

## Auburn Vocational School District BOARD OF EDUCATION

### Minutes of December 1, 2020

The December 1, 2020 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Mrs. Williamson administered the Oath of Office to the appointed Board Member, Mr. Fazekas and collected the qualification statements.

Upon roll call, the following members were present:

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

Absent: Mr. Paterniti and Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

#### **192-20 Approve Agenda**

A motion was made by Mr. Klima and seconded by Mrs. Wheeler to approve the December 1, 2020 agenda.

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

**Nays:** None

Mr. Walter declared the motion passed

#### **193-20 Approve Minutes of Regular Meeting on November 5, 2020**

A motion was made by Dr. Culotta and seconded by Mr. Fazekas to approve the minutes of the November 5, 2020 Regular Board meeting.

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

**Nays:** None

Mr. Walter declared the motion passed

#### **Public Participation – Suspended**

**Curriculum, Enrollment, and Retention Subcommittee** – Brian Bontempo gave a monthly update

**Facilities Committee Report** –Jeff Slavkovsky gave a monthly update

**Finance Committee Report** –Sherry Williamson gave a finance update to the Board

**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 October 31, 2020 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #11)

**No Action Required.**

**194-20 Approve School Law Hotline Agreement**

A motion was made by Mr. Klima and seconded by Dr. Culotta to approve McGowan & Markling CO., L.P.A to enter into agreement with Auburn Career Center for the provision of legal services for school law hotline. (Attachment Item #12)

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

**Nays:** None

Mr. Walter declared the motion passed

**195-20 Approve the Resolution to Endorse the Fair School Funding Plan**

A motion was made by Mrs. Brush and seconded by Mrs. Wheeler to approve the resolution to endorse the Fair School Funding Plan, as introduced in the senate companion bill to substitute h.b. 305, and to encourage the 133<sup>rd</sup> general assembly to expedite the passage of the bill.

**WHEREAS**, the Ohio Supreme Court ruled in *DeRolph v. State of Ohio (1997)* that Ohio’s method for funding schools through the state’s school foundation program was unconstitutional under Article VI, Section 2 of the Ohio Constitution; and

**WHEREAS**, in *DeRolph*, the Ohio Supreme Court declared that Ohio’s school funding system was over-reliant on local property taxes, and as such, was inherently discriminatory to children based on where they reside for disparities exist between communities of affluence and impoverishment; and

**WHEREAS**, since the *DeRolph* decision, the Ohio General Assembly has failed to create a funding system that meets Ohio’s constitutional standard of securing “... a thorough and efficient system of common schools throughout the state”; and

**WHEREAS**, Ohio’s solution to satisfy the Ohio Supreme Court’s order has been to pass a series of biennial budgets containing politically expedient remedies that have not eliminated the over-reliance on local property tax or mitigated the discriminatory nature inherent in the series of “funding fixes” legislated over the last 23 years; and

**WHEREAS**, Ohio’s previous biennial budget crafted by the 132<sup>nd</sup> Ohio General Assembly, and effective July 1, 2018, through June 30, 2019, created a funding system with “capped” districts, and districts receiving a minimum level of funding referred to as the “guarantee”; and

**WHEREAS**, the previous biennial budget identified 503 school districts out of 610, or 82%, either “capped” in their funding, or on the “guarantee,” which is a testament that Ohio’s funding model is not effective; and

**WHEREAS**, Ohio’s current biennial budget crafted by the 133<sup>rd</sup> General Assembly, froze foundation funding for Ohio schools at 2019 fiscal year levels (effectively placing all districts on “the guarantee”), which funding levels have subsequently been cut due to the economic impact of the Coronavirus pandemic; and

**WHEREAS**, the current school funding system in Ohio lacks a rational basis for determining both the cost of educating students and how the funding of education is shared between the state and local taxpayers; and

**WHEREAS**, Representative Robert Cupp (R) and Representative John Patterson (D) convened a statewide workgroup, made up of eight practicing school district CFO/Treasurers and eight practicing Superintendents (the “Cupp-Patterson Workgroup”), to devise a new formula, and recognizing that Ohio needs an overhaul to its school funding system, have spent the last three years determining the inputs necessary to fund a “thorough and efficient system of common schools” that reduces the over-reliance on local property tax and creates equity in the state foundation system; and

**WHEREAS**, the Cupp-Patterson Workgroup carefully analyzed national research, best practices, actual Ohio school district spending data, and drew on their own extensive experience in educating students and operating school districts to make recommendations for a school funding system that meets the needs of all Ohio’s students in the 21<sup>st</sup> century; and

**WHEREAS**, the Cupp-Patterson Workgroup developed recommendations that laid out a rational, transparent, comprehensive and – most of all – fair system for funding schools based on the actual cost of providing a basic education for all students in Ohio (the “Base Cost”); and

**WHEREAS**, the Cupp-Patterson Workgroup developed a method of sharing the funding of the Base Cost between the state and local taxpayers that is easy to understand and based on a fair, defensible measure of the capacity to generate funds locally; and

**WHEREAS**, the Cupp-Patterson Workgroup identified and provided a framework for providing additional resources to meet needs beyond those of basic education, including the areas of the social, emotional, safety, and mental health of students, the additional challenges driven by students living in poverty, with special needs, with limited English proficiency, and who are academically gifted; and

**WHEREAS**, the Cupp-Patterson Workgroup developed recommendations for properly funding Career Technology Centers, Educational Service Centers, and Charter and Community schools; and

**WHEREAS**, based on the research and work outlined above, the Cupp-Patterson Workgroup produced and recommended the Fair School Funding Plan, which was introduced in House Bill (H.B.) 305, and is currently incorporated into and improved upon in a companion bill in the Senate, Senate Bill (S.B.) 376; and

**WHEREAS**, the Ohio General Assembly and the Governor of Ohio have an opportunity to devise a funding formula, as outlined in the Fair School Funding Plan, that is an investment in Ohio's children and Ohio's future.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Auburn Vocational School District, that:

Section 1. It is necessary to formally endorse the Fair School Funding Plan, as introduced in S.B. 376 of the 133<sup>rd</sup> General Assembly (the Senate companion bill to Substitute H.B. 305), to ensure that K-12 schools in Ohio are funded using a rational school funding system that meets the needs of all Ohio's students in the 21<sup>st</sup> century.

Section 2. The Treasurer is authorized to deliver or cause to be delivered a certified copy of this Resolution to community leaders; to members of the Ohio House of Representatives and the Ohio Senate, including Representative Jamie Callender and Senator Jerry Cirino; and to the office of Governor Michael DeWine.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

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

**Nays:** None

Mr. Walter declared the motion passed

**196-20 Approve the Resolution for the Issuance and Sale of Bonds**

A motion was made by Mrs. Wheeler and seconded by Mrs. Brush to approve the resolution for the issuance and sale of bonds of this school district, in an aggregate principal amount not to exceed \$1,300,000, for the purpose of renovating, rehabilitating, furnishing, equipping and otherwise improving school district buildings and facilities and improving their sites, including roof, window and parking lot improvements. (Attachment Item #14)

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

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

**197-20 Approve Donation**

A motion was made by Dr. Culotta and seconded by Mrs. Wheeler to approve the donation of an Amazon Gift Card donated by Brian Bontempo, of South Russell, OH. This gift card was for participating in the Ohio Manufacturer's Workforce Summit 2020 and will be used for district wide purchase(s).

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

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

**198-20 Human Resources**

A motion was made by Mr. Klima and seconded by Mrs. Brush to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #16)

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

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

**199-20 Approve Revised Job Descriptions**

A motion was made by Dr. Culotta and seconded by Mrs. Wheeler to approve the revised job descriptions for Cafeteria Manager, Kitchen Assistant, Administrative Assistant and Receptionist. (Attachment Item #17)

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

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

**200-20 Approve Auburn Practical Nursing Program 2021 Day Calendar**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the Auburn Practical Nursing Program 2021 Day Calendar with a starting date of February 1, 2021 to May 26, 2022. (Attachment Item #18)

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

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

**201-20 Approve Anti-Vaping Resolution to Approve Contingency Fee Agreement and Authorize Litigation**

A motion was made by Mr. Miller and seconded by Mrs. Brush to approve the resolution approve contingency fee agreement and authorize litigation. (Attachment Item #19)

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

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

**202-20 Approve Simulated Clinical Experiences Quote**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the following simulated clinical experiences quote from CAE Healthcare Inc., of Sarasota, Florida at the amount of \$38,594.82. We have received three quotes; the other quotes are from American 3B Scientific, LP of Tucker, GA and Diamedical USA of West Bloomfield, MI. This purchase will be paid out of Perkins – ½ High School & ½ Adult. (Attachment Item#20)

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

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

**203-20 Approve the Authorization to the Superintendent and Treasurer – Auction Auburn’s Mobile Trailer**

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta pursuant to Board Policy 7300 to approve the authorization to the Superintendent and Treasurer to begin the process for auctioning the school mobile trailer at a minimum bid of \$40K.

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

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

**204-20 Approve Trade-in/Van Purchases**

A motion was made by Mrs. Brush and seconded by Dr. Culotta to approve the trade-in of three (3) vehicles: 2006 GMC; 2007 Chevy; and 2008 Dodge and van purchases not to exceed \$60K for two vehicles. Proceeds of the mobile trailer and the trade-in value of the three vans will offset the cost of the new vehicles.

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

**Nays:** None

Mr. Walter declared the motion passed

**205-20 Contract/Affiliation Agreement**

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the following contract and/or affiliation agreement:

a) *Business Partnership Affiliation Agreements*

D&S Automotive  
Eastside Auto Care  
Great Clips

Henderson Fabrication  
KrewKuts  
Mar-Bal

Collinwood Iron  
Metal Recycling Salvage

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

**Nays:** None

Mr. Walter declared the motion passed

**206-20 Organizational Meeting**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to hereby establishes the date, time, location and president pro-temp for the Organizational Board meeting. The Board President pro-temp is elected to call to order the 2021 Organizational Board meeting and the election of officers.

Proposed Date: **January 12, 2021**

Time: **6:30 pm**

Location: **Technology Learning Center, 8221 Auburn Road, Concord  
Twp. OH 44077**

President Pro-Temp: **Mr. Walter**

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

**Nays:** None

Mr. Walter declared the motion passed

**207-20 Executive Session**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to recess into executive session at 7:05 p.m. for the following purposes in no particular order:

- 1.) consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

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

**Nays:** None

Mr. Walter declared the motion passed

**Return to public session at 7:18 p.m.**

**208-20 Adjourn**

A motion was made by Mr. Klima and seconded by Mrs. Wheeler to adjourn the meeting at 7:19 p.m.

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

**Nays:** None

Mr. Walter declared the motion passed

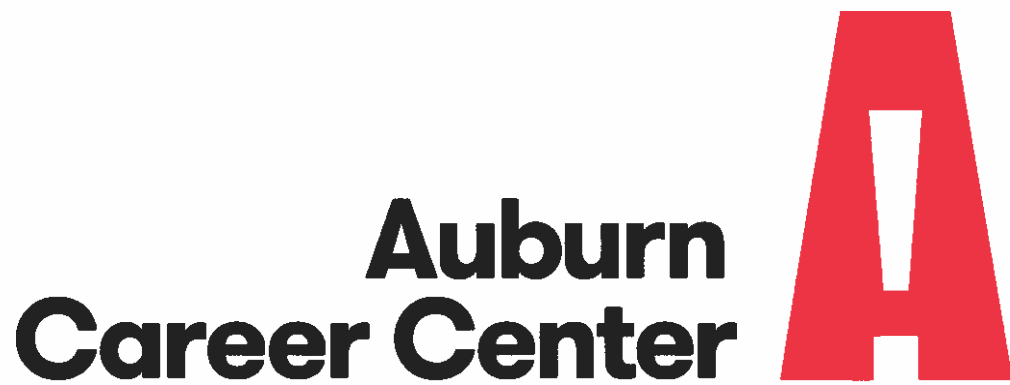


Treasurer



Board President





*Attachment Item #11*

*Render Financial Reports*

**Auburn Career Center**  
**Bank Reconciliation**  
**October 31, 2020**

Dollar Bank - Main Depository	\$ 5,947,223.82
Huntington	\$ 106,794.97
O/S checks - a/p	\$ (82,474.55)
O/S checks - p/r	\$ (9.08)
Payroll Accum (O/S)-Checks NI	\$ (287.32)
AKRON CITY TAX TO BE PAID	\$ (157.20)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>5,971,627.64</u>
Health Care Deductible Pool - Dollar	\$ 26,895.14
Flexible Spending Account - Dollar	\$ 1,423.64
Star Ohio	\$ 107,482.15
<b>Net Available Cash</b>	<b>\$ 6,107,428.57</b>
<b>Investments:</b>	
Wells Fargo Financial	\$ 2,445,970.56
<b>Total Investments</b>	<b>\$ 2,445,970.56</b>
Balance per bank	<b>\$ 8,553,399.13</b>
Balance per books	<b>\$ 8,556,112.84</b>
+/- FSA Monthly Deduction Adjustment	<b>\$ (2,713.71)</b>
	<b>\$ 0.00</b>

**Investments Report**

Institution	Amount
Wells Fargo	<b>\$ 2,445,970.56</b>

**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**October 31, 2020**

	Monthly Comparison				Annual Comparison				Remaind 2021	Budget Expended
	Oct FY19	Oct FY20	Oct FY21	Avg Cbrg	Actual 2019	Actual 2020	Budget 2021			
<b>Revenue</b>										
Real Estate	\$ 2,566,948	\$ 2,778,673	\$ 2,818,651		\$ 5,781,135	\$ 6,057,261	\$ 5,981,882	\$ 3,163,231	47%	
Tangible Personal (P/U)	\$ 188,399	\$ 166,589	\$ 170,598		\$ 370,973	\$ 356,021	\$ 356,021	\$ 185,423	48%	
Foundation	\$ 806,702	\$ 778,353	\$ 742,841		\$ 2,328,865	\$ 2,240,061	\$ 2,242,020	\$ 1,499,179	33%	
Homestead & Rollback	\$ 4,111,172	\$ 211,190	\$ 428,063		\$ 830,183	\$ 847,989	\$ 852,229	\$ 424,166	50%	
Other	\$ 401,027	\$ 366,486	\$ 79,104		\$ 540,961	\$ 616,144	\$ 484,264	\$ 405,160	16%	
<b>Subtotal</b>	<b>\$ 4,374,248</b>	<b>\$ 4,301,291</b>	<b>\$ 4,239,257</b>		<b>\$ 9,852,117</b>	<b>\$ 10,117,477</b>	<b>\$ 9,916,416</b>	<b>\$ 5,677,159</b>	<b>43%</b>	
<b>Expense</b>										
Salaries	\$ 1,284,025	\$ 1,376,821	\$ 1,293,159	0.6%	\$ 4,028,581	\$ 4,114,072	\$ 4,108,605	\$ 2,815,446	31%	
Benefits	\$ 585,996	\$ 651,160	\$ 579,207	0.0%	\$ 1,784,586	\$ 1,877,308	\$ 2,053,017	\$ 1,473,810	28%	
Purchased Services	\$ 489,769	\$ 648,209	\$ 416,739	-1.7%	\$ 1,542,845	\$ 1,507,668	\$ 1,413,848	\$ 997,109	29%	
Supplies	\$ 240,184	\$ 283,512	\$ 273,652	7.3%	\$ 492,966	\$ 558,910	\$ 523,722	\$ 250,070	52%	
Capital Outlay/Equipment	\$ 137,397	\$ 243,641	\$ 265,494	0.43	\$ 251,690	\$ 327,649	\$ 381,131	\$ 115,637	70%	
Other	\$ 49,474	\$ 59,858	\$ 50,683		\$ 133,098	\$ 137,985	\$ 132,602	\$ 81,919	38%	
<b>Subtotal</b>	<b>\$ 2,786,845</b>	<b>\$ 3,263,201</b>	<b>\$ 2,878,934</b>		<b>\$ 8,233,766</b>	<b>\$ 8,523,592</b>	<b>\$ 8,612,925</b>	<b>\$ 5,733,991</b>	<b>33%</b>	
Revenue/Expense (Operating Balance)	\$ 1,587,403	\$ 1,038,090	\$ 1,360,323		\$ 1,618,351	\$ 1,593,885	\$ 1,303,491			
<b>Other Uses</b>										
Advances Returned	\$ 59,233	\$ 49,872	\$ 220,044		\$ 189,419	\$ 56,816	\$ 234,367			
Advances Out	\$ 114,000	\$ -	\$ -		\$ 178,129	\$ 227,074	\$ 42,000			
Transfers	\$ 434,605	\$ 790,959	\$ 99,036		\$ 1,121,528	\$ 1,422,160	\$ 749,149			
<b>Subtotal</b>	<b>\$ (489,372)</b>	<b>\$ (741,087)</b>	<b>\$ 121,008</b>		<b>\$ (1,110,238)</b>	<b>\$ (1,592,418)</b>	<b>\$ (556,782)</b>			
Beginning Cash	\$ 7,289,567	\$ 6,988,633	\$ 8,180,321		\$ -	\$ 7,687,177	\$ 6,475,523			
Finding Cash	\$ 7,063,973	\$ 6,771,057	\$ 7,956,854		\$ 508,113	\$ 6,475,523	\$ 7,222,232			
Encumbrances	\$ 1,197,619	\$ 1,220,532	\$ 1,131,613		\$ 121,717	\$ 251,671				

This is an unaudited financial report.

**Auburn Career Center**  
 Adult Workforce Education - Program Budget History Report  
 Prepared: October 31, 2020

	Receivable FY21		FY21		FY20		FY19		FY18		FY17		FY16	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Programs</b>														
Patient Centered Care (Nursing)	\$ 254,000	\$ 119,673	\$ 86,742	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184	\$ 399,148	\$ 388,306	\$ 296,180	\$ 300,810	\$ 321,553	\$ 321,553
EMT Basic	\$ 146,020	\$ 25,020	\$ 19,751	\$ 38,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113	\$ 67,821	\$ 44,501	\$ 63,453	\$ 32,321	\$ 35,475	\$ 35,475
EMT Paramedic	\$ 123,375	\$ 58,597	\$ 75,511	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434	\$ 105,580	\$ 133,228	\$ 114,346	\$ 161,656	\$ 126,059	\$ 126,059
Adult Education (HHV Programs)	\$ 7,900	\$ 8,505	\$ 325	\$ 7,906	\$ 3,777	\$ 8,780	\$ 3,505	\$ 2,139	\$ (2,403)	\$ 5,156	\$ 8,689	\$ 1,019	\$ 2,006	\$ 2,006
Customized - Telecommunicator	\$ 28,500	\$ 40,000	\$ 8,870	\$ -	\$ -	\$ -	\$ 419	\$ 4,350	\$ 4,598	\$ 601	\$ 3,735	\$ 38,069	\$ 20,770	\$ 20,770
Customized Machining - D.I.T	\$ 24,600	\$ 13,100	\$ 1,680	\$ -	\$ -	\$ 3,824	\$ 2,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Refrigeration	\$ 174,500	\$ 82,946	\$ 13,537	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766	\$ 43,643	\$ 190,340	\$ 67,147	\$ 173,201	\$ 61,585	\$ 61,585
Ground Transportation Maintenance (Auto Tech)	\$ 53,700	\$ 201	\$ 11,137	\$ 1,273	\$ 1,873	\$ 36,415	\$ 39,205	\$ 36,970	\$ 37,721	\$ 80,790	\$ 49,795	\$ 69,027	\$ 35,629	\$ 35,629
DC and AC Electronic Circuits (Electrical)	\$ -	\$ 7,226	\$ -	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,956	\$ 18,599	\$ 1,812	\$ 14,218	\$ 964	\$ 3,459	\$ 39,074	\$ 39,074
Manufacturing Operations (Indust Maint)	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820	\$ 36,787	\$ 43,835	\$ 34,345	\$ 75,085	\$ 24,918	\$ 24,918
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769	\$ 35,626	\$ 55,734	\$ 33,240	\$ 32,194	\$ 15,795	\$ 15,795
Manufacturing Capstone (Machine Trades)	\$ 66,100	\$ 35,362	\$ 11,467	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815	\$ 37,219	\$ 124,560	\$ 30,438	\$ 82,323	\$ 19,644	\$ 19,644
Gas Metal Arc Welding	\$ 118,600	\$ 69,039	\$ 20,167	\$ 116,325	\$ 28,379	\$ 90,680	\$ 53,372	\$ 82,468	\$ 62,110	\$ 98,230	\$ 106,090	\$ 154,057	\$ 77,886	\$ 77,886
Firefighter I	\$ 47,180	\$ 44,551	\$ 42,220	\$ 83,202	\$ 110,875	\$ 152,511	\$ 155,498	\$ 94,752	\$ 111,399	\$ 97,123	\$ 98,973	\$ 64,391	\$ 41,293	\$ 41,293
Track Driving Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323	\$ 500	\$ -	\$ -
TIG Welding	\$ -	\$ -	\$ -	\$ (1,605)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CTX	\$ -	\$ 115,548	\$ -	\$ 6,413	\$ -	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STNA	\$ 41,000	\$ 2,174	\$ 4,864	\$ 20,132	\$ 8,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 1,085,475	\$ 621,942	\$ 301,079	\$ 1,001,588	\$ 814,874	\$ 1,190,891	\$ 974,442	\$ 1,067,179	\$ 941,062	\$ 1,276,946	\$ 907,895	\$ 1,208,188	\$ 835,159	\$ 835,159
Program Profit/Loss			320,863		186,715		216,449		126,117		369,051		373,029	
Assessment	\$ 7,500	\$ 2,749	\$ 2,879	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122	\$ 10,057	\$ 7,336	\$ 7,821	\$ 7,098	\$ 8,471	\$ 8,471
Lifetime Learning/GED	\$ 10,000	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906	\$ 26,785	\$ 11,071	\$ 141,872	\$ 9,047	\$ 113,495	\$ 113,495
Resale	\$ 500	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop	\$ 65,000	\$ 34,915	\$ 20,204	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860	\$ 61,591	\$ 54,538	\$ 36,794	\$ 42,665	\$ 31,636	\$ 31,636
<b>Total</b>	\$ 89,000	\$ 38,014	\$ 23,357	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887	\$ 98,433	\$ 72,945	\$ 186,487	\$ 58,810	\$ 153,601	\$ 153,601
ABLE Profit/Loss			14,657		6,308		12,398		(546)		(113,542)		(94,791)	
<b>Front Office</b>														
Revenue	\$ 319,450	\$ 4,693	\$ 64,154	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 357,034	\$ 268,002	\$ 410,246	\$ 275,408	\$ 434,447	\$ 434,447
Salaries/Benefits	\$ 11,715	\$ 11,715	\$ 72,121	\$ 72,121	\$ 47,075	\$ 47,075	\$ 52,552	\$ 52,552	\$ 8,350	\$ 8,350	\$ 12,780	\$ 4,530	\$ 169,930	\$ 169,930
Services	\$ 2,356	\$ 2,356	\$ -	\$ -	\$ 18,408	\$ 11,854	\$ 823	\$ 823	\$ 350	\$ 350	\$ -	\$ -	\$ 4,530	\$ 4,530
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,992	\$ 6,728	\$ -	\$ -	\$ 10,525	\$ 10,471	\$ -	\$ -
Miscellaneous	\$ -	\$ 14,367	\$ -	\$ -	\$ 105,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 319,450	\$ 4,693	\$ 92,591	\$ 336,718	\$ 465,765	\$ 376,031	\$ 547,901	\$ 257,155	\$ 425,014	\$ 268,002	\$ 565,939	\$ 275,408	\$ 619,378	\$ 619,378
Front Office Over/Under			(87,899)		(129,047)		(171,870)		(167,859)		(297,937)		(343,970)	
All Adult Workforce														
FYTD Advances Returned	\$ 1,487,925	\$ 247,620	\$ 63,976	\$ 114,000	\$ 100,000	\$ 114,000	\$ 56,977	\$ -	\$ (42,288)	\$ -	\$ (42,428)	\$ -	\$ (65,732)	\$ (65,732)
AWF Long Term Loan Balance Owed to Gen Fund	\$ -	\$ 1,055,000	\$ -	\$ 1,055,000	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 001 GENERAL</b>	\$ 6,475,522.97	\$ 423,151.89	\$ 4,459,300.70	\$ 646,618.91	\$ 2,977,970.10	\$ 7,956,853.57	\$ 1,131,612.90	\$ 6,825,240.67
Code 004 BUILDING								
Code 006 FOOD SERVICE	\$ 79,194.40	\$ 10,388.97	\$ 41,555.88	\$ 0.00	\$ 0.00	\$ 120,750.28	\$ 96,588.02	\$ 24,162.26
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 0.00	\$ 10,409.89	\$ 43,060.64	\$ 16,778.54	\$ 48,885.50	\$ (5,824.86)	\$ 27,616.73	\$ (33,441.59)
Code 012 ADULT EDUCATION	\$ 12,325.10	\$ 573.00	\$ 5,811.75	\$ 398.03	\$ 398.03	\$ 17,738.82	\$ 0.00	\$ 17,738.82
Code 014 ROTARY-INTERNAL SERVICES	\$ 172,903.61	\$ 260,351.33	\$ 664,648.13	\$ 127,374.05	\$ 417,027.89	\$ 420,523.85	\$ 178,274.19	\$ 242,249.66
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,516.31	\$ 1,500.00	\$ 16.31
Code 019 OTHER GRANT	\$ 13,004.21	\$ 0.00	\$ 55,278.00	\$ 461.65	\$ 621.65	\$ 67,660.56	\$ 31,351.05	\$ 36,309.51
Code 022 DISTRICT AGENCY	\$ 43,439.65	\$ 12,000.00	\$ 12,000.00	\$ 0.00	\$ 9,265.12	\$ 46,174.53	\$ 7,730.15	\$ 38,444.38
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 11,804.76	\$ 0.00	\$ 100.00	\$ 0.00	\$ 1,500.00	\$ 10,404.76	\$ 1,000.00	\$ 9,404.76
Code 070 CAPITAL PROJECTS	\$ 11,220.40	\$ 0.00	\$ 24,653.09	\$ 1,820.52	\$ 7,558.41	\$ 28,315.08	\$ 26,891.70	\$ 1,423.38
Code 200 STUDENT MANAGED ACTIVITY	\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 14,594.98	\$ 627,665.60	\$ 31,676.72	\$ 31,676.72	\$ 0.00
Code 451 DATA COMMUNICATION FUND	\$ 73,216.33	\$ 110.00	\$ 210.00	\$ 389.72	\$ 15,326.84	\$ 58,099.49	\$ 3,676.08	\$ 54,423.41
Code 467 Student Wellness and Success Fund	\$ 0.00	\$ 900.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 1,280.00	\$ 34,065.44	\$ 34,065.44	\$ 0.00	\$ 1,280.00	\$ 34,065.44	\$ 12,800.00	\$ 21,265.44
Code 501 ADULT BASIC EDUCATION	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 510 CORONA VIRUS RELIEF FUND	\$ 8,504.73	\$ 6,439.43	\$ 54,543.13	\$ 23,163.86	\$ 86,211.72	\$ (23,163.86)	\$ 17,495.62	\$ (40,659.48)
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 0.00	\$ 27,105.71	\$ 11,648.00	\$ 27,105.71	\$ 0.00	\$ 33,443.73	\$ (33,443.73)
	\$ 207,399.31	\$ 9,783.16	\$ 9,783.16	\$ 9,468.13	\$ 434,049.91	\$ (216,867.44)	\$ 69,394.70	\$ (286,262.14)

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

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>								
	\$ 23,679.40	\$ 0.00	\$ 84,017.00	\$ 10,096.60	\$ 100,406.81	\$ 7,289.59	\$ 24,874.00	\$ (17,584.41)
<b>Grand Total</b>	<b>\$ 7,797,273.49</b>	<b>\$ 768,173.11</b>	<b>\$ 5,517,032.63</b>	<b>\$ 862,812.99</b>	<b>\$ 4,758,193.28</b>	<b>\$ 8,556,112.84</b>	<b>\$ 1,695,925.59</b>	<b>\$ 6,860,187.25</b>

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MYTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL	\$ 9,438,465.28	\$ 251,671.05	\$ 9,690,136.33	\$ 2,977,970.10	\$ 646,618.91	\$ 1,131,612.90	\$ 5,580,553.33
Code 002 BOND RETIREMENT							
Code 004 BUILDING	\$ 614,496.00	\$ 0.00	\$ 614,496.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 614,496.00
Code 006 FOOD SERVICE	\$ 120,750.28	\$ 0.00	\$ 120,750.28	\$ 0.00	\$ 0.00	\$ 96,588.02	\$ 24,162.26
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 157,500.00	\$ 0.00	\$ 157,500.00	\$ 48,885.50	\$ 16,778.54	\$ 27,616.73	\$ 80,997.77
Code 012 ADULT EDUCATION	\$ 18,136.85	\$ 0.00	\$ 18,136.85	\$ 398.03	\$ 398.03	\$ 0.00	\$ 17,738.82
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,642,454.24	\$ 17,874.37	\$ 1,660,328.61	\$ 417,027.89	\$ 127,374.05	\$ 178,274.19	\$ 1,065,026.53
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,603.87	\$ 332.43	\$ 1,936.30	\$ 419.99	\$ 0.00	\$ 1,500.00	\$ 16.31
Code 019 OTHER GRANT	\$ 67,622.71	\$ 659.50	\$ 68,282.21	\$ 621.65	\$ 461.65	\$ 31,351.05	\$ 36,309.51
Code 022 DISTRICT AGENCY	\$ 29,974.53	\$ 13,465.12	\$ 43,439.65	\$ 9,265.12	\$ 0.00	\$ 7,730.15	\$ 26,444.38
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 8,404.76	\$ 3,500.00	\$ 11,904.76	\$ 1,500.00	\$ 0.00	\$ 1,000.00	\$ 9,404.76
Code 070 CAPITAL PROJECTS	\$ 35,873.49	\$ 0.00	\$ 35,873.49	\$ 7,558.41	\$ 1,820.52	\$ 26,891.70	\$ 1,423.38
Code 200 STUDENT MANAGED ACTIVITY	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 627,665.60	\$ 14,594.98	\$ 31,676.72	\$ 0.00
Code 467 Student Wellness and Success Fund	\$ 64,676.44	\$ 8,749.89	\$ 73,426.33	\$ 15,326.84	\$ 389.72	\$ 3,676.08	\$ 54,423.41
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 50,000.00	\$ 1,280.00	\$ 51,280.00	\$ 1,280.00	\$ 0.00	\$ 12,800.00	\$ 37,200.00
Code 501 ADULT BASIC EDUCATION	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 510 CORONA VIRUS RELIEF FUND	\$ 353,113.27	\$ 8,504.73	\$ 361,618.00	\$ 86,211.72	\$ 23,163.86	\$ 17,495.62	\$ 257,910.66
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 48,901.44	\$ 0.00	\$ 48,901.44	\$ 27,105.71	\$ 11,648.00	\$ 33,443.73	\$ (11,648.00)
	\$ 382,766.75	\$ 207,399.31	\$ 590,166.06	\$ 434,049.91	\$ 9,468.13	\$ 69,394.70	\$ 86,721.45

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

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>	\$ 23,679.40	\$ 0.00	\$ 23,679.40	\$ 100,406.81	\$ 10,096.60	\$ 24,874.00	\$ (101,601.41)
<b>Grand Total</b>	<b>\$ 13,059,241.50</b>	<b>\$ 1,174,456.53</b>	<b>\$ 14,233,698.03</b>	<b>\$ 4,758,193.28</b>	<b>\$ 862,812.99</b>	<b>\$ 1,695,925.59</b>	<b>\$ 7,779,579.16</b>



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Type: ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type:</b>	<b>Check</b>									
26771	53636	ACCOUNTS_PA	Check	10/6/2020	AMERICAN EXPRESS	40915	RECONCILED	10/9/2020		\$ 4,141.00
26770	53637	ACCOUNTS_PA	Check	10/6/2020	ILLUMINATING COMPANY	925	RECONCILED	10/7/2020		30,136.41
26787	53638	ACCOUNTS_PA	Check	10/6/2020	AIR FORCE ONE, INC	41756	RECONCILED	10/13/2020		18,925.00
26766	53639	ACCOUNTS_PA	Check	10/6/2020	AT&T	171	RECONCILED	10/13/2020		859.96
26791	53640	ACCOUNTS_PA	Check	10/6/2020	COLD HARBOR BUILDING CO.	40097	RECONCILED	10/8/2020		14,594.98
26790	53641	ACCOUNTS_PA	Check	10/6/2020	OHIO ACTE	682	RECONCILED	10/16/2020		55.00
26797	53642	ACCOUNTS_PA	Check	10/6/2020	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	10/13/2020		77.43
26786	53643	ACCOUNTS_PA	Check	10/6/2020	WALTER HAYERFIELD LLP	41558	RECONCILED	10/9/2020		112.00
26792	53644	ACCOUNTS_PA	Check	10/6/2020	SHEAKLEY UNISERVICE, INC.	40167	RECONCILED	10/8/2020		300.00
26764	53645	ACCOUNTS_PA	Check	10/6/2020	CHANNEY ELECTRONICS	1017	RECONCILED	10/15/2020		6,106.25
26789	53646	ACCOUNTS_PA	Check	10/6/2020	CONCORD RENTAL	7179	OUTSTANDING			99.00
26796	53647	ACCOUNTS_PA	Check	10/6/2020	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	10/14/2020		490.72
26773	53648	ACCOUNTS_PA	Check	10/6/2020	ELECTRONIX EXPRESS	7251	RECONCILED	10/16/2020		1,024.90
26784	53649	ACCOUNTS_PA	Check	10/6/2020	LINCOLN ELECTRIC CO.	984	RECONCILED	10/9/2020		60.72
26785	53650	ACCOUNTS_PA	Check	10/6/2020	R. E. MICHEL COMPANY INC	12295	RECONCILED	10/13/2020		281.67
26775	53651	ACCOUNTS_PA	Check	10/6/2020	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	10/13/2020		415.23
26774	53652	ACCOUNTS_PA	Check	10/6/2020	SYSCO FOOD SERVICES OF	8412	RECONCILED	10/8/2020		1,307.56
26780	53653	ACCOUNTS_PA	Check	10/6/2020	SPEE-D-METALS	1679	RECONCILED	10/13/2020		1,522.00
26788	53654	ACCOUNTS_PA	Check	10/6/2020	ACTE	376	RECONCILED	10/13/2020		100.00
26799	53655	ACCOUNTS_PA	Check	10/6/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	10/13/2020		486.06

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Yord Date	Amount
26795	53656	ACCOUNTS_PA	Check	10/6/2020	CINTAS CORPORATION	532	RECONCILED	10/9/2020		\$ 102.50
		YABLE								
26781	53657	ACCOUNTS_PA	Check	10/6/2020	MAJOR WASTE DISPOSAL	570	RECONCILED	10/16/2020		75.00
		YABLE								
26793	53658	ACCOUNTS_PA	Check	10/6/2020	CHARDON OIL CO.	8287	RECONCILED	10/8/2020		50.35
		YABLE								
26794	53659	ACCOUNTS_PA	Check	10/6/2020	GAZETTE NEWSPAPERS	11455	RECONCILED	10/8/2020		265.00
		YABLE								
26777	53660	ACCOUNTS_PA	Check	10/6/2020	GEAUGA MECHANICAL COMPANY, INC	11872	RECONCILED	10/14/2020		2,220.00
		YABLE								
26763	53661	ACCOUNTS_PA	Check	10/6/2020	GENE PTACHEK & SON	640	RECONCILED	10/9/2020		150.60
		YABLE								
26767	53662	ACCOUNTS_PA	Check	10/6/2020	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	10/9/2020		4,769.70
		YABLE								
26782	53663	ACCOUNTS_PA	Check	10/6/2020	CITY OF PVILLE UTIL.	215	RECONCILED	10/14/2020		879.18
		YABLE								
26772	53664	ACCOUNTS_PA	Check	10/6/2020	ADVANCED GAS & WELDING	13407	RECONCILED	10/7/2020		514.58
		YABLE								
26776	53665	ACCOUNTS_PA	Check	10/6/2020	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	10/7/2020		316.74
		YABLE								
26798	53666	ACCOUNTS_PA	Check	10/6/2020	CAMCOR, INC	41763	RECONCILED	10/7/2020		645.00
		YABLE								
26765	53667	ACCOUNTS_PA	Check	10/6/2020	NATIONAL HEALTHCARE R ASSOC.	11819	RECONCILED	10/7/2020		396.90
		YABLE								
26769	53668	ACCOUNTS_PA	Check	10/6/2020	CDW GOVERNMENT	11547	RECONCILED	10/7/2020		4,920.00
		YABLE								
26778	53669	ACCOUNTS_PA	Check	10/6/2020	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	10/7/2020		801.79
		YABLE								
26779	53670	ACCOUNTS_PA	Check	10/6/2020	POCKET NURSE ENTERPRISES, INC. INC	10331	RECONCILED	10/7/2020		1,846.34
		YABLE								
26768	53671	ACCOUNTS_PA	Check	10/6/2020	ELSEVIER	11447	RECONCILED	10/7/2020		24,985.12
		YABLE								
26783	53672	ACCOUNTS_PA	Check	10/6/2020	JASON GARDNER	11806	RECONCILED	10/7/2020		899.97
		YABLE								
26807	53673	ACCOUNTS_PA	Check	10/8/2020	VIVIANI FAMILY LIMITED	11774	RECONCILED	10/20/2020		1,653.30
		YABLE								
26808	53674	ACCOUNTS_PA	Check	10/8/2020	MIGUEL OLVERA	41653	RECONCILED	10/15/2020		203.00
		YABLE								
26819	53675	ACCOUNTS_PA	Check	10/23/2020	HUNTINGTON NATIONAL	10092	RECONCILED	10/26/2020		37.47
		YABLE								

## AUBURN VOCATIONAL SCHOOL DISTR

### Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26817	53676	ACCOUNTS_PA YABLE	Check	10/23/2020	BANK WEX BANK	41338	RECONCILED	10/28/2020		\$ 148.42
26818	53677	ACCOUNTS_PA YABLE	Check	10/23/2020	AT&T	41770	RECONCILED	10/28/2020		185.11
26820	53678	ACCOUNTS_PA YABLE	Check	10/23/2020	CREDIT CARD OPERATION	41906	RECONCILED	10/28/2020		1,939.44
26821	53679	ACCOUNTS_PA YABLE	Check	10/23/2020	SAM'S CLUB	8469	RECONCILED	10/26/2020		294.28
26869	53680	ACCOUNTS_PA YABLE	Check	10/27/2020	ACTE	376	OUTSTANDING			100.00
26880	53681	ACCOUNTS_PA YABLE	Check	10/27/2020	ANDY'S AUTO PARTS LLC	41410	OUTSTANDING			195.09
26828	53682	ACCOUNTS_PA YABLE	Check	10/27/2020	AT&T	171	RECONCILED	10/29/2020		511.53
26882	53683	ACCOUNTS_PA YABLE	Check	10/27/2020	CENGAGE LEARNING	10328	RECONCILED	10/30/2020		3,031.60
26840	53684	ACCOUNTS_PA YABLE	Check	10/27/2020	CINTAS CORPORATION	532	OUTSTANDING			95.16
26866	53685	ACCOUNTS_PA YABLE	Check	10/27/2020	ESCO INSTITUTE	11206	RECONCILED	10/30/2020		1,791.77
26855	53686	ACCOUNTS_PA YABLE	Check	10/27/2020	GORDON FOOD SERVICE	8479	OUTSTANDING			3,526.16
26894	53687	ACCOUNTS_PA YABLE	Check	10/27/2020	GCA SERVICES GROUP	41167	RECONCILED	10/30/2020		16,724.73
26829	53688	ACCOUNTS_PA YABLE	Check	10/27/2020	JOHNSTONE SUPPLY	13078	RECONCILED	10/30/2020		446.10
26839	53689	ACCOUNTS_PA YABLE	Check	10/27/2020	JOSHEN PAPER & PACKAGING	7024	RECONCILED	10/30/2020		642.80
26853	53690	ACCOUNTS_PA YABLE	Check	10/27/2020	LORAIN CTY COMMUNITY COLLEGE	13647	OUTSTANDING			2,338.75
26890	53691	ACCOUNTS_PA YABLE	Check	10/27/2020	MADISON LOCAL SCHOOLS	10906	OUTSTANDING			10,833.34
26863	53692	ACCOUNTS_PA YABLE	Check	10/27/2020	MCMASTER- CARR SUPPLY CO.	10826	RECONCILED	10/30/2020		982.13
26830	53693	ACCOUNTS_PA YABLE	Check	10/27/2020	NICHOLS PAPER & SUPPLY CO	41932	OUTSTANDING			2,254.86
26827	53694	ACCOUNTS_PA YABLE	Check	10/27/2020	O'REILLY AUTOMOTIVE, INC	40813	OUTSTANDING			866.50
26867	53695	ACCOUNTS_PA YABLE	Check	10/27/2020	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	10/30/2020		6,900.00
26834	53696	ACCOUNTS_PA	Check	10/27/2020	R.E. MICHEL	12295	OUTSTANDING			1,049.86

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26854	53697	YABLE	ACCOUNTS_PA	10/27/2020	COMPANY INC	41733	OUTSTANDING			\$ 142.45
26879	53698	YABLE	ACCOUNTS_PA	10/27/2020	ROLL OFF INC.	11290	OUTSTANDING			410.00
26862	53699	YABLE	ACCOUNTS_PA	10/27/2020	SYSCO FOOD SERVICES OF TOTAL QUALITY TESTING INC	8412	RECONCILED	10/29/2020		643.27
26841	53700	YABLE	ACCOUNTS_PA	10/27/2020	HOME DEPOT CREDIT SERVICES CONSOLIDATE D FLEET SERVICES	40323	RECONCILED	10/30/2020		900.00
26832	53701	YABLE	ACCOUNTS_PA	10/27/2020	IRON MOUNTAIN INC	10207	OUTSTANDING			1,533.12
26838	53702	YABLE	ACCOUNTS_PA	10/27/2020	84 LUMBER	41612	OUTSTANDING			1,428.55
26822	53703	YABLE	ACCOUNTS_PA	10/27/2020	AIR FORCE ONE, INC	11058	RECONCILED	10/30/2020		114.81
26876	53704	YABLE	ACCOUNTS_PA	10/27/2020	ELENCO ELECTRONICS, INC	989	RECONCILED	10/29/2020		435.75
26884	53705	YABLE	ACCOUNTS_PA	10/27/2020	UNITED PARCEL SERVICE	41756	OUTSTANDING			2,879.32
26856	53706	YABLE	ACCOUNTS_PA	10/27/2020	SC STRATEGIC SOLUTIONS	41665	RECONCILED	10/30/2020		2,198.00
26886	53707	YABLE	ACCOUNTS_PA	10/27/2020	TREASURER, STATE OF OHIO	2108	OUTSTANDING			8.51
26859	53708	YABLE	ACCOUNTS_PA	10/27/2020	KIMCO DISTRIBUTING	41786	OUTSTANDING			90.00
26826	53709	YABLE	ACCOUNTS_PA	10/27/2020	WOLFF CREEK CO	1188	OUTSTANDING			100.00
26875	53710	YABLE	ACCOUNTS_PA	10/27/2020	DISTRIBUTION LAKE CTY DEPT OF JOB & FAMILY	40425	RECONCILED	10/30/2020		278.90
26825	53711	YABLE	ACCOUNTS_PA	10/27/2020	GAZETTE NEWS/PAPERS	12341	RECONCILED	10/30/2020		348.00
26872	53712	YABLE	ACCOUNTS_PA	10/27/2020	LINCOLN ELECTRIC CO.	41493	OUTSTANDING			553.34
26883	53713	YABLE	ACCOUNTS_PA	10/27/2020	JOHN D. PREUER & ASSOCIATES	13530	OUTSTANDING			229.27
26831	53714	YABLE	ACCOUNTS_PA	10/27/2020	NEWSPAPERS	11455	RECONCILED	10/29/2020		25.00
26835	53715	YABLE	ACCOUNTS_PA	10/27/2020	ELECTRIC CO.	984	RECONCILED	10/29/2020		854.82
26824	53716	YABLE	ACCOUNTS_PA	10/27/2020		7053	RECONCILED	10/30/2020		14,861.17

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26887	53717	ACCOUNTS_PA	Check	10/27/2020	JULIE FLITER VITALE	41728	RECONCILED	10/30/2020		\$ 72.50
26865	53718	ACCOUNTS_PA	Check	10/27/2020	EASTERN LAKE COUNTY	1939	OUTSTANDING			370.00
26877	53719	ACCOUNTS_PA	Check	10/27/2020	CHAMBER AGM ENERGY SERVICES LLC	41355	OUTSTANDING			1,347.50
26851	53720	ACCOUNTS_PA	Check	10/27/2020	FIRST COMMUNICATI ONS LLC	10610	OUTSTANDING			137.02
26842	53721	ACCOUNTS_PA	Check	10/27/2020	ASE TEST PREP	41848	OUTSTANDING			760.00
26836	53722	ACCOUNTS_PA	Check	10/27/2020	CRILE ROAD HARDWARE	551	RECONCILED	10/30/2020		609.71
26849	53723	ACCOUNTS_PA	Check	10/27/2020	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	10/30/2020		262.39
26868	53724	ACCOUNTS_PA	Check	10/27/2020	SHETLER OFFICE SOLUTIONS	41656	RECONCILED	10/30/2020		901.74
26837	53725	ACCOUNTS_PA	Check	10/27/2020	EDUCATORS RISING OHIO	41419	OUTSTANDING			84.00
26833	53726	ACCOUNTS_PA	Check	10/27/2020	DRUNK BUSTERS OF STATE	42185	OUTSTANDING			474.00
26844	53727	ACCOUNTS_PA	Check	10/27/2020	CLEANING SOLUTIONS	12272	RECONCILED	10/29/2020		75.00
26892	53728	ACCOUNTS_PA	Check	10/27/2020	APOLLO SUPPLY	11556	RECONCILED	10/30/2020		531.50
26895	53729	ACCOUNTS_PA	Check	10/27/2020	COMPANY UNIVERSITY HOSPITALS CLEVELAND	42189	OUTSTANDING			42.50
26874	53730	ACCOUNTS_PA	Check	10/27/2020	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	10/29/2020		512.33
26873	53731	ACCOUNTS_PA	Check	10/27/2020	HANDY RENTS	8335	OUTSTANDING			305.72
26878	53732	ACCOUNTS_PA	Check	10/27/2020	CONCORD RENTAL	7179	RECONCILED	10/30/2020		99.00
26888	53733	ACCOUNTS_PA	Check	10/27/2020	LAKE COUNTY NURSERY	1846	RECONCILED	10/29/2020		637.78
26861	53734	ACCOUNTS_PA	Check	10/27/2020	DOMINION ENERGY OHIO	4003	OUTSTANDING			1,022.87
26846	53735	ACCOUNTS_PA	Check	10/27/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	10/29/2020		2,576.41
26860	53736	ACCOUNTS_PA	Check	10/27/2020	ILLUMINATING COMPANY	925	RECONCILED	10/28/2020		90.90

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26848	53737	ACCOUNTS_PA	Check	10/27/2020	ADVANCED GAS & WELDING	13407	RECONCILED	10/28/2020		\$ 748.52
26858	53738	ACCOUNTS_PA	Check	10/27/2020	CANCOR, INC	41763	RECONCILED	10/28/2020		73.32
26889	53739	ACCOUNTS_PA	Check	10/27/2020	ALRO STEEL CORPORATION	41193	RECONCILED	10/28/2020		458.17
26870	53740	ACCOUNTS_PA	Check	10/27/2020	EQUIPARTS CORP	40596	RECONCILED	10/28/2020		929.53
26823	53741	ACCOUNTS_PA	Check	10/27/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	10/28/2020		12,364.23
26857	53742	ACCOUNTS_PA	Check	10/27/2020	EXSCAPE DESIGNS, LLC	41963	RECONCILED	10/28/2020		1,563.13
26871	53743	ACCOUNTS_PA	Check	10/27/2020	FA SOLUTIONS LLC	41342	RECONCILED	10/28/2020		1,809.00
26843	53744	ACCOUNTS_PA	Check	10/27/2020	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	10/28/2020		1,299.95
26850	53745	ACCOUNTS_PA	Check	10/27/2020	LBL PRINTING	13500	RECONCILED	10/28/2020		5,037.32
26845	53746	ACCOUNTS_PA	Check	10/27/2020	NATIONAL HEALTHCARE R ASSOC.	11819	RECONCILED	10/28/2020		312.25
26847	53747	ACCOUNTS_PA	Check	10/27/2020	WESTERN RESERVE OFFICE SUPPLY	1065	RECONCILED	10/28/2020		792.85
26891	53748	ACCOUNTS_PA	Check	10/27/2020	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	10/28/2020		850.50
26885	53749	ACCOUNTS_PA	Check	10/27/2020	OHIO SCHOOLS COUNCIL	812	RECONCILED	10/28/2020		3,900.00
26852	53750	ACCOUNTS_PA	Check	10/27/2020	JOHNSON CONTROLS FIRE PROTECTION LP	40669	RECONCILED	10/28/2020		1,976.67
26893	53751	ACCOUNTS_PA	Check	10/27/2020	PHIL STROKEY	40874	RECONCILED	10/28/2020		31.55
26864	53752	ACCOUNTS_PA	Check	10/27/2020	MICHELLE RODEWALD	11544	RECONCILED	10/28/2020		37.96
26896	53753	ACCOUNTS_PA	Check	10/27/2020	CAYLEY VOLPIN	41417	RECONCILED	10/28/2020		6.58
26881	53754	ACCOUNTS_PA	Check	10/27/2020	ERICA SLANOC	42152	RECONCILED	10/28/2020		170.04
26897	53755	ACCOUNTS_PA	Check	10/27/2020	JEFF SLAVKOVSKY	13632	RECONCILED	10/28/2020		18.76
26899	53756	ACCOUNTS_PA	Check	10/29/2020	VERIZON WIRELESS DOMINION	41745	OUTSTANDING			134.23
26900	53757	ACCOUNTS_PA	Check	10/29/2020		4003	OUTSTANDING			26.88

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26905	53758	YABLE	0 ACCOUNTS_PA Check	10/29/2020	ENERGY OHIO CLEVELAND SPRAY BOOTH	13370	OUTSTANDING			\$ 1,954.00
26903	53759	YABLE	0 ACCOUNTS_PA Check	10/29/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	10/30/2020		789.54
26904	53760	YABLE	0 ACCOUNTS_PA Check	10/29/2020	BORDEN DAIRY OF OHIO	42186	OUTSTANDING			2,052.60
26901	53761	YABLE	0 ACCOUNTS_PA Check	10/29/2020	KEYSTONE	11900	OUTSTANDING			280.00
26902	53762	YABLE	0 ACCOUNTS_PA Check	10/29/2020	MENTOR LUMBER & SUPPLY CO	834	OUTSTANDING			5,720.85
<b>Default Payment Type: Electronic</b>										<b>\$ 263,971.64</b>
26814	0	YABLE	0 ACCOUNTS_PA Electronic	10/23/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	10/24/2020		8,114.54
26813	0	YABLE	0 ACCOUNTS_PA Electronic	10/23/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	10/24/2020		25,789.36
26809	0	YABLE	0 ACCOUNTS_PA Electronic	10/13/2020	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	10/17/2020		108,304.89
26806	0	YABLE	0 ACCOUNTS_PA Electronic	10/9/2020	SERS	900926	RECONCILED	10/10/2020		1,530.17
26898	0	YABLE	0 ACCOUNTS_PA Electronic	10/29/2020	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	10/31/2020		315.85
26810	0	YABLE	0 ACCOUNTS_PA Electronic	10/13/2020	FLEX SAVE	999992	RECONCILED	10/17/2020		100.00
26816	0	YABLE	0 ACCOUNTS_PA Electronic	10/23/2020	SERS	900926	RECONCILED	10/24/2020		1,588.44
26803	0	YABLE	0 ACCOUNTS_PA Electronic	10/9/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	10/10/2020		8,378.69
26805	0	YABLE	0 ACCOUNTS_PA Electronic	10/9/2020	BANK ONE/MEMO/FIC A	900693	RECONCILED	10/10/2020		23.25
26804	0	YABLE	0 ACCOUNTS_PA Electronic	10/9/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	10/10/2020		3,264.49
26815	0	YABLE	0 ACCOUNTS_PA Electronic	10/23/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	10/24/2020		3,246.70
26812	0	YABLE	0 ACCOUNTS_PA Electronic	10/23/2020	Workers Comp	900950	RECONCILED	10/24/2020		949.68
26802	0	YABLE	0 ACCOUNTS_PA Electronic	10/9/2020	Workers Comp	900950	RECONCILED	10/10/2020		954.80

## AUBURN VOCATIONAL SCHOOL DISTR

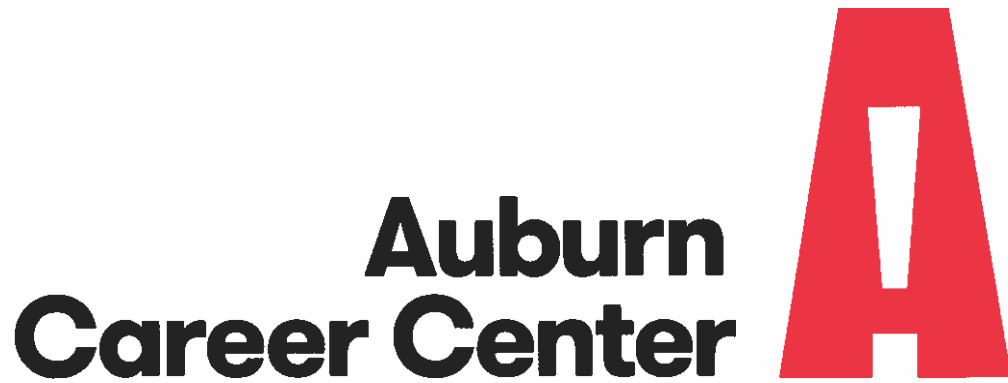
### Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26801	YABLE 0 ACCOUNTS_PA YABLE	Electronic		10/9/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	10/10/2020		\$ 25,567.40
										<u>\$ 188,128.26</u>
										<u>\$ 452,099.90</u>
<b>Type: REFUND</b>										
<b>Default Payment Type: Check</b>										
26750	53623 REFUND	Check		10/2/2020	ADAM COLLING	42182	RECONCILED	10/27/2020		30.00
26751	53624 REFUND	Check		10/2/2020	SAVANNAH CORSAO	42181	RECONCILED	10/8/2020		345.00
26752	53625 REFUND	Check		10/2/2020	NICHOLAS MURANKO	42180	RECONCILED	10/6/2020		285.98
26753	53626 REFUND	Check		10/2/2020	BRENDAN ASSIAN	42178	RECONCILED	10/8/2020		94.05
26754	53627 REFUND	Check		10/2/2020	SAMANTHA MARCH	42179	RECONCILED	10/9/2020		130.00
26755	53628 REFUND	Check		10/2/2020	JUDILYN DOREMUS ROWLAND	41936	RECONCILED	10/6/2020		2,556.12
26756	53629 REFUND	Check		10/2/2020	MEGAN YAMAMOTO	41995	RECONCILED	10/6/2020		602.50
26757	53630 REFUND	Check		10/2/2020	KELISHA WILLIAMS	41948	RECONCILED	10/8/2020		2,556.12
26758	53631 REFUND	Check		10/2/2020	MARSHA KOVACH	41990	RECONCILED	10/13/2020		931.12
26759	53632 REFUND	Check		10/2/2020	ANTONIO ROSSRICHARD S	41921	RECONCILED	10/5/2020		4,700.00
26760	53633 REFUND	Check		10/2/2020	SHANTELL MIMS	41955	RECONCILED	10/5/2020		2,556.12
26761	53634 REFUND	Check		10/2/2020	TANASIA DOUGLAS	41914	RECONCILED	10/5/2020		2,556.12
26762	53635 REFUND	Check		10/2/2020	LA'SHUNDA ADAMS	41902	RECONCILED	10/5/2020		2,556.12
26906	53763 REFUND	Check		10/29/2020	THE LAW FIRM OF	41922	OUTSTANDING			350.00
26907	53764 REFUND	Check		10/29/2020	CATLYN KASCASAK	42071	OUTSTANDING			508.20
26908	53765 REFUND	Check		10/29/2020	MORRISON PRODUCTS	42188	OUTSTANDING			4,477.00
26909	53766 REFUND	Check		10/29/2020	Terrance Smith	40643	VOID		10/30/2020	962.50
26910	53767 REFUND	Check		10/29/2020	ROBERT METZ	42192	OUTSTANDING			918.00
26911	53768 REFUND	Check		10/29/2020	JOSHUA BOUGHTON	42193	OUTSTANDING			918.00
26912	53769 REFUND	Check		10/29/2020	JAMES PEDEN	42183	OUTSTANDING			25.00



**AUBURN VOCATIONAL SCHOOL DISTR**  
**Monthly Check Summary**

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26913	53770 REFUND	Check	Check	10/29/2020	TYLER PETERS	42187	OUTSTANDING			\$ 682.00
26914	53771 REFUND	Check	Check	10/29/2020	JUAN GUERRERO MENA	42107	OUTSTANDING			84.17
26915	53772 REFUND	Check	Check	10/29/2020	KATHRYN BARTONE	41913	VOID		10/30/2020	6,692.00
26916	53773 REFUND	Check	Check	10/29/2020	LAKE CO JOB AND FAMILY SERVICES	42201	OUTSTANDING			1,909.12
26917	53774 REFUND	Check	Check	10/29/2020	CIARA ARNOLD	41511	OUTSTANDING			518.50
26918	53775 REFUND	Check	Check	10/29/2020	TIFFANY BURGESS	42199	VOID		10/30/2020	7,874.00
26919	53776 REFUND	Check	Check	10/29/2020	VERNETTA WHITE	42198	OUTSTANDING			410.50
26920	53777 REFUND	Check	Check	10/29/2020	VANESSA LOIACONO HART	42197	OUTSTANDING			2,131.25
26921	53778 REFUND	Check	Check	10/29/2020	NADIA RAYMOND	42196	OUTSTANDING			3,642.50
26922	53779 REFUND	Check	Check	10/29/2020	JENNA RADCLIFFE	41815	OUTSTANDING			2,142.50
26923	53780 REFUND	Check	Check	10/30/2020	TERRANCE SMITH	40643	OUTSTANDING			929.50
26924	53781 REFUND	Check	Check	10/30/2020	MARGARET STEVENSON	41913	OUTSTANDING			6,692.00
26925	53782 REFUND	Check	Check	10/30/2020	LAKE CO JOB AND FAMILY SERVICES	42199	OUTSTANDING			7,874.00
<p><b>Subtotal:</b> \$ 69,639.99</p> <p><b>Default Payment Type:</b> PAYROLL \$ 69,639.99</p>										
26811	0 PAYROLL			10/23/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	10/24/2020		211,011.91
26800	0 PAYROLL			10/9/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	10/10/2020		212,168.80
<p><b>Grand Total</b> \$ 423,180.71</p> <p><b>Grand Total</b> \$ 423,180.71</p> <p><b>Grand Total</b> \$ 944,920.60</p>										



*Attachment Item #12*

*Approve School Law  
Hotline Agreement*

**SCHOOL LAW HOTLINE<sup>SM</sup> AGREEMENT**

This *School Law Hotline*<sup>SM</sup> (“Agreement”) confirms that the law firm of McGown & Markling Co., L.P.A. (“Firm”) agrees to represent the Auburn Joint Vocational School District (“Client”) with respect to education law related matters as directed to the Firm by the Superintendent/CEO, Treasurer/CFO, Board Members, and/or Board designees only. The client is always the Auburn Joint Vocational School District only.

- A. Nothing in this Agreement limits the ability of the Client to obtain legal services from additional attorneys and/or law firms.
- B. **Professional Services Engaged: What the Firm Shall Do**
1. The Firm accepts such employment and agrees to undertake your legal representation in connection with education related matters and to do and perform all other acts which, in our professional judgment, are necessary or appropriate for the protection of your interests.
  2. McGown & Markling is very proud to remain among the select few law firms to receive a Tier 1 Ranking by U.S. News – Best Lawyers® “Best Law Firms” in “Education Law” for every year since the ranking began. The rankings are based on a rigorous evaluation process that includes thousands of clients, highly skilled lawyers, and law firm representatives. The Client’s primary contact shall be Matthew John Markling, who has consistently been selected as one of The Best Lawyers in America® in the practice area of Education Law and has earned the prestigious distinction of being renowned as an Ohio State Bar Association Certified Specialist in Labor and Employment Law.
  3. Our comprehensive education law practice encompasses public finance, labor and employment, special education, taxation, real estate, litigation, intellectual property, environmental and regulatory law. Our team of attorneys is experienced in every facet of education law including, but not limited to, arbitration, board organization/operations/bylaws/policies, collective bargaining, construction, employment laws, labor relations, acquisition and disposition of property, litigation, special education law, student rights and responsibilities, and territory transfers.

C. **Professional Service Fees - *School Law Hotline*<sup>SM</sup>:** As part of the *School Law Hotline*<sup>SM</sup>, the Firm shall provide the Client with five (5) pro bono hours of legal services per calendar year. These five (5) pro bono hours may be used for any purpose including, but not limited to, special education, pupil services, school finance, governance, labor and employment, collective bargaining, in-services, and general matters. Any additional hours billed beyond the five (5) pro bono hours per calendar year, shall be billed at a blended hourly rate of \$285 (rounded up to the nearest tenth of an hour) as compared to the Firm's regular rates of up to \$385 and \$600 per hour which may be billed to the Firm's other clients.

D. **Expenses**

1. In addition to the above hourly rate, the Firm shall charge for items incidental to the performance of our legal services, such as photocopying, messengers, travel expenses at IRS rates, postage, specialized computer applications, and filing fees. These charges shall be itemized on the Firm's invoices. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, and consultants) shall be the responsibility of, and billed directly to, the Client.
2. If the Firm believes that the presence of a Firm attorney at the Client's office is required in order to provide legal services on a matter, the time traveled to and from the Client's office shall not be billed to the Educational Institution, but travel expenses shall be billed at IRS rates.

E. **Billing Procedures/Statements:** The Firm shall issue bills and statements to the Client on a regular basis as determined by the Firm (e.g., monthly, quarterly, etc.). Each such bill shall include an itemization of attorney hours expended, as well as costs and expenses advanced on the Client's behalf. As these bills and statements may constitute a public record, such bills and statements shall be general in an attempt to preserve the attorney-client privilege, therefore, any specific questions regarding any bills and statements should immediately be directed to the Firm for clarification. Payment of each invoice is due upon receipt of the statement. No service is ever provided in violation of R.C. 3313.203 or applicable laws.

F. **Termination**

1. This Agreement shall be ongoing unless either the Client or Firm terminates the representation.
2. This Agreement shall be ongoing unless the Client terminates this Agreement, which may be for any or no reason, by providing written notice to the Firm, and such notice shall be effective when received by the Firm. Unless mutually agreed between the Client and the Firm, the Firm shall not provide further service under

this Agreement after the notice is received. The Client shall provide the Firm with such consents, approvals, or acknowledgement as the Firm may reasonably request to confirm the end of its representation of the Client.

3. The Firm may terminate this Agreement if, in the Firm's sole judgment, the Client has failed to fulfill one of its material obligations under this Agreement, for other good cause, or for any other reason authorized by law (including Ohio's Rules of Professional Conduct). If the Firm determines that it formerly represented or currently represents another client whose interest's conflict or are likely to conflict with the Client's interests, the Firm reserves the right to terminate this Agreement. The Client shall provide the Firm with such consents, approvals, or acknowledgement as the Firm may reasonably request to confirm the end of its representation of the Client.
  4. In the event of termination, the Firm shall take steps, to the extent reasonably practicable, to protect the Client's interests, such as surrendering papers and property to which you may be entitled. The Firm may retain papers relating to the engagement to the extent permitted by law.
- G. **Record Retention:** Once this engagement is complete, the Firm shall arrange to return any records the Client has provided relating to the engagement if the Client so requests. In that situation, the Firm may make copies, at its expense, of any of those records.
- H. **No Guarantees or Warranties of Success:** While it is impossible to guarantee any specific results, the Firm is honored to have the opportunity to represent the Client and can assure the Client that the Firm shall represent the Client as vigorously, diligently and expeditiously as possible. If the Client has any questions regarding any aspect of the Firm's representation at any time, please immediately contact the Firm directly.
- I. **Attorney-Client Privilege:** Attorney-client privilege applies to all communications, whether it is in a written, oral, and/or other format. This privilege only belongs to Auburn Joint Vocational School District as the client.

**The above is approved and agreed upon by all parties.**

[SIGNATURE PAGE FOLLOWS]

**FOR MCGOWN & MARKLING CO., L.P.A.:**

*/s/ Matthew John Markling*  
Matthew John Markling

**FOR THE AUBURN JOINT VOCATIONAL SCHOOL DISTRICT:**

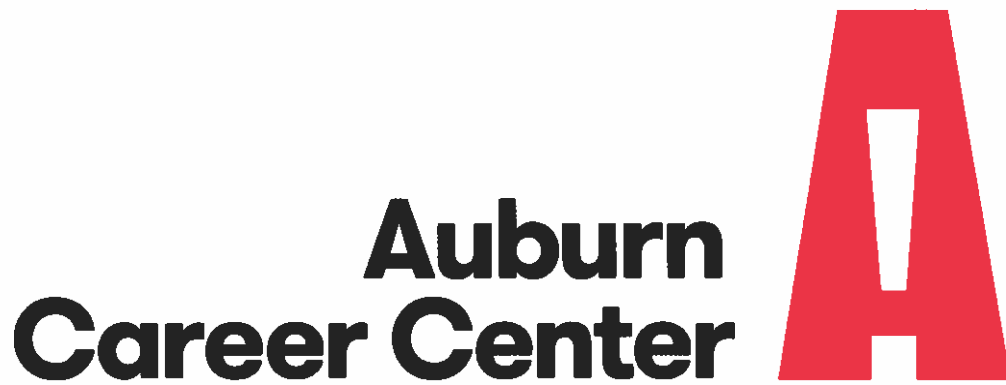
\_\_\_\_\_  
President\*

\_\_\_\_\_  
Treasurer/CFO\*

\_\_\_\_\_  
Superintendent/CEO\*

Authorized Pursuant to Resolution No. \_\_\_\_\_

\* This Agreement has no legal effect absent Board approval.



## *Attachment Item #14*

# *A Resolution for the Issuance and Sale of Bonds*

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

\_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF BONDS OF THIS SCHOOL DISTRICT, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$1,300,000, FOR THE PURPOSE OF RENOVATING, REHABILITATING, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING SCHOOL DISTRICT BUILDINGS AND FACILITIES AND IMPROVING THEIR SITES, INCLUDING ROOF, WINDOW AND PARKING LOT IMPROVEMENTS.**

WHEREAS, this Board has determined to issue bonds in an aggregate principal amount not to exceed \$1,300,000 for the purpose stated in Section 1 hereof; and

WHEREAS, the Treasurer has certified that the estimated life or period of usefulness of the improvements is at least five years and that the maximum maturity of the bonds is 15 years;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Auburn Vocational School District, Counties of Lake, Geauga and Trumbull, State of Ohio, that:

Section 1. It is necessary to issue bonds of this School District in an aggregate principal amount not to exceed \$1,300,000, for the purpose of renovating, rehabilitating, furnishing, equipping and otherwise improving school district buildings and facilities and improving their sites, including roof, window and parking lot improvements (the "Bonds"). The principal amount of the Bonds to be issued shall be the amount certified by the Treasurer in the certificate awarding the Bonds and setting certain terms thereof pursuant to Section 7 hereof (the "Certificate of Award"). The Bonds shall be designated "School Improvement Bonds, Series 2021" or otherwise as determined by the Treasurer in the Certificate of Award, shall be issued in one lot, shall be the first installment of bonds issued under the authority referred to in the preambles hereto, and shall be issued only as fully registered bonds. Anticipatory securities have not been issued.

The Bonds shall bear interest (computed on a 30-day month/360-day year basis, unless otherwise determined by the Treasurer in the Certificate of Award), payable on June 1 and December 1 (or such other semi-annual dates, or annual dates, as determined by the Treasurer in the Certificate of Award) of each year (the "Interest Payment Dates"), commencing on the initial Interest Payment Date determined by the Treasurer in the Certificate of Award (which initial Interest Payment Date shall not be later than one year from the issuance date of the Bonds), until the principal amount has been paid or provided for. As referred to herein, "Principal Payment Dates" means June 1 (or such other annual date or semi-annual dates as are determined by the Treasurer in the Certificate of Award) in each of the years in which principal on Bonds is payable, at maturity or pursuant to



mandatory sinking fund requirements or mandatory sinking fund redemption requirements, from and including 2021 to and including 2030, provided that the first Principal Payment Date may be delayed up to one year and the last Principal Payment Date may be delayed up to one year or advanced if such actions are determined by the Treasurer in the Certificate of Award to be in the best interest of and fiscally advantageous to the District, and further provided that in no case shall the final Principal Payment be more than 14 years later than the first Principal Payment Date if the Principal Payment Dates are annual and not more than 14 years and six months later than that first Principal Payment Date if the Principal Payment Dates are semi-annual. Notwithstanding any provision herein to the contrary, Bonds maturing on any one Principal Payment Date may bear interest at different rates.

The Bonds shall be dated as of their issuance date or as of such other date not more than 60 days prior to the issuance date as is determined by the Treasurer in the Certificate of Award. Any provision herein notwithstanding, the entire principal amount of the Bonds may be represented by a single certificate with multiple payments of principal listed on a principal payment schedule attached thereto.

The Bonds shall be issued in a denomination or denominations of at least \$100,000 as specified in the Certificate of Award, as may be reflected in the aforementioned principal payment schedule, but in no case as to a particular maturity date exceeding the principal amount of Bonds maturing on that date. The Bonds shall mature, or be payable pursuant to mandatory sinking fund requirements or mandatory sinking fund redemption requirements (as described in Section 2 hereof), on such Principal Payment Dates and in such amounts as shall be determined by the Treasurer, subject to the provisions hereinbelow set forth, in the Certificate of Award, consistent with the Treasurer's determination of the best interest of and financial advantages to the School District. The Bonds shall bear the rate or rates of interest per year as shall be determined by the Treasurer in the Certificate of Award, provided that such rate or rates shall result in a net interest cost for the Bonds that does not exceed four percent (4.00%) per year. The Bonds shall bear interest from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from their date.

The rate or rates of interest per year to be borne by any Bonds, and the principal amount of Bonds maturing or payable pursuant to mandatory sinking fund redemption requirements or mandatory sinking fund requirements (each as defined in Section 133.01 of the Revised Code) on each Principal Payment Date, shall be such that the total principal and interest payments on the Bonds in any fiscal year in which principal is payable is no more than three times the amount of those payments in any other fiscal year in which principal is payable.

The Treasurer of this Board may adjust the Interest Payment Dates and Principal Payment Dates within the parameters set forth in this Section and based on the Treasurer's judgment as to the best interest of the School District. Any adjustments made by the Treasurer pursuant to the authorizations set forth in this Section and this Resolution shall be set forth in the Certificate of Award.

Section 2. The Bonds may be subject to redemption prior to stated maturity as follows:

(a) Mandatory Sinking Fund Redemption. If determined by the Treasurer in the Certificate of Award to be advantageous to and in the best interest of the School District, the Bonds

maturing in any year shall be subject to mandatory sinking fund redemption and (unless retired by optional redemption pursuant to the provisions of this Resolution) may be redeemed pursuant to mandatory sinking fund redemption requirements, at a redemption price of 100% of the principal amount redeemed plus interest accrued to the redemption date, in the principal amounts and on the Principal Payment Date or Dates specified in the Certificate of Award (the "Term Bonds"). The aggregate of the moneys to be deposited with the Bond Registrar (as defined in Section 4) for payment of principal of and interest on the Term Bonds shall include amounts sufficient to redeem the principal amount plus interest accrued to the redemption date of any Term Bonds subject to mandatory sinking fund redemption requirements on the dates specified for such mandatory redemption (less the amount of any credit as provided below).

The Board shall have the option to deliver to the Bond Registrar for cancellation Term Bonds in any aggregate principal amount and to receive a credit against the then current or any subsequent mandatory sinking fund redemption requirement (and corresponding mandatory redemption obligation) of the School District, as specified by the Treasurer, for Term Bonds stated to mature on the same principal payment date and bear interest at the same rate as the Term Bonds so delivered. That option shall be exercised by the Board on or before the 45th day preceding any mandatory redemption date with respect to which the Board wishes to obtain a credit, by furnishing the Bond Registrar a certificate, signed by the Treasurer, setting forth the extent of the credit to be applied with respect to the then current or any subsequent mandatory sinking fund redemption requirement for Term Bonds stated to mature on the same principal payment date and bear interest at the same rate. If the certificate is not timely furnished to the Bond Registrar, the then current mandatory sinking fund requirement (and corresponding mandatory redemption obligation) shall not be reduced. A credit against the then current or any subsequent mandatory sinking fund redemption requirement (and corresponding mandatory redemption obligation), as specified by the Treasurer, also shall be received by the Board for any Term Bonds which prior thereto have been redeemed (other than through the operation of the applicable mandatory sinking fund redemption requirements) or purchased for cancellation and canceled by the Bond Registrar, to the extent not applied theretofore as a credit against any mandatory sinking fund redemption requirement, for Term Bonds stated to mature on the same principal payment date and bear interest at the same rate as the Term Bonds so redeemed or purchased and canceled.

Each Term Bond so delivered, or previously redeemed, or purchased and canceled, shall be credited by the Bond Registrar at 100% of the principal amount thereof against the then current or subsequent mandatory sinking fund redemption requirements (and corresponding mandatory redemption obligations), as specified by the Treasurer, for Term Bonds stated to mature on the same principal payment date and bear interest at the same rate as the Term Bonds so delivered, redeemed or purchased and canceled.

(b) Optional Redemption. If determined by the Treasurer in the Certificate of Award to be advantageous to and in the best interest of the School District, the Bonds specified in the Certificate of Award shall be subject to optional redemption by and at the sole option of the Board, in whole or in part (as selected by the Board) on any date, or in whole or in part (as selected by the Board) on specified dates or within specified date ranges (if and as requested by the Original Purchaser), or in whole on specified dates or within specified date ranges (if and as requested by the Original Purchaser), at the redemption prices specified in the Certificate of Award (expressed as a percentage

of the principal amount redeemed) plus, in each case, accrued interest to the redemption date, provided the redemption price for any optional redemption shall not be greater than 103% and the earliest optional redemption date shall not be later than ten years and six months from the date of issuance of the Bonds.

If optional redemption is to take place on any mandatory redemption date identified in paragraph (a) hereof, the Term Bonds, or portions thereof, to be redeemed by optional redemption shall be selected by lot prior to the selection by lot of the Term Bonds to be redeemed on the same date by operation of the mandatory redemption provisions of paragraph (a). Bonds to be redeemed pursuant to this paragraph (b) shall be redeemed only upon written notice from the Treasurer of the Board to the Bond Registrar, given upon the direction of the Board by adoption of a resolution. That notice shall specify the redemption date and the principal amount of each maturity of Bonds to be redeemed, and shall be given at least 45 days prior to the redemption date or such shorter period as shall be acceptable to the Bond Registrar. In the event that notice of redemption shall have been given by the Bond Registrar to the registered owners as hereinafter provided, there shall be deposited with the Bond Registrar, on or prior to the redemption date, funds which, in addition to any other moneys available therefor and held by the Bond Registrar, will be sufficient to redeem at the redemption price thereof, plus interest accrued to the redemption date, all of the redeemable Bonds for which notice of redemption has been given.

(c) Partial Redemption. If fewer than all of the Bonds of a single maturity are to be redeemed, the selection of Bonds to be redeemed, or portions thereof, shall be made by lot by the Bond Registrar in any manner which the Bond Registrar may determine.

(d) Notice of Redemption. The notice of the call for redemption of Bonds shall identify (i) by designation, letters, numbers or other distinguishing marks, the Bonds or portions thereof to be redeemed, (ii) the redemption price to be paid, (iii) the date fixed for redemption, and (iv) the place or places where the amounts due upon redemption are payable. The notice shall be given by the Bond Registrar on behalf of the School District by mailing a copy of the redemption notice by first class mail, postage prepaid, at least 30 days prior to the date fixed for redemption, to the registered owner of each Bond subject to redemption in whole or in part at the registered owner's address then shown on the Bond Register maintained by the Bond Registrar and to any municipal bond insurance company which has issued a policy insuring the Bonds. The failure of any registered owner of any Bond to be redeemed to receive notice by mail or any defect in that notice regarding any Bond, however, shall not affect the validity of the proceedings for the redemption of any other Bond.

(e) Payment of Redeemed Bonds. Notice having been mailed in the manner provided in paragraph (d) hereof, the Bonds and portions thereof called for redemption shall become due and payable on the redemption date, and, upon presentation and surrender thereof at the place or places specified in that notice, shall be paid at the redemption price, plus interest accrued to the redemption date. If moneys for the redemption of all of the Bonds and portions thereof to be redeemed, together with interest accrued thereon to the redemption date, are held by the Bond Registrar on the redemption date, so as to be available therefor on that date and, if notice of redemption has been deposited in the mail as aforesaid, then from and after the redemption date those Bonds and portions thereof called for redemption shall cease to bear interest and no longer shall be considered to be outstanding. If those moneys shall not be so available on the redemption date, or that notice shall not have been deposited

in the mail as aforesaid, those Bonds and portions thereof shall continue to bear interest, until they are paid, at the same rate as they would have borne had they not been called for redemption. All moneys held by the Bond Registrar for the redemption of particular Bonds shall be held in trust for the account of the registered owners thereof and shall be paid to them, respectively, upon presentation and surrender of those Bonds, provided that any interest earned on the moneys so held by the Bond Registrar shall be for the account of and paid to the School District to the extent not required for the payment of the Bonds called for redemption.

Section 3. The Bonds shall be signed by the President or Vice President of this Board, and the Treasurer, in the name of the Auburn Vocational School District and in their official capacities, provided that any or all of those signatures may be facsimiles. The Bonds shall be delivered in the denominations and numbers requested by the Original Purchaser (as defined in Section 7) and approved by the Treasurer, shall be numbered as determined by the Treasurer, and shall express upon their faces the purpose, which may be in summary terms, for which they are issued and that they are and shall be issued pursuant to Chapter 133 of the Revised Code, the Certificate of Award, and this Resolution. Notwithstanding any provision herein to the contrary, a single Bond certificate representing the entire issue may be executed, with principal payable in the amounts and on the Principal Payment Dates as set forth in the Certificate of Award and printed on said certificate.

No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under the Bond proceedings (for purposes of this Resolution, meaning this Resolution, the Certificate of Award, the Registrar Agreement (if any), the agreement with any Depository for the Bonds under a book entry system (if any), and such other proceedings of the Board, including the executed Bonds, that provide collectively for, among other things, the rights of holders and beneficial owners of the Bonds) unless and until the certificate of authentication printed on the Bond is signed by the Bond Registrar as authenticating agent. Authentication by the Bond Registrar shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under, and is entitled to the security and benefit of, this Resolution. The certificate of authentication may be signed by any authorized officer or employee of the Bond Registrar or by any other person acting as an agent of the Bond Registrar and approved by the Treasurer on behalf of this Board, or by the Treasurer if the Treasurer is to be the Bond Registrar pursuant to Section 4 hereof. The same person need not sign the certificate of authentication on all of the Bonds.

Section 4. As used herein, "Bond Registrar" means the person or entity appointed pursuant to this Section 4 as the initial authenticating agent, bond registrar, transfer agent and paying agent for the Bonds and until a successor Bond Registrar shall have become such and, thereafter, "Bond Registrar" shall mean the successor Bond Registrar. In the Certificate of Award, the Treasurer shall appoint the initial Bond Registrar, who may be the Treasurer; provided, however, that if the Bond Registrar is to be a bank or trust company: (a) the Treasurer shall first determine that said bank or trust company will not endanger the funds or securities of the School District; and (b) the Treasurer shall sign and deliver, in the name and on behalf of the School District, a Bond Registrar Agreement between the School District and the Bond Registrar (the "Registrar Agreement") after having obtained the approval of this Board of said Registrar Agreement; and (c) unless paid from other sources, the Treasurer shall provide for the payment of the services rendered and for reimbursement of expenses incurred pursuant to the Registrar Agreement from the proceeds of the

Bonds to the extent available and then from other money lawfully available and appropriated or to be appropriated for that purpose.

Section 5. The debt charges on the Bonds shall be payable in lawful money or Federal Reserve funds of the United States of America without deduction for the services of the Bond Registrar as paying agent. Principal of and any premium on a Bond shall be payable when due upon presentation and surrender of the Bond (unless otherwise specified) at the office of the Bond Registrar designated in the Certificate of Award or, if not so designated, then at the principal (corporate trust) office of the Bond Registrar. Interest on a Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond was registered, and to that person's address appearing, on the Bond Register (as defined in Section 6) at the close of business on the 15<sup>th</sup> day next preceding that Interest Payment Date. Notwithstanding the foregoing, if and so long as the Bonds are issued in a book entry system, principal of and interest on the Bonds shall be payable in the manner provided in any agreement entered into by the Treasurer, in the name and on behalf of the School District, in connection with the book entry system. Furthermore, notwithstanding the foregoing, if all of the principal amount of the Bonds is represented by a single certificate, as authorized hereinabove, payment of principal and interest may, if established in the Certificate of Award, be made by wire or check or draft mailed to the person in whose name the Bond is registered on the applicable date of payment, with presentation and surrender of said certificate to be made to the Bond Registrar upon payment of principal and interest at final maturity.

Section 6. So long as any of the Bonds remain outstanding, the School District will cause the Bond Registrar to maintain and keep, at an office satisfactory to the Treasurer and the Bond Registrar, all books and records necessary for the registration, exchange and transfer of Bonds as provided in this Section (the "Bond Register"). Subject to the provisions of Section 5, the person in whose name a Bond is registered on the Bond Register shall be regarded as the absolute owner of that Bond for all purposes of this Resolution. Payment of or on account of the debt charges on any Bond shall be made only to or upon the order of that person; neither the School District nor the Bond Registrar shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section. All such payments shall be valid and effectual to satisfy and discharge the School District's liability upon the Bond, including interest, to the extent of the amount or amounts so paid.

Any Bond may be exchanged for Bonds of any authorized denomination upon presentation and surrender at the office of the Bond Registrar designated in the Certificate of Award or, if not so designated, then at the principal corporate trust office of the Bond Registrar, together with a request for exchange signed by the registered owner or by a person legally empowered to do so, in a form satisfactory to the Bond Registrar. A Bond may be transferred only on the Bond Register upon presentation and surrender of the Bond at the designated office of the Bond Registrar, together with an assignment signed by the registered owner or by a person legally empowered to do so, in a form satisfactory to the Bond Registrar. Upon exchange or transfer, the Bond Registrar shall complete, authenticate and deliver a new Bond or Bonds of any authorized denomination or denominations requested by the registered owner equal in the aggregate to the unmatured principal amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

If manual signatures on behalf of the School District are required, the Bond Registrar shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the authorized officers of the School District. In all cases of Bonds exchanged or transferred, the School District shall sign and the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of this Resolution. The exchange or transfer shall be without charge to the registered owner, except that the School District and Bond Registrar may make a charge sufficient to reimburse them for any tax or other governmental charge required to be paid with respect to the exchange or transfer. The School District or the Bond Registrar may require that those charges, if any, be paid before the procedure is begun for the exchange or transfer. All Bonds issued and authenticated upon any exchange or transfer shall be valid obligations of the Board, evidencing the same debt, and entitled to the same security and benefit under this Resolution, as the Bonds surrendered upon that exchange or transfer. Neither the School District nor the Bond Registrar shall be required to make any exchange or transfer of (i) Bonds then subject to call for redemption between the 15<sup>th</sup> day preceding the mailing of notice of Bonds to be redeemed and the date of that mailing, or (ii) any Bond selected for redemption, in whole or in part. Restrictions on the transfer of the Bonds (including but not limited to restricting transfers to an affiliate of the registered owner or to banks, insurance companies or similar financial institutions or their affiliates) are authorized to be included in the proceedings and printed on the Bond certificate(s) if determined by the Treasurer to be in the best interests of the School District.

Notwithstanding any other provisions of this Resolution, if it is determined by the Treasurer to be advantageous to the School District, the Bonds may be issued in book entry form in accordance with the provisions of this Section. As used in this Section and this Resolution:

“Book entry form” or “book entry system” means a form or system under which (i) the ownership of beneficial interests in Bonds and the principal of and interest on the Bonds may be transferred only through a book entry, and (ii) physical Bond certificates in fully registered form are issued by the School District only to a Depository or its nominee, as registered owner, with the Bonds “immobilized” in the custody of the Depository. The book entry maintained by others than the School District is the record that identifies the owners of beneficial interests in those Bonds and that principal and interest.

“Depository” means any securities depository that is a clearing agency under federal law operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in Bonds or the principal and interest, and to effect transfers of Bonds, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Participant” means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

The Bonds may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized: (i) the Bonds may be issued in the form of a single, fully registered typewritten Bond representing each maturity, or interest rate within a maturity, as the case may be, and registered in the name of the Depository or its nominee, as registered owner, and

immobilized in the custody of the Depository or its designated agent, which may be the Bond Registrar; (ii) the beneficial owners in book entry form shall have no right to receive Bonds in the form of physical securities or certificates; (iii) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (iv) the Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the School District.

If any Depository determines not to continue to act as a Depository for the Bonds for use in a book entry system, the Treasurer may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the Treasurer does not or is unable to do so, the Treasurer, after making provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Bonds from the Depository, and shall cause bond certificates in registered form to be authenticated by the Bond Registrar and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of School District action or inaction, of those persons requesting such issuance.

The Treasurer is also hereby authorized and directed to the extent necessary or required to enter into any agreements determined necessary in connection with the book entry system for the Bonds, after determining that the signing thereof will not endanger the funds or securities of the School District.

Section 7. In accordance with this Resolution, the Bonds shall be awarded and sold at private sale at a price of not less than 97% of par plus any accrued interest to the original purchaser as determined by the Treasurer in the Certificate of Award (the "Original Purchaser"). The Treasurer is authorized to and shall sign and deliver the Certificate of Award. In the Certificate of Award, the Treasurer shall also determine the principal amount of the Bonds, designate the interest rate or rates the Bonds shall bear, establish the purchase price of the Bonds, set the Interest Payment Dates and Principal Payment Dates and amounts, set any mandatory redemption provisions and optional redemption provisions, and make all of the other determinations and designations herein authorized and directed to be made, all within the parameters set forth herein. The Treasurer shall cause the Bonds to be prepared, signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds, to the Original Purchaser upon payment of the purchase price. The President, Vice President and Treasurer of this Board, the Superintendent, and other School District officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

Section 8. The proceeds from the sale of the Bonds, except any premium actually received by the District, capitalized interest, and accrued interest, shall be paid into the proper fund or funds of this School District, and those proceeds are appropriated and shall be used for the purpose for which the Bonds are being issued, including without limitation but only to the extent not paid by others or with other available funds of the District, the payment of the costs of issuing and servicing the Bonds, printing and delivery of the Bonds, legal services including obtaining the approving legal

opinion of bond counsel, any registrar and paying agent fees and expenses, any rating agency fees and expenses, and all other financing costs (as defined in Section 133.01 of the Revised Code) and costs incurred incidental to those purposes. All amounts necessary to pay those costs and fees are hereby appropriated from the proceeds of the Bonds, or from other available funds of the District if the proceeds of the Bonds are insufficient for such purpose, and the Treasurer is hereby authorized and directed to make appropriate certifications as to the availability of funds for those costs and fees, to the extent they shall be obligations of the Board, as the amounts thereof become known and shall encumber those amounts immediately upon such certification, but not in excess of the appropriation made herein, and to issue an appropriate order for their timely payment as the same shall become due and payable. Any portion of those proceeds representing premium actually received by the District, capitalized interest, or accrued interest shall be paid into the Bond Retirement Fund and used to pay interest on the Bonds.

Section 9. There shall be levied on all taxable property in the School District, in addition to all other taxes, a direct tax annually during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof; provided, however, that in each year in which funds are available for the payment of the principal of and/or interest on the Bonds, the amount of the tax shall be reduced by such amounts available and appropriated for that payment. The proceeds of the tax levy shall be placed in the Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.

Section 10. The Board and the School District covenant that they will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Section 141, 148 or 149 of the Internal Revenue Code of 1986, as amended (the "Code"), or (ii) be treated other than as bonds to which Section 103(a) of the Code applies, and (b) the interest thereon will not be treated as an item of tax preference under Section 57 of the Code.

The Board and the School District further covenant that: (a) they will take or cause to be taken such actions that may be required of them for the interest on the Bonds to be and to remain excluded from gross income for federal income tax purposes; (b) they will not take or authorize to be taken any actions that would adversely affect that exclusion; and (c) they, or persons acting for them, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purposes of the borrowing, (ii) restrict the yield on investment property acquired with those proceeds, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.



The Treasurer, as the fiscal officer, or any other officer of the Board or the School District having responsibility for the issuance of the Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval or waiver on behalf of the Board or the School District with respect to the Bonds as the Board or the School District is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting the favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of this Board and the School District, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the Board and the School District, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the Board regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds. The Treasurer is specifically authorized to designate or otherwise determine the Bonds to be "qualified tax-exempt obligations" if such designation or determination is applicable and desirable, and to make any related necessary representations and covenants.

Section 11. The Treasurer is directed to deliver a certified copy of this Resolution and a signed copy of the Certificate of Award to the Lake County Auditor, Geauga County Auditor, and Trumbull County Auditor.

Section 12. This Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the School District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 9) of the School District and Board are pledged for the timely payment of the debt charges on the Bonds; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds; and that the Bonds are being authorized and issued pursuant to Chapter 133 of the Revised Code, this Resolution, the Certificate of Award and other authorizing provisions of law.

Section 13. If the Treasurer determines it to be in the best interests of this Board, the Treasurer is hereby authorized, on behalf of this School District, to request a rating on the Bonds from one or more nationally recognized rating organizations, and to do any and all things and take any and all actions required to secure a rating or ratings on the Bonds. Any actions heretofore taken in conformance herewith are hereby approved and ratified. The expenditure of the amounts necessary to secure that rating or those ratings, including any reasonable travel-related expenses, is authorized, approved and ratified, and the Treasurer is authorized to provide for the payment of any such amounts

from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 14. The legal services of Squire Patton Boggs (US) LLP, as bond counsel are hereby retained. The legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the issuance and sale of the Bonds and the rendering of the necessary legal opinions upon the delivery of the Bonds. In rendering those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of the School District in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the School District or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those legal services and shall be reimbursed for the actual out-of-pocket expenses it incurs in rendering those legal services, whether or not the Bonds are ever issued. The Treasurer is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 15. The services of Sudsina & Associates, LLC, as municipal advisor, are hereby retained. The municipal advisory services shall be in the nature of financial advice and recommendations in connection with the issuance and sale of the Bonds. In rendering those municipal advisory services, as an independent contractor, that firm shall not exercise any administrative discretion on behalf of the School District in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the School District or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those municipal advisory services and shall be reimbursed for the actual out-of-pocket expenses it incurs in rendering those municipal advisory services. The Treasurer is authorized and directed, to the extent they are not paid by the Original Purchaser, to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 16. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 17. This Resolution shall be in full force and effect from and immediately upon its adoption.

\_\_\_\_\_ seconded the motion.

**FISCAL OFFICER'S CERTIFICATE**

**TO THE BOARD OF EDUCATION OF THE  
AUBURN VOCATIONAL SCHOOL DISTRICT, OHIO:**

As fiscal officer of the Board of Education of the Auburn Vocational School District, Ohio, I certify in connection with your proposed issue of bonds in the maximum principal amount of \$1,300,000 (the Bonds) for the purpose of renovating, rehabilitating, furnishing, equipping and otherwise improving school district buildings and facilities and improving their sites, including roof, window and parking lot improvements (the improvement), that:

1. The estimated life or period of usefulness of the improvement is at least five years.
2. The estimated maximum maturity of the Bonds, calculated in accordance with Section 133.20 of the Revised Code, is 15 years, being my estimate of the life or period of usefulness of that improvement. If and to the extent a portion of the proceeds of the Bonds may be determined to be allocated to a class or classes having a maximum maturity of less than 15 years but in excess of five years, then the maximum maturity of the Bonds would still be at least 15 years by reason of a sufficient portion of the proceeds of the Bonds allocated to a class or classes having a maximum maturity or an estimated period of usefulness in excess of 15 years.

Dated: December 1, 2020

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Treasurer, Board of Education  
Auburn Vocational School District, Ohio

**Auburn  
Career Center**



*Attachment Item #16*

*Human Resources*

# Auburn Career Center



## Human Resources

December 1, 2020

<b>Employee</b>	<b>Title</b>	<b>Hourly Amount</b>
Jack Barlow	HVAC Instructor	\$30.00

<b>Employee</b>	<b>Title</b>	<b>Hourly Amount</b>	<b>Days</b>
Calista Respondek	Kitchen Assistant	\$13.19	As Scheduled
Sarah Wild	Kitchen Assistant	\$13.19	As Scheduled

**Auburn  
Career Center**



*Attachment Item #17*

*Approve Revised Job  
Descriptions*

# Auburn Career Center



**JOB TITLE:** Cafeteria Manager

**CLASSIFICATION:** Administration (Other Professional)

**REPORTS TO:** Director of Nutrition Services and Director of High School or Superintendent Designee

**CONTRACT:** Full Time (195 Days)

**SYNOPSIS:**

- Support Mission of Auburn Career Center

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

- Implement Auburn Career Center Core Values

We believe that:

People are personally responsible for their choices and actions.  
Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

- Maintain professional and orderly environment in the Cafeteria
- Assist in creating partnerships between Auburn Career Center and businesses, agencies and communities as directed by Superintendent.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 4120.01)

**JOB OBJECTIVES:** Manages all kitchen aspects of the USDA School Meals Program. Maintains high standards to ensure quality services and customer satisfaction. Maintains a kitchen that is clean and organized, following all food safety and sanitation standards. Directs and supervises Nutrition Services staff.

## **MINIMUM QUALIFICATIONS:**

- ❖ High school diploma.
- ❖ ServSafe certification required.
- ❖ A record free of criminal violations that would prohibit public school employment.
- ❖ Keeps current with technology and other workplace innovations that support job functions.
- ❖ Food production skills and the ability to use commercial kitchen equipment.
- ❖ Ability to comply with nutrition, health, and safety regulations.
- ❖ Ability to apply basic mathematical concepts.

## **ESSENTIAL FUNCTIONS:**

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- ❖ Provides supervision of Kitchen Assistant(s) and evaluation
- ❖ Checks with the Director of Nutrition Services for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- ❖ Orders food and supplies as needed using online order management systems.
- ❖ Maintains accurate records and submits reports on time.
- ❖ Carefully uses products and supplies to control costs and reduce waste.
- ❖ Organizes, stores, dates, and rotates stock as directed.
- ❖ Follows the published menus. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- ❖ Uses standardized recipes to maintain quality control. Monitors production sheets. Helps other staff as needed to meet established schedules.
- ❖ Recommends menu modifications in response to customer requests.
- ❖ Prepares special meals for students with dietary restrictions.
- ❖ Ensures the serving lines are set up and food is presented in an attractive way.
- ❖ Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with USDA specifications. Promptly provides substitute menu items as needed.
- ❖ Knows how to operate the point of sale unit and assists in deposit reconciliation when requested.
- ❖ Follows all food safety and sanitation rules and regulations and the HACCP plan.
- ❖ Follows all departmental & USDA rules and regulations and trains kitchen staff.
- ❖ Greets students, staff, visitors and parents in a pleasant manner.
- ❖ Remain free of any alcohol or non-prescribed controlled substance in the workplace through his/her employment in the District.
- ❖ Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as a role model.
- ❖ Upholds board policies and follows administrative guidelines/procedures.
- ❖ Promotes a professional image of the school.
- ❖ Reports student discipline problems, vandalism, or other related concerns to the Principal.
- ❖ Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem.
- ❖ Reports suspected child abuse and/or neglect to civil authorities as required by law.



- ❖ Participates in staff meetings and professional growth activities to meet the Professional Standards requirements as set forth by the USDA and ODE.
- ❖ Strives to develop rapport with students and staff and serves as a positive role model for others.
- ❖ Maintains a professional appearance and follows the department's uniform policy.
- ❖ Performs other specific job-related duties as directed.
- ❖ Assists rental groups as directed. Secures the kitchen and storage areas as directed.
- ❖ Ensures monthly inventory of all food & supplies is taken.
- ❖ Checks work email daily.

### **ABILITIES REQUIRED:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- ❖ Demonstrates professionalism and contributes to a positive work environment.
- ❖ Basic knowledge of computers and software programs.
- ❖ Acknowledges personal responsibility for decisions and conduct.
- ❖ Carries out prescribed actions efficiently with limited supervision.
- ❖ Works cooperatively to support a successful team effort.
- ❖ Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- ❖ Reacts productively to interruptions and changing conditions.
- ❖ Averts problem situations and intervenes to resolve conflicts.
- ❖ Lifts, carries, and/or moves work-related supplies/equipment.
- ❖ Performs repetitive tasks quickly.
- ❖ Distinguishes variances in color, texture, aroma, and taste.
- ❖ Performs activities that require reaching, crouching, and/or kneeling.
- ❖ Maintain an acceptable attendance record and is punctual.
- ❖ Travels to meetings and work assignments.
- ❖ Must be able to lift 30 pounds.

### **SUPERVISORY RESPONSIBILITY:**

Under the direction of the Director of Nutrition Services: provides instructions and communicates expectations to assigned staff, temporary employees, and trainees. Assumes responsibility for the results of duties delegated to assigned staff.

### **WORKING CONDITIONS:**

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

- ❖ Potential for exposure to blood borne pathogens and communicable diseases.
- ❖ Potential for interaction with disruptive and/or unruly individuals.
- ❖ Exposure to adverse weather conditions and seasonal temperature extremes.
- ❖ Duties may require operating and/or riding in a vehicle.
- ❖ Exposure to wet floors, kitchen temperatures, vapors, and odors.
- ❖ Exposure to loud noises and equipment vibrations.

- ❖ Duties may require operating power equipment and exposure to electrical hazards.
- ❖ Duties may require detailed paperwork.
- ❖ Duties may require working under time constraints to meet deadlines.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Auburn Career Center.

**Terms of Employment:**

As assigned by the Board of Education. Auburn Career Center is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

**Revised:** December 1, 2020

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

# Auburn Career Center



**JOB TITLE:** Administrative Assistant  
**CLASSIFICATION:** Classified (Non-Exempt)  
**REPORTS TO:** Assigned Supervisor or Administrator  
**CONTRACT:** Full Time (260/220 days)

**SYNOPSIS:**

- Support Mission of Auburn Career Center

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

- Implement Auburn Career Center Core Values

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

- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 4120.01)

**JOB OBJECTIVE:**

Provides administrative support for departments and/or programs.

**QUALIFICATIONS:**

- High School Diploma
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Ability to be attentive to detail and able to perform repetitive tasks with accuracy.
- General understanding of internal control system(s).
- Ability to work at a fast pace and handle many different tasks all at one time.
- Excellent organizational skills .
- Communication skills.
- Ability to read, analyze, and interpret financial reports.
- Ability to write correspondence in an effective manner.
- Ability to communicate effectively on complex topics to administration.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to operate a copier, computer, and use modern office software such as Excel, Access, and Word, etc.
- Knowledge of internet browser for research, and ability to use virtual meeting tools.

**RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Ability to compose, proof and process correspondence/communications.
- Ability to meet deadlines.
- Able to maintain the confidentiality of privileged information as required by law.
- Accountable for daily performance to immediate supervisor.
- Answers the telephone and directs calls based on the nature of the inquiry. Takes messages; Manage calls efficiently to keep the phone lines open.
- Assesses own strengths and weaknesses.
- Assist instructional staff members with daily/routine tasks associated with high school office procedures.

- Assist students/clients in daily/routine reporting matters.
- Assists with the coordination of activities as directed.
- Builds commitment and overcomes resistance; Exhibits confidence in self and others; Provides regular performance feedback.
- Collects monies and receipt transactions; customer service & other
- Collects, verifies, compiles, edits and types statistical data and reports as directed.
- Cross trains with other support staff and directed; Provides assistance when needed.
- Demonstrate ability to work with colleagues and maintain good relationships with peers.
- Demonstrate consistent ability to work independently and be multi-task oriented.
- Demonstrates accuracy and thoroughness; Strives to increase productivity; Observes safety and security procedures; Determines appropriate action beyond guidelines.
- Facilitate the sharing of pertinent student data information with other departments/offices within Auburn Career Center as assigned.
- Familiarity with Infinite Campus Software
- Greet guests and respond to calls on behalf of the school.
- Handle and screen phone calls in a professional and, when required, confidential manner; schedule appointments and meetings.
- Helps communicate information about weather delays and program cancellations.
- Identifies and resolves problems in a timely manner.
- Keeps attendance policy information updated; Helps ensure that attendance policies and procedures are uniformly enforced.
- Keeps current with program, policy and procedure changes; Helps keep student, partner school districts, parent and staff informed about relevant issues; Refers inquires requiring policy interpretation to administrative staff.
- Keeps the supervisor(s) and/or administrator informed of current school issues, office issues, and concerns.
- Maintain adequate supply inventory for office operations
- Maintain an office calendar; Schedules appointments as directed.
- Maintain tact and positive relations with all levels of students, parents, administrative staff and the public.
- Maintain the department workflow and/or program contacts, calendars, files, etc.

- Maintains forms related to administrative procedures and program functions.
- Maintains student records and information hardcopy and/or electronic as assigned.
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Oversee all aspects of general office coordination
- Participates in professional development opportunities
- Perform general clerical duties to include, but not limited to keyboarding, record keeping, copying, faxing, mailing and filing as required.
- Performs other duties as directed.
- Periodically discards archive records as directed; Follows the records retention schedule adopted by the Board.
- Places call for maintenance and repair services as directed.
- Plans, organizes, and set-up events and meetings.
- Prepare correspondence, documentation, presentations, etc. for distribution.
- Prepare electronic requisitions.
- Proficient use of personal computer and/or network computer system including Microsoft Office and ability to adapt to new software applications. Ability to perform content management system functions pertaining to webpage content and related topics as assigned.
- Promotes community partnerships that enhance district programs and services.
- Provide support to administrators and/or administrative support staff, as need or as assigned.
- Provides back-up assistance to fellow administrative assistants when necessary.
- Reports evidence of suspected child abuse as required by the law.
- Speaks clearly and persuasively in positive and negative situations; demonstrates group presentation skills; Participates in meetings; Writes clearly and informatively.
- Support and demonstrates core values of the Auburn Career Center.
- Support the initiatives of the department/program.
- Takes precautions to ensure staff and students safety; Watches for student behavior that may indicate a problem; Intervenes and/or reports concerns to an administrator.
- Understands business implications of decisions; Works within the approved budget.
- Upholds board policies including classified guidelines and follows administrative procedures.
- Works with integrity and ethics.

**WORKING CONDITIONS**

- Duties may require performing repetitive tasks quickly
- Duties may require prolong use of computer keyboard and monitor
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**PERFORMANCE EVALUATION**

Job performance is evaluated according to negotiated agreements and policy provisions adopted by the Auburn Career Center Board of Education. (Board Policy 4220)

Auburn Career Center Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. (Board Policy 4122)  
This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised Job Description: December 1, 2020

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

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Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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# Auburn Career Center



**TITLE:** Kitchen Assistant

**CLASSIFICATION:** Classified

**REPORTS TO:** Director of Nutrition Services/Kitchen Manager/Building Principal

**CONTRACT:** Part Time

**SYNOPSIS:**

- Support Mission of Auburn Career Center

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

- Implement Auburn Career Center Core Values

We believe that:

People are personally responsible for their choices and actions.  
Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

- Maintain professional and orderly environment in the Cafeteria
- Assist in creating partnerships between Auburn Career Center and businesses, agencies and communities as directed by Cafeteria Manager.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 4120.01)

**JOB OBJECTIVES:** Prepare and serve food items in the daily operation of the school kitchen adhering to regulations and policies of the Nutrition Services department, HACCP plan and the National School Breakfast and Lunch Program for students and staff. Cashiers as needed.



## **MINIMUM QUALIFICATIONS:**

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Keeps current with technology and other workplace innovations that support job functions.
- Food production skills and the ability to use commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety regulations.
- Ability to apply basic mathematical concepts.

## **ESSENTIAL FUNCTIONS:**

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the Kitchen Manager for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Fills in and performs duties for the Kitchen Manager during absences.
- Carefully uses products and supplies to control costs and reduce waste. Advises the Kitchen Manager about the need for additional inventory.
- Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets. Helps other staff as needed to meet established schedules.
- Recommends menu modifications in response to customer requests.
- Prepares special meals for students with dietary restrictions.
- Sets up serving lines. Presents food in an attractive way. Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with USDA specifications. Promptly provides substitute menu items as needed.
- Operates the cash register. Ensures that money is exchanged correctly. Does not leave the cash register unattended.
- Rings up and handles a la carte funds per the cashier manual.
- Follows all departmental & USDA rules and regulations for breakfast and lunch meals and a la carte programs.
- Knowledgeable in the use of the POS serving line.
- Checks work email daily.
- Maintains accurate records and submits reports on time.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the Kitchen Manager.
- Promptly documents all injuries that require a medical referral.
- Properly stores or disposes of leftover food.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).

- Learns how to operate the fire suppression system.
- Helps prepare for fire, health, and safety inspections.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Assists with special district events as directed (e.g., banquets, etc.).
- Assists rental groups as directed. Secures the kitchen and storage areas as directed.
- Upholds board policies and follows administrative guidelines/procedures.
- Promotes a professional image of the school district. Wears appropriate work attire, follows Department's uniform policy and maintains a neat appearance.
- Reports student discipline problems, vandalism, or other related concerns to the Kitchen Manager and/or building Principal.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities as directed and as required by USDA's professional standards..
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

#### **ABILITIES REQUIRED:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Carries out prescribed actions efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment. Performs repetitive tasks quickly.
- Distinguishes variances in color, texture, aroma, and taste.
- Performs activities that require reaching, crouching, kneeling, and/or crawling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.
- Must be able to lift 30 pounds.

#### **WORKING CONDITIONS:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Exposure to wet floors, kitchen temperatures, vapors, and odors.
- Exposure to loud noises and equipment vibrations.
- Duties may require operating power equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.

**PERFORMANCE EVALUATION:**

Job performance is evaluated according to the policy provisions adopted by the Auburn Career Center Board of Education.

**TERMS OF EMPLOYMENT:**

The current negotiated agreement adopted by the Board of Education provides information about compensation and the number of working days.

Auburn Career Center is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

**Revised:** December 1, 2020

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date



**JOB TITLE:** Receptionist  
**CLASSIFICATION:** Classified – Non Exempt  
**REPORTS TO:** Assigned Supervisor or Administrator  
**CONTRACT:** Full Time/Part Time

**SYNOPSIS:**

- Support Mission of Auburn Career Center

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

- Implement Auburn Career Center Core Values

We believe that:

People are personally responsible for their choices and actions.  
Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

- Maintain professional and orderly environment in the office area.
- Assist in creating partnerships between Auburn Career Center and businesses, agencies and communities as directed by the Superintendent.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. (Board Policy 4120.01)

## **PRIMARY PURPOSE:**

The District Receptionist is responsible to perform any combination of the following instructional tasks in reception; clerical support for the organization.

## **QUALIFICATIONS:**

- High School Diploma or equivalent
- Experience as a receptionist or administrative assistant is preferred
- Excellent verbal communication skills
- Ability to multi-task
- Excellent computer skills
- Competence in basic office procedures
- Ability to communicate effectively, develop a pleasant working relationship with other employed personnel and maintain a cordial attitude with the public and students
- Maintain a cooperative attitude
- Excellent interpersonal skills and customer service skills
- Politeness, professionalism and a helpful nature

## **MAJOR RESPONSIBILITIES AND DUTIES:**

- Greeting and welcoming visitors, conducting background check directing them appropriately.
- Greets and speaks politely to all visitors and contacts destination person prior to directing them to the appropriate office in a professional and helpful manner
- Answer the phone (switchboard) in a professional and ethical manner
- Maintains a safe and clean reception area by complying with procedures, rules, and regulations
- Direct/transfer calls to person requested by caller or that person's designee, keeps a running phone log
- Knowledge of phone system, school schedule, *and general building hours, school activities*
- Responsible for answering and routing calls
- Answers questions posed by visitors or by callers regarding general operations of the school
- To be knowledgeable about Auburn Career Center, dispense identification cards to visitors, arrange for escorts who can direct a guest to the appropriate area.
- Conveys in cordial and professional manner information to the general public and providing information related to Auburn Career Center.
- Work stations must be neat, well lighted and relatively quiet
- Complete other official tasks *that does not interfere with the major responsibilities during work time.*
- Performs prescribed activities efficiently with limited supervision
- Performs other related duties as directed by the assigned supervisor or administrator.

## COMPETENCY:

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

- Technical Skills – Assesses own strengths and weaknesses; <sup>Pursues</sup> Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Interpersonal – Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Reacts productively to interruptions and changing conditions.
- Oral Communication – Speaks clearly and persuasively in ~~positive or negative~~ situations.
- Team Work- Balances team and individual responsibilities; Demonstrates professionalism and contributes to positive work environment
- Attendance/Punctuality – ~~Is consistently~~ at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Professionalism – Reacts well under pressure.
- Safety and Security- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

## WORKING CONDITIONS:

- Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
- Duties may require lifting, carrying and moving work-related supplies/equipment
- Duties may require performing repetitive tasks quickly
- Duties may require prolonged use of computer keyboard and monitor
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**PERFORMANCE EVALUATION:**

Job performance is evaluated according to negotiated agreements and policy provisions adopted by the Auburn Career Center Board of Education. (Board Policy 4220)

Auburn Career Center Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. (Board Policy 4122)  
This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised Job Description: December 1, 2020

\_\_\_\_\_  
Employee

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

\_\_\_\_\_  
Superintendent or Designee

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

**Auburn  
Career Center**



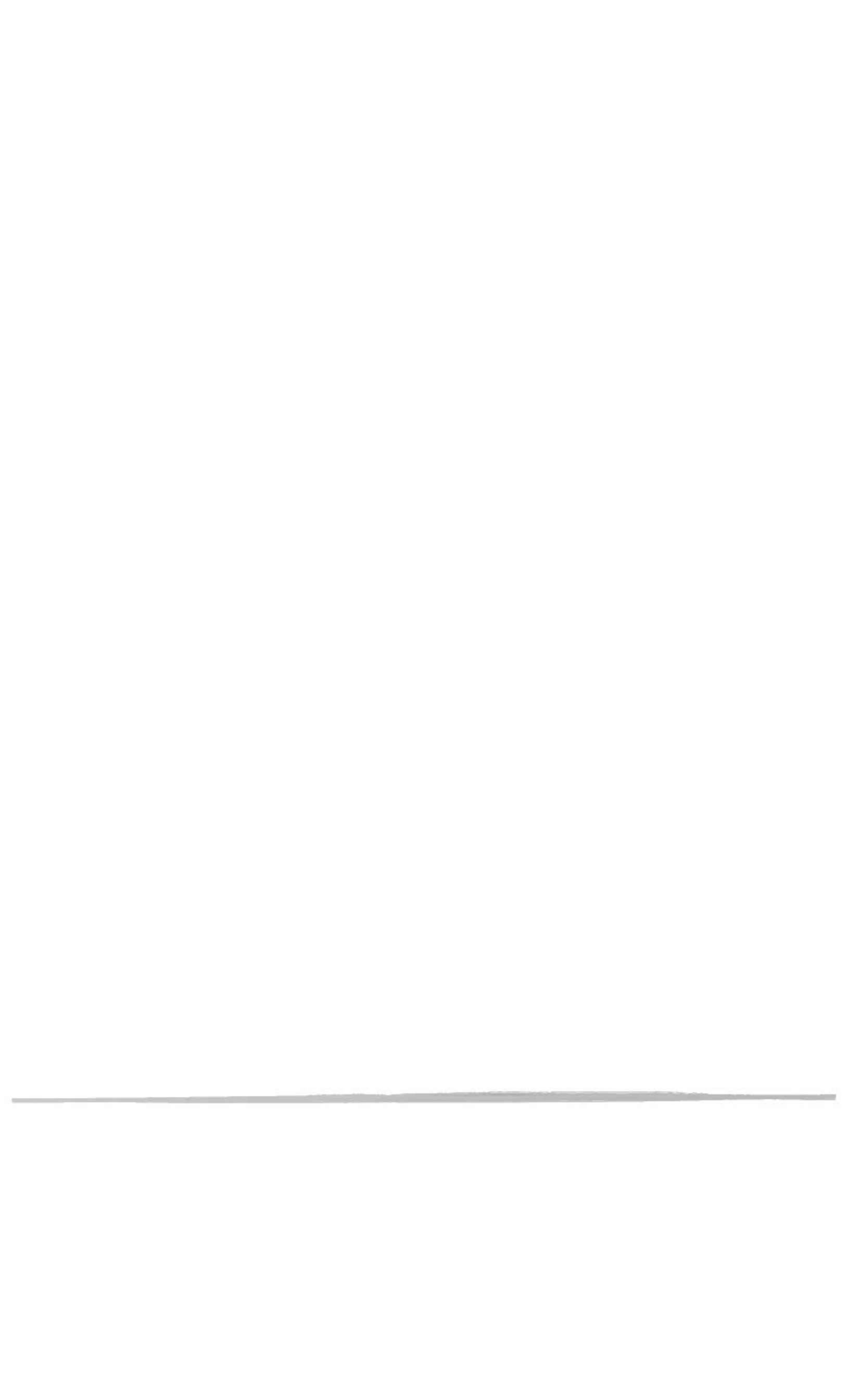
*Attachment Item #18*

*Approve Auburn Practical  
Nursing Program 2021  
Day Calendar*

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*December 1, 2020*





# Auburn Practical Nursing Program Day Calendar February 1, 2021 – May 26, 2022



### February 21

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### March 21

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### April 21

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May 21

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June 21

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### July 21

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 21

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September 21

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October 21

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### November 21

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### December 21

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January 22

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February 22

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### March 22

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April 22

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May 22

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Qtr 1 – 2/1/21-5/27/21  
 Qtr 2 – 6/1/21-9/23/21  
 Qtr 3 – 9/27/21-1/27/22  
 Qtr 4 – 1/31/22-5/26/22

DRAFT

**February 2021**

1<sup>st</sup> ~ First Day of Class  
15<sup>th</sup> ~ President's Day-No School

**September 2021**

6<sup>th</sup> ~ Labor Day-No School

**March 2022**

28<sup>th</sup> ~ Spring Break Begins-No School

**March 2021**

29<sup>th</sup> ~ Spring Break Begins-No School

**November 2021**

24<sup>th</sup> ~ Thanksgiving Break-No School  
29<sup>th</sup> ~ Classes Resume

**April 2022**

1<sup>st</sup> ~ Spring Break Ends  
4<sup>th</sup> ~ Classes Resume  
18<sup>th</sup> ~ Break-No School

**April 2021**

1<sup>st</sup> ~ Spring Break Ends  
5<sup>th</sup> ~ Classes Resume

**December 2021**

20<sup>th</sup> ~ Winter Break Begins-No School

**May 2022**

26<sup>th</sup> ~ Last Day of Class

**May 2021**

31<sup>st</sup> ~ Memorial Day-No School

**January 2022**

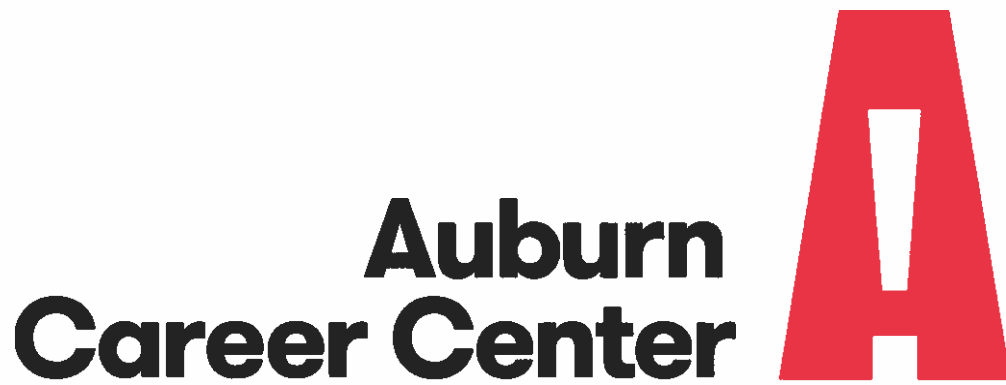
3<sup>rd</sup> ~ Classes Resume  
17<sup>th</sup> ~ MLK Day-No School

**July 2021**

5<sup>th</sup> ~ Summer Break Begins-No School  
8<sup>th</sup> ~ Summer Break Ends  
12<sup>th</sup> ~ Classes Resume

**February 2022**

21<sup>st</sup> ~ President's Day-No School



## *Attachment Item #19*

*Anti-Vaping Resolution to Approve  
Contingency Fee Agreement and  
Authorization Litigation*

**RESOLUTION TO APPROVE CONTINGENCY FEE AGREEMENT AND  
AUTHORIZE LITIGATION**

**WHEREAS** the vaping epidemic among our Nation's students has increased at an alarming rate.

**WHEREAS**, through their deceptive marketing targeted at students, vaping companies have misled a new generation of students into becoming addicted to nicotine.

**WHEREAS** the nicotine in vaping products is not only extremely addictive but also negatively affects the development of our students.

**WHEREAS** a large burden of this student vaping epidemic has been placed upon our Nation's schools including, but not limited to, the Auburn Joint Vocational School District.

**WHEREAS**, in 2019, the law firm of Frantz Law Group, APLC filed a mass-action lawsuit against JUUL Labs, Inc. on behalf of a number of California schools in the case captioned *In re: Juul Labs, Inc. Marketing, Sales Practices & Products Liability Litigation*, United States District Court for the Northern District of California Case No. 3:19-md-2913-WHO ("Action").

**WHEREAS**, since 2019, schools throughout the Nation have joined in the Action.

**WHEREAS** the Action seeks to recover damages on behalf of schools to address the health issues caused by the vaping epidemic.

**WHEREAS** more information about the Action can be found at [ohioschoolsagainstjuul.com](http://ohioschoolsagainstjuul.com).

**WHEREAS**, on October 23, 2020, the Honorable Judge William H. Orrick, III ruled that the Action may move forward with a trial date currently set for January 2022.

**WHEREAS** the law firms of McGown & Markling Co., L.P.A. and Frantz Law Group, APLC ("Law Firms") have entered into an exclusive non-reciprocal co-counsel agreement to facilitate Ohio schools joining the Action.

**WHEREAS** the Law Firms have offered to represent the Auburn Joint Vocational School District in joining the Action pursuant to a contingency fee agreement, a copy of which is attached hereto and incorporated herein.

**WHEREAS** the contingency free agreement clearly provides that the Auburn Joint Vocational School District **shall not be charged any fees, costs, and/or expenses if there is no recovery** on behalf of the Auburn Joint Vocational School District.

**WHEREAS** a nominal amount of school personnel time is anticipated for the Auburn Joint Vocational School District to participate in the Action.

**WHEREAS** the Law Firms have provided the Auburn Joint Vocational School District with a sample complaint to be filed in the appropriate United States District Courts, a copy of which is maintained by the Superintendent and Treasurer.

*Resolution to Approve Contingency Fee Agreement and Authorize Litigation*



**ATTORNEY-CLIENT CONTINGENCY FEE AGREEMENT**

This Attorney-Client Contingency Fee Agreement (“Agreement”) is entered into by and between the Auburn Joint Vocational School District (“Client”) and the law firms of McGown & Markling Co., L.P.A. and Frantz Law Group, APLC (collectively, “Attorneys”) and encompasses the following provisions:

1. **CONDITIONS.** This Agreement shall not take effect, and Attorneys shall have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
2. **SCOPE AND DUTIES**
  - A. Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with the JUUL<sup>®</sup> and Electronic Cigarette (e-cigarette) mass action/multidistrict litigation (“Action”).
  - B. Attorneys shall provide those legal services reasonably required to represent Client in the Action.
  - C. Attorneys shall take reasonable steps to keep Client informed of progress in the Action.
  - D. Attorney shall take reasonable steps to respond to Client’s inquiries.
  - E. Client shall be truthful with Attorneys.
  - F. Client shall cooperate with Attorneys. For example, while Attorneys have already provided Client with a sample federal complaint, Client shall cooperate in providing Attorneys with all information needed to tailor the complaint to the unique facts of Client on or before November 30, 2020, in order to meet the bellwether filing deadline of December 15, 2020. While attempts shall be made to include Client in the Action after November 30, 2020, no guarantees are made to Client as to whether any post-December 15, 2020 complaints shall be filed by Attorneys in the Action. And, at this time, no initial complaints shall be made by Attorneys after January 31, 2021, as the trial date in the Action is currently set for January 2022.
  - G. Client shall keep Attorneys informed of developments.
  - H. While Attorneys may assist in negotiating liens, Attorneys shall not litigate liens.

3. **LEGAL SERVICES SPECIFICALLY EXCLUDED**

- A. Unless otherwise agreed in writing by Client and Attorneys, Attorneys **shall not** provide legal services with respect to defending any legal proceeding or claim against the Client commenced by any person before any federal or state administrative or governmental agency, department, and/or board unless such proceeding and/or claim is filed against Client in the Action. However, with Client's permission, Attorneys may elect at their sole discretion to appear at such administrative proceedings to protect Client's rights.
- B. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client shall be required. For example, Client may separately retain McGown & Markling Co., L.P.A. through the School Law Hotline<sup>SM</sup> Agreement and no work spent on the Action shall be applied to such a separate written agreement.

4. **AUTHORIZED REPRESENTATIVES**

- A. **CLIENT REPRESENTATIVES.** Client designates the Superintendent and/or the Superintendent's Designee as the authorized representative(s) to direct Attorneys and to be the primary individual(s) to communicate with Attorneys regarding the Action. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but **shall not** to preclude communication between Attorneys and other representatives of Client.

B. **ATTORNEYS REPRESENTATIVES**

- (1) As there is no reciprocal referral agreement between the law firms of McGown & Markling Co., L.P.A. and Frantz Law Group, APLC; Matthew John Markling, Danielle Schantz, and Benjamin J. Miller of McGown & Markling Co., L.P.A. shall be primarily responsible for work on the Action in the State of Ohio, as well as the United States District Courts for the Northern and Southern Districts of Ohio, either performing the work themselves and/or delegating the work to others as may be appropriate and within the limited of the applicable codes of professional responsibility. Matthew John Markling of McGown & Markling Co., L.P.A. shall also submit a *pro hac vice* application for the United States District Court for the Northern District of California upon transfer of the Action from the United States District Courts for the Northern and Southern Districts of Ohio.
- (2) As there is no reciprocal referral agreement between the law firms of McGown & Markling Co., L.P.A. and Frantz Law Group, APLC; James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group,



APLC shall be primarily responsible for work on the Action in the United States District Court for the Northern District of California and any other non-State of Ohio consolidated venue/jurisdiction, either performing the work themselves and/or delegating the work to others as may be appropriate and within the limited of the applicable codes of professional responsibility.

- (3) McGown & Markling Co., L.P.A. and Frantz Law Group, APLC shall actively participate in the Action.
- (4) McGown & Markling Co., L.P.A. and Frantz Law Group, APLC assume joint responsibility for the representation of Client.
- (5) McGown & Markling Co., L.P.A. and Frantz Law Group, APLC shall both be available for consultation with Client.

## 5. FEES

- A. **Twenty Percent (20%) Contingency Fee.** For any recovery within three hundred sixty four (364) days of filing the initial complaint, Client shall pay fifteen percent (15%) to the Frantz Law Group, APLC and five percent (5%) to McGown & Markling Co., L.P.A. of any monetary and/or non-monetary settlement and/or recovery that Attorneys obtain for Client in the event of settlement, trial, and/or appeal. If money recovered from Defendants is less than twenty percent (20%) of the value of any non-monetary settlement or recovery, Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants. **Client shall not be charged any fees if there is no recovery.** While all litigation and other expenses shall be deducted from the recovery, **Client shall not be liable for any costs and/or expenses if there is no recovery.** All litigation and other expenses shall be deducted from the recovery. As contingency fee rates are not set by law, the instant contingency fees been negotiated by the Attorneys and Client. And Client agrees that the twenty percent (20%) contingency fee is reasonable and understands that the customary constituency fee in similar cases is forty percent (40%) after all litigation and other expenses are deducted. By executing this Agreement, Client gives written consent that the fees shall be divided and that the division of fees shall be in proportion to the services to be performed by Attorneys and that Attorneys shall assume joint responsibility for the representation of Client.
- B. **Twenty-Five Percent (25%) Contingency Fee.** For any recovery after three hundred sixty four (364) days of filing the initial complaint, Client shall pay eighteen and three-fourths percent (18.75%) to the Frantz Law Group, APLC and six and one-fourth percent (6.25%) to McGown & Markling Co., L.P.A. of any monetary and/or non-monetary settlement and/or recovery that Attorneys obtain for Client in the event of settlement, trial, and/or appeal. If money recovered from

Defendants is less than twenty-five percent (25%) of the value of any non-monetary settlement or recovery, Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants. **Client shall not be charged any fees if there is no recovery.** While all litigation and other costs and expenses shall be deducted from the recovery, **Client shall not be liable for any costs and/or expenses if there is no recovery.** As contingency fee rates are not set by law, the instant contingency fees been negotiated by the Attorneys and Client. And Client agrees that the twenty-five percent (25%) contingency fee is reasonable and understands that the customary constituency fee in similar cases is forty percent (40%) after all litigation and other expenses are deducted. By executing this Agreement, Client gives written consent that the fees shall be divided and that the division of fees shall be in proportion to the services to be performed by Attorneys and that Attorneys shall assume joint responsibility for the representation of Client.

- C. **Gross Recovery.** All litigation and other expenses shall be deducted after the contingent fee is calculated – i.e., the “Gross Recovery.”
- (1) The term “Gross Recovery” shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Action, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory attorneys’ fee paid by Defendants shall be included in calculating the Gross Recovery.
  - (2) “Gross Recovery,” if by settlement, also includes (1) the then-present value of any monetary payments to be made to Client; and (2) the fair market value of any non-monetary property and/or services to be transferred and/or rendered for the benefit of Client; and (3) any Attorneys’ fees and costs recovered by Client as part of any cause of action that provides a basis for such an award. “Recovery” may come from any source, including, but not limited to, the adverse parties to Client and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.
  - (3) Gross Recovery, except in the case of a settlement, does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.
  - (4) Client **shall not** be obligated to pay Attorneys unless Attorneys are successful in collecting a monetary recovery on Client’s behalf as a result of the Action.

- (a) If, by judgment, Client is awarded in the form of property and/or services ("In Kind"), the value of such property and services **shall not** be included for purposes of calculating the Gross Recovery.
  - (b) If, by judgment, there is **no** money recovery and Client receives In Kind relief, Attorneys acknowledge that Client is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees shall come from a common fund and/or court ordered attorneys' fees.
  - (c) Client agrees Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and shall invest resources into prosecuting the Action on behalf of Client and agrees to make a good faith effort to include Attorneys' fees as part of the terms of any settlement and/or resolution of the Action.
  - (d) If Client and Attorneys disagree as to the fair market value of any non-monetary property and/or services as described above, Attorneys and Client agree that a binding appraisal shall be conducted to determine this value.
- (5) It is possible that payment to Client by the adverse parties to the Action and/or their insurance carrier(s) and/or any third-party may be deferred, as in the case of an annuity, a structured settlement, and/or periodic payments. In such event, Gross Recovery shall consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the Gross Recovery by the fee percentage. Attorneys' fees shall be paid out of the initial lump-sum payment if there are sufficient funds to satisfy Attorneys' fee. If there are insufficient funds to pay Attorneys' fees in full, from the initial lump sum payment, the balance owed to Attorneys shall be paid from subsequent payments to Client before there is any distribution to Client.

**D. Reasonable Fee If Contingent Fee Is Unenforceable Or If Attorneys Are Discharged Before Any Recovery.** In the event that the contingent fee portion of this Agreement is determined to be unenforceable for any reason or Attorneys are prevented from representing Client on a contingent fee basis, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree that the fee shall be determined by a mutually agreed upon fee arbitration program. In any event, Attorneys and Client agree that the fee determined by arbitration **shall not** exceed twenty-five percent (25%) of the Gross Recovery.

- E. **No General Fund Payments.** Notwithstanding any other provision in this agreement, in no event shall Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall Client's general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this Agreement.
- F. **Disbursement and Closing Statement:** If Attorneys become entitled to compensation under this Agreement and Attorneys will be disbursing funds, Attorneys shall prepare a closing statement and shall provide Client with that statement at the time of or prior to the receipt of compensation under this Agreement. This closing statement shall specify the manner in which the compensation was determined under this Agreement, any costs and expenses deducted by Attorneys from the judgment and/or settlement involved, and the actual division of Attorneys' fees.
6. **COSTS AND EXPENSES.** In addition to paying legal fees, Client shall reimburse Attorneys for all costs and expenses, which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, parking, investigation expenses, consultants' fees, expert witness fees, and other similar items, incurred by Attorneys. The costs/expenses incurred that Attorneys advance shall be owed in addition to Attorneys' fees and Client shall reimburse those costs/expenses after Attorneys' fees have been deducted. **Client shall not be charged any costs and/or expenses if there is no recovery.** While all litigation and other costs and expenses shall be deducted from the recovery, **Client shall not be liable for any costs and/or expenses if there is no recovery.** In the event the recovery is less than incurred costs and expenses, Client **shall not** be required to reimburse Attorneys for costs and expenses above and beyond the recovery, and fees.
- A. **SHARED EXPENSES.** Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.
- B. **FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES.** Members of Attorneys frequently serve on plaintiffs' management or executive committees in MDL and/or the California state court coordinated proceedings and perform work which benefits Attorneys' clients as well as clients of other Attorneys involved in similar litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit," may be awarded to Attorneys by a court or courts directly from the assessments

paid by Client and others who have filed claims in this litigation, and **shall not** in any way reduce the amount of fees owed under this Agreement.

7. **LIEN.** In the event any third party attempts to lien any proceeds recovered from a recovery in the Action, Client hereby grants, and agrees, **TO THE EXTENT PERMITTED BY APPLICABLE LAW**, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in the Action in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of Client in any way whatsoever.
8. **DISCHARGE AND WITHDRAWAL**
  - A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files, and work product for the Action. This includes any computerized indices, programs, and document retrieval systems created or used for the Action.
  - B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, and/or any other fact or circumstance that would render Attorneys continuing representation unlawful and/or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys, and/or fails to provide relevant information to Attorneys.
9. **ARBITRATION OF DISPUTES.** Attorneys and Client agree that should any dispute arise between them, they must be mediated first, before any claims are filed. Specifically, any and all disputes, controversies or claims arising out of, or related to this Agreement and/or Attorneys' representation of Client, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to a mutually agreed upon fee arbitration program. No petition for arbitration can be filed until after this agreed-upon mediation has occurred, and any petition for arbitration (or litigation) filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client shall pay one-half of the actual cost of the mediation, but each party shall be responsible for their own attorneys' fees and preparation costs. The parties agree that any Dispute, whether submitted to mediation or not, **shall not** be litigated in court. Rather, any Dispute, which is specifically defined above to include claims of malpractice, shall be submitted to by a mutually agreed upon fee arbitration program. By signing this Agreement, Client and Attorneys agree to arbitration and waive the right to a court or jury trial and the right to appeal. Any Disputes shall be decided in Akron, Ohio applying Ohio law. Client is not waiving rights to arbitration before any bar association.
10. **AUTHORITY OF ATTORNEYS.** Attorneys may, with prior Client approval, associate co-counsel if Attorneys believe it advisable and/or necessary for the proper handling of

Client's claim, and expressly authorizes Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of attorneys' fees which Client pays **shall not** be increased by the work of co-counsel associated to assist with the handling of Client's claim, and that such associated co-counsel shall be paid by the Attorneys out of the attorneys' fees Client pays to Attorneys.

11. **DISCLAIMER OF GUARANTEE.** Nothing in this Agreement and nothing in Attorneys' statements to Client shall be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises and/or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
  
12. **MULTIPLE REPRESENTATIONS.** Client understands that Attorneys do or may represent many other individuals/entities with actual and/or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual and/or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys' professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, and/or potential conflicts of interest exist. By signing this Agreement, Client is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of Client and other multiple claimants and that Client nevertheless wants the Attorneys to represent Client, and that Client consents to Attorneys representation of others in connection with the Action. Attorneys strongly advise Client, however, that Client remains completely free to seek other legal advice at any time even after Client signs this Agreement.
  
13. **AGGREGATE SETTLEMENTS.** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties and/or Defendants attempt to settle and/or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity, and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee and/or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which shall assign

various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. Client authorizes Attorneys to enter into and engage in group settlement discussions and agreements which may include Client's individual claims. Although Client authorizes Attorneys to engage in such group settlement discussions and agreements, Client shall still retain the right to approve, and Attorneys are required to obtain Client's approval of, any settlement of Client's case.

14. **EFFECTIVE DATE AND TERM.** This Agreement shall take effect upon execution by both Client and Attorneys.
15. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.

**The above is approved and agreed upon by all parties.**

[SIGNATURE PAGE FOLLOWS]

**FOR MCGOWN & MARKLING CO., L.P.A.:**

*/s/ Matthew John Markling*  
Matthew John Markling

**FOR FRANTZ LAW GROUP, APLC:**

*/s/ William B. Shinoff*  
William B. Shinoff

**FOR THE AUBURN JOINT VOCATIONAL SCHOOL DISTRICT:**

\_\_\_\_\_  
President\*

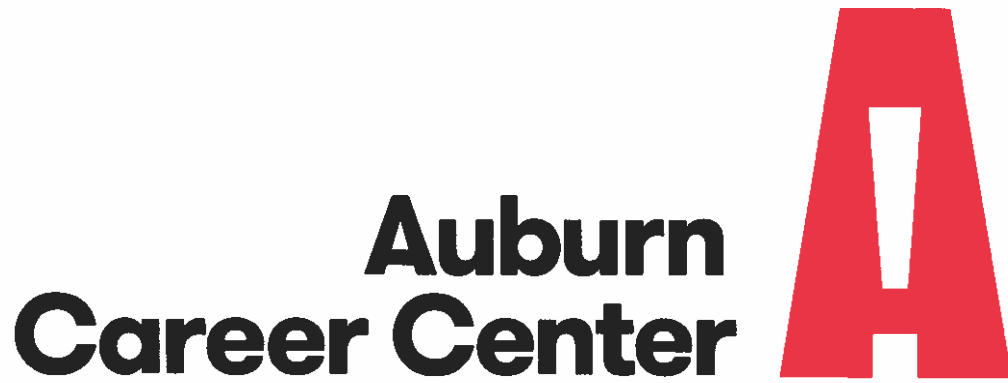
\_\_\_\_\_  
Treasurer/CFO\*

\_\_\_\_\_  
Superintendent/CEO\*

Authorized Pursuant to Resolution No. \_\_\_\_\_

\* This Agreement has no legal effect absent Board approval.





## *Attachment Item #20*

# *Approve Simulated Clinical Experiences Quote*



Created Date: 11/19/2020  
 Expiration Date: 1/14/2021  
 Quote Number: Q-39807-4

Prepared By: Marcus Antcliff  
 Phone: (616) 227-5729  
 Email: marcus.antcliff@cae.com  
 Fax: (941) 377-5590  
 Payment Terms: NET 30  
 Shipping Terms: FOB Shipping Point

Prepared For: Sean Davis  
 Phone: (440) 358-8026  
 Email: sdavis@auburncc.org

CAE Healthcare Inc.  
 6300 Edgelake Drive  
 Sarasota, FL 34240  
 United States  
 Fax: (941) 377-5590  
 Tax ID # 22-3437089

Bill To Name: Auburn Career Center  
 Address: 8140 Auburn Rd  
 Painesville, Ohio 44077  
 United States

Ship To Name: Auburn Career Center  
 Address: 8140 Auburn Rd  
 Painesville, Ohio 44077  
 United States

SAWIK member #

**Quote Total: USD 38,594.82**

**Product Information**

Qty	Product	Notes	List Price	Net Price	Total Price
1	ARES Complete Medium		\$21,995.00	\$20,895.25	\$20,895.25
0	Installation: Customer Opt Out		\$0.00	\$0.00	\$0.00
1	Customized Webinar Training for Ares		\$500.00	\$475.00	\$475.00
1	ACLS Learning Module for Ares		\$3,374.80	\$1,687.40	\$1,687.40
1	EMS 2 Learning Module for Ares		\$3,068.00	\$1,534.00	\$1,534.00
1	EMS 1 Learning Module for Ares		\$3,068.00	\$1,595.36	\$1,595.36
1.00	Ares IO leg, left, medium skin tone		\$570.00	\$541.50	\$541.50
1	All-in-one computer for patient monitor		\$2,074.80	\$1,971.06	\$1,971.06
1	Physiology Option for Maestro		\$4,995.00	\$4,745.25	\$4,745.25

Qty	Product	Notes	List Price	Net Price	Total Price
1	Shipping and Handling		\$150.00	\$150.00	\$150.00
<b>DISCOUNT:</b>					\$6,200.78
<b>TOTAL:</b>					\$33,594.82

## Warranty Information

### Year 1

Product	Product Code	List Price	Net Price	Quantity	Notes
Express System Assurance Plan for Ares Advanced & Complete	WAR-ARE13	\$0.00	\$0.00	1	
<b>Year 1 TOTAL:</b>					\$0.00

### Year 2

Product	Product Code	List Price	Net Price	Quantity	Notes
Express System Assurance Plan for Ares Advanced & Complete	WAR-ARE13	\$2,500.00	\$2,500.00	1	
<b>Year 2 TOTAL:</b>					\$2,500.00

### Year 3

Product	Product Code	List Price	Net Price	Quantity	Notes
Express System Assurance Plan for Ares Advanced & Complete	WAR-ARE13	\$2,500.00	\$2,500.00	1	
<b>Year 3 TOTAL:</b>					\$2,500.00

<b>TOTAL: \$38,594.82</b>
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The sale of the Products and Services identified in this quotation is subject to CAE Healthcare's Education Products General Terms and Conditions and its related End-User License; if an option for Maintenance Services is offered and accepted, it is subject to CAE Healthcare's Support and Maintenance Terms and Conditions; if an option for Training is offered and accepted, it is subject to CAE Healthcare's Training Policy, all of the above being and available on the CAE Healthcare website at [www.caehealthcare.com](http://www.caehealthcare.com)

In the event of the sale of a LearningSpace System, Customer will be required to sign CAE Healthcare's LearningSpace Agreement before any order is accepted by CAE Healthcare. The LearningSpace Agreement will be provided to Customer directly.

All sales are final. Any Training must be scheduled and completed within nine (9) months of the date in which any associated simulator is received by the customer or purchased installation is completed.

CAE Healthcare will normally ship all products ordered within a single shipment. If this is not possible due to inventory demands, CAE Healthcare may elect to ship Products as partial shipments. If such partial shipment is not acceptable, please indicate

to CAE Healthcare when placing your order. CAE Healthcare will, unless otherwise stated within the purchase order, ship all product within 90 days of receipt of the purchase order.

**Accounts Payable Remit to Address:**

CAE Healthcare Inc.  
32955 Collection Center Drive  
Chicago IL 60693-0329

## Extended Product Description Index

Product	Product Code	Description
Ares Complete	ARES-300	(Medium skin tone) Ares COMPLETE includes SymEyes, IV arm, NIBP arm, Tablet, one StethoSym, one SymDefib box, gender conversion kit, and all required electronics. Includes 6 simulated clinical experiences, one Ares Learning Experience app license, one Maestro standalone license and first year Express Assurance Plan
Installation: Customer Opt Out	INSTALLOPTOUT	Customer is opting out of CAE installation
Customized Webinar Training for Ares	TRN-ARE02	Customized Webinar Training for Ares (Up to two-hours)
ACLS Learning Module for Ares	EDU-330	The Advanced Cardiac Life Support (ACLS) Learning Module for Ares Manual Mode includes 11 Simulated Clinical Experiences based on the 2015 AHA Guidelines
EMS 2 Learning Module for Ares	EDU-326	The Emergency Medical Services (EMS) 2 Learning Module for Ares Manual Mode includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum.
EMS 1 Learning Module for Ares	EDU-325	The Emergency Medical Services (EMS) 1 Learning Module for Ares Manual Mode includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum.
Ares IO leg, left, medium skin tone	253K641500	Left lower leg and foot with tibial IO insert, medium skin tone. Includes 250 ml bottle red refill fluid
All-in-one computer for patient monitor	ACC-PTS001	All-in-one computer (21.5") for simulated patient monitor
Physiology Option for Maestro	MAES#201	Physiology Option for Maestro (Ares)
Shipping and Handling	SHIPPING	Freight charges for the items on this quote

**QUOTE # 94591**

<b>Bill To</b>
Auburn Career Center Attn: Accounts Payable 8140 Auburn Rd. Concord Twp, OH 44077

<b>Ship To</b>	11/19/2020
Auburn Career Center Attn: Sean Davis 8140 Auburn Rd. Concord Twp, OH 44077	

**Notes:** We will beat any competitor's quote.  
**Guaranteed!**



**To Order:** orders@diamedicalusa.com  
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
	Learning Module for Ares Manual Mode includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum. - Left lower leg and foot with tibial IO insert, medium skin tone. Includes 250 ml bottle red refill fluid - All-in-one computer (21.5") for simulated patient monitor - Physiology Option for Maestro (Ares) - Year 2 Express System Assurance Plan for Ares Advanced & Complete - Year 3 Express System Assurance Plan for Ares Advanced & Complete			
	Shipping Included Per Line Item			
	Quote Valid For 60 Days			
	Contact For Delivery: - Sean Davis - (440) 358-8026			

**IMPORTANT!**

- Please note on your purchase order:
- Onsite contact for freight delivery orders.
  - If your order must be received by a specific date.
  - If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

<b>Total</b>	<b>\$39,559.69</b>
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**WE CAN  
DO THAT!**

**TIPS**  
Contract #  
170803



# DiaMedical USA

7013 Orchard Lake Rd., Suite #110  
West Bloomfield, MI 48322

simlabsolutions  
a division of DiaMedical USA



## QUOTE # 94591

<b>Bill To</b>
Auburn Career Center Attn: Accounts Payable 8140 Auburn Rd. Concord Twp, OH 44077

<b>Ship To</b>	11/19/2020
Auburn Career Center Attn: Sean Davis 8140 Auburn Rd. Concord Twp, OH 44077	

Notes: *We will beat any competitor's quote. Guaranteed!*



Lowest Price  
Guaranteed

To Order: orders@diamedicalusa.com  
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
1	<p>CAE Ares COMPLETE Includes:</p> <ul style="list-style-type: none"> <li>- SymEyes</li> <li>- IV arm</li> <li>- NIBP arm</li> <li>- Tablet</li> <li>- One StethoSym</li> <li>- One SymDefib box</li> <li>- Gender conversion kit</li> <li>- All required electronics</li> <li>- 6 simulated clinical experiences</li> <li>- One Ares Learning Experience app license</li> <li>- One Maestro standalone license</li> <li>- First year Value Assurance Plan</li> </ul> <p>Add-Ons Includes:</p> <ul style="list-style-type: none"> <li>- Customized Webinar Training for Ares (Up to two-hours)</li> <li>- The Advanced Cardiac Life Support (ACLS) Learning Module for Ares Manual Mode includes 11 Simulated Clinical Experiences based on the 2015 AHA Guidelines</li> <li>- The Emergency Medical Services (EMS) 2 Learning Module for Ares Manual Mode includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum.</li> <li>- The Emergency Medical Services (EMS) 1</li> </ul>	MS140088	39,559.69	39,559.69

### IMPORTANT!

Please note on your purchase order:

- Onsite contact for freight delivery orders.
- If your order must be received by a specific date.
- If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

<b>Total</b>
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**WE CAN  
DO THAT!**

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Contract #  
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**American 3B Scientific, LP**  
 2189 Flintstone Dr, Suite O  
 Tucker, GA 30084  
 3BScientific.com | 1-888-326-6335

**Quote**

<b>Date</b>	11/19/2020	<b>Customer</b>	C880962
<b>Expiration Date</b>	12/19/2020	<b>Sales Rep</b>	Tim Hemans
<b>Quote</b>	SQ2012980	<b>Email</b>	tim.hemans@a3bs.com
<b>Shipping Terms</b>	FOB Atlanta	<b>Phone</b>	(678) 405-5602
<b>Reference</b>		<b>Fax</b>	(770) 492-0111

Bill To		Ship To							
Auburn Career Center 8140 Auburn Road Painesville, OH 44077 United States		Auburn Career Center 8140 Auburn Road Painesville, OH 44077 United States							
ID	Description	Qty	Weight	Tariff Num...	List Price	Unit Price	Amount	Expect...	
3012159	Ares COMPLETE includes SymEyes, IV arm, NIBP arm, Tablet, one StethoSym, one SymDefib box, gender conversion kit, and all required electronics. Includes 6 simulated clinical experiences, one Ares Learning Experience app license, one Maestro standalone license and first year Value Assurance Plan	1	91	9023000000	21,995.00	21,995.00	21,995.00	12/18/2...	
3012221	Customized Webinar Training for Ares (Up to two-hours)	1		9023000000	500.00	500.00	500.00	12/18/2...	
3012171	The Advanced Cardiac Life Support (ACLS) Learning Module for Ares includes 11 Simulated Clinical Experiences based on the 2015 AHA Guidelines	1		9023000000	3,374.80	3,374.80	3,374.80	12/18/2...	
3012167	The Emergency Medical Services (EMS) 2 Learning Module for Ares includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum.	1		9023000000	3,068.00	3,068.00	3,068.00	12/18/2...	
3012166	Additional Software License for The Emergency Medical Services (EMS) 1 Learning Module for Ares includes 10 Simulated Clinical Experiences based on the US Department of Transportation Curriculum.	1		9023000000	767.52	767.52	767.52	12/18/2...	
3016534	Ares IO, leg, left, medium	1	91	9023000000	570.00	570.00	570.00	12/18/2...	
3012249	Touch-Pro Wireless Patient Monitor with Wall Mount	1		9023000000	2,074.80	2,074.80	2,074.80	12/18/2...	
3016536	Physiology Option for Maestro	1		9023000000	4,995.00	4,995.00	4,995.00	12/18/2...	
3016535	EXPRESS Assurance for Ares Advanced/Complete - Year 2	1		9023000000	2,500.00	2,500.00	2,500.00	12/18/2...	

This offer is subject to final confirmation, and the following stipulations must be observed prior to the remittance of funds, and prior to shipment.

1. Validity: Prices valid until 12/19/2020
2. Price and Quantities: The stated prices are calculated on the basis of the requested quantities of all products mentioned and can differ if partial orders are taken.
3. Acceptable Terms of Payment: By wire transfer (T/T) of funds in advance to our bank account, by credit card, COD or direct debit.

**Bank Account Information:**

Bank of America, 600 Peachtree St. NE., Atlanta, GA. 30308, USA  
 Account No: 4451283595  
 Domestic Wire Routing No.: 026009593  
 ACH/EFT Routing No.: 111000025  
 International Wires Swift Code: BOFAUS3N

4. Legalization: If legalization is required, the cost will be charged to the purchaser.
5. Delivery Terms: FOB Atlanta
6. Packing and Packaging: Goods are supplied in 3B customary export packing and packaging. Extra packing/packing requirements are to be negotiated and are subject to additional charges.
7. Delivery Time: Approximately 4 weeks after receipt of confirmed, irrevocable order. Delivery time is quoted on the basis of an up-to-date production schedule and is therefore subject to change.
8. Product Alteration: 3B Scientific reserves the right to make minor alterations to the offered items, without prior notification to the customer.

If it is necessary to obtain an approval in accordance with German or European foreign trade regulations or US export control regulations to fulfill the offered legal transactions, consignments or services, then completion of the contract will depend upon receiving this approval. If approval is not given or adhered to or if collateral clauses are not fulfilled the contract ceases to be effective. Delivery only possible if no legal regulations prevent shipment on exporting day.





Date 11/19/2020

Sales Rep

Tim Hemans

Quote SQ2012980

ID	Description	Qty	Weight	Tariff Num...	List Price	Unit Price	Amount	Expect...
3016535	EXPRESS Assurance for Ares Advanced/Complete - Year 3	1		9023000000	2,500.00	2,500.00	2,500.00	12/18/2...
	FREIGHT CHARGES	1				150.00	150.00	

**Subtotal** 42,495.12  
**Tax** 3,080.90  
**Total** \$45,576.02