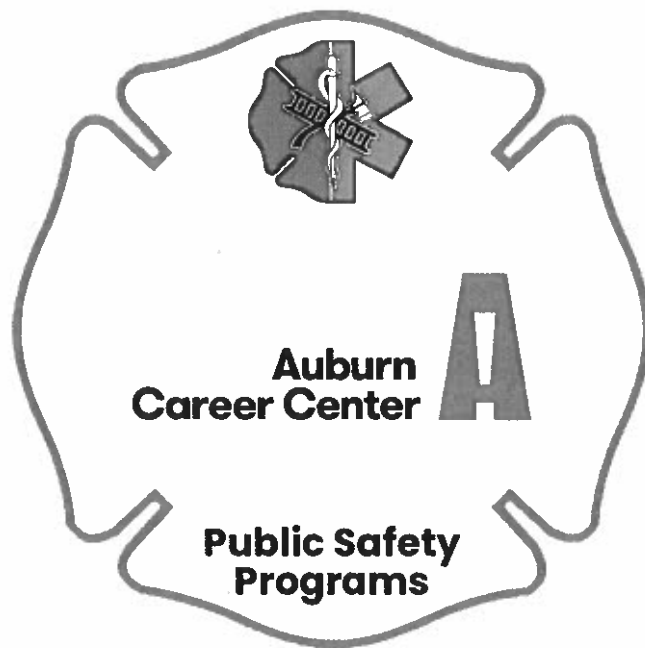
April 18 Thurs	B	Gas and Oil Fires		Lubrizol	5
April 20 Sat	A	Carries,Rehab (Morning Fire Cause (afternoon)		ACC	4
April 27 Saturday	B	EVD	2	ACC	8
April 28 Sunday	C	EVD	2	ACC	8

May 2 Thur	A	Fire Prevention	36	ACC	4
		Public Education/ Terrorism	35		
May 4	C	Water Shuttle/Supplies	16	ACC	8
May 9 Thurs		Mid Term		ACC	0
May 11 Sat	A	Flash over Simulator		ACC	8
May 16 Thurs		Forcible Entry			4
May 18 Sat		Forcible Entry			
May 23 Thurs		COURAGE TO BE SAFE		ACC	4
May 25 Sat		Hoseroles Loads,Hydrants	16	ACC	8
June 1 Sat	A	Ropes	10	ACC	8
June 2 Sun	B	Ropes	10	TBA	8
June 6 Thurs	C	Ventilation	15	ACC	4
June 8 Sat	B	Ventilation Blowers	15	TBA	8
June 13 Thurs	A	Pre Plans	23	ACC	4
June 15 Sat	C	EVD	14	ACC	8
June 16 Sun	A	EVD			8

June 20 Thurs	B	Communications	4	ACC	4
June 22 Sat	A	Salvage and Overhaul	19	ACC	8
June 28 Fri	A	Haz-Mat	33	Lubrizol P'ville	4
June 29 Sat	B	Haz-Mat	34	Lubrizol P'ville	8
June 30 Sun	C	Haz-Mat	34	Lubrizol P'ville	8
July 3 Wednesday	C	Ladders various set ups	13	Acc	4
July 6 Sat	C	Vehicle extrication	26	ACC	8

July 7 Sunday	A	Vehicle extrication	26	ACC	8
July 11 Thurs	B	Fire Attack Engine Comp	22	ACC House	4
July 13 Sat	A	LIVE BURN		Willoughby Station 1	8
July 18 Thurs	C	Sprinkler Alarm Detection	37	ACC	4
July 20 Sat	B	Car Fires	22	ACC	8
July 25 Thurs	A	Search & Rescue Mayday	18	ACC House	4
July 27 Sat	C	USAR	27	TBA	8
August 1 Thurs	B	Search and rescue Evolutions	18	ACC	4
August 3 Sat	A	FF Survival	18	ACC	8
August 8 Thurs	C	Class writtten final		ACC House	0
August 10 Sat	B	Live Burn		Willoughby station 1	8

August 11 Sunday		Skill Evaluations		TBA	0
August 15 Thurs	A	Graduation Ceremony		ACC	
					282



Fire Inspector
**Student Handbook,
Course Objectives,
Goals, & Syllabus**

ODPS Accreditation # 302

Auburn Career Center Mission Statement

**To guarantee that all students
EMPOWER themselves,,
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn Firefighting Program's mission is to:

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

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Fire Inspector Program

We welcome you to Auburn Career Center's Fire Inspector Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Fire Inspector program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Fire Inspector Training

1. Hold high school diploma, GED certificate.
2. Hold a valid Ohio Driver's license.

3. Hold a Valid Ohio Fire Certification Card (any level)
4. Must read and sign attached liability waiver.
5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
6. Fire Inspector students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Fire Inspector written exam.
7. Fire Inspector students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Fire Inspector written Exam.
8. Fire Inspector students must complete an assignment provided by the Fire Inspector Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
9. Fire Inspector Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

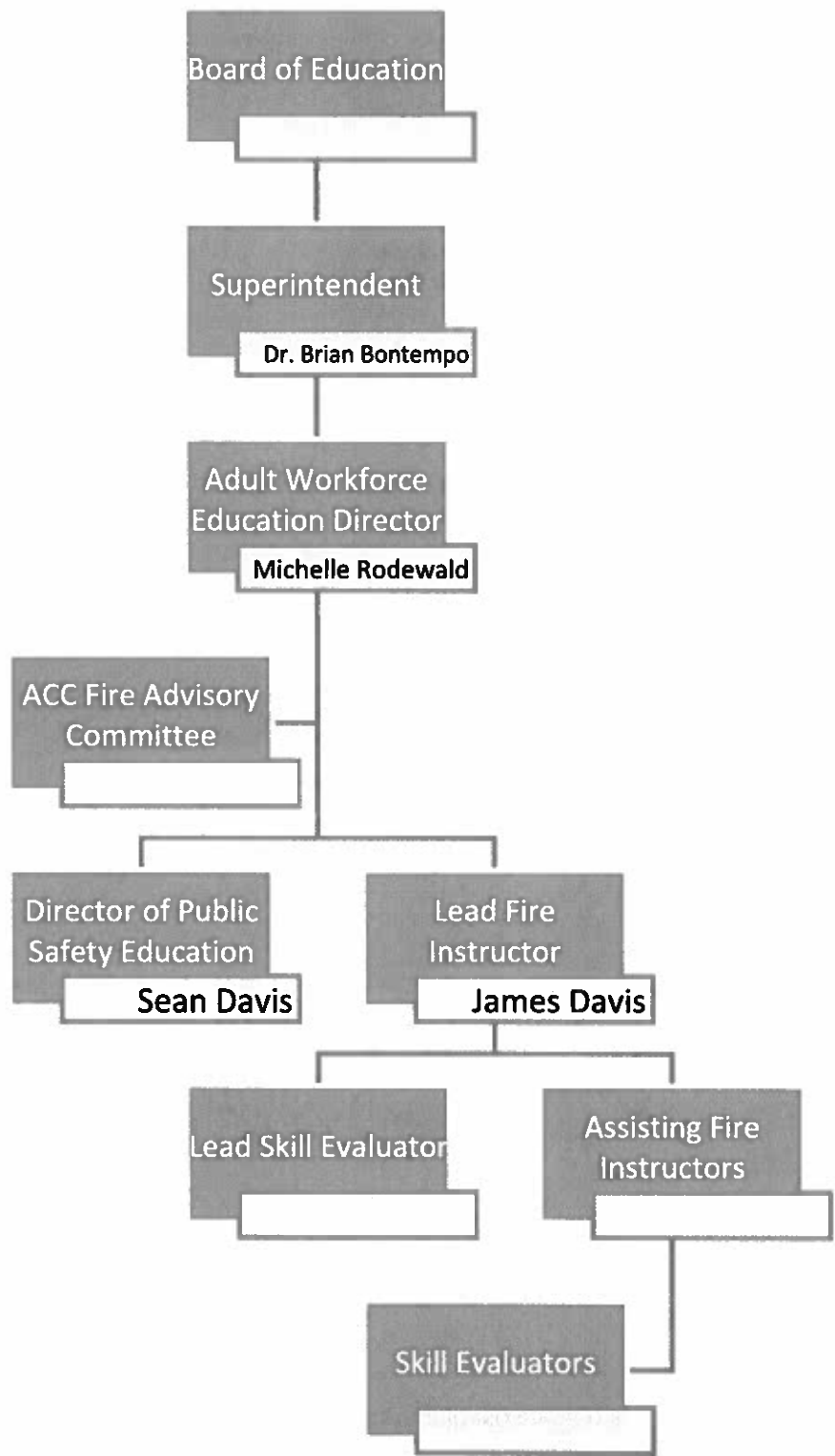
I, hereby, state that I have read, understand, and will comply with all of the above listed Fire Inspector training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



Fire Inspector Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Sean Davis, M.S.ed., CICNRP, FSI-I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

Chief James Powers

- **Lead Skills Examiner**

List other Instructors here

General Fire Inspector Program Information

Office Hours:

All Fire Inspector Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Fire Inspector Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Fire Inspector Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed,
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application

- Has been dismissed or forced to withdraw from an Auburn Fire Inspector Program.

Teaching Strategies:

The Auburn Career Center Fire Inspector Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Fire Inspector certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities:

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement:

Fire Inspector Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Fire Inspector Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Students requesting a refund must contact the Adult Education office.

Health Policies:

All Level 1 and higher Fire Inspector students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Fire Inspector Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray ("B" reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Fire Inspector Program (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Fire Inspector Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Fire Inspector Student is no more than 10% absence time.

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The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Fire Inspector Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Fire Inspector Program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the Fire Inspector Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:
Cell Phone Use / Texting In Class Foul Language or Profanity

Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	
Exhibits unacceptable affect with other students, ACC staff, or other Fire Inspector professionals	

If the student is able to complete all the Didactic and Lab hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of a firefighting professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead Fire Inspector instructor as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the Director of Public Safety Education, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% high stakes exams (midterms, finals, ect.)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional
- Missing two or more class days without authorized absence
- Failure to make up missed time or didactic tests

Insubordination to any staff member or preceptor
Plagiarism or falsification of documents
Violation of any criminal law involving moral turpitude or felony

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% **Semi-Dependent Learner**
Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% **Dependent Learner**
Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less **Failure**
Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Fire Inspector Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and skill requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
- Prove mastery of all skills
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Fire Inspector Exam according to the level of class they completed.

Career Development Program Competencies:

JOB-SEEKING SKILLS

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

EMPLOYABILITY SKILLS

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

Report of Fire Inspector Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Fire Inspector Didactic (class/lab) time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness

occurring during Fire Inspector time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

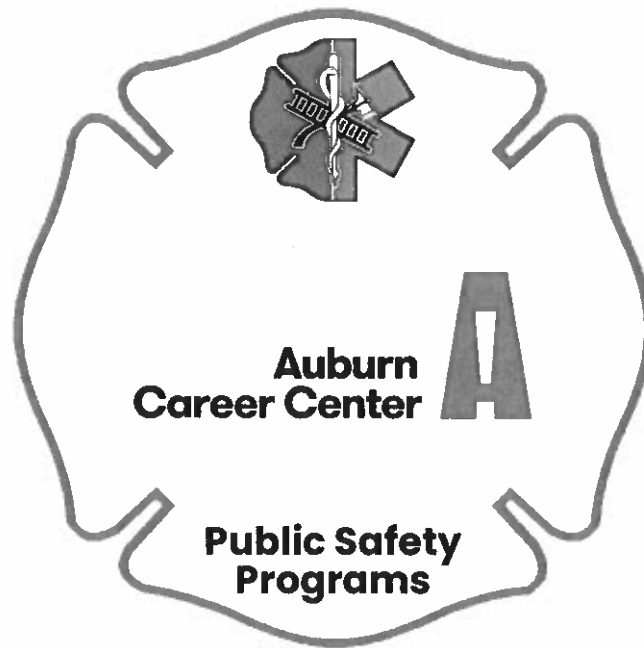
Date

Shift	Date & Time	Chapter	Lecture/ Lab Hours	Assignment	Location
	4/2/19 1800 till 2200	<i>Introduction OFC/Class Chapter 1 Duties and Authority This includes the 2 hours of Ohio Specific Duties and Authority</i>	1 Hr 3 Hrs	<i>Test</i>	ACC

4/4/19 1800 till 2200	Chapter 2 Codes Standards and Permits Includes the 2 hours of the Ohio Administrative Code Code book review	3 Hrs 1 Hrs	Test	ACC
4/9/19 1800 till 2200	Chapter 16 Performing an Inspection Chapter 7 Means of Egress	2 Hrs 2 Hrs	Test Test	ACC
4/11/19 1800 till 2200	Chapter 9 Fire Hazard Recognition	4 Hrs	Test	ACC
4/16/19 1800 till 2200	Chapter 4 Construction Types and Occupancy Classifications Chapter 5 Building Construction	2 Hrs 2 Hrs	Test	ACC
4/18/19 1800 till 2200	Chapter 5 Building Construction Cont. Chapter 6 Building Components	2 Hrs 2 Hrs	Test Test	ACC
4/23/19 1800 till 2200	Chapter 3 Fire Behavior	4 Hrs	Test	ACC
4/25/19 1800 till 2200	Chapter 8 Site Access	4 Hrs	Test	ACC
4/30/19 1800 till 2200	and Ohio Fire and Building code NFPA Codes	4 Hrs	Test	ACC
5/2/19 1800 till 2200	Chapter 10 Hazmat	4 Hrs	Test	ACC
5/7/19 1800 till 2200	Chapter 11 Water Supply Distribution Systems	4Hrs	Test	ACC
5/9/19 1800 till 2200	Chapter 12 Water Based Fire Suppression Systems	4Hrs	Test	ACC
5/14/19 1800 till 2200	Chapter 14 Fire Detection and Alarm Systems	4 Hrs	Test	ACC
5/16/19 1800 till 2200	Chapter 13 Special Hazard Fire Extinguishing Systems and Portable Extinguishers	4 Hrs	Test	ACC

	<i>5/21/19 1800 till 2200</i>	<i>Chapter 15 Plans Review And Ohio Building Code and NFPA codes use in plan review</i>	<i>4 Hrs</i>	<i>Test</i>	<i>ACC</i>
	<i>5/23/19 1800 till 2200</i>	<i>Fire Works (OFC)</i>	<i>4 Hrs</i>	<i>Test</i>	<i>ACC</i>
	<i>5/28/19 1800 till 2200</i>	<i>Field Trip to Lubrizol Hands on for Suppression, water supply and alarm and detection systems</i>	<i>4 Hrs</i>		<i>Lubrizol</i>
	<i>5/30/19 1800 till 2200</i>	<i>Field Trip to Pipe Fitters Hands on time for Suppression systems, water supply and alarm and detection systems</i>	<i>4Hrs</i>		<i>Pipe Fitters</i>
	<i>6/4/19 1800 till 2200</i>	<i>School drills Lock Down and final review of Ohio Specific Code books, NFPA code books</i>	<i>4 Hrs</i>		<i>ACC</i>
	<i>6/6/19 1800 till 2200</i>	<i>Final Moc, Inspections and Permitting practice</i>	<i>4Hrs</i>		<i>ACC</i>
	<i>6/8/19 Saturday 0800 till 1700</i>	<i>Final Exam and Final Skills Testing</i>	<i>8 Hrs</i>		<i>ACC</i>
	<i>TBA</i>	<i>State Exam at ACC</i>			

This syllabus is subject to change with proper notification at the discretion of the instructor.



Instructor Program

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center

Mission Statement

To guarantee that all students
EMPOWER themselves,.
EXCEL in the emerging workplace,
And ENRICH their community

Our Core Values are:

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or
without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or
Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

1. Hold high school diploma, GED certificate, and current Ohio Public Safety certificate at the level of instructor class taking.
2. Hold a valid Ohio Driver's license.
3.
 - Fire Instructor Candidate**
Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter II level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - Assistant Fire Instructor Candidate**
Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter I level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - Fire Safety Inspector Instructor Candidate**
Possess a current fire safety inspector certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified fire safety inspector;
Pass instructor knowledge examination at the fire safety inspector level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - EMS Instructor Candidate**
Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 7 years, have at least 5 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level)
Pass the practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).
 - Assistant EMS Instructor Candidate**
Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 5 years, have at least 3 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level);
Pass practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).
4. Must read and sign attached liability waiver.
5. Instructor students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center final exam in order to be permitted to take the Cognitive Methods Exam.
6. Instructor students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the Cognitive Methods Exam
7. Instructor students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and

grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

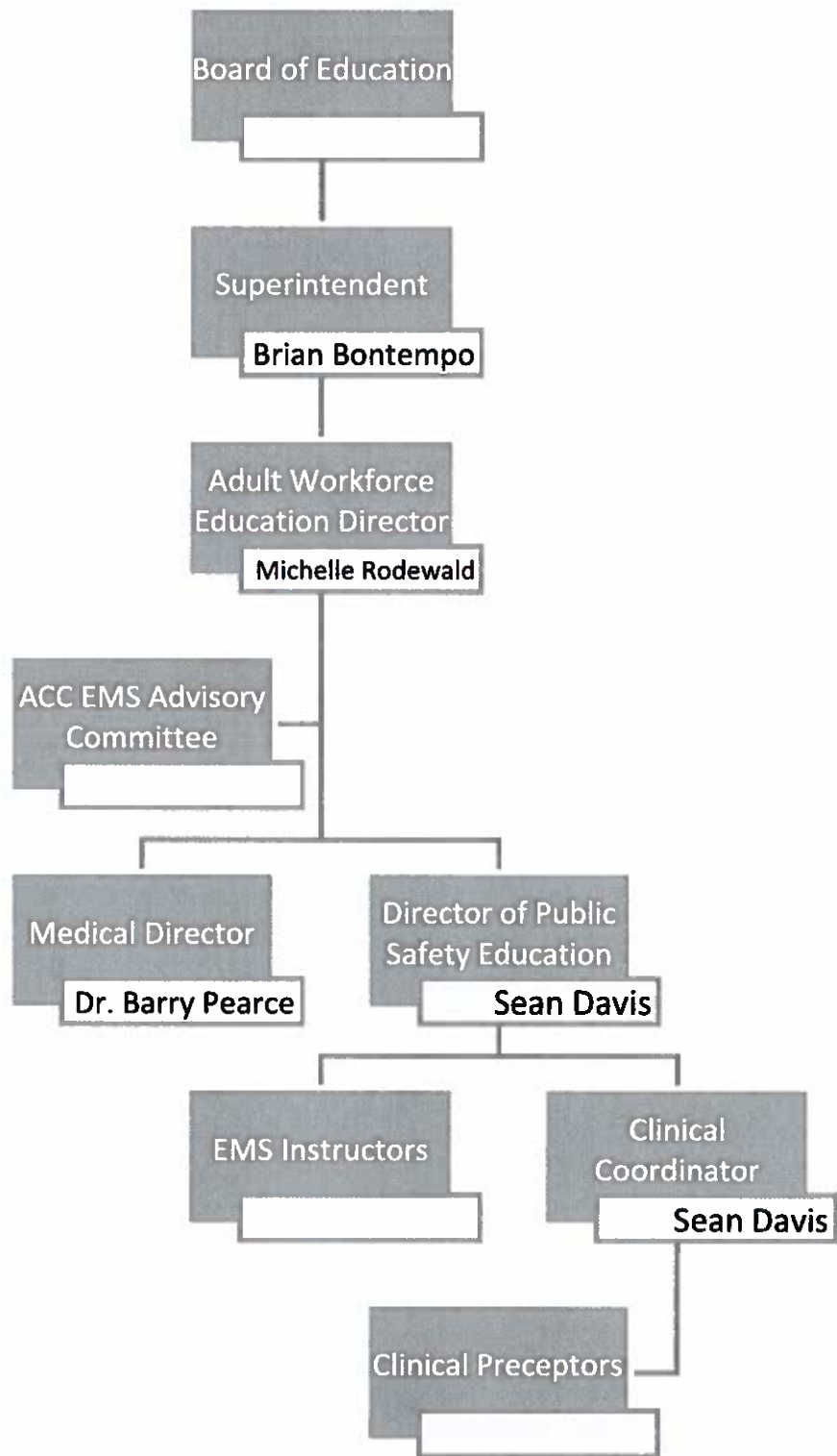
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Dr. Barry Pearce

- **Medical Director**
- hpearce@auburncc.org

Sean Davis, M.S.ed, CICNRP, EMS I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

General Program Information

Office Hours:

The Instructor Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Instructor program will have a specific schedule that will be posted at the beginning of the program.

Criteria for Selection of Paramedic Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety.

Fire Instructor Candidate

Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter II level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

Assistant Fire Instructor Candidate

Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter I level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

Fire Safety Inspector Instructor Candidate

Possess a current fire safety inspector certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified fire safety inspector;
Pass instructor knowledge examination at the fire safety inspector level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

EMS Instructor Candidate

Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 7 years, have at least 5 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level)
Pass the practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).

Assistant EMS Instructor Candidate

Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 5 years, have at least 3 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level);
Pass practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
- Any felony or is on probation for a felony
- Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)

- Violation of any federal, state or municipal narcotics law
- Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
- Adjudicated as mentally incompetent by a court of law
- Under indictment for any of the above at time of application

- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement:

Instructor students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Instructor Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Students requesting a refund must contact the Adult Education office.

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate use of EMS Students in clinical areas:

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or Director of Public Safety Education if this practice is occurring.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Instructor students take the Cognitive Methods Exam, which is done at Auburn Career Center after successful completion of the program.

Attendance Policy:

Students are required to attend all scheduled classes. Failure to attend every course will result in failure from the program.

Attendance records are maintained in class and kept on file in the adult education office.

Dress Code

The dress code for the Instructor program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Cell Phone Use / Texting In Class	Foul Language or Profanity
Excessive Absences	Academic Dishonesty
Sleeping in Class	Failure to obey requests
Unacceptable appearance or hygiene	Leaving a class or clinical
Excessive Tardiness	Carelessness
Destruction of school property	Theft
Insubordination	Carrying weapons
Safety Violations	Sexual Harassment
Horseplay	Fighting
HIPPA Violation	No call, no show at clinical
Lack of Cooperation with preceptors	Drug use in class or clinical
Creating Hostile Learning Environment	Intimidation
Inability to comply with clinical objectives	
Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals	

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the lead instructor can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Lead EMS instructor or clinical preceptor, as to when a student is to be counseled. In any case, the EMS Coordinator will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The EMS Coordinator may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction (academic dishonesty, falsification, harassment, safety violations, or failure to complete program requirements, etc), the Director of Public Safety Education, in collaboration with the Adult Education administration, may terminate the student from the program.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons:

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on the final exam
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education

Director will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Instructor Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and teach back requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic and advanced clinical skills
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the Cognitive Methods Exam.

Report of EMS Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility:

Shift	Date/Hours	Chapter/ Section	Lecture or Lab Hours	Assignment	Clinical
	It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness				
B	2/11/2019 0900-1730	Introduction to Class Project Chapter 1 Todays Instructor	Lecture 1 Hr Lecture 1 Hr	Test	

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen ty the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

		Chapter 2 Legal issues Chapter 3 Methods of Instruction Student Quick Oral Presentations	Lecture 1 Hr Lecture 3 Hrs Lab 2 hrs	Test Test	
B	2/20/2019 0900-1730	Chapter 4 Learning Process Chapter 5 Communications Chapter 6 Lesson Plans Chapter 7 Learning Environment Student Quick Practical Skill Presentations	Lecture 2 Hrs Lecture 1 hr Lecture 1.5 Hrs Lecture 1.5 Hrs Lab 2 Hrs	Test Test Test Test	
B	3/7/2019 0900-1730	Chapter 8 Training Today Chapter 9 Safety Chapter 10 Evaluation of Learning Chapter 11 Evaluation of Instructor Student Quick Research Topic Presentation	Lecture 2 hrs Lecture 2 Hrs Lecture 1 hr Lecture 1 Hr Lab 2 hrs	Test Test Test Test	
B	3/13/2019 0900-1730	Chapter 12 Resource Management Chapter 13 Curriculum Development Chapter 14 managing Evaluation System Chapter 15 Program Management Chapter 16 Learning Never Stops Student New Technology Presentations	Lecture 1 Hr Lecture 1.5 Hrs Lecture 1 Hr Lecture 1.5 Hrs Lecture 1 hr Lab 2 Hrs	Test Test Test Test	
B	3/22/2019 0900-1730	Student Final Project Presentations	Lab 8 hrs		
B	3/19/2019 0900-1730	EMS Instructor Module	Lecture 8 hrs		
B	3/28/2019 0900-1730	Fire Instructor Module Live Fire Training Awareness Module	Lecture 4 Hrs Lecture 4 Hrs	NFPA Live Burn Assignment	
B	Not Scheduled at this time	Fire Safety Inspector Module	Lecture 8 hrs		
	TBA	Cognitive Methods Exam	Testing 2 Hrs		
	Scheduled on own	Teach Back Time	Teach Back Time 10 Hrs		

The Full Instructor Course Requires you complete the 40 hour instruction methods class, 8 hours specific module, 2 hour cognitive methods exam, and complete 10 hours of teach back time.

**Auburn
Career Center**



Attachment Item #19

*Approve Fiscal Operations
Handbook SY 2019-2020*

Auburn Career Center



Fiscal Operations Handbook 2019-2020

The Auburn Career Center Board of Education recognizes that well balance and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching co-curricular activities. The board of education desires to provide its students with an activities program that is attractive, meaningful, and worthwhile.

The successful operation of any co-curricular program is dependent upon the formulation of sound policies and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within the guidelines of the district's educational continuous improvement plan. Board of Education policies and the rules and laws of the State of Ohio govern the student activity programs of the Auburn Career Center.

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FOREWARD

A program of co-curricular activities established by the board of education should ensure that young people have an opportunity to take part in co-curricular and extra-classroom experiences; should provide efficient procedures for their creation, operation and dissolution; and should outline a system for the safeguarding, accounting, and internal control extra-classroom activity funds.

The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education and morale of the students and to finance the normal, legitimate co-curricular activities of the student body organization.

As the number, size, and complexity of schools in the State of Ohio have grown, much development concerning how these activities should be financed and how they should be administered has taken place.

These guidelines, along with the accounting system prescribed in Chapter 117-2 and 117.6 of the Ohio Administrative Code, have been developed for better accounting and management of student activity programs.

Dave Yost
Auditor of State, Ohio

FISCAL LEADERSHIP STATEMENT

We as public officials believe we should conduct the fiscal affairs of our office in a manner which best serves the needs of our students, and the statutory mandates of our local, state and Federal community. Therefore, it is our commitment to operate in an ethical and legal manner thereby enhancing our reputation and relationship with our local community.

PRINCIPLES

A good student activities program is a necessary facet of the total educational program of each school in the State of Ohio. The board of education has an obligation to provide its students with an activities program that is attractive, meaningful, and worthwhile. A well-planned program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morals and discipline.

The successful operation of any co-curricular program is dependent upon the formulation of a sound policy and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within those parameters that are part of a good educational system. All student activities programs must function within the framework of the educational and organizational policies of the Board of Education and the State of Ohio.

In view of the large amounts of money received from and expended for student activities, the demand has developed for efficient, thorough, and safe management of these funds. Every board of education should have in effect rules, regulations, and procedures for accountability of student activity funds.

The Auburn Career Center Student Activity Handbook is intended to provide management guidance to building administrators and student activity advisors.

DEFINITIONS

"Public Official"	Includes all officers, employees, or duly authorized representatives or agents of a "public office".
"Public Office"	Includes any state agency, public institution, political subdivision, or any other organized body, office, agency, institution or entity established by the laws of this state for the exercise of any function of government.
"Public Money"	Any money received, collected by, or due a public official under color of office, as well as, any money collected by an individual on behalf of a public office or as a purported representative or agent of a public office.

"OHIO COMPLIANCE SUPPLEMENT"

Findings for Recovery:

Audit finding relating to circumstances under which legal action may be appropriate to recover public money or property.

Responsibility for Finding:

Public officials are considered to be strictly liable to account for public funds entrusted to their care. "Strict liability" means a person may be found liable for the loss even though he or she may not have been personally at fault.

Also, any public official who either authorizes an illegal expenditure of public funds or supervises the accounts of a public office from which such illegal expenditure is made is strictly liable for the amount of such expenditure. A mere unidentified shortage of public monies or such an illegal expenditure, are sufficient reasons for a Finding for Recovery against such a public official.

When an audit report contains a non-compliance citation which falls under the jurisdiction of a particular state agency, it often is desirable to refer a copy of the released audit report to the agency. Reports may also be referred to the Attorney General under the authority of Ohio Rev. Code Section 117.42, which empowers the Attorney General, at the request of the Auditor of State, to undertake appropriate action to secure compliance with the laws by a public office.

Circumstances for Findings:

- Public money has been illegally expended.
- Public money collected but not accounted for.
- Public money due but not collected.
- Public property converted or misappropriated.

STUDENT ACTIVITY ADVISOR RESPONSIBILITIES

Each Advisor/Sponsor is responsible for preparing the annual purpose statement for their specific activity/organization, for supervising activities, including the preparation of fund-raising potentials, cash deposits and any other duty assigned by the proper administrative authority.

The activity/organization will not co-mingle funds with any other student organization and the organization's funds will be used within the framework or the purpose statement.

All contracts for the purchases of services, supplies or equipment must be cosigned with the Director of High School and comply with board policy and guidelines.

The Receipt Book and all records for the activity are the property of the Auburn Career Center Board of Education and are submitted to the Assistant Treasurer at the conclusion of the activity year.

PURPOSE STATEMENT

The purpose and philosophy portion of the budget statement is an important concept and should be as broad in nature as possible. Fund-raisers and expenditures will be approved within the scope and nature of the purpose statement. Typically, the purpose would not change from one year to another.

Revenues and expenditures are estimates but should be comprehensive in category. If these estimates significantly change the budget needs to be amended. For example, there is no need to know what particular fund-raisers are going to be held, but it is necessary to know that fund-raisers will be held. Most student activity revenues fall into the following categories: Admissions, Sales, Dues and Fees, Donations, Auburn Wear, Miscellaneous - Other.

Expenditures usually fall into the categories of supplies or miscellaneous. Expenditures for the activity should be itemized as completely as possible. Do not forget to include the cost of supplies for fund-raising activities.

Auburn Career Center



Purpose Statement/Activity Fund Budget

Club/Class Name Skills USA Activity Account 200-990A
 Date Submitted 7/23/2019

Purpose/Philosophy of class or club involved in developing an awareness of career tech needs and interests. The principal and funds are raised selectively by or such as:

SkillsUSA is a CTO that supports the majority of students at Auburn Career Center. It provides activities for these students such as community service projects, teamwork skills, leadership skills and the opportunity to showcase their occupational skills in contests at the local, regional, and hopefully national level competitions.

Last Yr. Balance: \$295.00

Planned Fundraisers:

	<u>Activity</u>	<u>Anticipated Earnings</u>
1)	<u>Student fees</u>	<u>\$8,000.00</u>
2)	<u>Winter Wonderland</u>	<u>\$2,500.00</u>
3)	<u>Restaurant Fundraising</u>	<u>\$1,000.00</u>
4)	<u> </u>	<u> </u>
5)	<u> </u>	<u> </u>
6)	<u> </u>	<u> </u>

Revenue Anticipated: \$11,500.00

Total Balance & Revenue: \$11,795.00

Activity Estimated Expenditures:

	<u>Activity</u>	<u>Cost</u>
1)	<u>2-\$500 scholarships</u>	<u>\$1,000.00</u>
2)	<u>State/national food costs</u>	<u>\$3,600.00</u>
3)	<u>Leadership food costs</u>	<u>\$360.00</u>
4)	<u>Winter Wonderland costs</u>	<u>\$700.00</u>
5)	<u>t-shirts for officers</u>	<u>\$660.00</u>
6)	<u>New skills jackets</u>	<u>\$1,090.00</u>

Expenditures Estimated: \$7,410.00

Total Balance at End of Year: \$4,385.00

 Signature Date

6610 - STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular activities of the student body organization.

For purposes of this policy, a "student activity fund" may include, but not be limited to co-curricular and approved extra-curricular activities such as clubs, publications, etc.

Each activity covered by this policy must be recognized by the Board of Education before moneys can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose.

The Executive Director of Career Technical Education is directed to obtain annually, a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board will review the list upon submission to determine if the objective of each fund serves a continuing District need. The Board authorizes the maintenance of approved student activity funds.

The Board may facilitate the co-curricular program by providing up to one-half of one percent (1/2 of 1%) of its annual operating budget to help defray the cost of the activities.

All other activities shall be on a self-sustaining basis.

The Board authorizes the Executive Director of Career Technical Education to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the Executive Director of Career Technical Education shall ensure that it is related to achieving one or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

A charitable donation may be made to an organization or individual in accordance with the Treasurer's guidelines for activity fund expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

There shall be established in the fund(s) an account for the use of needy students to be disbursed at the discretion of the Executive Director of Career Technical Education.

Fund raising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Executive Director of Career Technical Education.

The Executive Director of Career Technical Education shall implement administrative guidelines which will ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice.

Legal

R.C. 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062

R.C. 3315.12, 3315.14, 3317.024, 5705.41, 5705.412

A.C. 117-2-18, 117-2-20

Dormant Funds

Each school district should adopt a policy governing the disposition of funds remaining after a specific student activity group is dissolved. The board may provide several alternatives to the group. Appropriate methods of disposition include authorized expenditures, donation of remaining funds to another student activity program, or transfer of funds in accordance with legal requirements (See 6610A - **PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS**).

5830 - STUDENT FUND RAISING

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

No advisor for an approved school organization is to accept any form of compensation from vendors that will provide a fund-raising activity, including, but not limited to, cash, gifts, travel vouchers, tickets, passes, and other things of such value. In the event that such compensation is received, albeit unsolicited, the advisor shall notify the Treasurer, in writing, that s/he received such compensation and shall turn in such compensation to the Treasurer at his/her earliest convenience.

In any fund-raising activity involving students, the following conditions must be met:

- A. No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted at the Center or on Center premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. In accordance with Board policy, each fund-raising activity if occurring on Center premises and if occurring off Center property must be approved by the Treasurer's Office (See Form 5830 F1). In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- E. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the Club Advisor and signed by the staff member in charge who shall be personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resalable by the supplier can be returned for full credit. The Center will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- F. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.
- G. Upon completion of a fund-raiser, a final report is to be submitted to the Treasurer's office within five (5) days. (See Form 5830 F3). The report should state:
 1. cost of items or merchandise;
 2. amount of money projected and amount of money raised;
 3. any differences between the actual activity and the planned activity;

4. any problems that occurred and how resolved;
 5. when and where funds were deposited;
 6. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.
- H. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also ensure the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- I. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.
- J. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away food items or beverages but suggesting donations.

SUCCESSFUL FUNDRAISING

PRIOR TO FUNDRAISER

1. Check availability for dates and time of fundraiser with Director of High School.

2. Submit Sales Project Request Form with the top half filled out to the Director of High School and Executive Director of Career Technical Education for approval.

This should be turned in *three weeks prior to the starting date of the sale and this fund raiser must be on your Purpose Statement.*

3. Once the fund raiser is approved, a copy of the Sales Project Request Form should be forwarded to the Assistant Treasurer.

Planning Considerations:

- No organization is permitted to sell food and/or candy during breakfast and lunch serving hours unless permission is granted.
- Review any contracts for goods and services prior to signing with Director of High School and make sure all verbal quotations are written.
- Provide for the return of unsold merchandise in the vendor contract.
- Set maximum limit (\$10 or \$20) for the amount of merchandise each student is responsible for. This amount must be collected in full from that student before he/she can obtain additional merchandise for sale.
- Set a Time Limit. State when the selling is to be completed. The sale should last no longer than two weeks.
- Have a set procedure and time for collecting sale money from students. **ALL MONIES collected MUST be turned in DAILY on Pay In Forms to the High School Office safe.**
- Catalog Sales must have payment made when placing the order with the Class Instructor.
- Complete a requisition for any goods and services needed during the fundraiser. (This must be completed at the same time as the sales project request in Step 2.)

A purchase order number must be issued prior to ordering merchandise

Sales Project Request Form

MUST BE TURNED IN AT LEAST THREE WEEKS PRIOR TO THE SALE

This section is to be completed when project is completed BY ADVISOR

Club/Class Name: Welding Jr./Sr. Activity Account: 200-924A

Proposed Sales Project: _____

Proposed Dates: Start _____ End _____ Advisor: Jared Rogge
(2 Weeks Max)

Company Name & Phone Number: _____

Purpose of Fundraiser: _____ Anticipated Earnings: _____

Qty. to be Ordered: _____ Cost Per Unit: _____ Proposed Sale Price: \$0.00

Dir. of High School _____ Date: _____

Exec. Dir. of CTE _____ Date: _____

Signed Copy to the Assistant Treasurer

This section is to be completed when project is completed by TREASURER'S OFFICE

		Total Cost
		<i>Filled out by Treasurer</i>
Purchase	<u>0.00</u> @ <u>\$0.00</u> each	\$0.00
	<small>Quantity Amount</small>	
Less Returns	<u>0.00</u> @ <u>\$0.00</u> each	\$0.00
	<small>Quantity Amount</small>	
Total Purchases		\$0.00
Less Unaccountable/Theft/Damage Items		\$0.00
Total Deposited with Treasurer		\$0.00
Total Money EARNED		\$0.00

Asst. Treasurer: _____ Date: _____

Signed Copy back to the Advisor

DURING FUNDRAISER

4. Require strict accounting for all goods received and money collected: Establish limits on the quantity and value or merchandise signed out by students. (See Student Sales Responsibility form)
 - Issue a pre-numbered receipt to students when money is turned in.
 - Instruct students that are participating in the fundraising project not to leave money in an unattended classroom. Designate a class officer to accept their payment and issue a receipt.
 - Complete a Pay-In order and deposit slip daily, and submit to the building secretary to be placed in high school safe. You will receive a receipt for all funds in which you turn in.
 - Check the delivery slip upon receipt of goods to ensure you have everything you ordered. Sign and date the items as received prior to turning the packing slip into the Treasurer's office. The company will bill you for everything, and you are responsible for the total profit margin for all goods.
 - Any leftover inventory should be accounted for on the Inventory Disposal Report and a form is available for Unaccounted/Theft/Damaged inventory.

AFTER FUNDRAISER

5. The Treasurer's office will complete the Sales Project Potential close-out section at the conclusion of the fundraiser and review the results with the activity advisor.

PAY-IN FORM/DAILY DEPOSITS

Daily deposits are to be made since it is a statutory requirement of the State of Ohio. List names and check numbers on the pay-in form. Pay-In Forms are available in the High School Office. Receipts must be issued to anyone paying with currency and/or coin. Receipt books are issued at the start of each school year by the Assistant Treasurer. At the end of the school year, receipt books will be turned in to the Assistant Treasurer.

1. Date Pay-In for the day of deposit.
2. Fill in source of deposit e.g. "sale of candy". Along with this, attach any deposit detail you may have including a copy of order forms or receipts.
3. Signature on the Pay-In Form is required of person responsible for deposit.
4. Attach all yellow copies of receipts from the receipt book to the Pay-In Form. ALL MONIES collected MUST be turned in DAILY to the High School Office safe.
5. **No monies are to be left in an advisor's room at any time.** Collection of money by students should be properly supervised.

FIELD TRIPS

All field trips must first be approved by the Director of High School.

Begin collecting from students after approval of your field trip. Allow one week to ten days to process checks for trips or camps. You may request a check be mailed directly to the site or event or it can be sent to the building for payment on the day of the trip. "Rush" checks are not acceptable.

Daily deposits are required for student paid field trips. A roster must accompany the deposit each day or at the completion of collection. Indicate the student's name, amount paid, method of payment (cash or check), and date of deposit. Students are to be issued a receipt. Collection of monies should be completed in full no later than 14 days prior to the actual date of the field trip. A reconciliation/audit will be conducted and the necessary paperwork completed in order for a check to be processed.

END OF THE YEAR CHECK OUT PROCEDURE FOR ACTIVITY ADVISORS

All activity advisors are required to turn in the following to the Assistant Treasurer at End of Year Check Out: All monies, budgets for the following school year, records for the current school year, cash boxes, all bank bags, and any unpaid invoices for payment. All Student Activity Receipt Books, with complete records, are to be turned in to the Assistant Treasurer.

Be advised that it is a statutory requirement and the policy of the Auburn Career Center Board of Education that any record kept is a public record and required to be kept by the Board of Education. Therefore, all activity records will be turned over to the Assistant Treasurer as a close-out procedure. Failure to comply with this policy may be considered a willful violation of Board Policy. Please feel free to keep copies of anything you consider important for your personal use. Records will be forwarded to the Treasurer's Office for accessibility by the State Auditor's Office.

Legal Requirement Reference Sheet

Requirement	Description
Ohio Constitution, Article VIII, Section 4	Financial Involvement with Private Enterprise
Ohio Constitution, Article VIII, Section 6	Credit of State
Ohio Revised Code Section 117.43	Local Accounting and Financial Reporting Rules
Ohio Revised Code Chapter 135	Depository Law
Ohio Revised Code Section 3313.29	Duties of Treasurer, Accounting of Funds
Ohio Revised Code Section 3313.31	Treasurer as Chief Financial Officer
Ohio Revised Code Section 3313.36	Acceptance of Gifts
Ohio Revised Code Section 3313.51	Deposit and Disbursement of School Funds
Ohio Revised Code Section 3313.51	Hiring Non-Certified Staff to Supervise Student Activity Programs
Ohio Revised Code Section 3313.811	Sale of Uniform School Supplies
Ohio Revised Code Section 3315.062	Authorization for Student Activity Programs, Accident Insurance, and Self Insurance
Ohio Revised Code Section 3319.01	Duties of Executive Director of Career Technical Education
Ohio Revised Code Section 5705.09-5705.12	Establishment of Funds
Ohio Revised Code Section 5705.14-5705.16	Transfers of Funds
Ohio Revised Code Section 5705.28	Tax Budget
Ohio Revised Code Section 5705.36	Certification of Available Revenue
Ohio Revised Code Section 5705.38	Annual Appropriation Measure
Ohio Revised Code Section 5709.39	Limit on Appropriations
Ohio Revised Code Section 5705.41	Restriction on Appropriation and Expenditure of Money
Ohio Administrative Code Chapter 117-2-01	Internal Controls
Ohio Administrative Code Chapter 117-2-02	Accounting and Reporting Records
Ohio Administrative Code Chapter 117-2-03	Annual Financial Report
Ohio Administrative Code Chapter 117-6-01	Chart of Accounts
O.A.G. No. 82-014	Participating Fees, Supplemental Salaries, and Transportation Costs
O.A.G. No. 84-083	Use of Board Funds
O.A.G. No. 86-062	Disposition of Property
O.A.G. No. 86-013	Public Purpose Expenditures
O.A.G. No. 86-013	Accident Insurance
O.A.G. No. 98-002	Calculating Limit on Use of Board Funds for Student Activities
32 Ohio School Board Assn. J53 (Des. 88)	Blowing the Whistle, to Play You must Pay
Auditor of State Bulletin 2000-15	Compensation by Private Travel Vendors
Ohio Advisory Ethics Opinion 2000-04	Compensation for School Trip

FORMS

Purpose Statement/Activity Fund Budget

Sales Project Request Form

Student Liability Form

Unaccountable/Theft/Damage Report

Merchandise Return Form

Student Funded Field Trip Reconciliation

Purpose Statement/Activity Fund Budget

Club or Class Name:

Activity Account Number:

Date Submitted:

Purpose/Philosophy of class or club involved in developing an awareness of vocational needs and interests. The Director of High School and funds are raised selectively by or such as:

Last Year's Balance: A

Planned Fundraisers:

	(Activity)		(Anticipated Earnings)
1	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
2	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
3	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
4	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
5	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
6	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>

REVENUE ANTICIPATED: \$ B

TOTAL BALANCE AND REVENUE: \$ A+B=C

Activity Estimated Expenditures:

	(Activity)		(Cost)
1	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
2	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
3	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
4	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
5	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>
6	<input style="width: 95%; height: 20px;" type="text"/>	\$	<input style="width: 95%; height: 20px;" type="text"/>

EXPENDITURES ESTIMATED: \$ D
 TOTAL BALANCE AT END OF YEAR \$ C-D

Superintendent _____
 Signature



Sales Project Request Form

MUST BE TURNED IN AT LEAST THREE WEEKS PRIOR TO THE SALE

This section is to be completed when project is completed BY ADVISOR

Club/Class Name: _____ Activity Account: _____

Proposed Sales Project: _____

Proposed Dates: Start _____ End _____ Advisor: _____
(2 Weeks Max)

Company Name & Phone Number: _____

Purpose of Fundraiser: _____ Anticipated Earnings: _____

Qty. to be Ordered: _____ Cost Per Unit: _____ Proposed Sale Price: \$0.00

Dir. of High School _____ Date: _____

Exec. Dir. of CTE _____ Date: _____


Signed Copy to the Assistant Treasurer

This section is to be completed when project is completed by TREASURER'S OFFICE

		Total Cost
		<i>Filled out by Treasurer</i>
Purchase	0.00 @ _____ \$0.00 each	\$0.00
	<small>Quantity Amount</small>	
Less Returns	0.00 @ _____ \$0.00 each	\$0.00
	<small>Quantity Amount</small>	
Total Purchases		\$0.00
Less Unaccountable/Theft/Damage Items		\$0.00
Total Deposited with Treasurer		\$0.00
Total Money EARNED		\$0.00

Asst. Treasurer: _____ Date: _____

Signed Copy back to the Advisor

**Auburn
Career Center** 
STUDENT LIABILITY FORM

I, _____, hereby accept responsibility,

for _____ (item sold) which amounts to \$ _____
in total value. I will return any unsold items to my advisor, as well as turn in
the money for the items sold (equal to that above). If anything is lost or stolen
while in my possession I will claim responsibility.

I give my permission to my son/daughter or student to sell fundraiser
items, and accept responsibility for payments of monies and unreturned
merchandise.

Date and signature of student and student's parent/guardian:

Date: _____

Parent/Guardian: _____

Student: _____

Class/Club: _____

Auburn Career Center

UNACCOUNTABLE/THEFT/DAMAGE REPORT

This form is to be used in conjunction with the sales project potential for all student activity sales. All thefts and property damage should be reported immediately upon discovery to the building Director of High School who will notify the proper authority for unaccountable variances. Describe any facts which you believe are relevant. This form is to be completed in triplicate. Completed copies go to the advisor, Director of High School and the Treasurer's Office for audit purposes.

Club/Organization _____ Advisor: _____

Event: _____

Explanation from Advisor: (Include all pertinent information possible)

Advisor _____ Date _____

Director of High School's Statement or Conclusion of Investigation:

Director of High School _____ Date _____

Send original copy of completed form to Treasurer's Office. Include a list of students who still owe money and the amount owed.

Auburn Career Center



STUDENT FUNDED FIELD TRIP RECONCILIATION

Field Trip: _____ Teacher: _____

Number of Students Attending: _____

Number of Chaperones Attending: _____

Names of Chaperones:

Cost per Student: _____

Cost per Chaperone: _____

(If complimentary indicate zero or N/C)

Total Due for Field Trip: _____

(Attach invoice and requisition)

Total Funds Collected: _____

Date of Field Trip _____

Auburn Career Center



MERCHANDISE RETURN FORM

Date: _____

PO Number: _____

Vendor's Name: _____

Address: _____

City and State: _____

Phone Number: _____

MERCHANDISE BEING RETURNED:

Quantity: _____ Item #: _____

Description: _____

Account Line (To be credited): Fund Func. Obj. SCC Subject OU IL Job

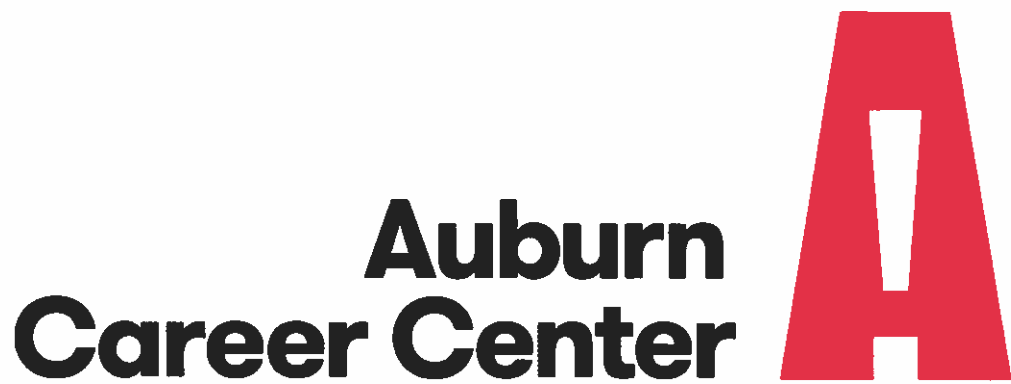
Number of Items: _____

Date Shipped: _____

Merchandise Returned Via: _____

Tracking Number: _____

Employee Signature _____ Date _____



Attachment Item #21a

Consent Agenda:

Contracts/Affiliation Agreements

Business Partnership

Affiliation Agreements



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

72 Degrees Air conditioning & Heating
A.K. Electric
Advanced R.V.
AGM Physical Therapy
AIM Performance Training
Alliance for Working Together (AWT) Foundation
Alloy Bellows & Precision Welding
Alpha Machining, LLC
American Controls, LLC
Ameri-Tow Services of Ohio
Anderson Heating & Cooling
Around the Clock Home Care
ASM Industries
Auburn Career Center
Bill's Body & Paint
Bo's Showcar Autobody
Buyers Products Company (Via Just in Time Staffing)
Cast Nylons
Chardon Welding, Inc.
Classic Auto Repair
Classic Auto-East
Classic Chevrolet
Classic Hyundai of Mentor
Cobb Industrial, Inc.
Cometic Gaskets
Component Repair Technologies, Inc.
Conrad's Tire
Cornerstone IT
County Line Automotive Restoration
D & S Automotive Collision & Restyling
De Nora Tech, Inc.
Diversified Bus. Systems
Drummond Corporation
Duke Manufacturing
Duramax Marine Inc.

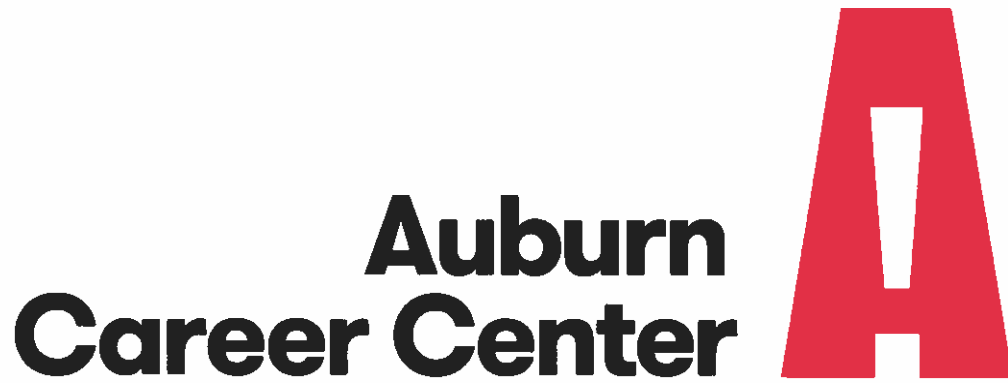
Earth Concepts
Engineered Endeavors
Enterprise Welding
Euclid City Schools
Eugene's Auto Repair
Excalibur Collision, Inc.
Finelli Ironworks
Fischer Special Tooling
Fischer Special Tooling
Fit N Finish
Fives Landis Corp.
Food For Thought
Francis Engineering & Racing
Frank's Auto body
Fredon Corporation
GAR Paving
Gardiner
GCA Services Group
Geauga Family YMCA
Geauga Mechanical Co.
Gold Key-Hexpol
Grand River Equipment
H & M Landscaping
H Jack's Plumbing & Heating
H.A.V.E.
Habco Tool & Development Company, Inc.
Heckaman Heating & Cooling, Inc.
Horner
Infield Chiropractic Office
Innovative Landscapes
Intellitronix
iSTEM Early College High School
ITEN Industries
J L Taylor
Jade Products, Inc.
Johnstone Supply
JP Dennis Machine, Inc.
Junction Auto Sales

Kennametal
Kew LLC
Kish Heating & Cooling, Inc.
Lake Erie College
Lake Metro Parks
Legacy Equestrian Center
Lincoln Electric
Madison IT
Madison Muffler
Madison Veterinary Hospital
Mars Electric
McKinley Elementary School
Mentor Senior Center
Mercury Plastics
Midwest Land Clearing, Inc.
Mobile 1
Momocho
MSC Industries, Inc.
North Coast Perennials
Ohio Ordnance Works
PanelTech
Pattie Group
Paul's Tractors
PCC Airfoils, LLC
PEP Manufacturing, Inc.
Plumbers Local No. 55; The John F. Gallagher Company
Precise Tool & Die Co., Inc.
Preston Ford
Princeton Tool
Progressive Insurance
QP Manufacturing LLC
Quail Hollow Resort
R & D Heating and Sheet Metal
Regal Diamond Products, Inc.
Rimeco
Rohaley's Auto & Truck Repair
ROLL-OFF Inc.
Rosewood Diesel Shop LLC
Royal Heating & Air Conditioning



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

S.A.M. Landscaping
Selinick Company
Sherman Welding
Stafast Products, Inc.
Stainless Works
Star Precision
STAR Precision Technologies
Streb Electric Ltd.
Sunset Industries, Inc.
Swagelok
Tessa Precision Products, Inc.
The Residence of Chardon
The Woodsman Tree Service
Co.
Tire & Wheel Automotive
Service Center
Torque Transmission
TRACOM
Tri Point Medical Center
Tri-County Electric
Tri-Den Heating & Air
Conditioning, LLC
TruFab Technology
Truline Industries
Twist Athletics
Two Seasons Heating &
Cooling
University Hospitals: Geauga
Medical Center
Vanguard CNC Laser Cutting
Vecmar Corporation
Velotta Auto Service
W.S. Tyler
Wave Imaging
White House Chocolates
William Keach-Architect
William Keach-L.A.X.
Zepeda Electric



Attachment Item #21b

Consent Agenda:

Contracts/Affiliation Agreements

Geauga County Workforce

Development System

Memorandum of Understanding for Local Area 19 Workforce Development System

Integrated service delivery is the cornerstone of the local workforce development system, through which workforce development, educational, and other human resource services are made available to individuals and employers at the American Job Centers (OhioMeansJobs centers). Management of the local workforce development system is to be shared among states, local workforce development boards, core Workforce Innovation and Opportunity Act (WIOA) programs, required partners, additional partners, and OhioMeansJobs center operators.

The Ohio Department of Job & Family Services (ODJFS), through the Office of Workforce Development (OWD) is recognized by the United States Department of Labor (DOL) as the State Workforce Agency responsible for administration and oversight of Ohio’s workforce development systems.

This MOU documents the roles, responsibilities, and funding commitments the parties negotiated and mutually agreed upon for the operation and funding of the local workforce development system and the OhioMeansJobs center(s) in Local Area (Area). All parties understand that this MOU is not a legally enforceable agreement.

The Local Area 19 , which is the local area workforce development board (Board), Northeast Ohio Consortium Council of Governments Board (NOC COG), which are the Local Area Chief Elected Officials (CEOs), NOC COG Financial and Budget Officer, which is the fiscal agent for purposes of this MOU, and the local required and additional partners (identified below and referred to collectively as “partners”) enter into this Memorandum of Understanding (MOU).

Required Partners – Per WIOA Section 121(b)(1)(B)

Please list below each required partner program that does exist in your area with that partner name. Should the partner program does not exist please enter “Program does not exist in area” in the column on the left. No blank rows will be acceptable.

Partner Name (If Applicable)	Program Authority
<ul style="list-style-type: none"> Ashtabula County Department of Job and Family Services Geauga County Department of Job and Family Services Portage County Department of Job and Family Services 	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
“Program does not exist in area”	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
<ul style="list-style-type: none"> Ashtabula Technical and Career Center OhioGuidestone-Geauga County 	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
“Program does not exist in area”	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
“Program does not exist in area”	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
“Program does not exist in area”	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191
<ul style="list-style-type: none"> Ohio Department of Job and Family Services 	WIOA Title I, II, III, and Dislocated Worker Programs, Section 191

<ul style="list-style-type: none"> Ashtabula Technical and Career Center Auburn Career Center Maplewood Career Center 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Opportunities for Ohioans with Disabilities (OOD) 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> VANTAGE Aging 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ashtabula Technical and Career Center Auburn Career Center 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ohio Department of Job and Family Services 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ohio Department of Job and Family Services 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ashtabula County Community Action Council 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
"Program does not exist in area"	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ohio Department of Job and Family Services 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
"Program does not exist in area"	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program
<ul style="list-style-type: none"> Ashtabula County Department of Job and Family Services Geauga County Department of Job and Family Services Portage County Department of Job and Family Services 	WIOA Title I, Part B, Adult Education, Literacy, and Basic Skills Program

Additional Partners – WIOA Section 121(b)(2)

Please list below any additional entities not included above that carry out workforce development programs. Examples include the Ticket to Work program, the Self Sufficiency Program or other appropriate Federal, State, or local programs including employment, education, and training programs provided by public libraries or in the private sector.

Partner Name	Program Authority
Community Counseling Center	Supportive Employment
Goodwill Industries of Ashtabula, Inc.	Workforce Development

Definitions

- A. **Additional Partner:** An entity that carries out a workforce development program not identified as required under WIOA that is approved by the Board and the Chief Elected Officials (CEOs) to be included as a partner in the local area workforce development system. WIOA Section 121 (b)(2) outlines the entities that may serve as additional partners.
- B. **Affiliate Center:** A site that makes available one or more of the required or optional programs, services, and activities to job seekers and employers in the local area.
- C. **Career Services:** Services that must be provided through the local workforce development system as authorized under each partner's program. Services are listed and defined in Attachment A to this MOU.
- D. **Chief Elected Officials:** When used in reference to a local area, is the chief elected executive officers of the units of general local government in a local area. The CEOs are responsible for the selection of the Board members, the development of by-laws for Board structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).
- E. **Common Costs:** Per WIOA Section 121(i), the costs shared by partner programs which may include costs for basic career services, such as initial intake, assessment of needs, basic skills assessment, identification of appropriate services, referrals by one partner to another partner's program, and other similar services that may be chargeable to more than one program. Common costs and methodologies for cost sharing are included in the cost-sharing portion of this MOU.
- F. **Comprehensive Center:** A physical site where services and activities under all required programs are made available to local job seekers and employers.
- G. **Cost Allocation:** Measurement of actual costs in relation to the benefit received to determine each partner's fair share of local workforce development system operating costs.
- H. **Fiscal Agent:** An entity appointed by local area chief elected officials and partners to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development programs activities in the local area.
- I. **Individuals with Barriers to Employment:** Defined in WIOA Section 3(24) as member of one or more of the following populations; displaced homemakers, low-income individuals, Indians, Alaska Natives, Native Hawaiians, individuals with disabilities (including youth), older individuals, ex-offenders, homeless individuals, youth that are in, or have aged out of, the foster care system, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within two years of exhausting lifetime eligibility under Title IV of the Social Security Act, single parents- including pregnant women, and long-term unemployed individuals.
- J. **Infrastructure Costs:** Per WIOA Section 121(h)(4), the costs necessary for the general operation of OhioMeansJobs (aka "One-Stop") centers to be shared by a local area and partners. Infrastructure costs include facility rental costs, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the center—including planning and outreach activities.
- K. **Local Area:** A geographic area of a state designated by the Governor in accordance with WIOA Section 106 that serves as a jurisdiction for the administration of workforce development activities delivered through a local workforce development system.

- L. **Local Workforce Development Board (Board):** The board appointed by a local area's chief elected officials to be certified by the Governor or designee per WIOA Section 107. The Board is responsible for administration and oversight of the local area workforce development system in agreement with the chief elected officials and in collaboration with required and additional partners. In addition, the Board is responsible for the development of the local plan and the selection of OhioMeansJobs center operators.
- M. **Local Workforce Development System:** The system established in accordance with WIOA Section 121 through which career services, access to training services, employment and training activities, and partner programs and activities as well as related support and specialized services are made available to workers and employers through the OhioMeansJobs centers in each local area.
- N. **OhioMeansJobs:** The common identifier or brand for the Ohio workforce development system. ORC Section 6301.08 requires all local areas to use this common identifier. Per WIOA Section 121(e)(4), the OhioMeansJobs logo and brand must be used in conjunction with the Department of Labor's logo with the tagline "a proud partner of the American Job Center network".
- O. **OhioMeansJobs Center:** Referred to in in WIOA as "One-Stop" centers, the term used collectively under the Ohio workforce system brand, "OhioMeansJobs" for the comprehensive, affiliate, and specialized centers that operate in a local area and make WIOA programs, services, and activities available to job seekers and employers.
- P. **OhioMeansJobs Center Operator:** One or more entities selected in accordance with WIOA Section 121(d) to operate an OMJ center, including day to day operations, and to perform and coordinate OMJ service delivery activities in accordance with all applicable federal, state, and local rules and policies and the terms of this MOU.
- Q. **Proportionate Share:** The portion of local workforce development system operating costs to be contributed by each partner in proportion to the benefits the partner's program receives from participation in the local workforce development system.
- R. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121(b)(1) required to make the services and activities under the partner's program available through the local workforce development system.
- S. **Resource Sharing:** The cash and/or resources each partner will contribute to fund its proportionate share of costs for operation of the local workforce development system.
- T. **Shared Services:** For purposes of this MOU, a shared function or activity that benefits more than one partner program and partners contribute staff time rather than cash or other resources to fund their proportionate share of these types of costs.
- U. **Specialized Center:** A site in the local area that provides services to address specific needs, including those of dislocated workers, youth, or key industry sectors, or clusters and includes a process to make referrals to the comprehensive OhioMeansJobs Centers and affiliate centers.
- V. **State Infrastructure Funding Mechanism:** The formula that will be implemented by the state to calculate required partners' proportionate shares of infrastructure costs when consensus agreement cannot be reached among a local workforce development board and required partners in a local area. The method is described in Article VI of this MOU.

- W. **Training Services:** Persons deemed unable to obtain or retain employment through career services are eligible to receive training services, which include, but are not limited to: occupational skills training, on-the-job training, programs that combine workplace training with related instructions, private-sector training programs, skills upgrades, entrepreneurial training, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- X. **WIOA:** The Workforce Innovation and Opportunity Act of 2014, enacted to amend the Workforce Investment Act of 1998 (WIA) and to align and continuously improve workforce, education, and economic development systems to effectively address the employment and skill needs of workers, jobseekers, and employers.

Article I: Local Workforce Development System Description

This Article, through which WIOA Section 121 requires career services, access to training services, employment and training activities, and partner programs and activities be made available to workers and employers identifies the OhioMeansJobs centers in each local area and counties served.

- A. **Overview & General Description:** The local workforce development system includes Ashtabula County, Geauga County and Portage County, [1] Comprehensive OhioMeansJobs center(s), [2] Affiliate center, and [0] Specialized centers as identified in the table below.

Center Code	OhioMeansJobs Center Name	Address	Counties Served	Hours of Operation
1	OMJ Center – Ashtabula County	2247 Lake Avenue, Ashtabula, Ohio 44004	Ashtabula County	8:00am to 4:30pm
2	OMJ Center – Geauga County	12480 Ravenwood Drive, Chardon, Ohio 44024	Gauga County	8:00am to 4:15pm
2	OMJ Center – Portage County	253 S. Chestnut Street, Ravenna, Ohio 44266	Portage County	8:00am to 4:25pm

B. Local Area Administrative Structure

1. Chief Elected Officials (CEOs):
 - Casey R. Kozlowski, Ashtabula County Commissioner, 25 W. Jefferson St. 2nd Floor, Old Courthouse, Jefferson, Ohio 44047. CEO of the Northeast Ohio Consortium Council of Governments Board (NOC COG).
 - James W. Dvorak, Geauga County Commissioner, 470 Center Street, Building #4, Chardon, Ohio 44024.
 - Sabrina Christian-Bennett, Portage County Commissioner, 449 South Meridian Street, Administration Building 7th Floor, Ravenna, Ohio 44266.
2. Local Workforce Development Board (Board):
Northeast Ohio Consortium Council of Governments Area 19, 385 Center Street, Suite 100, Chardon, Ohio 44024.
3. Fiscal Agent: Northeast Ohio Consortium Council of Governments Area 19, 385 Center Street, Suite 100, Chardon, Ohio 44024.

4. Comprehensive OhioMeansJobs Center Operator:

- Ashtabula County Department of Job and Family Services [1] is the operator of the OhioMeansJobs Center for Ashtabula County.
- The comprehensive OhioMeansJobs Center Operator identified above, and each of the affiliate OhioMeansJobs Center Operators identified below in #5, contractually agree to perform all of the following described duties:
 - a. Serving as a coordinator of the public one-stop partners pursuant to the strategy and direction of the Area 19 Workforce Board, and the NOC COG as communicated through its Executive Director. This requires three things:
 - 1) Scheduling, preparing for, and administering OMJC partner meetings, at least one (1) every quarter, per site.
 - 2) Reviewing and discussing with the OMJC partners and the OMJC lessee how the OMJC and its resources does or does not meet its needs, and how the OMJC and its resources could be improved.
 - 3) Reviewing and discussing with the OMJC partners and the OMJC lessee the coordination of services and referrals performed by and between the OMJC partners and how to improve the same.
 - b. Being familiar with the Ohio Department of Job and Families (ODJFS) one-stop certification criteria to assist Area 19's compliance as directed by the Area 19 workforce board staff, as needed. The State criteria shall be applicable to the comprehensive center in each workforce area. OMJCs must be certified by the state, every 3 years, in three broad categories. Most of these criteria are already in place and implemented or monitored through existing policies and processes. It is expected that the one-stop operator will work closely with the Area 19 workforce board staff to address the OMJC's effectiveness, including customer satisfaction to assure Area 19 meets the state's certification criteria.
 - c. Coordinating activities to ensure accessibility (ADA Compliance) for all OMJC Customers.
 - d. Each shall report to the Area 19 workforce board through the Area 19 Executive Director, including on actions taken with respect to each of the deliverables highlighting accomplishments, improvements, challenges and recommendations.
 - e. Assist the Area with negotiating future MOUs with OMJC Partners.

5. Affiliate OhioMeansJobs Center Operator(s):

- Geauga County Department of Job and Family Services [2] is the operator of the OhioMeansJobs Center for Geauga County. Programs that operate at the site are VETS, WP/TAA/UC, WIOA Title I, TANF, WIOA Title II, Perkins Act Ed., Title IV, Title V.
- Portage County Department of Job and Family Services [2] is the operator of the OhioMeansJobs Center for Portage County. Programs that operate at the site are VETS, WP/TAA/UC, WIOA Title I, TANF, WIOA Title II, Title IV, Title V.

6. Specialized OhioMeansJobs Center Operator: None.

Article II: Agreement Period

This MOU will be in effect from July 1, 2019, until June 30, 2021. This MOU may be renewed at the end of the MOU period identified as June 30, 2021.

Article III: Partner Responsibilities

- A. WIOA identifies the following responsibilities for required partners in each local area workforce development system. For consistency, each partner, including each additional partner, will assume the responsibilities identified below, unless otherwise specified in this Article.
1. Provide access to partner programs and activities through the local workforce development system.
 2. Use a portion of funds made available for partner program and activities to provide career services through the local workforce development system and to maintain the local workforce development system, including costs for infrastructure, in accordance with Article VI of this MOU.
 3. Continue as a party to this MOU and enter into renewal MOUs as long as participating as a partner in the local workforce development system.
 4. Participate in the operation of the local workforce development system consistent with the terms of this MOU, the federal laws that authorize partners program or activities, and all applicable state and local laws and policies.
 5. Collaborate with the Board to establish a local priority of service policy and will ensure priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
 6. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to individuals with disabilities per WIOA Section 188.
 7. Follow procedures identified in the State, Local, and Regional Plans for compliance with WIOA Section 188 provisions regarding nondiscrimination. This can be found within the NOW Regional Plan, Page 79, "Systems Compliance with Section 188 and the ADA of 1990," and within the Addendum to the NOW Regional Plan Local Area 19 Plan, Section II (B) (3). To view a copy of the NOW Regional Plan and Local Area 19 Plan go to <http://noccog-area19.com/wib/wdb-strategic-plan>.
 8. Notify the Board and OWD of any changes to the rules governing partner's program that impact the partner's performance and/or proportionate share under this MOU. The Board will communicate the changes to the CEOs, Fiscal Agent, OhioMeansJobs center operators, and other partners and will initiate the process to amend this MOU per Article VIII if necessary.
 9. Ensure staff assigned to OhioMeansJobs centers comply with policies and procedures at those locations. Should a conflict exist between the OhioMeansJobs personnel policies and a partner's personnel policies; the more restrictive policy will prevail.
 10. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.
 11. Ensure that information documenting the performance of a partner program (e.g., participant counts, placement rates, expenditures) intended for public distribution is reviewed and authorized by that partner prior to publication or distribution. This restriction applies to information distributed via communication such as annual reports, press releases, news articles, public web pages, and social media.
 12. Participate and cooperate in data collection and reporting and other activities to track and evaluate performance of the local workforce development system using state and local performance accountability measures.

13. Cooperate with regional planning and implementation of regional service delivery strategies.

Article IV: Coordination of Programs, Services, & Activities

All parties agree to work in cooperation to prevent duplication and to streamline and coordinate services delivered through the local workforce development system as described in this Article. The services are defined in the Career Services document, included as **Attachment A** to this MOU. Workflow diagram(s) will be included as **Attachment(s) B** to this MOU.

Coordination of Services – Attachment A to MOU

- A. **Shared Service Delivery**– The parties agree that services will be shared among the partners as described in Attachment A. The local workforce system recognizes the Operator or designee will ensure all partners are courteous and professional in the delivery of the service, and each partner will ensure staff functions or shared services will remain covered in the event of staff leave or call off.
- B. **Accessibility** – The partners will implement the strategies described above to ensure that access to services provided through the local workforce development system effectively meets the needs of workers, youth, and individuals with barriers to employment—including individuals with disabilities:

Article V: Methods of Referral

The parties agree that referral of customers to appropriate services and activities, as described in Article IV, Attachment A, between the OhioMeansJobs center operator(s) and partner programs will be made as follows:

- A. Determinations of whether the individuals are eligible to receive assistance.
- B. Outreach, intake which may include worker profiling, and orientation to the information and other services available through the OhioMeansJobs system.
- C. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities, (including skills gaps), and supportive service needs.
- D. Labor exchange services including:
 1. Job search and placement assistance, including:
 - a. provision of information on in-demand industry sectors and occupations; and
 - b. provision of information on nontraditional employment.
- E. Provision of referrals to, and coordination of activities with other programs and services, including programs and services within the OMJ delivery system, and in appropriate cases, other workforce development programs.
- F. Provision of workforce and labor market employment statistics information including the provision of accurate information relation to local, regional and national labor market areas, including:
 1. job vacancy listings;
 2. information on job skills necessary to obtain the jobs that are vacant;

3. information relating to local occupation in demand and the earnings, skill requirements, and opportunities for advancement for such occupations.
- G. Provision of performance information and program cost information on eligible providers of training services provided.
 - H. Provision of information to OMJ customers regarding how the local area is performing on local performance accountability measures, and other performance information.
 - I. Provision of information to OMJ customers relating to the availability of supportive services or assistance and referrals to services including child care, child support, medical or child health assistance under SSA, SNAP program, earned income tax credit, TANF, and other supportive services and transportation provided through funds made available under such part, available in the local area.
 - J. Provision of information and assistance regarding filing claims for unemployment compensation.
 - K. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded in the Act.
 - L. Services that consist of:
 1. comprehensive and specialized assessments of skill levels of adults and dislocated workers including:
 - a. diagnostic testing;
 - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
 2. development of individual Opportunity Plan (IOP), to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services, and career pathways to attain career objectives.
 3. group counseling;
 4. individual counseling;
 5. career planning;
 6. short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
 7. internships and work experience that are linked to careers;
 8. workforce preparation activities;
 9. financial literacy services;
 10. out-of-area job search assistance and relocation assistance;

11. English language acquisition and integrated education and training programs; and follow-up services, including counseling regarding the workplace for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months.

Article VI: Cost Sharing

Each partner agrees to pay its allocable share of infrastructure and additional costs in proportion to use and the benefit received, as negotiated and described herein. All parties agree to the allocation methods that will be used to determine each partner’s proportionate share of costs. Partner costs are detailed and calculated in the County Finance Information System (CFIS). A copy of the Budget, (CFIS Report CT-611), is included as **Attachment D** to this MOU and hereby incorporated.

- A. **Cost Sharing.** Each partner agrees to pay its allocable share of infrastructure and other shared costs in proportion to use and the benefit received as negotiated and described herein. Costs are detailed and calculated in the Budget, which is **Attachment D** to this MOU and hereby incorporated.
- B. **Cost Allocation.** The parties agree that the actual costs to be paid by each partner shall be generated by applying each partners’ determined percentage share of all center costs to the actual operating expenses for each OhioMeansJobs Center to which the partner belongs. Each partner’s share is generated by totaling all Full Time Equivalency measurements of staff that occupy space at the OMJ Center and dividing each partner’s share of respective FTE’s at that OMJ Center by the total FTE’s occupying space at that OMJ Center.
- C. **Additional Costs** – Costs beneficial to more than one partner program that relate to the operation of the local workforce development system, including costs for the delivery of career services, and other common costs that are not considered “infrastructure” costs as defined in WIOA Section 121(h).

WIOA Area 19 has estimated that an additional \$400,500 per year, in both PY2019 and PY2020, in personnel and basic career services costs are contributed outside of the MOU by the NOC COG Workforce Development Board, the OhioMeansJobs Portage, Ashtabula and Geauga Counties Centers partners.

Examples of additional costs include personnel costs and costs of basic career services not included among those shared in Article IV, such as: initial intake, needs or skills assessments, identification of appropriate services, referrals, and other similar services or software or tools for service delivery; personnel costs for OhioMeansJobs center or local workforce development board staff, partner staff training or cross-training, etc. The additional costs are assessed against the FTE distribution for the entire three-county system as follows:

Partner/County	FTEs	Cost	Description/Function	Benefit to Partners
WIOA – Ashtabula County	3.00	\$17,000	Oversight and administrative function of the OhioMeansJobs Centers and career/business services	An OhioMeansJobs service delivery system that is consistent and meets the needs of job-seekers and businesses in the county
WIOA – Geauga County	2.40	\$12,000	Oversight and administrative function of the OhioMeansJobs Centers and career/business services	An OhioMeansJobs service delivery system that is consistent and meets the needs of job-seekers and businesses in the county
WIOA – Portage County	8.25	\$75,000	Oversight and administrative function of the OhioMeansJobs Centers and career/business services	An OhioMeansJobs service delivery system that is consistent and meets the needs of job-seekers and businesses in the county
Wagner Peyser – ODJFS, Ashtabula County	3.00	\$16,000	Oversight and administrative functions of ODJFS/OWD personnel offsite/Columbus	Oversight of W-P staff assigned to the OMJ centers that provides seamless service delivery and referrals for customers to UI as well as other re-employment services
Wagner Peyser – ODJFS, Geauga County	1.00	\$5,000	Oversight and administrative functions of ODJFS/OWD personnel offsite/Columbus	Oversight of W-P staff assigned to the OMJ centers that provides seamless service delivery and referrals for customers to UI as well as other re-employment services

Wagner Peysers & Vets- ODJFS, Portage County	2.00	\$27,000	Oversight and administrative functions of ODJFS/OWD personnel offsite/Columbus	Oversight of W-P staff and Veterans Staff assigned to the OMJ centers that provides seamless service delivery and referrals for customers to UI as well as other re-employment services
Veterans – ODJFS, Ashtabula County	.200	\$2,000	Oversight and administrative functions of ODJFS/OWD personnel offsite/Columbus	Oversight of Veterans staff assigned to the OMJ Centers that provides seamless service delivery and referrals for customers to outside Veterans services.
Veterans – ODJFS, Geauga County	.074	\$400	Oversight and administrative functions of ODJFS/OWD personnel offsite/Columbus	Oversight of Veterans staff assigned to the OMJ Centers that provides seamless service delivery and referrals for customers to outside Veterans services.
Temporary Assistance for Needy Families – Ashtabula County JFS	4.00	\$21,000	Oversight of services offsite – referrals and intake for public assistance programs	Seamless service delivery for referrals of customers to specific public assistance programs
Temporary Assistance for Needy Families – Geauga County JFS	1.40	\$7000	Oversight of services offsite – referrals and intake for public assistance programs	Seamless service delivery for referrals of customers to specific public assistance programs
Temporary Assistance for Needy Families – Portage County JFS	13.50	\$123,000	Oversight of services offsite – referrals and intake for public assistance programs	Seamless service delivery for referrals of customers to specific public assistance programs
Vocational Rehabilitation- Opportunities for Ohioans with Disabilities – Ashtabula County	1.00	\$5,000	Oversight of services offsite-referrals and intake for OOD programs	Seamless service delivery for referrals of customers to specific OOD programs
Vocational Rehabilitation- Opportunities for Ohioans with Disabilities – Geauga County	0.20	\$1,000	Oversight of services offsite-referrals and intake for OOD programs	Oversight of services offsite-referrals and intake for OOD programs
Vocational Rehabilitation- Opportunities for Ohioans with Disabilities – Portage County	2.00	\$18,000	Oversight of services offsite-referrals and intake for OOD programs	Oversight of services offsite-referrals and intake for OOD programs
Title V – Vantage Aging, Ashtabula County	0.10	\$500	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of Title V programs	Seamless service delivery for referrals of customers to specific Title V programs. Opportunities for Title V staff to work in the OMJ Centers
Title V – Vantage Aging, Geauga County	0.025	\$100	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of Title V programs	Seamless service delivery for referrals of customers to specific Title V programs. Opportunities for Title V staff to work in the OMJ Centers
Title V – Vantage Aging, Portage County	0.40	\$4,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of Title V programs	Seamless service delivery for referrals of customers to specific Title V programs. Opportunities for Title V staff to work in the OMJ Centers
Perkins – A-Tech (Ashtabula County)	0.20	\$2,000	Oversight of services offsite – Referrals and intake/student enrollment for training	Seamless service delivery for referrals of customers to specific adult in-demand training programs
Perkins – Auburn Career Center (Geauga County)	0.025	\$100	Oversight of services offsite – Referrals and intake/student enrollment for training	Seamless service delivery for referrals of customers to specific adult in-demand training programs
ABLE/ASPIRE – A-Tech (Ashtabula County)	0.20	\$2,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of ABLE/ASPIRE programs	Seamless service delivery for referrals of customers to specific adult literacy, remediation, and ESL programs
ABLE/ASPIRE – Auburn Career Center (Geauga County)	0.080	\$400	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of ABLE/ASPIRE programs	Seamless service delivery for referrals of customers to specific adult literacy, remediation, and ESL programs
ABLE/ASPIRE – Maplewood Career Center (Portage County)	0.40	\$4,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of ABLE/ASPIRE programs	Seamless service delivery for referrals of customers to specific adult literacy, remediation, and ESL programs
CSBG – Ashtabula Co. Community Action Council	0.50	\$3,000	Oversight of services offsite – Referrals and intake for ACCAC programs	Seamless service delivery for referrals of customers to specific ACCAC programs
Non-Mandatory – Community Counseling Center (Ashtabula County)	0.20	\$2,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of CCC programs	Seamless service delivery for referrals of customers to specific CCC programs
Non-Mandatory – A-Tech, Youth (Ashtabula County)	8.60	\$46,000	Oversight of personnel offsite – supervision of staff assigned to OMJ	Seamless service delivery for referrals of customers to specific CCC programs

			Centers. Referrals and intake of ATech programs	
Non-Mandatory – Goodwill Industries of Ashtabula, Inc.	0.20	\$2,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of Goodwill programs	Seamless service delivery for referrals of customers to specific Goodwill programs
Non-Mandatory – OhioCrestone, Youth (Geauga County)	1.00	\$5,000	Oversight of personnel offsite – supervision of staff assigned to OMJ Centers. Referrals and intake of OGS programs	Seamless service delivery for referrals of customers to specific OGS programs
	54.954	\$400,500		

D. Reconciliation

All parties agree that a quarterly reconciliation of budgeted to actual costs will be completed in accordance with the following process to ensure compliance with federal Uniform Guidance and Cost Principles.

1. Upon receipt of cost information and documentation of the actual costs for the quarter, the Fiscal Agent will compare budgeted costs to actuals and will apply the agreed upon allocation methods to determine the actual costs allocable to each partner.
2. The Fiscal Agent will update the budget in CFIS to reflect cost adjustments and will prepare an invoice for each partner with the actual costs allocable to each partner for the quarter.
3. Fiscal Agent will submit the invoices to the partners and send a copy of the updated CFIS CT-611 budget to all parties no later than 45 days after the end of each quarter. The partners understand that the timeliness of the Fiscal Agent's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each partner in providing Fiscal Agent the necessary cost information. For partners that advance funds to the local area, Fiscal Agent need only send a copy of the updated budget showing actual costs.
4. Upon receipt of the invoice and adjusted budget, each partner will review both documents and will submit payment to the Fiscal Agent or designee no later than 14 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the local area, funds for quarterly payments may be drawn down upon approval via email of the reconciled budget.
5. Partners will communicate any disputes with costs in the invoice or the adjusted budget to the Fiscal Agent and Board in writing. The Fiscal Agent will review the disputed cost items and respond accordingly to the partner and Board within 10 days of receipt of notice of the disputed costs. When necessary, the Fiscal Agent or designee will revise the invoice and the adjust the budget upon resolution of the dispute.
6. In the event of a situation where construction, emergency repairs, outages (water, power, telephone, internet), or other unexpected situation requires the relocation of partner staff for more than 10 working days from an OhioMeansJobs Center to another site, reconciliation will include calculations of any additional costs incurred and/or reduced costs as appropriate for the circumstances (e.g., increases due to leasing alternative space or increased insurance; reduced costs due to reduction in utilities or reduced income). Costs to partners will be adjusted in accordance with the allocation base negotiated in this MOU. Such calculations will be documented in a spreadsheet and shared with all partners.

- E. **State Infrastructure Funding Mechanism** – All parties acknowledge that if consensus agreement on shared infrastructure costs cannot be reached by May 31 of the current MOU period listed in Article II, the State is required under WIOA Section 121(h)(2) to implement a funding mechanism to calculate and collect each required partner’s proportionate share of infrastructure costs payable to the local area. When necessary, ODJFS, on behalf of the Ohio Governor, will implement the state infrastructure funding mechanism, incorporated here by reference as WIOAPL 16-06. If implemented, the state-calculated infrastructure budget with the partners’ proportionate share of costs will be included in this MOU as **Attachment C**. The State infrastructure funding mechanism will be implemented for a period consistent with the MOU period in Article II, unless the parties reach a consensus agreement on infrastructure funding prior to the end of the MOU period.
- F. **Budget** – As stated, CFIS Report CT-611, included as **Attachment D** captures the costs negotiated for this MOU and includes the cost pools, expense types and allocated costs for each partner. Quarterly adjustments to the Budget as a result of reconciliation will not require an amendment to this MOU.

Article VII: Termination/Separation

- A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II, unless:
1. All parties mutually agree to terminate this MOU;
 2. WIOA and the corresponding regulations are repealed; or;
 3. Local area designations are changed.
- B. **Partner Separation** – Any non-required partner may terminate its participation as a party to this MOU upon 60 days written notice to the Board. In such an event:
1. Board will provide written notice to all remaining partners and to OWD Grants Management.
 2. The Board and Fiscal Agent will review the budget to determine where adjustments can be made that will prevent an increase in the remaining partners’ shared cost amounts.
 3. The Board will amend this MOU per Article VIII and the Fiscal Agent will prepare a revised budget document
 4. All parties must agree to the revised budget or reconvene to negotiate a new budget within 60 days of the date notice was received from the separating partner.
- C. **Effect of Termination**
1. **Required Partners** – Each required partner understands that participation as a party to this MOU is required under WIOA Section 121(b)(1)(A)(III) and any required partner that opts to terminate its participation as a party to this MOU:
 - a. Is still obligated as a required partner to provide access to program activities and services through a direct linkage with a comprehensive OhioMeansJobs Center.
 - b. Will be subject to and will cause all other required local partners to be subject to, the state infrastructure funding mechanism.
 - c. Will be required to pay its proportionate share of infrastructure costs as determined under the state infrastructure funding mechanism.
 - d. Must be reported to OWD Grants Management and to the state agency that administers the partner program, as applicable. For required partners that get program funds directly

- e. from the DOL, the DOL must be notified. May be subject to sanctions by the state and/or federal agency that administers the partner program.
 - f. Must make best efforts to find another entity that will fulfill the required partner role and/or make recommendations to the Board and Fiscal Agent on budget adjustments or other means to defray a cost increase to the remaining partners.
 - g. Will send written notice of the intent to separate to OWD Grants Management and to the state agency that administers the partner program, as applicable, prior to the submission of written notice to the Board. Required partners that receive funds directly from the DOL must send written notice to the DOL Grant Officer assigned to the partner and to OWD Grants Management.
2. Any non-required partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local workforce development system. However, referrals may be made between the terminating partner and the remaining parties as necessary to ensure customers receive all available services needed.

Article VIII: Amendment

- A. This MOU and Budget may be amended upon mutual agreement of the parties as allowable under applicable federal, state and local laws. This MOU must be amended when one or more of the following occurs:
- 1. The addition or removal of a partner from this MOU.
 - 2. A change of OhioMeansJobs center operator, the administrative structure, or the physical location of an OhioMeansJobs center.
 - 3. A change that significantly alters negotiated terms to this MOU—including, but not limited to—changes in shared services, service delivery, referral methods, costs or cost sharing.
 - 4. Any other change that will impact shared costs, which does not include updates to the budget as a result of quarterly reconciliation.
- B. All parties agree that amendments involving changes with no impact on shared services, cost-sharing, or other negotiated terms need only be signed by authorized representatives of the Board, the CEOs, and the affected partner(s). All other amendments will require the signatures of all parties. All amendments will involve the following process:
- 1. The party seeking an amendment will submit a written request to the Board that includes:
 - a. The requesting party's name.
 - b. The reason(s) for the amendment request.
 - c. Each Article and Section of this MOU that will require revision.
 - d. The desired date for the amendment to be effective.
 - e. The signature of the requesting party's authorized representative.
 - 2. If the request is approved, the Board will notify the remaining partners of the intent to amend and will allow 30 days from the date of the notice (unless another timeframe is specified in the notice) for the remaining partners to review the requested changes and to submit a response to the Board. No response by a partner will be considered approval of the requested changes.

3. Any partner with questions and/or concerns regarding the requested changes must be submitted to the Board in writing within the specified timeframe.
 4. The Board will provide a written response to the partner within 15 days of receipt of the partner's questions. The Board will have the discretion to share questions/concerns with other partners and/or to schedule a meeting to achieve consensus on a final amendment draft.
 5. The final, approved amendment will be signed by authorized representatives of the affected partners then submitted to the Board for final signature unless it is an amendment that requires the signatures of all parties, in which case, Board must secure all local signatures and submit to ODJFS for final signature.
 6. The Board will distribute copies of the fully executed amendment to all parties and to OWD.
- C. This writing is the entire agreement among the parties with respect to each party's role and responsibilities in the local workforce development system. All parties agree that any amendments to applicable laws or regulations cited herein will result in the correlative modification of this MOU without a formal, written amendment.
- D. All parties agree to communicate details of any amendments to their respective staff members whose responsibilities may be impacted by the changes and further agree to ensure that their staff members are referencing or utilizing the most current version of the MOU in the performance of their responsibilities.
- E. Amendments that will require the signatures of all parties must be executed no later than 90 days prior to the end of the MOU period. Amendments that require only the signatures of the Board, the chief elected officials, and the affected partner(s) must be executed no later than 45 days from the end of the current State Fiscal Year to allow time for Purchase Order modifications.

Article IX: Confidentiality

All parties acknowledge that program participant information and certain other types of information are confidential under federal and state law. All parties further acknowledge that service delivery and other activities carried out under this MOU will involve the use of confidential information for more than one partner program. Therefore, all parties agree to implement the strategies described below to minimize the risks of unauthorized disclosure:

- A. All parties will ensure that their respective staff members who will deliver services and carry out activities through the local workforce development system and in the OhioMeansJobs Centers are properly informed and have completed training on the use, protection, disclosure, and disposal of confidential data as well as the criminal penalties for unauthorized use or disclosure under federal and state confidentiality laws.
- B. Further, all parties will develop procedures to implement the safeguards listed below, which are required across federal and state confidentiality laws. All parties will also ensure their respective staff members are effectively trained on such procedures and follow them. The safeguards include:
 1. Identifying the staff members who will be authorized to access confidential data in the performance of their work under this MOU.
 2. Authorizing access to such staff members in a written statement to be signed by the staff member and his/her immediate supervisor that identifies and describes the confidential data, the partner staff member who is the authorized representative for purposes related to partner program data, the system that

contains the data, the allowable uses of the data, the procedures for safeguarding the data, and the requirements, restrictions, and penalties under applicable federal and state confidentiality laws.

3. Storing confidential data in an area that is physically safe from access via computer, remote terminal or any other means during duty hours, non-duty hours, or when not in use.
4. Segregating each partner program's confidential data from other data.
5. Applying federal encryption standards to any data that is kept in a portable format or emailed.
6. Restricting access of confidential data to only authorized employees and officials of the parties to this MOU who must access the data in the performance activities under this MOU.
7. Processing confidential data and records created from the information under the immediate supervision and control of authorized personnel to ensure that the data will be processed and utilized in a manner that will protect the confidentiality of the information.
8. Prohibiting disclosure of any confidential data to a third party without prior written permission from the authorized representative of the partner program responsible for the data.
9. Limiting collection and use of any information, systems, or records that contain personal identifying data to purposes that support programs and activities under this MOU, and, when possible, de-identifying data and presenting it in aggregate form for purposes such as evaluation or reconciliation.

C. The Board will allow partner representatives to make onsite inspections to ensure compliance with federal and state data-protection laws, regulations, and standards.

D. In the event of any suspected or actual breach or violation of confidentiality laws or regulations for a particular program, the staff member who first discovers the suspected/actual breach or violation must immediately notify the Board, which will ensure that the authorized representatives of the partners responsible for the data involved are immediately notified of the incident. The authorized representatives will provide instruction on the actions to take under the federal and/or state laws applicable to their data.

1. Duty to report. Should the staff of any partner suspect or discover that a breach of confidentiality has occurred by its staff, or by the staff of another partner, that partner shall report it to each of the following:
 - a. to the manager or supervisor of the agency who discovered the breach;
 - b. to the manager or supervisor of the agency whose staff breached the information;
 - c. to the manager or supervisor for the agency whose participant's information incurred a breach or suspected breach of confidentiality; and
 - d. the next highest level of authority, above the level where the suspected breach occurred.

For example, if ODJFS discovered that ACDJFS, WIOA staff breached the confidentiality of a participant, the ODJFS staff would report this to his/her supervisor, who would in turn report it to the WIOA manager. Normally, a report would also be made to the WIOA manager, as the OhioMeansJobs Center Operator; however, since the WIOA manager serves as the Operator and as a partner's manager, it must also be reported one level higher, and this means that the report would have to be made to the Director of the ACDJFS and to the Director of Area 19 WDB staff.

LEVEL OF AUTHORITY			
1.	CEO of Area 19, Workforce Development Board	Casey Kozlowski	(440) 576-3750
2.	Workforce Development Board Staff	Craig Sernik	(440) 285-5846
3.	a) OMJ Center – Ashtabula County Operator	Hattie Grubke-Barnard	(440) 567-3750
	b) OMJ Center – Geauga County Operator	Margo Reda	(440) 285-1220
	c) OMJ Center – Portage County Operator	Mandy Berardinelli	(440) 298-4528

2. OhioMeansJobs Center Partners.

The highest level to whom the report is made (typically the WDB staff director, or the OMJ Center Operator) has the duty to confer with the managers of the agencies who allegedly breached confidentiality, and the individual(s) and/or agency that discovered the breach, in order to investigate the same.

3. At the conclusion of the investigation, a short report will be generated in which the results of the investigation are described. The report shall contain at a minimum all of the following:

- a. A conclusion of whether a breach did or did not occur, and the specifics concerning the who, what, where, when, how, and why of the breach.
- b. Recommendations to address the actual breach that occurred. Including advising the participant(s) of a breach, providing remedies, and/or advising participant(s) of their right to file a complaint.
- c. A recommendation of changes to be made to prevent other reaches in the future from occurring.

E. Federal and State laws and regulations regarding the use and disclosure of confidential information under WIOA and the partner programs include:

- 1. 29 USC 2935(a)(4) WIOA Reports, Recordkeeping, Investigation.
- 2. The Privacy Act (5 USC 552a).
- 3. The Family Educational and Privacy Rights Act (20 USC 1232g), also referenced in WIOA Section 136(f)(3).
- 4. 42 USC 602(a)(1)(A)(iv) and 42 USC 608(a)(9)(B) regarding information on TANF recipients.
- 5. 7 USC 2020(e)(8) and 7 CFR 272.1(c) regarding information on recipients of Supplemental Nutrition Assistance Program (SNAP) benefits.
- 6. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.
- 7. ORC 149.431 Records of governmental or nonprofit organizations receiving governmental funds.
- 8. ORC 5101.27 Restricting Disclosure of Information Regarding Public Assistance Recipients.
- 9. ORC 4141.21 and 4141.22 regarding use and disclosure of Unemployment Compensation records.
- 10. ORC 3304.21 regarding use of information relative to participants of programs administered by Opportunities for Ohioans with Disabilities.

11. ORC 1347.12 regarding disclosure of security breach of computerized personal information data.
 12. Sections 5101: 9-22-15 and 5101: 9-22-16 of the Ohio Administrative Code (OAC) regarding release of and access to confidential personal information.
 13. OAC 5101:1-1-03 regarding disclosure of information on recipients of: disability financial assistance; Ohio Works First; or Prevention, Retention, and Contingency programs under ORC Chapters 5115, 5107 and 5108, respectively.
 14. OAC 4141-43-01 and 4141-43-02 regarding disclosure of Unemployment Compensation information.
 15. OAC 3304-2-63 regarding use of information relative to applicants or participants of programs administered by Opportunities for Ohioans with Disabilities
- F. The Board or its designee will maintain a current list of staff members who are authorized to access personal confidential information for each partner program under this MOU and will identify the types of data and data systems that the authorized staff members are permitted to access.

Article X: Dispute Resolution

- A. For purposes of this MOU and for other issues relevant to participation in the local workforce development system, each party expressly agrees to participate in good faith negotiations to reach a consensus on the terms and conditions in this MOU. However, should a dispute arise among any or all of the parties, all parties agree to take the steps listed below and make a good-faith effort to resolve the dispute.
1. In the event that an impasse should arise between any OhioMeansJobs center operator and any one or more partner, regarding the terms and conditions, performance, and/or administration of the MOU, the following procedure will be initiated:
 - a. A written document detailing the impasse will be submitted to the OhioMeansJobs Center operator who will attempt to resolve the issue. The operator and partner(s) should document the negotiations and efforts that take place.
 - b. If the impasse is not resolved, the matter will be referred to the WIOA administrative entity (the NOC COG, the Executive Director) who will attempt to resolve the issue.
 - c. If the impasse involves the WIOA administrative entity, or cannot be resolved by the WIOA administrative entity, the CEO of the WDB will appoint a special committee to review and attempt resolution of the impasse.
 - d. If the impasse cannot be resolved by a special committee, then the CEO of the WDB will make the final determination.
 - e. This process should be completed within ninety (90) days following the written documentation of the dispute/impasse.
- B. The Board and/or partners may ask OWD and other state agencies responsible for oversight of partner programs to participate in the in the dispute resolution process.
- C. Should all reasonable attempts to resolve the dispute at the local level be unsuccessful, the Board will report the dispute to OWD, which will intervene with the parties to resolve the disputes.
- D. If the parties cannot reach a consensus agreement on infrastructure costs by May 31 of the current state fiscal year, OWD is required to initiate the State Infrastructure Funding Mechanism as outlined in WIOAPL 16-06 to ensure that infrastructure costs are paid.

- E. For all other disputed terms and costs, if OWD intervention does not help resolve the dispute, OWD is required to notify the DOL and the federal agencies responsible for oversight of the partner programs that the Board and partners have failed to execute an MOU.

Article XI: Safety and Security

- A. All parties acknowledge that the staff members who will deliver services or conduct activities in OhioMeansJobs Centers must be provided with a safe and healthy working environment that is compliant with the Occupational Safety and Health Administration (OSHA) standards and the Ohio Public Employment Risk Reduction Program (PERRP), as applicable.
- B. At a minimum, Boards will ensure that local OhioMeansJobs center operators maintain facilities in a manner that will ensure the safety of all staff members working in those locations, which includes, but is not limited to;
- Maintenance of insurance against loss or damage by fire or other casualties normally covered by standard fire and extended coverage policies for not less than eighty percent of actual replacement value through responsible insurance carriers licensed to do business in Ohio.
 - Maintenance of a good state of repair at each OhioMeansJobs center, including, but not limited to: exterior walls; roof; structural portions of the building; windows and sashes; entrance doors; fire escapes; sprinkler systems and controls; heating, ventilation, and air conditioning systems; inside stairways and elevators; electrical and plumbing facilities; and custodial services.
 - Posted diagrams of fire exits and tornado safe rooms as well as emergency action plans.
 - Routine fire and tornado drills.
 - Installation of locks on the doors of offices assigned to staff members, who will each be provided a key for each lock. Boards will further ensure that no additional copies of the keys will be kept by local staff members to ensure the protection of any confidential data that may be maintained by partner staff members.
 - Maintenance of heating and air conditioning.
 - Maintenance of hot and cold running water.
 - Maintenance of proper lighting at all workstations and in all offices.
 - Completion of preventive maintenance for the OhioMeansJobs center mechanical systems.
 - Timely removal of snow and ice from sidewalks and parking areas on or adjacent to OhioMeansJobs centers.
- C. All parties will ensure that their staff members are effectively trained on policies and procedures relevant to workplace safety and workplace conduct.
- D. Each party with staff assigned to work in the local OhioMeansJobs Centers will identify a contact person at each party's administrative office who will be notified of any safety or personnel concerns.
- E. Each party will ensure staff assigned to work in local OhioMeansJobs centers will follow and adhere to the weather emergency of related policies for each site.

Article XII: Limitation of Liability

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party.

Article XIII: General Provisions

All parties agree to follow all federal, state and local laws and regulations as applicable under this MOU, including those listed below, which are generally applicable to WIOA, most federally-funded partner programs, and to parties that provide programs and services on behalf of the State of Ohio.

- A. **Jobs for Veterans Act** – As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.
- B. **Americans with Disabilities** – Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. **Pro-Children Act** – If any activities under this MOU call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
- D. **Drug-Free Workplace.** Each party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of each party's officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
- E. **Fair Labor Standards and Employment Practices**
 - 1. Each party hereby affirms compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 - 2. Pursuant to WIOA Section 188, in carrying out this MOU, each party affirms that it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion demotion, rate of pay, or eligibility for in-service training programs.
 - 3. Each party agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
 - 4. Each party agrees to collect and maintain data necessary to show compliance with the foregoing nondiscrimination provisions of WIOA Section 188.
- F. **Civil Rights Assurance.** All parties hereby agree that they will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Age Discrimination Act of 1975 (42 USC 6101 et seq.).
- G. **Work Programs.** Each party agrees not to discriminate against individuals who have or are participating in any work program administered by any County Department of Job and Family Services under ORC Chapters 5101 or 5107.

- H. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws, which includes the Governor's Executive Order 2011-03K pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned Executive Order.
- I. **Conflict of Interest** – All parties agree to comply with the following, as applicable:
1. All parties agree that they, their officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of functions and responsibilities under this MOU. If any party, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, the party will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215. The parties further agree that the person with the conflicting interest will not participate in any activities hereunder until ODJFS, in collaboration with other state partners and, if necessary, the Ohio Attorney General's office, determines that participation would not be contrary to public interest.
 2. Each party will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- J. **Qualifications to Conduct Business** – Each party affirms that it and any and all subrecipients and subcontractors that will perform under this MOU have all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the MOU period any party or its subrecipients or subcontractors for any reason, become disqualified from conducting business in Ohio, the affected party will notify Board in writing and will take measures to ensure that the disqualified party immediately ceases performance of activities hereunder.

Article XIV: Partial Invalidity

This MOU will be governed, construed, and enforced in accordance with all applicable federal, state, and local laws. Should any portion of this MOU be found unallowable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the unallowable provision(s).

Article XV: Counterpart

This agreement may be executed in one, or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

*Signature pages follow
Remainder of page intentionally left blank*

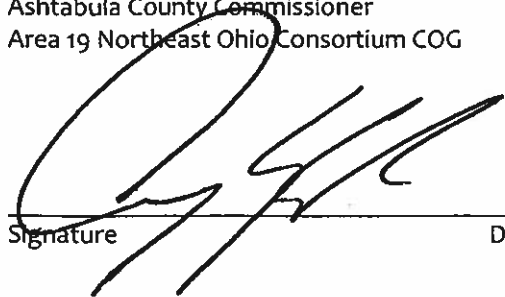
**Memorandum of Understanding
for
Local Area 19
Workforce Development System**

Signature Page

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Local Area 19 Workforce Development Board

Casey R. Kozlowski, CEO
Ashtabula County Commissioner
Area 19 Northeast Ohio Consortium COG



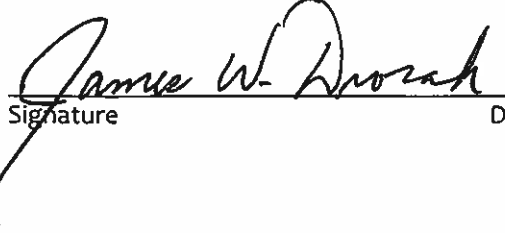
Signature Date

Ohio Department of Job and Family Services
Required Partner for Wagner-Peyser, Trade Act,
Disabled Veterans' Outreach Program, Local Veterans'
Employment Representative, and Unemployment
Insurance

John McClure, Program Administrator 2
Workforce Development

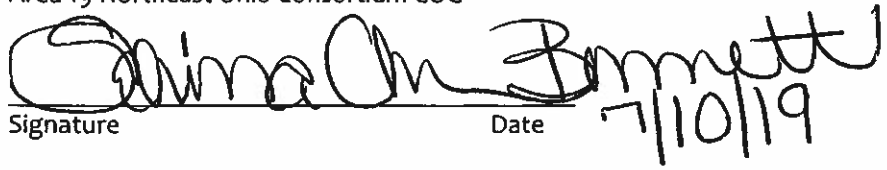
Signature Date

James W. Dvorak
Geauga County Commissioner
Area 19 Northeast Ohio Consortium COG

 7-10-19

Signature Date

Sabrina Christian-Bennett
Portage County Commissioner
Area 19 Northeast Ohio Consortium COG

 7/10/19

Signature Date

Richard L. Jackson, Chairperson
Local Area 19 Workforce Development Board

Signature Date

**Memorandum of Understanding
for
Local Area 19
Workforce Development System**

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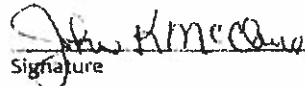
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Ashtabula County Commissioner
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**Ohio Department of Job and Family Services
Required Partner for Wagner Peyser, Trade Act,
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Workforce Development

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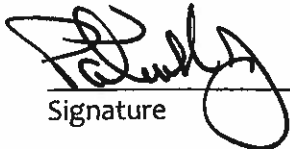
Richard L. Jackson, Chairperson
Local Area 19 Workforce Development Board

Signature Date

AREA 19 County Department of Job and Family Services, Local Required Partner for WIOA Adult/Dislocated Worker and TANF

Ashtabula County Department of Job & Family Services
Local Required Partner for WIOA Title I Adult/Dislocated
Worker and TANF Title IV

Patrick Arcaro, Executive Director

 7.10.2019
Signature Date

Portage County Department of Job & Family Services
Local Required Partner for WIOA Adult/Dislocated
Worker and TANF Title IV

Kellijo Jeffries, Executive Director

Signature Date

Geauga County Department of Job & Family Services
Local Required Partner for WIOA Adult/Dislocated
Worker and TANF Title IV

Craig Swenson, Executive Director

Signature Date

AREA 19 Local Required Partners

Auburn Career Center
ASPIRE Title II, Postsecondary Career &
Technical Ed.

Brian Bontemp, Ph.D., Superintendent

Signature Date

Ashtabula County Community Action Agency
Community Services Block Grant.

Judith Barris, Executive Director

Signature Date

Ashtabula Technical & Career Center
ASPIRE Title II, Postsecondary Career & Technical Ed.,
Youth Provider (non-required).

Jerome R. Brockway, Ph.D., Superintendent

Signature Date

Maplewood Career Center
ASPIRE Title II.

Laure Gauntner, ASPIRE Coordinator

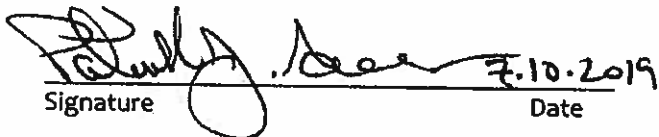
Signature Date

Local Area 19 MOU Signature Page (Continued)

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Worker and TANF Title IV

Patrick Arcaro, Executive Director



Signature Date 7.10.2019

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Worker and TANF Title IV

Kellijo Jeffries, Executive Director

Signature Date

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Local Required Partner for WIOA Adult/Dislocated
Worker and TANF Title IV

Craig Swenson, Executive Director



Signature Date 7/19/19

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Judith Barris, Executive Director

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Youth Provider (non-required).

Jerome R. Brockway, Ph.D., Superintendent

Signature Date

Maplewood Career Center
ASPIRE Title II.

Laure Gauntner, ASPIRE Coordinator

Signature Date

Local Area 19 MOU Signature Page (Continued)

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Youth Provider (non-required).

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Signature Date

Maplewood Career Center
ASPIRE Title II.

Laure Gauntner, ASPIRE Coordinator

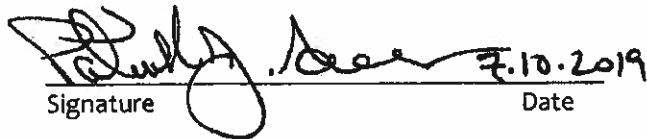
Signature Date

Local Area 19 MOU Signature Page (Continued)

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Ashtabula County Department of Job & Family Services
Local Required Partner for WIOA Title I Adult/Dislocated
Worker and TANF Title IV

Patrick Arcaro, Executive Director


Signature _____ Date 7.10.2019

Portage County Department of Job & Family Services
Local Required Partner for WIOA Adult/Dislocated
Worker and TANF Title IV

Kellijo Jeffries, Executive Director

Signature _____ Date _____

Geauga County Department of Job & Family Services
Local Required Partner for WIOA Adult/Dislocated
Worker and TANF Title IV

Craig Swenson, Executive Director

Signature _____ Date _____

AREA 19 Local Required Partners

Auburn Career Center
ASPIRE Title II, Postsecondary Career &
Technical Ed.

Brian Bontemp, Ph.D., Superintendent

Signature _____ Date _____

Ashtabula County Community Action Agency
Community Services Block Grant.

Judith Barris, Executive Director

Signature _____ Date _____

Ashtabula Technical & Career Center
ASPIRE Title II, Postsecondary Career & Technical Ed.,
Youth Provider (non-required).

Jerome R. Brockway, Ph.D., Superintendent

Signature _____ Date _____

Maplewood Career Center
ASPIRE Title II.

Laure Gauntner, ASPIRE Coordinator


Signature _____ Date 7/19/19

Local Area 19 MOU Signature Page (Continued)

VANTAGE Aging
Title V (SCSEP).

Paul Magnus, Vice President for Workforce
Development

Signature Date

Opportunities for Ohioans with Disabilities (OOD)
WIOA Title IV, Vocational Rehabilitation Program.

Kevin Miller, Executive Director

Signature Date

AREA 19 Local Non-Required Partners

Community Counseling Center
Program.

Paul Bolino, Chief Executive Officer

Signature Date

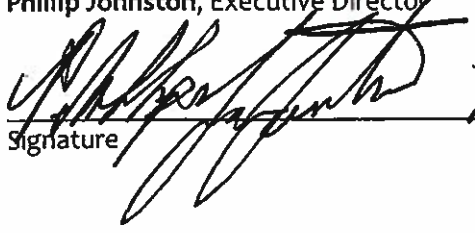
OhioGuidestone – Geauga County
Youth Program.

Rich Frank, President and CEO

Signature Date

Goodwill Industries of Ashtabula, Inc.
Vocational Rehabilitation.

Phillip Johnston, Executive Director



Signature Date

**Local Area 19 MOU
Signature Page
ODJFS Administration**

The signature below affirms that the content of this MOU and attachments is compliant with the requirements set forth in WIOA Section 121(c).

Bruce Madson, ODJFS Assistant Director

Date

**Attachment A
Local Area 19 Career Services**

Partner Name	Program	Services (Enter Number(s) from the list below)	Priority/Related Service
ACDJFS	WIOA Title I Adult & Dislocated Worker	BCS: 1-11 IS: 1 a&b, 2, 4, 5 6, 7, 8, 10 BS: 4,5,6,7,8,9,10,11,13,15,16, 20,22,24,25,26,29,30	
GCJFS	WIOA Title I Adult & Dislocated Worker	BCS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 IS: 1 a & b, 2, 3, 4, 5, 6, 7, 8, 10 BS: 1-30	
PCJFS	WIOA Title I Adult & Dislocated Worker	BCS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 IS: 1 a & b, 2, 3, 4, 5, 6, 7, 8, 10 BS: 1-30	
A-Tech	WIOA Title I Youth	BCS: 1, 3, 4, 5, 6, 11 IS: 1 a&b	
OhioGuidestone-Geauga County	WIOA Title I Youth	To OGS	
ODJFS-Ashtabula County	WIOA Title III Wagner-Peyser Act		
ODJFS-Geauga County	WIOA Title III Wagener-Peyser Act (Answered with Jonathan	BCS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 IS: 1 b, 2, 3, 4, 5, 6, 7, 8, 10 BS: 4, 5, 6, 7, 8, 22, 23, 24, 25, 26, 29	
ODJFS-Portage County	WIOA Title III Wagener-Peyser Act	BCS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	
A-Tech	WIOA Title II ASPIRE		
Auburn Career Center	WIOA Title II ASPIRE	IS: 1a, 11	
Maplewood Career Center	WIOA Title II ASPIRE	BCS – 2, 3, 5, 9 ,11	
Opportunities for Ohioans with Disabilities (OOD)-Ashtabula	WIOA Title IV, Vocational Rehabilitation		
Opportunities for Ohioans with Disabilities (OOD)-Geauga	WIOA Title IV, Vocational Rehabilitation		
Opportunities for Ohioans with Disabilities (OOD)-Portage	WIOA Title IV, Vocational Rehabilitation	BCS – 1-9 and 11	

VANTAGE Aging-Ashtabula County	Senior Community Service Employment (SCSEP)		
VANTAGE Aging-Geauga County	Senior Community Service Employment (SCSEP)	IS: 6, 7, 8	
VANTAGE Aging--Portage County	Senior Community Service Employment (SCSEP)	BCS – 1- 11	
A-Tech	Postsecondary Career & Technical Education		
Auburn Career Center	Postsecondary Career & Technical Education		
ODJFS-Ashtabula County	Trade Adjustment Assistance (TAA)		
ODJFS-Geauga County	Trade Adjustment Assistance (TAA)		
ODJFS-Portage County	Trade Adjustment Assistance (TAA)	BCS – 1-11	
ODJFS-Ashtabula	Jobs for Veterans Act		
ODJFS-Geauga	Jobs for Veterans Act		
ODJFS-Portage	Jobs for Veterans Act	BCS – 1, 2, 4, 5, 6,7,8,9,11	
Ashtabula County Community Action Council	Community Services Block Grant Employment & Training		
ODJFS-Ashtabula County	Unemployment Insurance (UI)		
ODJFS-Geauga County	Unemployment Insurance (UI)	No one on-site from UI BS 10	
ODJFS-Portage County	Unemployment Insurance (UI)	No one on-site from UI BS 1-11	
ACDJFS	TANF		
GCJFS	TANF	BS 1, 2, 3, 7, 9, 11 IS 1 a, 8	
PCDJFS	TANF	BCS 1, 2, 3, 5, 6, 7, 9, 11 IS 1, 2, 5, 6, 7, 8, 9, BS 4, 17	

The services and definitions listed below are straight out of WIOA and the proposed corresponding regulations. Local boards and partners can refine as needed. All required partners must provide career services through the local workforce development system.

Basic Career Services

Include self-help services and services that require minimal staff assistance. When an individual needs additional assistance, registration in WCMS is required.

1. **Eligibility Determination:** Comparison of information from an individual job seeker with eligibility criteria established for programs and services offered through the local workforce development system.
2. **Outreach, Intake, and Orientation:** Outreach involves the collection, publication, and distribution of information on program services available through the local workforce development system. Intake involves the collection of basic job seeker information for eligibility determination. Orientation involves sharing information on the available programs and services with job seekers, which may be done in a group setting, one-on-one, or electronically through OhioMeansJobs.com.
3. **Initial Assessment:** Collect information to determine each job seeker's skill levels, aptitudes, abilities, barriers, and supportive service needs.
4. **Labor Exchange Services:** Provide job search and placement assistance, which includes, at a minimum, providing information on and, as needed, assistance with registration and use of the OhioMeansJobs.com system. As needed, provide career counseling that includes instruction on how to locate information on in-demand occupations and industries and nontraditional employment in the OhioMeansJobs.com system.
5. **Referrals:** Includes referrals to and coordination of partner programs and services offered through the workforce development system and may also include referrals to other workforce development programs when appropriate.
6. **Labor Market Information:** Provide information for job seekers on workforce and labor market employment statistics that include local, regional, and national job vacancy listings, local in-demand occupations, and the skills needed for the vacant jobs and in-demand occupations.
7. **Provider Performance and Program Cost Information:** Collect and provide information on eligible training services providers by program and type of provider.
8. **Local Performance Information:** Provide information in useable and understandable formats and languages on local area performance in comparison with local performance accountability measures.
9. **Supportive Services:** Provide information in useable and understandable formats and languages on the availability of supportive services or assistance and provide referrals and assistance as appropriate, which may include: child care; child support; Medicaid or Children's Health Insurance Program; SNAP benefits; earned income tax credit, TANF assistance; transportation; and other supportive services.
10. **Unemployment Compensation Claim:** Provide information on and meaningful assistance with filing claims for Unemployment Compensation benefits, which may be on-site or via telephone or other technology as long as the assistance is provided by well-trained staff within a reasonable time.
11. **Eligibility Assistance:** Provide guidance to individuals who aren't eligible for WIOA on eligibility for financial aid assistance to complete other training and education programs that aren't provided under WIOA.

Individualized Services

Services that must be made available when deemed necessary for a job-seeker to obtain or retain employment.

1. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
 - a. Diagnostic Testing and use of other assessment tools; and
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. **Individual Employment Plan:** Work with the job-seeker to identify employment goals and objectives and develop an individualized plan to achieve those goals. Include information about eligible training providers.
3. **Group Counseling**
4. **Individual Counseling**
5. **Career Planning**
6. **Short-Term Prevocational Services:** May include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
7. **Internships/Work Experience:** Coordination of eligible job seekers and employers for planned and structured learning experiences that take place in the workplace and are linked to careers.
8. **Workforce Preparation Activities**
9. **Financial Literacy Services:** Services to enhance an individual's ability to: create household budgets; initiate savings plans; make informed financial decisions; manage spending, credit, and debt; increase awareness on the availability and significance of credit reports; to understand, evaluate, and compare financial products, services, and opportunities; and to address the particular financial literacy needs of non-English speakers.
10. **Out-of-Area Job Search Assistance and Relocation Assistance**
11. **English Language Acquisition and Integrated Education and Training Programs**

Follow-Up Services

As appropriate and for up to 12 months after the date a WIOA Adult or Dislocated Worker program participant begins employment, provide follow-up services—including workplace counseling—to support job retention.

Business Services

Services for employers, employer associations, or other such organizations in the local area that include:

1. **Employer Development, Planning, and Referral Services:** Resources and services to help employers with marketing, consulting, networking, referral, and public relations efforts. This service also includes succession planning, such as executive transition, aging workforce organizational movement, or employer ownership.

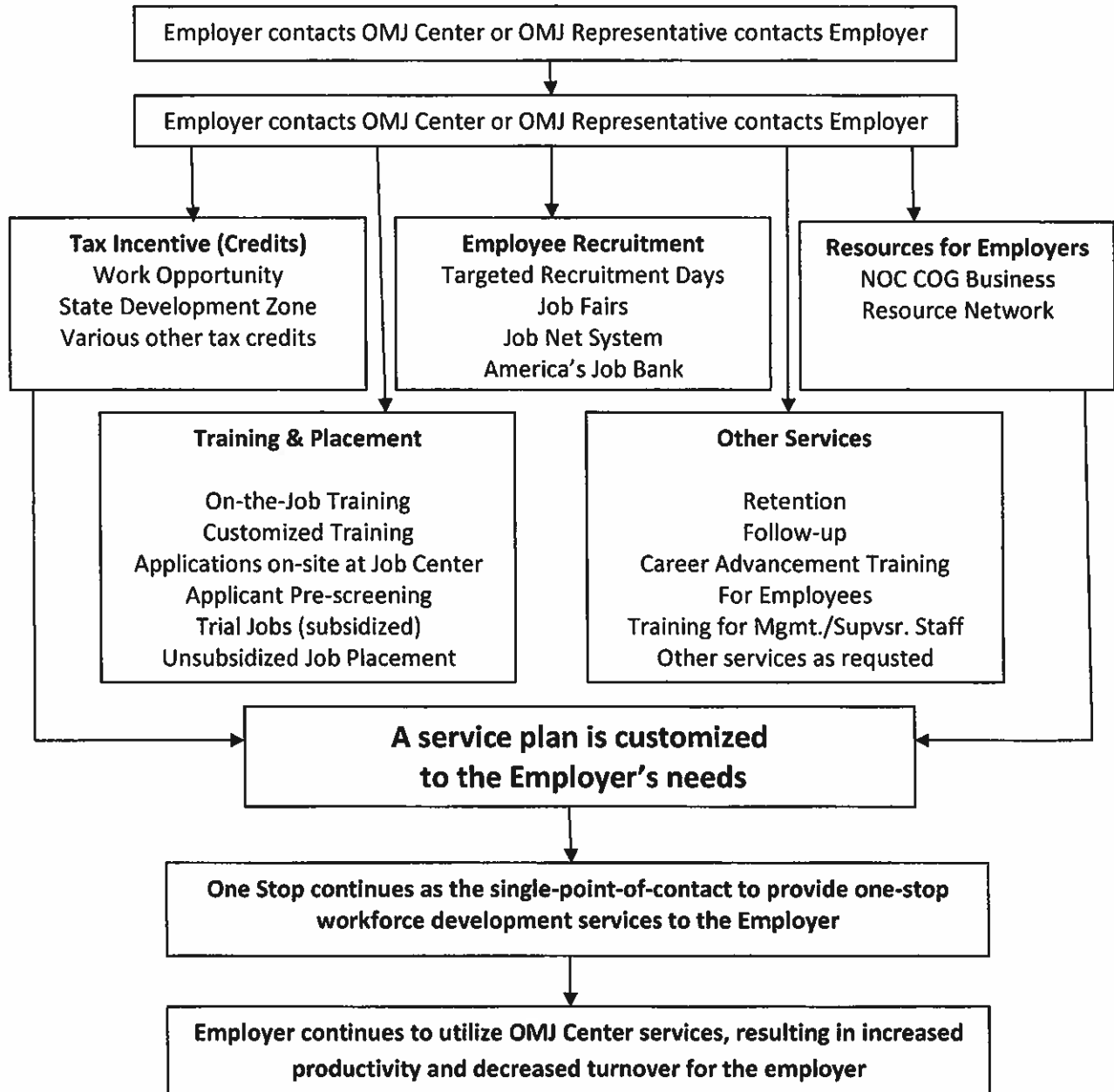
2. **Workforce Retention:** Analyzing causes and offer suggestions to reduce worker turnover and/or aim at keeping existing employers in the community. This includes activities which focus on employee growth and further performance
3. **Employer Needs Assessment:** Assistance to employers in managing their business needs
4. **Job Order Assistance:** Activities provided to help businesses post job openings on OhioMeansJobs.com or through business service assistance available through the OhioMeansJobs center.
5. **Participation in Job Fair:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
6. **Participation in Workforce Special Events:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
7. **Outreach Activities and Assistance:** Provision of promotional activities generated on behalf of the employer to help recruit candidates for open positions and hiring events utilizing social media, media promotion, and electronic websites. This service includes workforce acquisition, which is the seeking of specific worker types and/or attracting new workers.
8. **Veteran Employer Contact:** Information gathering activities pertaining to identifying employers seeking to hire veterans.
9. **Screening Assistance for Employers:** Assistance to employers in processing employment applications for hiring needs (collect, review, and submit to employer). Proctoring pre-employment applicant assessments for groups or individuals as part of the screening assistance for employers. The process of searching and/or accessing, screening, and referring a job seeker's resume to an employer seeking talent. Communication with the employer to determine if an individual has been hired.
10. **Workforce Incentives:** Provision of information regarding:
 - Incentives available to employers (e.g., WOTC, SYP, Minority, Veterans, other)
 - Various types of incentives, such as export/import programs, green programs (reuse, recycling, and green efforts), tax abatements, operating capital incentives, technology incentives, etc.
11. **On-the-Job Training:** Recruitment of employers who wish to participate in a training conducted by the employer who receives that is provided to a paid participant while engaged in productive work in a job.
12. **Customized Training:** Training that is designed to meet the specific requirements of an employer or group of employers; is conducted with the commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a portion of the cost of the training.
13. **Incumbent Worker Training:** Seeking training to develop and enhance incumbent worker skills.
14. **Skills Enhancement:** Training that assists employees learn specific knowledge or skills to improve performance in their current roles.
15. **Internships:** Seeking interns or internship information.

16. **Apprenticeships/Youth Apprenticeship:** Referral and information (via apprentice.ohio.gov) regarding programs that teach high-level skills by providing individuals structured on-the-job training and related technical instruction.
17. **Job Shadowing:** Short-term unpaid activities which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.
18. **Transitional Jobs:** A subsidized work experience that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
19. **Work Experience:** A planned, structured learning experience that takes place in a workplace for a limited time.
20. **Workplace/Industry Tours:** Visiting an employer's facility, as part of a career awareness activity for students and/or job seekers.
21. **Mentoring:** Matching a participant with an employer or employee of a company to build a working relationship with the participant and to develop necessary skills.
22. **Provision of Labor Market Information:** The provision of labor market information, including, but not limited to, the following:
 - Affirmative Action Statistics
 - Regional and County Economic Information (employment, census, poverty levels, talent availability)
 - Economic Trends and Forecasts
 - Education and Training Outcomes
 - Job and Industry Growth Patterns
 - Non-Proprietary Employer Information
 - Occupational Descriptions
 - Population and Demographic Information
 - Skill Standards
 - Wage Levels for Various Occupations
23. **Access to Services to Avoid Layoff:** Strategies (e.g., SharedWork Ohio) that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs; or are struggling and at risk of downsizing. This service also includes services provided to local businesses aimed at keeping the existing business in the community.
24. **Mass Layoff and Plant Closure Assistance:** Activities provided in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible.
25. **WARN (Worker Adjustment Retraining Notification) Assistance:** Activities provided to at-risk employers outlining the requirements of advanced notification of plant closings and mass layoffs.
26. **Employment Laws and Regulations:** This service does not involve the provision of legal advice or legal counsel but does include the following:
 - Assistance to employers to provide information and assist with UI laws and regulations

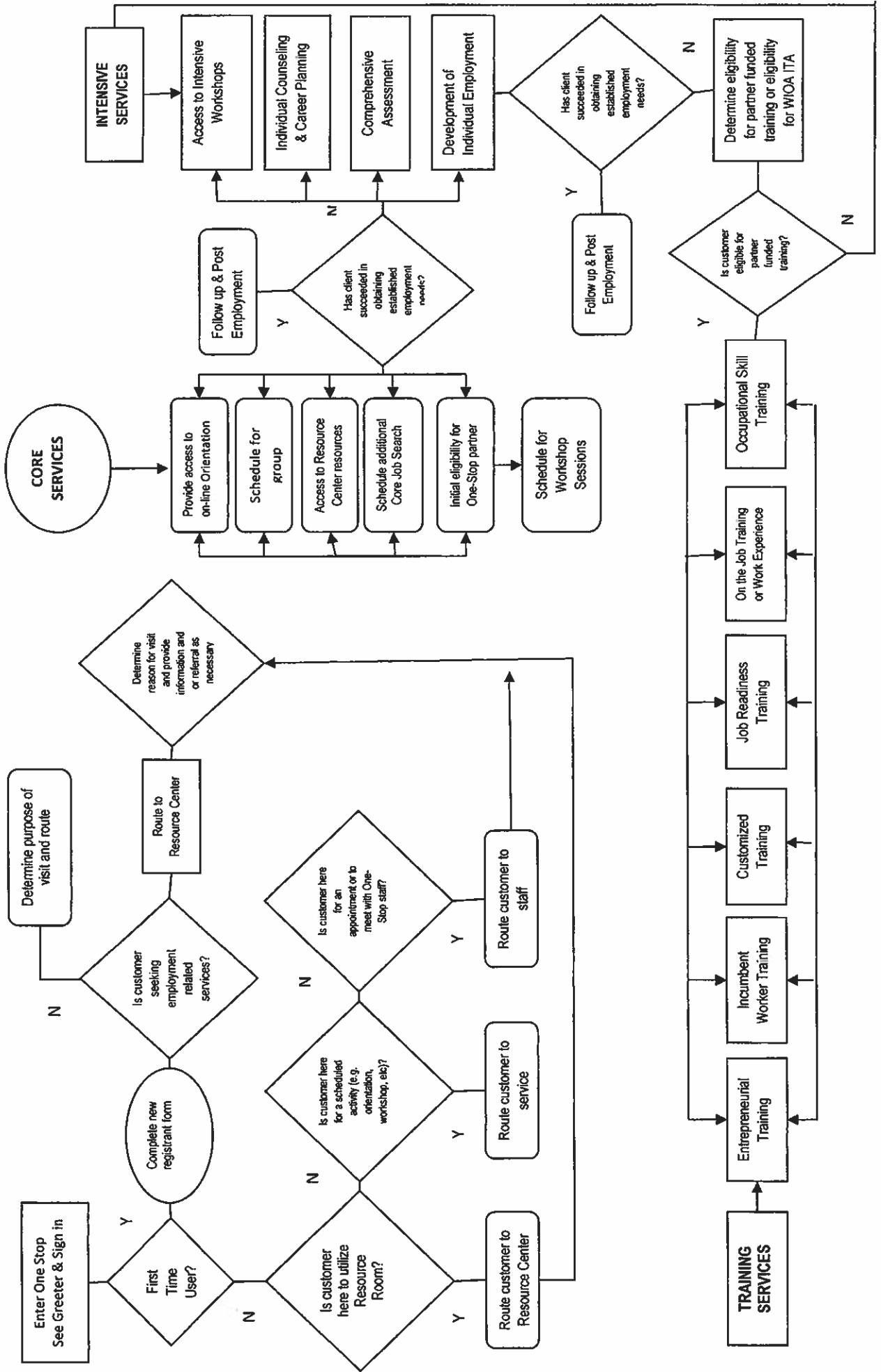
- Activities provided to employers providing guidance on federal, state, and local employment laws and practices, including OSHA and EPA issues
 - Employee handbook needs, drug-free workplace assistance, healthcare information, etc.
 - Provision of translation services
27. **Ex-Offender Bonding Information and Assistance:** Information provided to employers regarding employment of ex-offenders.
28. **Development of Career Pathways and Industry Sector Partnerships:** Provision of information on the development of career pathways for a particular employer, group of employers, or an industry sector.
29. **Received OhioMeansJobs center orientation:** An activity provided to introduce employers to the OhioMeansJobs center and the partners and services available to businesses through the center.
30. **Website Demonstration:** Activities that provide guidance on how to navigate and use OhioMeansJobs.com.

AREA 19 LWIB EMPLOYER CUSTOMER FLOW

OMJ Center
One Stop Employer Services Process



AREA 19 LWIB UNIVERSAL CUSTOMER FLOW



ATTACHMENT D:
Budget (CFIS Report CT-611)

State Fiscal Year: SFY2021 SA Fiscal Year 2021	Statistic: FTE
Effective as of: July 2020	

Partner	Units / Percentage
Statistic: FTE	
	Spread: Units
1 - ODJFS VETERANS	0.200000
10 - GOODWILL	0.200000
11 - ACCAA	0.500000
12 - A-TECH-YOUTH PROVIDER	8.600000
2 - ODJFS	3.000000
3 - WIOA	3.000000
4 - ACDJFS TANF	4.000000
5 - ASPIRE	0.200000
6 - A-TECH	0.200000
7 - OOD	1.000000
8 - VANTAGE AGING	0.100000
9 - COMMUNITY COUNSELLING CENTER	0.200000
	<u>21.20</u>

State Fiscal Year: SFY2020 - SA Fiscal Year 2020 Effective as of: July 2019	Statistic: All
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Partner	Units / Percentage
Statistic: FTE	Spread: Percentage
ACC3 - Auburn Career Center - Aspire Director (MOU)	0.400000
ACC5 - Auburn Career Center (MOU)	1.290000
GCJFS3 - Geauga County Job & Family Services (MOU)	22.570000
JFSOWD6 - ODJFS Office of Workforce Development (MOU) Employment Professional	16.120000
JFSOWD7 - ODJFS Office of Workforce Development (MOU) Veterans	1.190000
MSI3 - Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	0.400000
OGS1 - Ohio Guidestone - CCMEP	16.120000
OMJ1 - OhioMeansJobs Geauga County Job & Family Services (MOU)	38.690000
OOD2 - Opportunities for Ohioans with Disabilities (MOU)	3.220000

State Fiscal Year: SFY2021 - SA Fiscal Year 2021	Statistic: All
Effective as of: July 2020	

Partner	Units / Percentage
Statistic: FTE	Spread: Percentage
ACC3 - Auburn Career Center - Aspire Director (MOU)	0.400000
ACC5 - Auburn Career Center (MOU)	1.290000
GCJFS3 - Geauga County Job & Family Services (MOU)	22.570000
JFSOWD6 - ODJFS Office of Workforce Development (MOU) Employment Professional	16.120000
JFSOWD7 - ODJFS Office of Workforce Development (MOU) Veterans	1.190000
MSI3 - Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	0.400000
OGS1 - Ohio Guidestone - CCMEP	16.120000
OMJ1 - OhioMeansJobs Geauga County Job & Family Services (MOU)	38.690000
OOD2 - Opportunities for Ohioans with Disabilities (MOU)	3.220000

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: A-TECH

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	51.89
	Fiscal Support Staff - (Fiscal Support Staff)	30.19
	Other - (One Stop Staff Travel)	18.87
	Receptionist/Greeter - (Receptionist/Greeter)	524.53
	Technology Support Staff - (Technology Support Staff)	1.89
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	37.74
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials. Etc.))	80.19
	Telephone System - (Telephone System Equipment)	165.09
	Sub-Total:	
Facilities	Lease - (Lease)	687.56
	Maintenance - Janitorial - (Janitorial Services)	221.70
	Maintenance - Other - (Maint. - Travel)	0.84
	Repairs - (Building Repairs)	108.49
	Utilities - (Utilities)	193.40
Sub-Total:		1,192.09
Outreach/Marketing	Job Fairs - (Job Fairs)	5.66
	Media Advertising - Public Service Announcement - (Media Advertising)	2.83
	Orientation Materials - (Employer Day Orientation)	2.83
	Other - (Other-Common Good)	9.43
Sub-Total:		20.75
Resource Room	Internet Access - (Internet Access)	4.91
	Other - (Resource Room Staff)	422.64
Sub-Total:		427.55
Total:		2,550.78

CFIS Web
 01904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ACDJFS TANF

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	1,037.74
	Fiscal Support Staff - (Fiscal Support Staff)	603.77
	Other - (One Stop Staff Travel)	377.38
	Receptionist/Greeter - (Receptionist/Greeter)	10,490.57
	Technology Support Staff - (Technology Support Staff)	37.74
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	754.72
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	1,603.77
	Telephone System - (Telephone System Equipment)	3,301.89
	Sub-Total:	
Facilities	Lease - (Lease)	13,351.13
	Maintenance - Janitorial - (Janitorial Services)	4,433.96
	Maintenance - Other - (Maint. - Travel)	18.87
	Repairs - (Building Repairs)	2,169.81
	Utilities - (Utilities)	3,867.92
Sub-Total:		23,841.69
Outreach/Marketing	Job Fairs - (Job Fairs)	113.21
	Media Advertising - Public Service Announcement - (Media Advertising)	56.60
	Orientation Materials - (Employer Day Orientation)	56.80
	Other - (Other-Common Good)	188.68
Sub-Total:		415.09
Resource Room	Internet Access - (Internet Access)	98.11
	Other - (Resource Room Staff)	8,452.83
Sub-Total:		8,550.94
Total:		51,015.28

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ASPIRE

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	51.89
	Fiscal Support Staff - (Fiscal Support Staff)	30.19
	Other - (One Stop Staff Travel)	18.87
	Receptionist/Greeter - (Receptionist/Greeter)	524.53
	Technology Support Staff - (Technology Support Staff)	1.89
	Sub-Total:	627.37
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	37.74
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	80.19
	Telephone System - (Telephone System Equipment)	165.09
	Sub-Total:	283.02
Facilities	Lease - (Lease)	667.56
	Maintenance - Janitorial - (Janitorial Services)	221.70
	Maintenance - Other - (Maint. - Travel)	0.94
	Repairs - (Building Repairs)	108.49
	Utilities - (Utilities)	193.40
	Sub-Total:	1,192.09
Outreach/Marketing	Job Fairs - (Job Fairs)	5.66
	Media Advertising - Public Service Announcement - (Media Advertising)	2.83
	Orientation Materials - (Employer Day Orientation)	2.83
	Other - (Other-Common Good)	9.43
	Sub-Total:	20.75
Resource Room	Internet Access - (Internet Access)	4.91
	Other - (Resource Room Staff)	422.64
	Sub-Total:	427.55
	Total:	2,550.78

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	778.30
	Fiscal Support Staff - (Fiscal Support Staff)	452.83
	Other - (One Stop Staff Travel)	283.02
	Receptionist/Greeter - (Receptionist/Greeter)	7,867.92
	Technology Support Staff - (Technology Support Staff)	28.30
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	566.04
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	1,202.83
	Telephone System - (Telephone System Equipment)	2,476.42
	Sub-Total:	
Facilities	Lease - (Lease)	10,013.35
	Maintenance - Janitorial - (Janitorial Services)	3,325.47
	Maintenance - Other - (Maint. - Travel)	14.15
	Repairs - (Building Repairs)	1,627.36
	Utilities - (Utilities)	2,900.94
Sub-Total:		17,881.27
Outreach/Marketing	Job Fairs - (Job Fairs)	84.91
	Media Advertising - Public Service Announcement - (Media Advertising)	42.45
	Orientation Materials - (Employer Day Orientation)	42.45
	Other - (Other-Common Good)	141.51
Sub-Total:		311.32
Resource Room	Internet Access - (Internet Access)	73.58
	Other - (Resource Room Staff)	6,339.62
Sub-Total:		6,413.20
Total:		38,261.45

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS VETERANS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	51.89
	Fiscal Support Staff - (Fiscal Support Staff)	30.19
	Other - (One Stop Staff Travel)	18.87
	Receptionist/Greeter - (Receptionist/Greeter)	524.53
	Technology Support Staff - (Technology Support Staff)	1.89
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	37.74
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	80.19
	Telephone System - (Telephone System Equipment)	165.09
	Sub-Total:	
Facilities	Lease - (Lease)	667.56
	Maintenance - Janitorial - (Janitorial Services)	221.70
	Maintenance - Other - (Maint. - Travel)	0.94
	Repairs - (Building Repairs)	106.49
	Utilities - (Utilities)	193.40
Sub-Total:		1,192.09
Outreach/Marketing	Job Fairs - (Job Fairs)	5.66
	Media Advertising - Public Service Announcement - (Media Advertising)	2.83
	Orientation Materials - (Employer Day Orientation)	2.83
	Other - (Other-Common Good)	9.43
Sub-Total:		20.75
Resource Room	Internet Access - (Internet Access)	4.91
	Other - (Resource Room Staff)	422.64
Sub-Total:		427.55
Total:		2,550.78

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Partner	Report Option:	Detail

Partner: OOD

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	259.43
	Fiscal Support Staff - (Fiscal Support Staff)	150.94
	Other - (One Stop Staff Travel)	94.34
	Receptionist/Greeter - (Receptionist/Greeter)	2,622.84
	Technology Support Staff - (Technology Support Staff)	9.43
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	188.68
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	400.94
	Telephone System - (Telephone System Equipment)	825.47
	Sub-Total:	
Facilities	Lease - (Lease)	3,337.78
	Maintenance - Janitorial - (Janitorial Services)	1,108.49
	Maintenance - Other - (Maint. - Travel)	4.72
	Repairs - (Building Repairs)	542.45
	Utilities - (Utilities)	966.98
Sub-Total:		5,960.42
Outreach/Marketing	Job Fairs - (Job Fairs)	28.30
	Media Advertising - Public Service Announcement - (Media Advertising)	14.15
	Orientation Materials - (Employer Day Orientation)	14.15
	Other - (Other-Common Good)	47.17
Sub-Total:		103.77
Resource Room	Internet Access - (Internet Access)	24.53
	Other - (Resource Room Staff)	2,113.21
Sub-Total:		2,137.74
Total:		12,753.80

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: VANTAGE AGING

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	25.94
	Fiscal Support Staff - (Fiscal Support Staff)	15.09
	Other - (One Stop Staff Travel)	9.43
	Receptionist/Greeter - (Receptionist/Greeter)	262.26
	Technology Support Staff - (Technology Support Staff)	0.94
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	18.87
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	40.09
	Telephone System - (Telephone System Equipment)	82.55
	Sub-Total:	
Facilities	Lease - (Lease)	333.78
	Maintenance - Janitorial - (Janitorial Services)	110.85
	Maintenance - Other - (Maint. - Travel)	0.47
	Repairs - (Building Repairs)	54.25
	Utilities - (Utilities)	96.70
Sub-Total:		596.05
Outreach/Marketing	Job Fairs - (Job Fairs)	2.83
	Media Advertising - Public Service Announcement - (Media Advertising)	1.42
	Orientation Materials - (Employer Day Orientation)	1.42
	Other - (Other-Common Good)	4.72
Sub-Total:		10.39
Resource Room	Internet Access - (Internet Access)	2.45
	Other - (Resource Room Staff)	211.32
Sub-Total:		213.77
Total:		1,275.38

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	778.30
	Fiscal Support Staff - (Fiscal Support Staff)	452.83
	Other - (One Stop Staff Travel)	283.02
	Receptionist/Greeter - (Receptionist/Greeter)	7,867.92
	Technology Support Staff - (Technology Support Staff)	28.30
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	566.04
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	1,202.83
	Telephone System - (Telephone System Equipment)	2,476.42
	Sub-Total:	
Facilities	Lease - (Lease)	10,013.35
	Maintenance - Janitorial - (Janitorial Services)	3,325.47
	Maintenance - Other - (Maint. - Travel)	14.15
	Repairs - (Building Repairs)	1,627.36
	Utilities - (Utilities)	2,900.94
Sub-Total:		17,881.27
Outreach/Marketing	Job Fairs - (Job Fairs)	84.91
	Media Advertising - Public Service Announcement - (Media Advertising)	42.45
	Orientation Materials - (Employer Day Orientation)	42.45
	Other - (Other-Common Good)	141.51
Sub-Total:		311.32
Resource Room	Internet Access - (Internet Access)	73.58
	Other - (Resource Room Staff)	6,339.62
Sub-Total:		6,413.20
Total:		38,261.45

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: A-TECH-YOUTH PROVIDER

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	2,231.12
	Fiscal Support Staff - (Fiscal Support Staff)	1,298.12
	Other - (One Stop Staff Travel)	811.31
	Receptionist/Greeter - (Receptionist/Greeter)	22,554.72
	Technology Support Staff - (Technology Support Staff)	81.12
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	1,622.61
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	3,448.12
	Telephone System - (Telephone System Equipment)	7,099.06
	Sub-Total:	
Facilities	Lease - (Lease)	28,704.92
	Maintenance - Janitorial - (Janitorial Services)	9,533.01
	Maintenance - Other - (Maint. - Travel)	40.58
	Repairs - (Building Repairs)	4,665.09
	Utilities - (Utilities)	8,316.03
Sub-Total:		51,269.63
Outreach/Marketing	Job Fairs - (Job Fairs)	243.39
	Media Advertising - Public Service Announcement - (Media Advertising)	121.70
	Orientation Materials - (Employer Day Orientation)	121.70
	Other - (Other-Common Good)	405.68
Sub-Total:		892.47
Resource Room	Internet Access - (Internet Access)	210.94
	Other - (Resource Room Staff)	18,173.60
Sub-Total:		18,384.54
Total:		109,682.82

CFIS Web
 01904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Partner	Report Option:	Detail

Partner: ACCAA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	129.72
	Fiscal Support Staff - (Fiscal Support Staff)	75.47
	Other - (One Stop Staff Travel)	47.17
	Receptionist/Greeter - (Receptionist/Greeter)	1,311.32
	Technology Support Staff - (Technology Support Staff)	4.72
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	94.34
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	200.47
	Telephone System - (Telephone System Equipment)	412.74
	Sub-Total:	
Facilities	Lease - (Lease)	1,668.89
	Maintenance - Janitorial - (Janitorial Services)	554.25
	Maintenance - Other - (Maint. - Travel)	2.36
	Repairs - (Building Repairs)	271.23
	Utilities - (Utilities)	483.49
Sub-Total:		2,980.22
Outreach/Marketing	Job Fairs - (Job Fairs)	14.15
	Media Advertising - Public Service Announcement - (Media Advertising)	7.08
	Orientation Materials - (Employer Day Orientation)	7.08
	Other - (Other-Common Good)	23.58
Sub-Total:		51.89
Resource Room	Internet Access - (Internet Access)	12.26
	Other - (Resource Room Staff)	1,056.60
Sub-Total:		1,068.86
Total:		6,376.92

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Partner	Report Option:	Detail

Partner: COMMUNITY COUNSELLING CENTER

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	51.89
	Fiscal Support Staff - (Fiscal Support Staff)	30.19
	Other - (One Stop Staff Travel)	18.87
	Receptionist/Greeter - (Receptionist/Greeter)	524.53
	Technology Support Staff - (Technology Support Staff)	1.89
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	37.74
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	80.19
	Telephone System - (Telephone System Equipment)	165.09
	Sub-Total:	
Facilities	Lease - (Lease)	667.56
	Maintenance - Janitorial - (Janitorial Services)	221.70
	Maintenance - Other - (Maint. - Travel)	0.94
	Repairs - (Building Repairs)	108.49
	Utilities - (Utilities)	193.40
Sub-Total:		1,192.09
Outreach/Marketing	Job Fairs - (Job Fairs)	5.66
	Media Advertising - Public Service Announcement - (Media Advertising)	2.83
	Orientation Materials - (Employer Day Orientation)	2.83
	Other - (Other-Common Good)	9.43
Sub-Total:		20.75
Resource Room	Internet Access - (InternetAccess)	4.91
	Other - (Resource Room Staff)	422.64
Sub-Total:		427.55
Total:		2,550.78

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: GOODWILL

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	51.89
	Fiscal Support Staff - (Fiscal Support Staff)	30.19
	Other - (One Stop Staff Travel)	18.87
	Receptionist/Greeter - (Receptionist/Greeter)	524.53
	Technology Support Staff - (Technology Support Staff)	1.89
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint)	37.74
	Office Supplies (paper, pencils, etc.) - (Office, Supplies (paper, materials, Etc.))	80.19
	Telephone System - (Telephone System Equipment)	165.09
	Sub-Total:	
Facilities	Lease - (Lease)	667.56
	Maintenance - Janitorial - (Janitorial Services)	221.70
	Maintenance - Other - (Maint. - Travel)	0.94
	Repairs - (Building Repairs)	108.49
	Utilities - (Utilities)	193.40
Sub-Total:		1,192.09
Outreach/Marketing	Job Fairs - (Job Fairs)	5.66
	Media Advertising - Public Service Announcement - (Media Advertising)	2.83
	Orientation Materials - (Employer Day Orientation)	2.83
	Other - (Other-Common Good)	9.43
Sub-Total:		20.75
Resource Room	Internet Access - (Internet Access)	4.91
	Other - (Resource Room Staff)	422.64
Sub-Total:		427.55
Total:		2,550.78
OMJ Total:		270,381.00

State Fiscal Year:	5FY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Partner	Report Option:	Detail

Partner: A-TECH

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	53.18
	Fiscal Support Staff - (Fiscal Support Staff)	30.94
	Other - (One Stop Staff travel)	19.34
	Receptionist/Greeter - (Receptionist/Greeter)	637.64
	Technology Support Staff - (Technology Support Staff)	1.93
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	38.68
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	82.19
	Telephone System - (Telephone System Equipment)	169.22
	Sub-Total:	
Facilities	Lease - (Lease)	673.68
	Maintenance - Janitorial - (Janitorial Services)	227.24
	Maintenance - Other - (Maint. - Travel)	0.97
	Repairs - (Building Repairs)	111.20
	Utilities - (Utilities)	198.23
Sub-Total:		1,211.32
Outreach/Marketing	Job Fairs - (Job Fairs)	5.80
	Media Advertising - Public Service Announcement - (Media Advertising)	2.90
	Orientation Materials - (Employer Day/Orientation)	2.90
	Other - (Other-Common Good)	9.67
Sub-Total:		21.27
Resource Room	Internet Access - (Internet Access)	5.03
	Other - (Resource Room Staff)	433.21
Sub-Total:		438.24
Total:		2,603.95

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ACDJFS TANF

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	1,063.68
	Fiscal Support Staff - (Fiscal Support Staff)	618.87
	Other - (One Stop Staff travel)	386.79
	Receptionist/Greeter - (Receptionist/Greeter)	10,752.83
	Technology Support Staff - (Technology Support Staff)	38.68
	Sub-Total:	12,860.85
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	773.58
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	1,643.87
	Telephone System - (Telephone System Equipment)	3,364.43
	Sub-Total:	5,801.88
Facilities	Lease - (Lease)	13,473.58
	Maintenance - Janitorial - (Janitorial Services)	4,544.81
	Maintenance - Other - (Maint. - Travel)	19.34
	Repairs - (Building Repairs)	2,224.06
	Utilities - (Utilities)	3,964.62
Sub-Total:	24,226.41	
Outreach/Marketing	Job Fairs - (Job Fairs)	116.04
	Media Advertising - Public Service Announcement - (Media Advertising)	58.02
	Orientation Materials - (Employer Day/Orientation)	58.02
	Other - (Other-Common Good)	193.40
Sub-Total:	425.48	
Resource Room	Internet Access - (Internet Access)	100.57
	Other - (Resource Room Staff)	8,664.15
Sub-Total:	8,764.72	
Total:	52,079.34	

CFIS Web
 01904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ASPIRE

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	53.18
	Fiscal Support Staff - (Fiscal Support Staff)	30.94
	Other - (One Stop Staff travel)	19.34
	Receptionist/Greeter - (Receptionist/Greeter)	537.64
	Technology Support Staff - (Technology Support Staff)	1.93
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	38.68
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	82.19
	Telephone System - (Telephone System Equipment)	169.22
	Sub-Total:	
Facilities	Lease - (Lease)	673.68
	Maintenance - Janitorial - (Janitorial Services)	227.24
	Maintenance - Other - (Maint. - Travel)	0.97
	Repairs - (Building Repairs)	111.20
	Utilities - (Utilities)	198.23
Sub-Total:		1,211.32
Outreach/Marketing	Job Fairs - (Job Fairs)	5.80
	Media Advertising - Public Service Announcement - (Media Advertising)	2.90
	Orientation Materials - (Employer Day/Orientation)	2.90
	Other - (Other-Common Good)	9.67
Sub-Total:		21.27
Resource Room	Internet Access - (Internet Access)	5.03
	Other - (Resource Room Staff)	433.21
Sub-Total:		438.24
Total:		2,803.95

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	797.76
	Fiscal Support Staff - (Fiscal Support Staff)	464.15
	Other - (One Stop Staff travel)	290.09
	Receptionist/Greeter - (Receptionist/Greeter)	8,064.62
	Technology Support Staff - (Technology Support Staff)	29.01
	Sub-Total:	9,845.63
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	580.19
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	1,232.90
	Telephone System - (Telephone System Equipment)	2,538.33
	Sub-Total:	4,351.42
Facilities	Lease - (Lease)	10,105.19
	Maintenance - Janitorial - (Janitorial Services)	3,408.81
	Maintenance - Other - (Maint. - Travel)	14.50
	Repairs - (Building Repairs)	1,668.04
	Utilities - (Utilities)	2,973.47
Sub-Total:	18,169.81	
Outreach/Marketing	Job Fairs - (Job Fairs)	87.03
	Media Advertising - Public Service Announcement - (Media Advertising)	43.51
	Orientation Materials - (Employer Day/Orientation)	43.51
	Other - (Other-Common Good)	145.05
Sub-Total:	319.10	
Resource Room	Internet Access - (Internet Access)	75.42
	Other - (Resource Room Staff)	6,498.11
Sub-Total:	6,573.53	
Total:	39,059.49	

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS VETERANS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	53.18
	Fiscal Support Staff - (Fiscal Support Staff)	30.94
	Other - (One Stop Staff travel)	19.34
	Receptionist/Greeter - (Receptionist/Greeter)	537.64
	Technology Support Staff - (Technology Support Staff)	1.93
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	38.88
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	82.19
	Telephone System - (Telephone System Equipment)	169.22
	Sub-Total:	
Facilities	Lease - (Lease)	673.68
	Maintenance - Janitorial - (Janitorial Services)	227.24
	Maintenance - Other - (Maint. - Travel)	0.97
	Repairs - (Building Repairs)	111.20
	Utilities - (Utilities)	198.23
Sub-Total:		1,211.32
Outreach/Marketing	Job Fairs - (Job Fairs)	5.80
	Media Advertising - Public Service Announcement - (Media Advertising)	2.90
	Orientation Materials - (Employer Day/Orientation)	2.90
	Other - (Other-Common Good)	9.67
Sub-Total:		21.27
Resource Room	Internet Access - (Internet Access)	5.03
	Other - (Resource Room Staff)	433.21
Sub-Total:		438.24
Total:		2,603.95

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OOD

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	265.92
	Fiscal Support Staff - (Fiscal Support Staff)	154.72
	Other - (One Stop Staff travel)	96.70
	Receptionists/Greeter - (Receptionists/Greeter)	2,688.21
	Technology Support Staff - (Technology Support Staff)	9.87
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	193.40
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	410.97
	Telephone System - (Telephone System Equipment)	846.11
	Sub-Total:	
Facilities	Lease - (Lease)	3,368.40
	Maintenance - Janitorial - (Janitorial Services)	1,136.20
	Maintenance - Other - (Maint. - Travel)	4.83
	Repairs - (Building Repairs)	556.01
	Utilities - (Utilities)	991.16
Sub-Total:		6,056.60
Outreach/Marketing	Job Fairs - (Job Fairs)	29.01
	Media Advertising - Public Service Announcement - (Media Advertising)	14.50
	Orientation Materials - (Employer Day/Orientation)	14.50
	Other - (Other-Common Good)	48.35
Sub-Total:		106.36
Resource Room	Internet Access - (Internet Access)	25.14
	Other - (Resource Room Staff)	2,168.04
Sub-Total:		2,191.18
Total:		13,019.84

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Partner	Report Option:	Detail

Partner: VANTAGE AGING

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	26.59
	Fiscal Support Staff - (Fiscal Support Staff)	15.47
	Other - (One Stop Staff travel)	9.67
	Receptionist/Greeter - (Receptionist/Greeter)	268.82
	Technology Support Staff - (Technology Support Staff)	0.97
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	19.34
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	41.10
	Telephone System - (Telephone System Equipment)	84.61
	Sub-Total:	
Facilities	Lease - (Lease)	336.84
	Maintenance - Janitorial - (Janitorial Services)	113.62
	Maintenance - Other - (Maint. - Travel)	0.48
	Repairs - (Building Repairs)	55.60
	Utilities - (Utilities)	99.12
Sub-Total:		605.66
Outreach/Marketing	Job Fairs - (Job Fairs)	2.90
	Media Advertising - Public Service Announcement - (Media Advertising)	1.45
	Orientation Materials - (Employer Day/Orientation)	1.45
	Other - (Other-Common Good)	4.83
Sub-Total:		10.63
Resource Room	Internet Access - (Internet Access)	2.51
	Other - (Resource Room Staff)	216.60
Sub-Total:		219.11
Total:		1,301.97

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	797.78
	Fiscal Support Staff - (Fiscal Support Staff)	464.15
	Other - (One Stop Staff travel)	290.09
	Receptionist/Greeter - (Receptionist/Greeter)	8,064.62
	Technology Support Staff - (Technology Support Staff)	29.01
	Sub-Total:	9,645.63
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	580.19
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	1,232.90
	Telephone System - (Telephone System Equipment)	2,538.33
	Sub-Total:	4,351.42
Facilities	Lease - (Lease)	10,105.19
	Maintenance - Janitorial - (Janitorial Services)	3,408.61
	Maintenance - Other - (Maint. - Travel)	14.50
	Repairs - (Building Repairs)	1,868.04
	Utilities - (Utilities)	2,973.47
	Sub-Total:	18,169.81
Outreach/Marketing	Job Fairs - (Job Fairs)	87.03
	Media Advertising - Public Service Announcement - (Media Advertising)	43.51
	Orientation Materials - (Employer Day/Orientation)	43.51
	Other - (Other-Common Good)	145.05
	Sub-Total:	319.10
Resource Room	Internet Access - (Internet Access)	75.42
	Other - (Resource Room Staff)	6,498.11
	Sub-Total:	6,573.53
	Total:	39,059.49

CFIS Web
 01904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: A-TECH-YOUTH PROVIDER

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	2,286.93
	Fiscal Support Staff - (Fiscal Support Staff)	1,330.58
	Other - (One Stop Staff travel)	831.61
	Receptionist/Greeter - (Receptionist/Greeter)	23,118.80
	Technology Support Staff - (Technology Support Staff)	83.18
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	1,663.20
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	3,534.33
	Telephone System - (Telephone System Equipment)	7,276.54
	Sub-Total:	
Facilities	Lease - (Lease)	28,968.20
	Maintenance - Janitorial - (Janitorial Services)	9,771.35
	Maintenance - Other - (Maint. - Travel)	41.58
	Repairs - (Building Repairs)	4,781.74
	Utilities - (Utilities)	8,523.93
Sub-Total:		52,086.80
Outreach/Marketing	Job Fairs - (Job Fairs)	249.49
	Media Advertising - Public Service Announcement - (Media Advertising)	124.76
	Orientation Materials - (Employer Day/Orientation)	124.76
	Other - (Other-Common Good)	415.80
Sub-Total:		914.81
Resource Room	Internet Access - (Internet Access)	216.22
	Other - (Resource Room Staff)	18,627.92
Sub-Total:		18,844.14
Total:		111,970.72

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ACCAA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	132.96
	Fiscal Support Staff - (Fiscal Support Staff)	77.36
	Other - (One Stop Staff travel)	48.35
	Receptionist/Greeter - (Receptionist/Greeter)	1,344.10
	Technology Support Staff - (Technology Support Staff)	4.83
	Sub-Total:	1,607.60
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	96.70
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	205.48
	Telephone System - (Telephone System Equipment)	423.05
	Sub-Total:	725.23
Facilities	Lease - (Lease)	1,684.20
	Maintenance - Janitorial - (Janitorial Services)	568.10
	Maintenance - Other - (Maint. - Travel)	2.42
	Repairs - (Building Repairs)	278.01
	Utilities - (Utilities)	495.58
Sub-Total:	3,028.31	
Outreach/Marketing	Job Fairs - (Job Fairs)	14.50
	Media Advertising - Public Service Announcement - (Media Advertising)	7.25
	Orientation Materials - (Employer Day/Orientation)	7.25
	Other - (Other-Common Good)	24.17
Sub-Total:	53.17	
Resource Room	Internet Access - (Internet Access)	12.57
	Other - (Resource Room Staff)	1,083.02
Sub-Total:	1,095.59	
Total:	6,509.90	

CFIS Web
 O1904 - Ashtabula - OMJ Center
 MOU Budget



State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: COMMUNITY COUNSELLING CENTER

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	53.18
	Fiscal Support Staff - (Fiscal Support Staff)	30.94
	Other - (One Stop Staff travel)	19.34
	Receptionist/Greeter - (Receptionist/Greeter)	537.64
	Technology Support Staff - (Technology Support Staff)	1.93
	Sub-Total:	643.03
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	38.68
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	82.19
	Telephone System - (Telephone System Equipment)	169.22
	Sub-Total:	290.09
Facilities	Lease - (Lease)	673.68
	Maintenance - Janitorial - (Janitorial Services)	227.24
	Maintenance - Other - (Maint. - Travel)	0.97
	Repairs - (Building Repairs)	111.20
	Utilities - (Utilities)	198.23
Sub-Total:	1,211.32	
Outreach/Marketing	Job Fairs - (Job Fairs)	5.80
	Media Advertising - Public Service Announcement - (Media Advertising)	2.90
	Orientation Materials - (Employer Day/Orientation)	2.90
	Other - (Other-Common Good)	9.67
Sub-Total:	21.27	
Resource Room	Internet Access - (Internet Access)	5.03
	Other - (Resource Room Staff)	433.21
Sub-Total:	438.24	
Total:	2,603.95	

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: GOODWILL

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (One Stop Operator/Manager)	53.18
	Fiscal Support Staff - (Fiscal Support Staff)	30.94
	Other - (One Stop Staff travel)	19.34
	Receptionist/Greeter - (Receptionist/Greeter)	537.64
	Technology Support Staff - (Technology Support Staff)	1.93
	Sub-Total:	
Equipment and Supplies (Partner Use)	Office Equipment - Copier - (Copier, Fax & Maint.)	38.68
	Office Supplies (paper, pencils, etc.) - (Office Supplies (paper, pencils, etc.))	82.19
	Telephone System - (Telephone System Equipment)	169.22
	Sub-Total:	
Facilities	Lease - (Lease)	873.68
	Maintenance - Janitorial - (Janitorial Services)	227.24
	Maintenance - Other - (Maint. - Travel)	0.97
	Repairs - (Building Repairs)	111.20
	Utilities - (Utilities)	198.23
Sub-Total:		1,211.32
Outreach/Marketing	Job Fairs - (Job Fairs)	5.80
	Media Advertising - Public Service Announcement - (Media Advertising)	2.90
	Orientation Materials - (Employer Day/Orientation)	2.90
	Other - (Other-Common Good)	9.67
Sub-Total:		21.27
Resource Room	Internet Access - (Internet Access)	5.03
	Other - (Resource Room Staff)	433.21
Sub-Total:		438.24
Total:		2,603.95
OMJ Total:		276,020.50

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Center Operator/Manager - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	202.75
	Auburn Career Center - Aspire Director (MOU)	62.87
	Geauga County Job & Family Services (MOU)	3,547.27
	ODJFS Office of Workforce Development (MOU)	2,533.54
	Employment Professional	
	ODJFS Office of Workforce Development (MOU)	187.03
	Veterans	
	Ohio Guidestone - CCMEP	2,533.54
	OhioMeansJobs Geauga County Job & Family Services (MOU)	6,080.79
	Opportunities for Ohioans with Disabilities (MOU)	506.08
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	62.87
	Sub-Total:	15,716.74
Fiscal Support Staff - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	60.90
	Auburn Career Center - Aspire Director (MOU)	18.88
	Geauga County Job & Family Services (MOU)	1,065.55
	ODJFS Office of Workforce Development (MOU)	761.04
	Employment Professional	
	ODJFS Office of Workforce Development (MOU)	56.18
	Veterans	
	Ohio Guidestone - CCMEP	761.04
	OhioMeansJobs Geauga County Job & Family Services (MOU)	1,826.62
	Opportunities for Ohioans with Disabilities (MOU)	152.02
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	18.88
	Sub-Total:	4,721.11
Other - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	22.80
	Auburn Career Center - Aspire Director (MOU)	7.07
	Geauga County Job & Family Services (MOU)	398.96
	ODJFS Office of Workforce Development (MOU)	284.95
	Employment Professional	
	ODJFS Office of Workforce Development (MOU)	21.04
	Veterans	
	Ohio Guidestone - CCMEP	284.95
	OhioMeansJobs Geauga County Job & Family Services (MOU)	683.89
	Opportunities for Ohioans with Disabilities (MOU)	56.92
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	7.07

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
		Sub-Total:
		1,767.65
Receptionist/Greeter - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	45.69
	Auburn Career Center - Aspire Director (MOU)	14.17
	Gauga County Job & Family Services (MOU)	799.34
	ODJFS Office of Workforce Development (MOU)	570.91
	Employment Professional	
	ODJFS Office of Workforce Development (MOU)	42.15
	Veterans	
	Ohio Guidestone - CCMEP	570.91
	OhioMeansJobs Geauga County Job & Family Services (MOU)	1,370.23
	Opportunities for Ohioans with Disabilities (MOU)	114.04
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	14.17
		Sub-Total:
		3,541.61
Technology Support Staff - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	27.46
	Auburn Career Center - Aspire Director (MOU)	8.51
	Gauga County Job & Family Services (MOU)	480.45
	ODJFS Office of Workforce Development (MOU)	343.15
	Employment Professional	
	ODJFS Office of Workforce Development (MOU)	25.33
	Veterans	
	Ohio Guidestone - CCMEP	343.15
	OhioMeansJobs Geauga County Job & Family Services (MOU)	823.62
	Opportunities for Ohioans with Disabilities (MOU)	68.54
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	8.51
		Sub-Total:
		2,128.72
		Total:
		27,875.83

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Equipment and Supplies (Partner Use)

Expense Type	Partner	Budget Amount
Office Equipment - Copier - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	81.94
	Auburn Career Center - Aspire Director (MOU)	25.41
	Geauga County Job & Family Services (MOU)	1,433.61
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,023.92
	ODJFS Office of Workforce Development (MOU) Veterans	75.59
	Ohio Guidestone - CCMEP	1,023.92
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,457.52
	Opportunities for Ohioans with Disabilities (MOU)	204.53
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	25.41
	Sub-Total:	6,351.85
Office Supplies - Other - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	95.01
	Auburn Career Center - Aspire Director (MOU)	29.46
	Geauga County Job & Family Services (MOU)	1,662.34
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,187.28
	ODJFS Office of Workforce Development (MOU) Veterans	87.65
	Ohio Guidestone - CCMEP	1,187.28
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,849.61
	Opportunities for Ohioans with Disabilities (MOU)	237.16
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	29.46
	Sub-Total:	7,365.25
Postage - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	84.59
	Auburn Career Center - Aspire Director (MOU)	26.23
	Geauga County Job & Family Services (MOU)	1,479.94
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,057.01
	ODJFS Office of Workforce Development (MOU) Veterans	78.03
	Ohio Guidestone - CCMEP	1,057.01
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,536.93
	Opportunities for Ohioans with Disabilities (MOU)	211.14
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	26.23

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group:	Expense Type		

Cost Pool: Equipment and Supplies (Partner Use)

Expense Type	Partner	Budget Amount
		Sub-Total: 6,557.11
Telephone System - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	84.59
	Auburn Career Center - Aspire Director (MOU)	26.23
	Gauga County Job & Family Services (MOU)	1,479.94
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,057.01
	ODJFS Office of Workforce Development (MOU) Veterans	78.03
	Ohio Guidestone - CCMEP	1,057.01
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,536.93
	Opportunities for Ohioans with Disabilities (MOU)	211.14
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	26.23
		Sub-Total: 6,557.11
		Total: 26,831.32

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Lease - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	132.09
	Auburn Career Center - Aspire Director (MOU)	40.96
	Gauga County Job & Family Services (MOU)	2,311.10
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,650.64
	ODJFS Office of Workforce Development (MOU) Veterans	121.85
	Ohio Guidestone - CCMEP	1,650.64
	OhioMeansJobs Gauga County Job & Family Services (MOU)	3,961.73
	Opportunities for Ohioans with Disabilities (MOU)	329.72
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	40.96
	Sub-Total:	10,239.69
Maintenance - Other - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	93.76
	Auburn Career Center - Aspire Director (MOU)	29.07
	Gauga County Job & Family Services (MOU)	1,640.50
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,171.68
	ODJFS Office of Workforce Development (MOU) Veterans	86.50
	Ohio Guidestone - CCMEP	1,171.68
	OhioMeansJobs Gauga County Job & Family Services (MOU)	2,812.19
	Opportunities for Ohioans with Disabilities (MOU)	234.05
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	29.07
	Sub-Total:	7,268.50
Utilities - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	105.89
	Auburn Career Center - Aspire Director (MOU)	32.83
	Gauga County Job & Family Services (MOU)	1,852.67
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,323.22
	ODJFS Office of Workforce Development (MOU) Veterans	97.68
	Ohio Guidestone - CCMEP	1,323.22
	OhioMeansJobs Gauga County Job & Family Services (MOU)	3,175.90
	Opportunities for Ohioans with Disabilities (MOU)	264.32
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	32.83

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
		Sub-Total: 8,208.56
		Total: 25,716.75

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Miscellaneous

Expense Type	Partner	Budget Amount
Other - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	183.54
	Auburn Career Center - Aspire Director (MOU)	56.91
	Gauga County Job & Family Services (MOU)	3,211.25
	ODJFS Office of Workforce Development (MOU) Employment Professional	2,293.55
	ODJFS Office of Workforce Development (MOU) Veterans	169.31
	Ohio Guidestone - CCMEP	2,293.55
	OhioMeansJobs Geauga County Job & Family Services (MOU)	5,504.79
	Opportunities for Ohioans with Disabilities (MOU)	458.14
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	56.91
	Sub-Total:	14,227.95
	Total:	14,227.95

State Fiscal Year: SFY2020 - SA Fiscal Year 2020	Expense Type: All
Cost Pool: All	MOU Budget Status: Approved
Partner:	Report Option: Detail
Group1: Expense Type	

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Internet Access - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	84.59
	Auburn Career Center - Aspire Director (MOU)	26.23
	Geauga County Job & Family Services (MOU)	1,479.94
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,057.01
	ODJFS Office of Workforce Development (MOU) Veterans	78.03
	Ohio Guidestone - CCMEP	1,057.01
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,536.93
	Opportunities for Ohioans with Disabilities (MOU)	211.14
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	26.23
	Sub-Total:	6,557.11
Office Equipment - Copier / Scanner / FAX - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	81.94
	Auburn Career Center - Aspire Director (MOU)	25.41
	Geauga County Job & Family Services (MOU)	1,433.61
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,023.92
	ODJFS Office of Workforce Development (MOU) Veterans	75.59
	Ohio Guidestone - CCMEP	1,023.92
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,457.52
	Opportunities for Ohioans with Disabilities (MOU)	204.53
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	25.41
	Sub-Total:	6,351.85
Office Supplies (paper, pencils, etc.) - Resource Room - (July 2019 - June 2020)		
	Auburn Career Center (MOU)	95.01
	Auburn Career Center - Aspire Director (MOU)	29.46
	Geauga County Job & Family Services (MOU)	1,662.34
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,187.28
	ODJFS Office of Workforce Development (MOU) Veterans	87.65
	Ohio Guidestone - CCMEP	1,187.28
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,849.61
	Opportunities for Ohioans with Disabilities (MOU)	237.16
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	29.46

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
		Sub-Total: 7,366.25
		Total: 20,274.21
		OMJ Total: 114,926.06

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Center Operator/Manager - (Personnel)		
	Auburn Career Center (MOU)	208.83
	Auburn Career Center - Aspire Director (MOU)	64.75
	Geauga County Job & Family Services (MOU)	3,653.69
	ODJFS Office of Workforce Development (MOU) Employment Professional	2,609.54
	ODJFS Office of Workforce Development (MOU) Veterans	192.64
	Ohio Guidestone - CCMEP	2,609.54
	OhioMeansJobs Geauga County Job & Family Services (MOU)	6,263.24
	Opportunities for Ohioans with Disabilities (MOU)	521.26
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	64.75
	Sub-Total:	16,188.24
Fiscal Support Staff - (Personnel)		
	Auburn Career Center (MOU)	62.73
	Auburn Career Center - Aspire Director (MOU)	19.45
	Geauga County Job & Family Services (MOU)	1,097.52
	ODJFS Office of Workforce Development (MOU) Employment Professional	783.87
	ODJFS Office of Workforce Development (MOU) Veterans	57.87
	Ohio Guidestone - CCMEP	783.87
	OhioMeansJobs Geauga County Job & Family Services (MOU)	1,881.40
	Opportunities for Ohioans with Disabilities (MOU)	156.58
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	19.45
	Sub-Total:	4,862.74
Other - (Maintenance)		
	Auburn Career Center (MOU)	23.49
	Auburn Career Center - Aspire Director (MOU)	7.28
	Geauga County Job & Family Services (MOU)	410.93
	ODJFS Office of Workforce Development (MOU) Employment Professional	293.49
	ODJFS Office of Workforce Development (MOU) Veterans	21.67
	Ohio Guidestone - CCMEP	293.49
	OhioMeansJobs Geauga County Job & Family Services (MOU)	704.42
	Opportunities for Ohioans with Disabilities (MOU)	58.63
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	7.28

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
	Sub-Total:	1,820.68
Receptionist/Greeter - (Personnel)		
	Auburn Career Center (MOU)	47.06
	Auburn Career Center - Aspire Director (MOU)	14.59
	Gauga County Job & Family Services (MOU)	823.32
	ODJFS Office of Workforce Development (MOU) Employment Professional	588.04
	ODJFS Office of Workforce Development (MOU) Veterans	43.41
	Ohio Guidestone - CCMEP	588.04
	OhioMeansJobs Geauga County Job & Family Services (MOU)	1,411.35
	Opportunities for Ohioans with Disabilities (MOU)	117.46
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	14.59
	Sub-Total:	3,647.86
Technology Support Staff - (Personnel)		
	Auburn Career Center (MOU)	28.28
	Auburn Career Center - Aspire Director (MOU)	8.77
	Gauga County Job & Family Services (MOU)	494.87
	ODJFS Office of Workforce Development (MOU) Employment Professional	353.44
	ODJFS Office of Workforce Development (MOU) Veterans	26.09
	Ohio Guidestone - CCMEP	353.44
	OhioMeansJobs Geauga County Job & Family Services (MOU)	848.32
	Opportunities for Ohioans with Disabilities (MOU)	70.60
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	8.77
	Sub-Total:	2,192.58
	Total:	28,712.10

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Equipment and Supplies (Partner Use)

Expense Type	Partner	Budget Amount
Office Equipment - Copier - (Equipment)		
	Auburn Career Center (MOU)	84.40
	Auburn Career Center - Aspire Director (MOU)	26.17
	Geauga County Job & Family Services (MOU)	1,476.62
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,054.64
	ODJFS Office of Workforce Development (MOU) Veterans	77.85
	Ohio Guidestone - CCMEP	1,054.64
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,531.25
	Opportunities for Ohioans with Disabilities (MOU)	210.67
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	26.17
	Sub-Total:	6,542.41
Office Supplies - Other - (Supplies)		
	Auburn Career Center (MOU)	97.86
	Auburn Career Center - Aspire Director (MOU)	30.34
	Geauga County Job & Family Services (MOU)	1,712.21
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,222.90
	ODJFS Office of Workforce Development (MOU) Veterans	90.28
	Ohio Guidestone - CCMEP	1,222.90
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,935.10
	Opportunities for Ohioans with Disabilities (MOU)	244.28
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	30.34
	Sub-Total:	7,586.21
Postage - (Postage)		
	Auburn Career Center (MOU)	87.12
	Auburn Career Center - Aspire Director (MOU)	27.02
	Geauga County Job & Family Services (MOU)	1,524.34
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,088.72
	ODJFS Office of Workforce Development (MOU) Veterans	80.37
	Ohio Guidestone - CCMEP	1,088.72
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,613.04
	Opportunities for Ohioans with Disabilities (MOU)	217.47
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	27.02

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Equipment and Supplies (Partner Use)

Expense Type	Partner	Budget Amount
		Sub-Total: 6,753.82
Telephone System - (Equipment)		
	Auburn Career Center (MOU)	87.12
	Auburn Career Center - Aspire Director (MOU)	27.02
	Geauga County Job & Family Services (MOU)	1,524.34
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,088.72
	ODJFS Office of Workforce Development (MOU) Veterans	80.37
	Ohio Guidestone - CCMEP	1,088.72
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,613.04
	Opportunities for Ohioans with Disabilities (MOU)	217.47
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	27.02
		Sub-Total: 6,753.82
		Total: 27,636.26

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Lease - (Bldg costs)		
	Auburn Career Center (MOU)	136.05
	Auburn Career Center - Aspire Director (MOU)	42.19
	Geauga County Job & Family Services (MOU)	2,380.43
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,700.16
	ODJFS Office of Workforce Development (MOU) Veterans	125.51
	Ohio Guidestone - CCMEP	1,700.16
	OhioMeansJobs Geauga County Job & Family Services (MOU)	4,080.58
	Opportunities for Ohioans with Disabilities (MOU)	339.61
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	42.19
	Sub-Total:	10,546.88
Maintenance - Other - (Bldg costs)		
	Auburn Career Center (MOU)	96.58
	Auburn Career Center - Aspire Director (MOU)	29.95
	Geauga County Job & Family Services (MOU)	1,689.72
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,206.83
	ODJFS Office of Workforce Development (MOU) Veterans	89.09
	Ohio Guidestone - CCMEP	1,206.83
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,896.54
	Opportunities for Ohioans with Disabilities (MOU)	241.07
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	29.95
	Sub-Total:	7,486.56
Utilities - (Bldg costs)		
	Auburn Career Center (MOU)	109.07
	Auburn Career Center - Aspire Director (MOU)	33.82
	Geauga County Job & Family Services (MOU)	1,908.25
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,362.92
	ODJFS Office of Workforce Development (MOU) Veterans	100.61
	Ohio Guidestone - CCMEP	1,362.92
	OhioMeansJobs Geauga County Job & Family Services (MOU)	3,271.16
	Opportunities for Ohioans with Disabilities (MOU)	272.25
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	33.82

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
		Sub-Total: 8,454.82
		Total: 26,488.26

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Miscellaneous

Expense Type	Partner	Budget Amount
Other - (Cost Allocation)		
	Auburn Career Center (MOU)	189.05
	Auburn Career Center - Aspire Director (MOU)	58.62
	Geauga County Job & Family Services (MOU)	3,307.59
	ODJFS Office of Workforce Development (MOU) Employment Professional	2,362.35
	ODJFS Office of Workforce Development (MOU) Veterans	174.39
	Ohio Guidestone - CCMEP	2,362.35
	OhioMeansJobs Geauga County Job & Family Services (MOU)	5,669.94
	Opportunities for Ohioans with Disabilities (MOU)	471.88
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	58.62
	Sub-Total:	14,654.79
	Total:	14,654.79

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Internet Access - (Bldg costs)		
	Auburn Career Center (MOU)	87.12
	Auburn Career Center - Aspire Director (MOU)	27.02
	Gauga County Job & Family Services (MOU)	1,524.34
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,088.72
	ODJFS Office of Workforce Development (MOU) Veterans	80.37
	Ohio Guidestone - CCMEP	1,088.72
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,613.04
	Opportunities for Ohioans with Disabilities (MOU)	217.47
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	27.02
	Sub-Total:	6,753.82
Office Equipment - Copier / Scanner / FAX - (Equipment)		
	Auburn Career Center (MOU)	84.40
	Auburn Career Center - Aspire Director (MOU)	26.17
	Gauga County Job & Family Services (MOU)	1,476.62
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,054.64
	ODJFS Office of Workforce Development (MOU) Veterans	77.85
	Ohio Guidestone - CCMEP	1,054.64
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,531.25
	Opportunities for Ohioans with Disabilities (MOU)	210.67
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	26.17
	Sub-Total:	6,542.41
Office Supplies (paper, pencils, etc.) - Resource Room - (Supplies)		
	Auburn Career Center (MOU)	97.86
	Auburn Career Center - Aspire Director (MOU)	30.34
	Gauga County Job & Family Services (MOU)	1,712.21
	ODJFS Office of Workforce Development (MOU) Employment Professional	1,222.90
	ODJFS Office of Workforce Development (MOU) Veterans	90.28
	Ohio Guidestone - CCMEP	1,222.90
	OhioMeansJobs Geauga County Job & Family Services (MOU)	2,935.10
	Opportunities for Ohioans with Disabilities (MOU)	244.28
	Vantage Aging (MOU) Title V Senior Community Service Employment Program (SCSEP)	30.34

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
		Sub-Total: 7,586.21
		Total: 20,882.44
		OMJ Total: 118,373.85

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Aspire

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	404.44
	Fiscal Support Staff - (fiscal staff salaries and benefits)	912.13
	Receptionist/Greeter - (greeters, receptionist salaries)	2,253.29
	Sub-Total:	3,569.86
Equipment and Supplies (Partner Use)	Postage - (postage)	2.90
	Sub-Total:	2.90
Facilities	Lease - (chestnut street bldg)	754.00
	Maintenance - Other - (repairs)	101.50
	Utilities - (gas electric for chestnut street bldg)	131.95
	Sub-Total:	987.45
Miscellaneous	Other - (travel, misc items)	4.35
	Sub-Total:	4.35
Outreach/Marketing	Brochures and printed materials - (printed supplies)	4.71
	Sub-Total:	4.71
Resource Room	Computer Equipment (Hardware) - (computer items)	15.95
	Internet Access - (internet)	21.75
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	75.40
	Supplies - Other - (paper etc)	44.95
	Telephone System - Resource Room - (phone charges)	130.50
	Sub-Total:	288.55
	Total:	4,857.82

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: CDJFS(TANF)

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	13,667.18
	Fiscal Support Staff - (fiscal staff salaries and benefits)	30,823.81
	Receptionist/Greeter - (greeters, receptionist salaries)	76,145.71
	Sub-Total:	120,636.70
Equipment and Supplies (Partner Use)	Postage - (postage)	98.00
	Sub-Total:	98.00
Facilities	Lease - (chestnut street bldg)	25,480.00
	Maintenance - Other - (repairs)	3,430.00
	Utilities - (gas electric for chestnut street bldg)	4,459.00
	Sub-Total:	33,369.00
Miscellaneous	Other - (travel, misc items)	147.00
	Sub-Total:	147.00
Outreach/Marketing	Brochures and printed materials - (printed supplies)	159.25
	Sub-Total:	159.25
Resource Room	Computer Equipment (Hardware) - (computer items)	539.00
	Internet Access - (internet)	735.00
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	2,548.00
	Supplies - Other - (paper etc)	1,519.00
	Telephone System - Resource Room - (phone charges)	4,410.00
	Sub-Total:	9,751.00
Total:		164,160.95

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS(WP/TAA/UC) state staff & Vets

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	3,037.46
	Fiscal Support Staff - (fiscal staff salaries and benefits)	6,850.43
	Receptionist/Greeter - (greeters, receptionist salaries)	16,922.99
	Sub-Total:	26,810.88
Equipment and Supplies (Partner Use)	Postage - (postage)	21.78
	Sub-Total:	21.78
Facilities	Lease - (chestnut street bldg)	5,662.80
	Maintenance - Other - (repairs)	762.30
	Utilities - (gas electric for chestnut street bldg)	990.99
	Sub-Total:	7,416.09
Miscellaneous	Other - (travel, misc items)	32.67
	Sub-Total:	32.67
Outreach/Marketing	Brochures and printed materials - (printed supplies)	35.39
	Sub-Total:	35.39
Resource Room	Computer Equipment (Hardware) - (computer items)	119.79
	Internet Access - (internet)	163.35
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	566.28
	Supplies - Other - (paper etc)	337.59
	Telephone System - Resource Room - (phone charges)	980.10
	Sub-Total:	2,167.11
Total:		36,483.92

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Older American Title V Mature services

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	404.44
	Fiscal Support Staff - (fiscal staff salaries and benefits)	912.13
	Receptionist/Greeter - (greeters, receptionist salaries)	2,253.29
	Sub-Total:	3,569.86
Equipment and Supplies (Partner Use)	Postage - (postage)	2.90
	Sub-Total:	2.90
Facilities	Lease - (chestnut street bldg)	754.00
	Maintenance - Other - (repairs)	101.50
	Utilities - (gas electric for chestnut street bldg)	131.95
	Sub-Total:	987.45
Miscellaneous	Other - (travel, misc items)	4.35
	Sub-Total:	4.35
Outreach/Marketing	Brochures and printed materials - (printed supplies)	4.71
	Sub-Total:	4.71
Resource Room	Computer Equipment (Hardware) - (computer items)	15.95
	Internet Access - (internet)	21.75
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	75.40
	Supplies - Other - (paper etc)	44.95
	Telephone System - Resource Room - (phone charges)	130.50
	Sub-Total:	288.55
Total:		4,857.82

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA Title 1 (Adult/DW,Youth)

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	8,353.72
	Fiscal Support Staff - (fiscal staff salaries and benefits)	18,840.26
	Receptionist/Greeter - (greeters, receptionist salaries)	46,542.12
	Sub-Total:	73,736.10
Equipment and Supplies (Partner Use)	Postage - (postage)	59.90
	Sub-Total:	59.90
Facilities	Lease - (chestnut street bldg)	15,574.00
	Maintenance - Other - (repairs)	2,096.50
	Utilities - (gas electric for chestnut street bldg)	2,725.45
	Sub-Total:	20,395.95
Miscellaneous	Other - (travel, misc items)	89.85
	Sub-Total:	89.85
Outreach/Marketing	Brochures and printed materials - (printed supplies)	97.34
	Sub-Total:	97.34
Resource Room	Computer Equipment (Hardware) - (computer items)	329.45
	Internet Access - (internet)	449.25
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	1,557.40
	Supplies - Other - (paper etc)	928.45
	Telephone System - Resource Room - (phone charges)	2,695.50
	Sub-Total:	5,960.05
	Total:	100,339.19

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA Title IV-OOD

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	2,024.97
	Fiscal Support Staff - (fiscal staff salaries and benefits)	4,566.96
	Receptionist/Greeter - (greeters, receptionist salaries)	11,282.00
	Sub-Total:	17,873.93
Equipment and Supplies (Partner Use)	Postage - (postage)	14.52
	Sub-Total:	14.52
Facilities	Lease - (chestnut street bldg)	3,775.20
	Maintenance - Other - (repairs)	508.20
	Utilities - (gas electric for chestnut street bldg)	660.66
	Sub-Total:	4,944.06
Miscellaneous	Other - (travel, misc items)	21.78
	Sub-Total:	21.78
Outreach/Marketing	Brochures and printed materials - (printed supplies)	23.60
	Sub-Total:	23.60
Resource Room	Computer Equipment (Hardware) - (computer items)	79.86
	Internet Access - (internet)	108.90
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	377.52
	Supplies - Other - (paper etc)	225.06
	Telephone System - Resource Room - (phone charges)	653.40
	Sub-Total:	1,444.74
	Total:	24,322.63
	OMJ Total:	335,022.33

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Aspire

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	418.97
	Fiscal Support Staff - (fiscal staff salaries and benefits)	942.55
	Receptionist/Greeter - (greeters, receptionist salaries)	2,328.64
	Sub-Total:	3,690.16
Equipment and Supplies (Partner Use)	Postage - (postage)	2.90
	Sub-Total:	2.90
Facilities	Lease - (chestnut street bldg)	754.00
	Maintenance - Other - (repairs chestnut street)	101.50
	Utilities - (gas electric for chestnut street bldg)	131.95
	Sub-Total:	987.45
Miscellaneous	Other - (travel, misc items)	4.35
	Sub-Total:	4.35
Outreach/Marketing	Brochures and printed materials - (brochures)	4.71
	Sub-Total:	4.71
Resource Room	Computer Equipment (Hardware) - (computer items)	15.95
	Internet Access - (internet)	21.75
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	75.40
	Supplies - Other - (misc office supplies)	44.95
	Telephone System - Resource Room - (phone charges)	130.50
	Sub-Total:	288.55
Total:		4,978.12

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: CDJFS(TANF)

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	14,158.41
	Fiscal Support Staff - (fiscal staff salaries and benefits)	31,851.78
	Receptionist/Greeter - (greeters, receptionist salaries)	78,692.00
	Sub-Total:	124,702.19
Equipment and Supplies (Partner Use)	Postage - (postage)	98.00
	Sub-Total:	98.00
Facilities	Lease - (chestnut street bldg)	25,480.00
	Maintenance - Other - (repairs chestnut street)	3,430.00
	Utilities - (gas electric for chestnut street bldg)	4,459.00
	Sub-Total:	33,369.00
Miscellaneous	Other - (travel, misc items)	147.00
	Sub-Total:	147.00
Outreach/Marketing	Brochures and printed materials - (brochures)	159.25
	Sub-Total:	159.25
Resource Room	Computer Equipment (Hardware) - (computer items)	539.00
	Internet Access - (internet)	735.00
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	2,548.00
	Supplies - Other - (misc office supplies)	1,519.00
	Telephone System - Resource Room - (phone charges)	4,410.00
	Sub-Total:	9,751.00
Total:		168,226.44

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS(WP/TAA/UC) state staff & Vets

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	3,146.63
	Fiscal Support Staff - (fiscal staff salaries and benefits)	7,078.89
	Receptionist/Greeter - (greeters, receptionist salaries)	17,488.90
	Sub-Total:	27,714.42
Equipment and Supplies (Partner Use)	Postage - (postage)	21.78
	Sub-Total:	21.78
Facilities	Lease - (chestnut street bldg)	5,662.80
	Maintenance - Other - (repairs chestnut street)	762.30
	Utilities - (gas electric for chestnut street bldg)	990.99
	Sub-Total:	7,416.09
Miscellaneous	Other - (travel, misc items)	32.67
	Sub-Total:	32.67
Outreach/Marketing	Brochures and printed materials - (brochures)	35.39
	Sub-Total:	35.39
Resource Room	Computer Equipment (Hardware) - (computer items)	119.79
	Internet Access - (internet)	163.35
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	566.28
	Supplies - Other - (misc office supplies)	337.59
	Telephone System - Resource Room - (phone charges)	980.10
	Sub-Total:	2,167.11
Total:		37,387.46

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Older American Title V Mature services

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	418.97
	Fiscal Support Staff - (fiscal staff salaries and benefits)	942.55
	Receptionist/Greeter - (greeters, receptionist salaries)	2,328.64
	Sub-Total:	3,690.16
Equipment and Supplies (Partner Use)	Postage - (postage)	2.90
	Sub-Total:	2.90
Facilities	Lease - (chestnut street bldg)	754.00
	Maintenance - Other - (repairs chestnut street)	101.50
	Utilities - (gas electric for chestnut street bldg)	131.95
	Sub-Total:	987.45
Miscellaneous	Other - (travel, misc items)	4.35
	Sub-Total:	4.35
Outreach/Marketing	Brochures and printed materials - (brochures)	4.71
	Sub-Total:	4.71
Resource Room	Computer Equipment (Hardware) - (computer items)	15.95
	Internet Access - (internet)	21.75
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	75.40
	Supplies - Other - (misc office supplies)	44.95
	Telephone System - Resource Room - (phone charges)	130.50
	Sub-Total:	288.55
Total:		4,978.12

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA Title 1 (Adult/DW, Youth)

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	8,653.97
	Fiscal Support Staff - (fiscal staff salaries and benefits)	19,468.58
	Receptionist/Greeter - (greeters, receptionist salaries)	48,098.48
	Sub-Total:	76,221.03
Equipment and Supplies (Partner Use)	Postage - (postage)	59.90
	Sub-Total:	59.90
Facilities	Lease - (chestnut street bldg)	15,574.00
	Maintenance - Other - (repairs chestnut street)	2,096.50
	Utilities - (gas electric for chestnut street bldg)	2,725.45
	Sub-Total:	20,395.95
Miscellaneous	Other - (travel, misc items)	89.85
	Sub-Total:	89.85
Outreach/Marketing	Brochures and printed materials - (brochures)	97.34
	Sub-Total:	97.34
Resource Room	Computer Equipment (Hardware) - (computer items)	329.45
	Internet Access - (internet)	449.25
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	1,557.40
	Supplies - Other - (misc office supplies)	928.45
	Telephone System - Resource Room - (phone charges)	2,695.50
	Sub-Total:	5,960.05
Total:		102,824.12

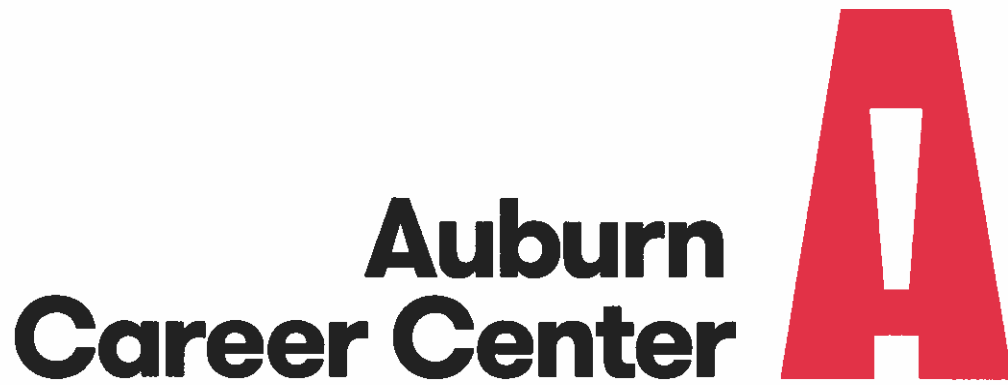
State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: WIOA Title IV-ODD

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (omj operator salary)	2,097.76
	Fiscal Support Staff - (fiscal staff salaries and benefits)	4,719.26
	Receptionist/Greeter - (greeters, receptionist salaries)	11,659.26
	Sub-Total:	18,476.28
Equipment and Supplies (Partner Use)	Postage - (postage)	14.52
	Sub-Total:	14.52
Facilities	Lease - (chestnut street bldg)	3,775.20
	Maintenance - Other - (repairs chestnut street)	508.20
	Utilities - (gas electric for chestnut street bldg)	660.66
	Sub-Total:	4,944.06
Miscellaneous	Other - (travel, misc items)	21.78
	Sub-Total:	21.78
Outreach/Marketing	Brochures and printed materials - (brochures)	23.60
	Sub-Total:	23.60
Resource Room	Computer Equipment (Hardware) - (computer items)	79.86
	Internet Access - (internet)	108.90
	Office Equipment - Copier / Scanner / FAX - (copies, copier maint)	377.52
	Supplies - Other - (misc office supplies)	225.06
	Telephone System - Resource Room - (phone charges)	653.40
	Sub-Total:	1,444.74
Total:		24,924.98
OMJ Total:		343,319.24

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Summary
Group1:	Partner		

Partner	Budget Amount
Aspire	4,978.12
CDJFS(TANF)	168,226.44
ODJFS(WP/TAA/UC) state staff & Vets	37,387.46
Older American Title V Mature services	4,978.12
WIOA Title 1 (Adult/DW,Youth)	102,824.12
WIOA Title IV-OOD	24,924.98
OMJ Total:	343,319.24



Attachment Item #21e

Consent Agenda:

Contracts/Affiliation Agreements

Ohio Means Jobs Workforce

Development Revolving

Loan Fund Program

AWARD AGREEMENT

Between

THE OFFICE OF THE OHIO TREASURER OF STATE

And

AUBURN CAREER CENTER

Under

OHIO MEANS JOBS WORKFORCE DEVELOPMENT REVOLVING LOAN FUND PROGRAM

This Award Agreement (the "Agreement") is entered into by and between the Office of the Ohio Treasurer of State (the "Treasurer's Office"), located at 30 E. Broad Street, 9th floor, Columbus, Ohio 43215, and Auburn Career Center ("Auburn") located at 8140 Auburn Road, Concord Twp., Ohio 44077 (individually, each a "Party"; collectively, the "Parties").

WHEREAS, Amended Substitute Senate Bill No. 1 of the 130th General Assembly ("S.B.1") was signed, which enacted Section 6301.14 of the Ohio Revised Code to create the OhioMeansJobs Workforce Development Revolving Loan Fund Program (the "Loan Program"); and

WHEREAS, S.B. 1 was amended by Amended Substitute House Bill 64 ("H.B. 64") of the 131st General Assembly (as amended, referred to herein as "Amended S.B. 1"); and

WHEREAS, the Loan Program allows eligible institutions to receive state funds for the purpose of disbursing loans to students enrolled in approved workforce training programs at the institutions with the goal of promoting workforce development and job growth through educational training in rapidly growing sectors of the Ohio economy; and

WHEREAS, pursuant to Amended S.B. 1, the Chancellor of Higher Education (the "Chancellor") is charged with approving workforce training programs in accordance with the criteria set forth in Amended S.B. 1 and awarding funds to institutions with such approved workforce training programs; and

WHEREAS, in furtherance of its duties under Amended S.B. 1, the Chancellor published a request for proposals (the "RFP") on November 21, 2017 which is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, in response to the RFP, Auburn submitted a proposal to the Chancellor, seeking an award from the Loan Program in connection with its EMT program (the "Qualified Program"); and

WHEREAS, the Chancellor, using the criteria and considerations set forth in Amended S.B. 1, made an award to Auburn for the Qualified Program in the amount of \$60,000.00; and

WHEREAS, pursuant to Amended S.B. 1, the Treasurer's Office is responsible for, among other things, making deposits and withdrawals in connection with the Loan Program, maintaining certain records pertaining to the Loan Program, and overseeing the servicing of the loans in the Loan Program; and

WHEREAS, as permitted by Section 2(G) of Amended S.B. 1, the Treasurer's Office has entered into a loan servicing agreement with Value Recovery Group, Inc. ("VRG"), to act as its agent in providing loan servicing services for the Loan Program; and

WHEREAS, the Treasurer's Office requires each institution that receives an award under the Loan Program to enter into an agreement governing the use of the award and the institution's participation in the Loan Program.

NOW THEREFORE, in consideration of the mutual covenants and promises set forth herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I: QUALIFIED WORKFORCE TRAINING PROGRAM

The Qualified Program is described in detail in Auburn's response to the RFP dated December 6th, 2017, which is attached hereto as Exhibit B and incorporated herein by reference.

In the event of a conflict between Exhibit B and this Agreement, the Agreement will control.

ARTICLE II: AWARD

Auburn is awarded with a total of \$60,000.00 (the "Award"), from which students enrolled in the Qualified Program may apply for loans through the Loan Program. The Treasurer's Office will disburse funds on an individual loan basis, not to exceed the Award amount. Auburn will receive disbursements for the benefit of approved students enrolled in the Qualified Program, but Auburn will not be liable for the repayment of any loans.

Loans may only be disbursed pursuant to this Agreement by the Treasurer's Office, in an amount not to exceed the amount of the Award, for a period of twelve (12) months from the date of the execution of this Agreement.

In the event the Qualified Program is cancelled, suspended or otherwise not provided by the Institution through the applicable completion date of such Qualified Program, or in the event that the Treasurer's Office has received notice from the Ohio Department of Higher Education that the Qualified Program has become ineligible to receive such funds prior to such completion date, Auburn agrees to return any loan disbursements that were made under this Agreement to the Treasurer's Office, in the manner and as the Treasurer's Office may direct at such time. The return of such loan disbursements shall be treated as pre-payment on any corresponding promissory notes.

ARTICLE III: AWARD PERIOD

This Agreement will remain in effect until the earlier of: (i) the date in which all students enrolled in the Qualified Program who received a loan under the Award have either completed or withdrawn from the Qualified Program; and (ii) the date the Agreement is terminated pursuant to the terms contained herein.

ARTICLE IV: REQUIRED PERSONNEL

The Parties agree that:

- (1) Before a student enrolled in the Qualified Program may apply for a loan from the Loan Program, the interested student must meet with a financial aid advisor to review eligibility and the terms of the Loan Program, complete loan counseling, and to receive instruction on use of the Loan Program website.
- (2) Any financial aid advisor who meets with students interested in the Loan Program must complete a review of the Loan Program's training materials with VRG before meeting with any prospective student applicants.
- (3) Shelley Barto will serve as a financial aid advisor at Auburn for the Loan Program. Shelley Barto's contact information is as follows:

Shelley Barto
Auburn Career Center
8140 Auburn Road
Concord Twp., Ohio 44077
Email: sbarto@Auburncc.org
Phone: 440-357-7542 x 8326

In the event there is a change in the aforementioned personnel or contact information, Auburn will promptly notify the Treasurer's Office of the change and provide updated information.

ARTICLE V: APPLICATION OF DISBURSEMENTS

Within five business days of receipt of any disbursements from the Loan Program, Auburn will credit the account of the student associated with those funds. Auburn will confirm that the student's account has been credited by sending an e-mail confirmation to the Treasurer's Office at WorkforceDevelopment@tos.ohio.gov within seven business days of receipt of the Loan Program funds.

In the event a student withdraws from the Qualified Program in a time and manner such that the student would be entitled to a reimbursement of his or her tuition under Auburn's internal policies, Auburn shall return the amount of the loan that was credited to the student's account to the Treasurer's Office, in the manner and as the Treasurer's Office may direct at such time and to the extent permitted by applicable law. In the event a student withdraws from the Qualified Program in any other time or manner, Auburn may return the amount of the loan that was credited to the student's account to the Treasurer's Office, in the manner and as the Treasurer's Office may direct at such time and to the extent permitted by applicable law. The return of any disbursements shall be treated as a pre-payment on the corresponding promissory note. The amount of any returned loan disbursements will not be deducted from the amount of funds available to be disbursed under this Agreement.

ARTICLE VI: CERTIFICATIONS

The Parties agree that:

- (1) Upon student's completion of the Qualified Program, Auburn will, via e-mail, notify the Treasurer's Office, and VRG. In addition, Auburn will provide the Treasurer's Office and VRG with a completion certificate substantially in the form as Exhibit C, attached hereto.
- (2) In the event a student withdraws from or otherwise ceases to participate in the Qualified Program, or ceases to reside in the State of Ohio, Auburn will promptly, via e-mail, notify the Treasurer's Office and VRG with a withdrawal certificate substantially in the form as Exhibit D, attached hereto.

ARTICLE VII: POLICIES AND PROCEDURES

Auburn agrees that it will comply with, and fulfill its obligations under, the Policies and Procedures for the Loan Program, as may be amended from time to time, and which are attached hereto as Exhibit E and incorporated herein by reference. In the event of a conflict between anything in this Agreement and the Policies and Procedures, the terms of this Agreement shall control.

ARTICLE VIII: REPORTING

Auburn agrees that, on the first day of each calendar quarter following the quarter in which students begin applying for loans from the Loan Program, it shall provide VRG with (1) a list of all students enrolled in the Qualified Program with their contact information and (2) any changes to the contact information for any students enrolled in the Qualified Program.

Auburn further agrees that it shall provide the Treasurer's Office and the Chancellor with periodic program and fiscal reports, as may be requested. Auburn will also furnish the Treasurer's Office and the Chancellor with a final program expense report within 90 days from the expiration of this Agreement.

Auburn further agrees that it shall provide the Chancellor with the required reporting set forth in Sections D and E of the RFP.

In the event Auburn fails to comply with the reporting and recordkeeping requirements set forth in this Agreement, Auburn will not be permitted to enroll new students in the Loan Program.

ARTICLE IX: MARKETING AND BRANDING

Auburn agrees that it will participate in any common marketing or branding strategy in connection with the Loan Program.

ARTICLE X: TERMINATION

This Agreement may be terminated as follows:

- (1) By the Treasurer's Office without cause upon thirty (30) days written notice to Auburn;
- (2) By mutual written consent of the Parties;
- (3) By the Treasurer's Office due to the non-performance of Auburn;
- (4) In accordance with the term limitations set forth in Article II;
- (5) If the General Assembly fails at any time to make the appropriation necessary to fund the award, the Treasurer's Office's obligations under this Agreement are terminated as of the date the funding expires, and the Treasurer's Office shall have no further obligations hereunder. If the Treasurer's Office discovers or is notified of the lack of appropriation for the award outlined in this Agreement, then the Treasurer's Office agrees to notify Auburn of said lack of appropriation as soon as is practicable. Auburn shall not perform any duties under this Agreement after it receives such notice.

ARTICLE XI: COMPLIANCE WITH LAW

Auburn agrees to comply with all applicable federal, state and local laws, rules, regulations, and ordinances in the conduct of the work hereunder Auburn acknowledges that its employees are not employees of the Treasurer's Office with regard to the application of the Fair Labor Standards Act minimum wages and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. Auburn accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by Auburn in the performance of the work authorized by this Agreement.

ARTICLE XII: DRUG AND ALCOHOL FREE WORKPLACE

Auburn shall comply with all applicable federal, state, and local laws regarding smoke-free and drug-free work places and shall make a good faith effort to ensure that any of its employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

ARTICLE XIII: RECORDS

Auburn shall maintain auditable financial and non-financial records documenting the activities of the Qualified Program. Such records shall be subject to inspection and review at the discretion of the Treasurer's Office or the Chancellor to ensure fiscal accountability, operating progress, and desired outcomes. All financial records shall be kept in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located and all records shall be supported by agreements, invoices, vouchers and other data as appropriate. During the performance of this Agreement and for a period of three years after its completion, Auburn shall make such records available to the Treasurer's Office and the Chancellor as the Treasurer's Office and the Chancellor may reasonably require.

ARTICLE XIV: AMENDMENTS OR MODIFICATION

No amendment or modification of this Agreement shall be effective against any Party unless such amendment or modification is set forth in writing and signed by all Parties.

ARTICLE XV: NOTICE

Any notice required hereunder shall be made in writing and shall be accomplished by personal delivery, facsimile, or by United States certified mail, return receipt requested, postage prepaid, addressed to the party at the address set forth below or such other address as said party shall hereafter designate in writing to the other party.

1. David L. Cowen
Adult Program Director Interim
8140 Auburn Rd.
Concord Township, OH 44077
Phone: (440) 358-8028
Email: dcowen@Auburncc.org

2. Office of the Ohio Treasurer of State
Attn: Kerissa Jenkins
30 East Broad Street, 9th Floor
Columbus, OH 43215
Phone: (614) 728-4843
Email: Kerissa.Jenkins@tos.ohio.gov

ARTICLE XVI: DEBARMENT

Auburn represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either Ohio Revised Code § 153.02 or Ohio Revised Code § 125.25. Auburn further represents and warrants that it is not debarred from the receipt of federal contracts. If these representations and warranties are found to be false, this Agreement is void *ab initio* and Auburn shall immediately repay any funds paid under this Agreement.

ARTICLE XVII: ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the Parties hereto and supersedes any prior understandings or written or oral communications between the Parties respecting the subject matter hereof.

ARTICLE XVIII: WAIVER

The waiver or failures of a Party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.

ARTICLE XIX: SEVERABILITY

If any provision of this Agreement is found invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this Agreement shall not in any way be affected or impaired unless such severance would cause this Agreement to fail of its essential purpose.

ARTICLE XX: GOVERNING LAW

This Agreement and the rights of the Parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning the Agreement and/or performance thereunder. Venue for actions shall occur in Franklin County, Ohio

ARTICLE XXI: HEADINGS

The headings herein are for reference and convenience only. They are not intended and shall not be construed to be a substantive part of this Agreement or in any other way to affect the validity, construction, interpretation, or effect of any of the provisions of this Agreement.

ARTICLE XXII: CONFLICT OF INTEREST COMPLIANCE

No personnel of Auburn who exercise any functions or responsibilities in connection with the review or approval of the understanding, or carrying out of any such work within the scope of this Agreement, shall prior to the implementation of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to carrying out said work. Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who voluntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the Treasurer's Office in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless the Treasurer's Office shall determine that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

ARTICLE XXIII: NON-DISCRIMINATION

Pursuant to Ohio Revised Code ("R.C.") § 125.111 and Treasurer's Office policy, Auburn agrees that Auburn, any subcontractor, and any person acting on behalf of Auburn or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, national origin, disability, or military status against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement.

Auburn further agrees that Auburn, any subcontractor, and any person acting on behalf of Auburn, or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, color, religion, sex, sexual orientation, age, national origin, disability, or military status.

Auburn represents that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, and shall file a description of the affirmative action program and a progress report on its implementation with the equal employment opportunity office of the Department of Administrative Services.

ARTICLE XXIV: AUDITOR OF STATE FINDINGS

Auburn affirmatively represents and warrants to the Treasurer's Office that it is not subject to a finding for recovery under R.C. § 9.24 or that it has taken the appropriate remedial steps required under R.C. § 9.24 or otherwise qualifies under that section. Auburn agrees that if this representation and warranty is deemed to be false, this Agreement shall be void ab initio as between the parties to this Agreement, and any funds disbursed by the Treasurer's Office hereunder shall be immediately repaid to the Treasurer's Office, or any action for recovery of the funds may be immediately commenced by the Treasurer's Office for recovery of said funds.

ARTICLE XXV: OHIO ETHICS LAW & CAMPAIGN CONTRIBUTIONS

By signing this Agreement, Auburn certifies that it is currently in compliance with, and will continue to adhere to the requirements R.C. Chapter 102, the Ohio Ethics Law. Auburn further certifies that neither Auburn nor any of Auburn's partners, officers, directors, shareholders, nor the spouses of any such person have made contributions in excess of the limitations specified in R.C. § 3517.13.

ARTICLE XXVI: LIABILITY

To the extent permitted by the Constitution and the laws of the State of Ohio, each party agrees (i) to be liable for the acts and omission of its officers, employees and agents engaged in the scope of their employment arising under this Agreement and (ii) to be responsible for liability, claims, costs, expenses, or damages arising from any claim with respect to each party's role in connection with this Agreement, except that in no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits, even if either party knows or should have known of the possibility of such damages.

Any dispute regarding performance pursuant to the terms of this Agreement that cannot be mutually resolved by the Parties, and, where liability of one or both parties is at issue, shall be filed in a court of competent jurisdiction in Franklin County, Ohio.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, effective as of the date of signature by Treasurer.

AUBURN CAREER CENTER

By: _____
Title: _____ Date _____

TREASURER OF THE STATE OF OHIO

By: _____
Title: _____ Date _____