

Auburn Vocational School District BOARD OF EDUCATION

Minutes of February 7, 2023

The February 7, 2023 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, Miss Sherry Maruschak

The following members were present:

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

Absent: Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

21-23 Approve Agenda and Addendum

A motion was made by Mr. Kent seconded by Mr. Strever to approve the February 7, 2023 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

22-23 Approve Minutes of the Organizational Board Meeting and Regular Minutes on January 12, 2023

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the minutes of the January 12, 2023 organizational and regular board meeting.

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

Nays: None

Mr. Walter declared the motion passed

Administrative Report

- Assessment Center Report
- All Boards Breakfast ~ March 16, 203 @ 8:00 am The Manor House

Board Advisory Committee's Update

- Facilities – Jeff Slavkovsky gave an update to the Board

Public Participation – None

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending December 31, 2022 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

23-23 Approve Removal of Inventory

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the removal of inventory on the following item. These items are outdated, broken and/or unable to fix.

Description	Model	Serial
Jet Horizontal Bandsaw	#HBS-1018W	#11102251

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

Nays: None

Mr. Walter declared the motion passed

24-23 Human Resources

A motion was made by Mr. Kent and seconded by Mrs. Rayburn to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #10)

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

Nays: None

Mr. Walter declared the motion passed

25-23 Approve 2023-2024 School District Calendar

A motion was made by Dr. Culotta and seconded by Miss Maruschak to approve the 2023-2024 school district calendar. (Attachment Item #11)

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

Nays: None

Mr. Walter declared the motion passed

26-23 Approve Consent Agenda

A motion was made by Mr. Cahill and seconded by Mr. Kent to approve Item #12 a-b as a consent motion.

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

Nays: None

Mr. Walter declared the motion passed

27-23 Contract/Affiliation Agreement

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

a. Business Partnership Affiliation Agreements

Classic Buick GMC
Independent Excavating
Perry Dental Solutions

b. College Credit Plus MOU

Agreement between Kent State University College and Auburn Vocational School District from July 1, 2023 through June 30, 2024. (Attachment Item 13B)

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

Nays: None

Mr. Walter declared the motion passed



**28-23 Approve Resolution Adopting a Calamity Day Alternative Make-up Plan
for the 2022-2023 School Year**

A motion was made by Dr. Culotta and seconded by Mrs. Rayburn to approve the resolution to adopting a calamity alternative make up plan. (Attachment Item #14)

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

Nays: None

Mr. Walter declared the motion passed

**29-23 Approve Textbooks and Curriculum for Marketing & Business
Applications Program**

A motion was made by Mrs. Brush and seconded by Mr. Strever to approve the textbook and curriculum for our marketing & business applications program.

Customer Service & Sale. NRF Foundation RISE UP.

Retail Industry Fundamentals. NRF Foundation RISE UP.

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

Nays: None

Mr. Walter declared the motion passed

30-23 Executive Session

A motion was made by Mr. Kent and seconded by Mr. Cahill to recess into executive session at 6:43 p.m. pursuant to R.C. 121.22(G) for the following purposes, conferencing with an attorney for the public body concerning disputes involving the public body that are the subject of pending and imminent court action.

Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

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

Nays: None

Mr. Walter declared the motion passed

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

31-23 Adjourn

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

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

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

Assessment Center Report

January 2022-December 2022

	PearsonVUE	MSSC	Hesi A2	Fire Testing	ACT WorkKeys	NHA	Total
January	82	15	0	2	0	0	99
February	62	20	0	0	5	0	87
March	76	14	5	16	1	0	112
April	90	37	6	0	0	0	133
May	107	21	0	2	1	13	144
June	123	5	7	28	2	6	171
July	119	1	13	12	6	2	153
August	131	0	17	23	1	0	172
September	53	1	2	10	0	0	66
October	69	6	0	1	3	0	79
November	49	30	1	20	0	0	100
December	117	15	7	7	5	0	151
Total	1078	165	58	121	24	21	1467

Summary

In the initial assessment center proposal, the goals set for the testing center were to establish a regular schedule of operation and to increase average tests per month to 50. For the past 2 years, the assessment center has averaged approximately 34 PearsonVUE tests per month. The highest amount being in April 2021 with 78 tests and the lowest in February 2021 with 5 tests. In 2022, the average tests per month for PearsonVUE was 90 and for all tests the average was 122. The assessment center has established a regular schedule and is open at least 3 days each week with occasional Saturday testing.

Several factors impacted the testing numbers for 2022. Testing moved from the TLC forum into a dedicated space in March. This resulted in fewer noise complaints from PearsonVUE testers and higher satisfaction scores. Also, in March the LPN Nursing program switched to using the HESI A2 as an entrance exam. As a result, the number of students taking the ACT WorkKeys assessment declined. All of the students completing the ACT WorkKeys after March 2022 were doing so as a requirement for the Adult Diploma Program. NHA testing was limited to the students in Auburn's AHT and PCT programs and MSSC testing were provided for Auburn's PWT and CPT programs. One last factor that impacted the testing numbers is the reopening of the testing center at Lakeland Community College. At the beginning of the year, Auburn was the only testing center east of Beachwood. Now that Lakeland reopened, we are competing for testers, although there is no way to know how much this impacted our numbers.

Overall, the testing center met the goals that were set for 2022. The numbers will hopefully continue to increase as new changes are made this year. In 2023 we will be introducing additional platforms to our

offerings. We currently have an application with College Board to administer CLEP (College-Level Examination Program) exams. In addition to CLEP exams, we will begin using the PSI platform to offer testing for major government entities. We can also use the PSI platform for I-9 employment verification and for employer skills assessments. Starting in January, the assessment center will offer evening hours and continue to increase evening hours if there is a need.

**Auburn
Career Center**



Attachment Item #8

Render Financial Reports

**Auburn Career Center
Bank Reconciliation
December 31, 2022**

Dollar Bank - Main Depository	\$ 11,564,451.28
Huntington	\$ 34,124.59
O/S checks - a/p	\$ (103,969.59)
O/S checks - p/r	\$ (10,161.86)
Quarterly Payroll Deductions (Akron)	\$ (427.80)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	11,484,553.62
Health Care Deductible Pool - Dollar	\$ 26,266.42
Flexible Spending Account - Dollar	\$ -
Star Ohio	\$ 109,434.94
Net Available Cash	\$ 11,620,254.98
Investments:	
Wells Fargo Financial	\$ 2,538,203.65
Total Investments	\$ 2,538,203.65
Balance per bank	\$ 14,158,458.63
Balance per books	\$ 14,158,384.43
+/- FSA Monthly Deduction Adjustment	\$ 74.20
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,538,203.65

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTTD Received	FYTD Received	MTTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,115,938.56	\$ 231,013.49	\$ 5,135,717.59	\$ 851,579.88	\$ 5,061,037.51	\$ 10,190,618.64	\$ 864,668.73	\$ 9,325,949.91
Code 002 BOND RETIREMENT		\$ 10,115,938.56	\$ 231,013.49	\$ 5,135,717.59	\$ 851,579.88	\$ 5,061,037.51	\$ 10,190,618.64	\$ 864,668.73	\$ 9,325,949.91
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	0.00	16,064.49	(16,064.49)	0.00	(16,064.49)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	0.00	9,945.00	(9,945.00)	0.00	(9,945.00)
002-9213	Bond Retirement Fund \$ 6 million Bond	0.00	0.00	0.00	0.00	2,914.00	(2,914.00)	0.00	(2,914.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	0.00	20,900.00	(20,900.00)	0.00	(20,900.00)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	0.00	7,374.30	(7,374.30)	0.00	(7,374.30)
002-9223	Bond Retirement Fund \$3.1 million Bond	0.00	0.00	0.00	0.00	30,289.58	(30,289.58)	0.00	(30,289.58)
Code 004 BUILDING		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 87,487.37	\$(87,487.37)	\$ 0.00	\$(87,487.37)
004-0000	CONSTRUCTION FUND	93,026.17	9,166.66	59,166.66	0.00	98,956.24	53,236.59	0.00	53,236.59
004-9021	\$1.3 MILLION BOND APPR 12/1/20	373,902.02	0.00	0.00	14,893.07	224,438.08	149,463.94	149,463.94	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	0.00	0.00	3,025,000.00	0.00	0.00	3,025,000.00	0.00	3,025,000.00
Code 006 FOOD SERVICE		\$ 466,928.19	\$ 9,166.66	\$ 3,084,166.66	\$ 14,893.07	\$ 323,394.32	\$ 3,227,700.53	\$ 149,463.94	\$ 3,078,236.59
006-0000	LUNCHROOM	89,416.92	10,237.67	35,594.82	12,951.90	62,300.98	62,710.76	25,324.22	37,386.54
Code 009 UNIFORM SCHOOL SUPPLIES		\$ 89,416.92	\$ 10,237.67	\$ 35,594.82	\$ 12,951.90	\$ 62,300.98	\$ 62,710.76	\$ 25,324.22	\$ 37,386.54
009-0000	UNIFORM SUPPLY	22,882.71	650.00	10,648.00	0.00	17,327.78	16,202.93	1,632.23	14,570.70
Code 011 ROTARY-SPECIAL SERVICES		\$ 22,882.71	\$ 650.00	\$ 10,648.00	\$ 0.00	\$ 17,327.78	\$ 16,202.93	\$ 1,632.23	\$ 14,570.70
011-0000	CUSTOMER SERVICE	24,848.02	3,031.87	15,539.65	1,488.01	2,499.66	37,888.01	2,773.24	35,114.77
Code 012 ADULT EDUCATION		\$ 24,848.02	\$ 3,031.87	\$ 15,539.65	\$ 1,488.01	\$ 2,499.66	\$ 37,888.01	\$ 2,773.24	\$ 35,114.77
012-0000	ADULT EDUCATION	194,660.96	172,684.13	1,360,098.43	190,662.61	1,108,083.69	446,675.70	256,435.01	190,240.69
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	32,161.46	19,119.50	19,119.50	16,078.96	15,951.96	127.00
Code 014 ROTARY-INTERNAL SERVICES		\$ 197,697.96	\$ 172,684.13	\$ 1,392,259.89	\$ 209,782.11	\$ 1,127,203.19	\$ 462,754.66	\$ 272,386.97	\$ 190,367.69
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
		\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTTD Received	FYTD Received	MTTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	\$ 17,511.24	\$ 0.00	\$ 54,350.00	\$ 10,375.79	\$ 40,756.97	\$ 31,104.27	\$ 38,605.19	\$ (7,500.92)
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	54,500.00	0.00	0.00	0.00	10,000.00	44,500.00	13,700.00	30,800.00
019-914R	ROBOT DONATIONS	2,243.95	2,500.00	2,500.00	0.00	0.00	4,743.95	0.00	4,743.95
019-9919	LUBRIZOL FOUNDATION GRANT	25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	0.00	0.00	10,457.00	0.00	0.00	10,457.00	0.00	10,457.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-9995	SCHOLARSHIP FUNDS	5,766.67	0.00	50.00	0.00	0.00	5,816.67	1,100.00	4,716.67
Code 024 EMPLOYEE BENEFITS SELF INS.									
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	3,884.67	0.00	26,115.33	240.72	3,815.79	26,184.21	26,184.21	0.00
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	55,157.99	0.00	211,251.00	13,600.00	205,802.05	60,606.94	238,228.95	(177,622.01)
Code 200 STUDENT MANAGED ACTIVITY									
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	622.05	0.00	0.00	181.65	391.01	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	1,375.00	1,500.00	1,500.00	0.00	0.00	2,875.00	0.00	2,875.00
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,697.73	0.00	25.00	0.00	0.00	2,722.73	0.00	2,722.73
200-915A	LANDSCAPE HORT	56,954.68	8,286.00	11,478.80	4,441.42	28,248.75	40,184.73	21,523.70	18,661.03
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	754.12	0.00	0.00	181.65	500.01	254.11	0.00	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
		\$ 55,157.99	\$ 0.00	\$ 211,251.00	\$ 13,600.00	\$ 205,802.05	\$ 60,606.94	\$ 238,228.95	\$ (177,622.01)

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-927A	EMERGENCY MEDICAL SERVICES	\$ 563.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 563.75	\$ 0.00	\$ 563.75
200-930A	MBA / DECA	0.00	409.00	705.00	1,989.59	7,045.06	(6,340.06)	2,206.63	(8,546.69)
200-940A	CULINARY ARTS I & II	321.68	581.50	1,458.15	0.00	150.00	1,629.83	0.00	1,629.83
200-945A	TEACHING PROF PATHWAYS I & II	1,209.25	0.00	0.00	62.96	377.96	831.29	600.00	231.29
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,235.43	0.00	0.00	181.65	181.65	1,053.78	50.00	1,003.78
200-985A	AUTOMOTIVE COLLISION REPAIR #2	329.20	0.00	75.00	0.00	0.00	404.20	200.00	204.20
200-990A	SKILLS USA	1,273.79	334.02	334.02	0.00	0.00	1,607.81	0.00	1,607.81
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	1,779.23	43.00	267.00	0.00	1,440.00	606.23	0.00	606.23
200-995A	PATIENT CARE TECHNICIAN JR & SR	264.70	0.00	0.00	0.00	0.00	264.70	0.00	264.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	27.00	745.00	745.00	0.00	0.00	772.00	0.00	772.00
200-999A	STUDENT MANAGED ACTIVITY	0.00	0.00	2,000.00	0.00	2,016.17	(16.17)	0.00	(16.17)
Code 451 DATA COMMUNICATION FUND		\$ 79,177.72	\$ 11,898.52	\$ 18,587.97	\$ 7,038.92	\$ 40,350.61	\$ 57,415.08	\$ 24,580.33	\$ 32,834.75
451-9023	DATA COMMUNICATION FUND	0.00	0.00	900.00	0.00	0.00	900.00	0.00	900.00
Code 501 ADULT BASIC EDUCATION		\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
501-922A	ASPIRE - FY 22	5,202.95	0.00	15,372.97	0.00	20,575.92	0.00	0.00	0.00
501-923A	ADULT BASIC EDUCATION	0.00	26,117.71	96,098.24	17,833.48	96,217.18	(118.94)	20,198.78	(20,317.72)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND		\$ 5,202.95	\$ 26,117.71	\$ 111,471.21	\$ 17,833.48	\$ 116,793.10	\$ (118.94)	\$ 20,198.78	\$ (20,317.72)
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	0.00	6,222.22	6,222.22	3,111.11	9,333.33	(3,111.11)	27,291.67	(30,402.78)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 0.00	\$ 6,222.22	\$ 6,222.22	\$ 3,111.11	\$ 9,333.33	\$ (3,111.11)	\$ 27,291.67	\$ (30,402.78)
524-922Q	VOC ED: CARL D. PERKINS - 1984	8,402.07	0.00	16,593.67	0.00	24,995.74	0.00	0.00	0.00
524-923Q	VOC ED: CARL D. PERKINS - 1984	0.00	47,658.14	121,623.59	4,802.68	121,866.39	(244.80)	46,643.67	(46,888.47)
524-923R	VOC ED: CARL D. PERKINS - 1984	0.00	3,107.91	14,445.74	2,995.04	15,503.74	(1,058.00)	10,870.62	(11,928.62)
TOTAL		\$ 8,402.07	\$ 50,766.05	\$ 152,663.00	\$ 7,797.72	\$ 162,367.87	\$ (1,302.80)	\$ 57,514.29	\$ (58,817.09)

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 599 MISCELLANEOUS FED. GRANT FUND									
599-920C	CARES ACT	\$ 12,392.05	\$ 0.00	\$ 12,392.05	\$ 0.00	\$ 24,784.10	\$ 0.00	\$ 0.00	\$ 0.00
Grand Total		\$ 12,392.05	\$ 0.00	\$ 12,392.05	\$ 0.00	\$ 24,784.10	\$ 0.00	\$ 0.00	\$ 0.00
		\$ 11,197,752.67	\$ 524,288.32	10,280,886.39	\$ 1,150,692.71	\$ 7,320,254.63	\$ 14,158,384.43	\$ 1,763,652.75	\$ 12,394,731.68

AUBURN VOCATIONAL SCHOOL DISTR
 Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: Default Payment										
Type: Check										
31316	57800	ACCOUNTS_PA	YABLE	12/9/2022	AUBURN CAREER CENTER	499	RECONCILED	12/12/2022		\$ 19,119.50
31392	57806	ACCOUNTS_PA	YABLE	12/13/2022	BUNZL DISTRIBUTION	7024	RECONCILED	12/19/2022		228.17
31385	57807	ACCOUNTS_PA	YABLE	12/13/2022	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	12/19/2022		35.25
31388	57808	ACCOUNTS_PA	YABLE	12/13/2022	BREATHING AIR SYSTEMS	41934	RECONCILED	12/19/2022		843.34
31362	57809	ACCOUNTS_PA	YABLE	12/13/2022	GAZETTE NEWSPAPERS	11455	RECONCILED	12/15/2022		25.00
31364	57810	ACCOUNTS_PA	YABLE	12/13/2022	DAN BILLIG / AFFORDABLE OFFROAD	42581	RECONCILED	12/20/2022		1,398.60
31354	57811	ACCOUNTS_PA	YABLE	12/13/2022	HERITAGE CRYSTAL CLEAN LLC	42534	RECONCILED	12/19/2022		316.25
31339	57812	ACCOUNTS_PA	YABLE	12/13/2022	PENN CARE INC	8957	RECONCILED	12/15/2022		102.08
31331	57813	ACCOUNTS_PA	YABLE	12/13/2022	LINCOLN ELECTRIC CO. SCREENVISION DIRECT	984	RECONCILED	12/15/2022		1,157.84
31375	57814	ACCOUNTS_PA	YABLE	12/13/2022	REPROS INC.	40250	RECONCILED	12/19/2022		624.00
31380	57815	ACCOUNTS_PA	YABLE	12/13/2022	NATIONAL RESTAURANT ASSOC.	41601	RECONCILED	12/16/2022		969.95
31358	57816	ACCOUNTS_PA	YABLE	12/13/2022	QUILL CORP	11495	RECONCILED	12/19/2022		864.00
31333	57817	ACCOUNTS_PA	YABLE	12/13/2022	CINTAS CORPORATION	855	OUTSTANDING			1,051.79
31408	57818	ACCOUNTS_PA	YABLE	12/13/2022	GRAINGER	532	RECONCILED	12/19/2022		107.63
31386	57819	ACCOUNTS_PA	YABLE	12/13/2022	CUSTOM LANYARD.NET	466	RECONCILED	12/15/2022		831.83
31322	57820	ACCOUNTS_PA	YABLE	12/13/2022	BURMAX COMPANY, INC.	42349	RECONCILED	12/29/2022		206.89
31378	57821	ACCOUNTS_PA	YABLE	12/13/2022	LEPPO INC	482	RECONCILED	12/19/2022		15.00
31355	57822	ACCOUNTS_PA	YABLE	12/13/2022	PACIFIC ONESOURCE	13235	RECONCILED	12/16/2022		815.12
31336	57823	ACCOUNTS_PA	YABLE	12/13/2022		41552	RECONCILED	12/19/2022		13,785.99

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31344	57824	ACCOUNTS_PA	Check	12/13/2022	INC UNIVERSITY HOSPITALS OCCUPATIONA L HEALTH NEW DAIRY OPCO,	42424	RECONCILED	12/16/2022		\$ 378.00
31373	57825	ACCOUNTS_PA	Check	12/13/2022	ALVORD'S LAWN & GARDEN	42186	RECONCILED	12/16/2022		319.15
31360	57826	ACCOUNTS_PA	Check	12/13/2022	BENCO DENTAL CO	11879	RECONCILED	12/16/2022		673.42
31393	57827	ACCOUNTS_PA	Check	12/13/2022	KT'S CUSTOM LOGOS	41892	RECONCILED	12/19/2022		37.47
31335	57828	ACCOUNTS_PA	Check	12/13/2022	JAYSON PRODUCTS	7127	OUTSTANDING			1,722.00
31383	57829	ACCOUNTS_PA	Check	12/13/2022	COMMUNICATI ONS SERVICES	41714	RECONCILED	12/16/2022		458.98
31400	57830	ACCOUNTS_PA	Check	12/13/2022	HERSHEY CREAMERY	10372	RECONCILED	12/16/2022		3,600.00
31357	57831	ACCOUNTS_PA	Check	12/13/2022	OH ASSOC. OF SECONDARY SCHOOL	41725	RECONCILED	12/21/2022		172.80
31415	57832	ACCOUNTS_PA	Check	12/13/2022	OAAE DISTRICT 3, KELSEY BOWERS	7083	RECONCILED	12/27/2022		265.00
31363	57833	ACCOUNTS_PA	Check	12/13/2022	OHIO GREEN INDUSTRY ASSOCIATION	41436	RECONCILED	12/20/2022		95.00
31416	57834	ACCOUNTS_PA	Check	12/13/2022	WILLOWBEND NURSERIES, LLC	10357	RECONCILED	12/16/2022		1,350.00
31414	57835	ACCOUNTS_PA	Check	12/13/2022	REFRIGERATIO N SALES CORP. O'REILLY AUTOMOTIVE, INC	42423	RECONCILED	12/19/2022		711.50
31384	57836	ACCOUNTS_PA	Check	12/13/2022	LAKE COUNTY DEVELOPMENT AT&T	56	RECONCILED	12/16/2022		446.83
31329	57837	ACCOUNTS_PA	Check	12/13/2022	EDUTECH GROUP LLC	40813	RECONCILED	12/23/2022		1,849.77
31397	57838	ACCOUNTS_PA	Check	12/13/2022	WELLS FARGO FINANCIAL LEASING	1101	OUTSTANDING			200.00
31352	57839	ACCOUNTS_PA	Check	12/13/2022	CHARDON OIL	171	RECONCILED	12/19/2022		1,482.31
31413	57840	ACCOUNTS_PA	Check	12/13/2022		42335	RECONCILED	12/22/2022		32,500.00
31371	57841	ACCOUNTS_PA	Check	12/13/2022		40583	RECONCILED	12/19/2022		5,116.21
31391	57842	ACCOUNTS_PA	Check	12/13/2022		8287	RECONCILED	12/15/2022		135.34

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31404	57843	YABLE	ACCOUNTS_PA	12/13/2022	CO. ILLUMINATING COMPANY	925	RECONCILED	12/16/2022		\$ 31,367.65
31353	57844	YABLE	ACCOUNTS_PA	12/13/2022	ABM	42305	RECONCILED	12/15/2022		17,828.55
31411	57845	YABLE	ACCOUNTS_PA	12/13/2022	MAJOR WASTE DISPOSAL	570	RECONCILED	12/29/2022		84.00
31324	57846	YABLE	ACCOUNTS_PA	12/13/2022	NEOLA, INC.	11092	RECONCILED	12/16/2022		1,295.00
31402	57847	YABLE	ACCOUNTS_PA	12/13/2022	MORGAN LITHO	42582	RECONCILED	12/19/2022		350.00
31369	57848	YABLE	ACCOUNTS_PA	12/13/2022	SHERMAN CREATIVE	40048	OUTSTANDING			2,894.53
31377	57849	YABLE	ACCOUNTS_PA	12/13/2022	UNITED PARCEL SERVICE	2108	RECONCILED	12/16/2022		100.00
31403	57850	YABLE	ACCOUNTS_PA	12/13/2022	WM CORPORATE SERVICES INC	734	RECONCILED	12/21/2022		333.32
31330	57851	YABLE	ACCOUNTS_PA	12/13/2022	AUBURN CAREER CENTER	499	RECONCILED	12/14/2022		1,685.50
31361	57852	YABLE	ACCOUNTS_PA	12/13/2022	CENGAGE LEARNING	10328	RECONCILED	12/19/2022		3,055.00
31366	57853	YABLE	ACCOUNTS_PA	12/13/2022	CITY OF PVILLE UTIL.	215	RECONCILED	12/16/2022		970.82
31347	57854	YABLE	ACCOUNTS_PA	12/13/2022	GORDON FOOD SERVICE	8479	RECONCILED	12/16/2022		1,314.37
31343	57855	YABLE	ACCOUNTS_PA	12/13/2022	LAKE COUNTY DEPARTMENT MENTOR	1435	RECONCILED	12/19/2022		1,412.55
31328	57856	YABLE	ACCOUNTS_PA	12/13/2022	EXEMPTED VILLAGE PAINTERS SUPPLY	1353	RECONCILED	12/15/2022		753.49
31365	57857	YABLE	ACCOUNTS_PA	12/13/2022	PLATTENBURG AND ASSOC., INC.	42143	RECONCILED	12/15/2022		941.49
31356	57858	YABLE	ACCOUNTS_PA	12/13/2022	PRECIOUS CARGO	40994	RECONCILED	12/21/2022		8,600.00
31368	57859	YABLE	ACCOUNTS_PA	12/13/2022	SYSCO FOOD SERVICES OF PREMIER PAINT	13744	OUTSTANDING			790.00
31341	57860	YABLE	ACCOUNTS_PA	12/13/2022	AIR FORCE ONE, INC	8412	RECONCILED	12/19/2022		3,602.97
31326	57861	YABLE	ACCOUNTS_PA	12/13/2022	FIRST	1141	RECONCILED	12/19/2022		1,423.88
31332	57862	YABLE	ACCOUNTS_PA	12/13/2022		41756	RECONCILED	12/16/2022		4,862.25
31381	57863	YABLE	ACCOUNTS_PA	12/13/2022		10610	RECONCILED	12/19/2022		81.86

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31367	57864	ACCOUNTS_PA YABLE	Check	12/13/2022	COMMUNICATI ONS LLC	40828	RECONCILED	12/19/2022		\$ 4,290.00
31387	57865	ACCOUNTS_PA YABLE	Check	12/13/2022	MRLM LANDSCAPE MATERIALS AMERICAN MEDICAL TECHNOLOGIS TS	42421	RECONCILED	12/27/2022		675.00
31390	57866	ACCOUNTS_PA YABLE	Check	12/13/2022	TOTAL QUALITY TESTING INC	40323	RECONCILED	12/15/2022		1,800.00
31338	57867	ACCOUNTS_PA YABLE	Check	12/13/2022	B&H PHOTO- VIDEO	8659	RECONCILED	12/14/2022		221.26
31406	57868	ACCOUNTS_PA YABLE	Check	12/13/2022	FUTURE IMAGE PROMOTIONS CHANNEY ELECTRONICS INC	41176	RECONCILED	12/14/2022		1,620.40
31340	57869	ACCOUNTS_PA YABLE	Check	12/13/2022	ALRO STEEL CORPORATION VIVIANI FAMILY LIMITED	1017	RECONCILED	12/14/2022		1,120.18
31359	57870	ACCOUNTS_PA YABLE	Check	12/13/2022	ALRO STEEL CORPORATION VIVIANI FAMILY LIMITED	41193	RECONCILED	12/14/2022		1,385.20
31394	57871	ACCOUNTS_PA YABLE	Check	12/13/2022	OHIO SCHOOLS COUNCIL MICRO CENTER A/R	11774	RECONCILED	12/14/2022		1,567.86
31374	57872	ACCOUNTS_PA YABLE	Check	12/13/2022	OHIO SCHOOLS COUNCIL MICRO CENTER A/R	812	RECONCILED	12/14/2022		3,902.00
31382	57873	ACCOUNTS_PA YABLE	Check	12/13/2022	META SOLUTIONS POCKET NURSE ENTERPRISES, INC. INC	4017	RECONCILED	12/14/2022		7,199.92
31398	57874	ACCOUNTS_PA YABLE	Check	12/13/2022	META SOLUTIONS POCKET NURSE ENTERPRISES, INC. INC	13523	RECONCILED	12/14/2022		1,000.00
31348	57875	ACCOUNTS_PA YABLE	Check	12/13/2022	META SOLUTIONS POCKET NURSE ENTERPRISES, INC. INC	10331	RECONCILED	12/14/2022		122.08
31405	57876	ACCOUNTS_PA YABLE	Check	12/13/2022	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	12/14/2022		416.24
31395	57877	ACCOUNTS_PA YABLE	Check	12/13/2022	BFG SUPPLY CO, LLC	1284	RECONCILED	12/14/2022		453.65
31337	57878	ACCOUNTS_PA YABLE	Check	12/13/2022	ADVANCED GAS & WELDING	13407	RECONCILED	12/14/2022		27,488.19
31370	57879	ACCOUNTS_PA YABLE	Check	12/13/2022	CRILE ROAD HARDWARE	551	RECONCILED	12/14/2022		439.25
31346	57880	ACCOUNTS_PA YABLE	Check	12/13/2022	EXSCAPE DESIGNS, LLC	41963	RECONCILED	12/14/2022		1,125.00
31412	57881	ACCOUNTS_PA YABLE	Check	12/13/2022	R.E. MICHEL COMPANY INC	12295	RECONCILED	12/14/2022		394.80

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31389	57882	ACCOUNTS_PA	Check	12/13/2022	LBL PRINTING	13500	RECONCILED	12/14/2022		\$ 8,001.43
		YABLE								
31327	57883	ACCOUNTS_PA	Check	12/13/2022	BARB GORDON	12964	RECONCILED	12/14/2022		156.66
		YABLE								
31323	57884	ACCOUNTS_PA	Check	12/13/2022	CORY HUTTER	42337	RECONCILED	12/14/2022		211.80
		YABLE								
31351	57885	ACCOUNTS_PA	Check	12/13/2022	DAVID LEONE	42507	RECONCILED	12/14/2022		18.38
		YABLE								
31396	57886	ACCOUNTS_PA	Check	12/13/2022	DAWN BUBONIC	12967	RECONCILED	12/14/2022		32.36
		YABLE								
31399	57887	ACCOUNTS_PA	Check	12/13/2022	JANE METRISIN	40251	RECONCILED	12/14/2022		197.50
		YABLE								
31342	57888	ACCOUNTS_PA	Check	12/13/2022	JOHN BLAUCH	8515	RECONCILED	12/14/2022		244.52
		YABLE								
31349	57889	ACCOUNTS_PA	Check	12/13/2022	JOSEPH WARGO	42532	RECONCILED	12/14/2022		16.77
		YABLE								
31409	57890	ACCOUNTS_PA	Check	12/13/2022	LESLIE MACHUTA	40220	RECONCILED	12/14/2022		329.86
		YABLE								
31379	57891	ACCOUNTS_PA	Check	12/13/2022	KAITLIN BOYD	42381	RECONCILED	12/13/2022		244.04
		YABLE								
31401	57892	ACCOUNTS_PA	Check	12/13/2022	SHELBY KAMINSKI	41393	RECONCILED	12/14/2022		159.84
		YABLE								
31345	57893	ACCOUNTS_PA	Check	12/13/2022	MICHELLE RODEWALD	11544	RECONCILED	12/14/2022		312.50
		YABLE								
31410	57894	ACCOUNTS_PA	Check	12/13/2022	SEAN DAVIS	40587	RECONCILED	12/14/2022		219.00
		YABLE								
31407	57895	ACCOUNTS_PA	Check	12/13/2022	ERICA ANDERSON	41509	RECONCILED	12/14/2022		331.98
		YABLE								
31334	57896	ACCOUNTS_PA	Check	12/13/2022	JEFF SLAVKOVSKY	13632	RECONCILED	12/14/2022		274.77
		YABLE								
31376	57897	ACCOUNTS_PA	Check	12/13/2022	BRIAN BONTEMPO	41373	RECONCILED	12/14/2022		652.33
		YABLE								
31372	57898	ACCOUNTS_PA	Check	12/13/2022	LORI SMITH	7143	RECONCILED	12/14/2022		102.95
		YABLE								
31325	57899	ACCOUNTS_PA	Check	12/13/2022	JESSICA BROWN	42558	RECONCILED	12/14/2022		97.18
		YABLE								
31350	57900	ACCOUNTS_PA	Check	12/13/2022	LAURA KAMIS	40763	OUTSTANDING			122.81
		YABLE								
31448	57901	ACCOUNTS_PA	Check	12/22/2022	WEX BANK	41338	RECONCILED	12/30/2022		262.59
		YABLE								
31444	57902	ACCOUNTS_PA	Check	12/22/2022	GRAINGER	466	RECONCILED	12/27/2022		820.73
		YABLE								
31445	57903	ACCOUNTS_PA	Check	12/22/2022	ADVANCED TECHNOLOGIE S CONSULTANTS WKY	42401	OUTSTANDING			42,087.00
		YABLE								
31468	57904	ACCOUNTS_PA	Check	12/22/2022	CONSULTANTS WKY	12341	RECONCILED	12/27/2022		700.00
		YABLE								

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31453	57905	YABLE	ACCOUNTS_PA	12/22/2022	AT&T	41770	RECONCILED	12/27/2022		\$ 187.27
31465	57906	YABLE	ACCOUNTS_PA	12/22/2022	QUILL CORP	855	OUTSTANDING			238.91
31469	57907	YABLE	ACCOUNTS_PA	12/22/2022	REFRIGERATION SALES CORP.	56	RECONCILED	12/27/2022		415.98
31441	57908	YABLE	ACCOUNTS_PA	12/22/2022	CINTAS CORPORATION	532	RECONCILED	12/30/2022		107.63
31459	57909	YABLE	ACCOUNTS_PA	12/22/2022	NEW DAIRY OPCO,	42186	RECONCILED	12/27/2022		86.13
31450	57910	YABLE	ACCOUNTS_PA	12/22/2022	GORDON FOOD SERVICE	8479	RECONCILED	12/27/2022		483.17
31462	57911	YABLE	ACCOUNTS_PA	12/22/2022	BUNZL DISTRIBUTION	7024	RECONCILED	12/27/2022		1,083.61
31447	57912	YABLE	ACCOUNTS_PA	12/22/2022	ABJ SERVICE CO, INC.	40574	RECONCILED	12/27/2022		909.00
31437	57913	YABLE	ACCOUNTS_PA	12/22/2022	AMERICAN MEDICAL TECHNOLOGISTS	42421	OUTSTANDING			1,890.00
31436	57914	YABLE	ACCOUNTS_PA	12/22/2022	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	12/30/2022		3,396.48
31471	57915	YABLE	ACCOUNTS_PA	12/22/2022	FOOD FOR THOUGHT INC	8777	OUTSTANDING			1,026.35
31442	57916	YABLE	ACCOUNTS_PA	12/22/2022	AUBURN CAREER CENTER	499	RECONCILED	12/23/2022		61.35
31460	57917	YABLE	ACCOUNTS_PA	12/22/2022	GENERAL PEST CONTROL CO.	11210	OUTSTANDING			210.75
31427	57918	YABLE	ACCOUNTS_PA	12/22/2022	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	12/29/2022		2,228.48
31455	57919	YABLE	ACCOUNTS_PA	12/22/2022	MANUFACTURING SKILL STANDARDS	40085	RECONCILED	12/29/2022		1,495.00
31440	57920	YABLE	ACCOUNTS_PA	12/22/2022	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	12/27/2022		5,302.31
31438	57921	YABLE	ACCOUNTS_PA	12/22/2022	REACH SUCCESS INC	42559	OUTSTANDING			2,750.00
31434	57922	YABLE	ACCOUNTS_PA	12/22/2022	WILLO TRANSPORTATION	12426	RECONCILED	12/27/2022		3,357.90
31429	57923	YABLE	ACCOUNTS_PA	12/22/2022	SCREENVISION DIRECT	40250	RECONCILED	12/29/2022		816.00

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
31430	57924	ACCOUNTS_PA	YABLE	12/22/2022	PLATTENBURG AND ASSOC, INC.	40994	RECONCILED	12/27/2022		\$ 4,425.00
31451	57925	ACCOUNTS_PA	YABLE	12/22/2022	C.W. COURTNEY COMPANY	41930	OUTSTANDING			6,825.80
31481	57926	ACCOUNTS_PA	YABLE	12/22/2022	MILLCRAFT PAPER COMPANY	176	RECONCILED	12/30/2022		948.30
31474	57927	ACCOUNTS_PA	YABLE	12/22/2022	JACQUELINE BOWMAN	42593	OUTSTANDING			240.00
31461	57928	ACCOUNTS_PA	YABLE	12/22/2022	RAVENWOOD HEALTH	42221	OUTSTANDING			3,111.11
31478	57929	ACCOUNTS_PA	YABLE	12/22/2022	SPRINT	41733	RECONCILED	12/30/2022		335.26
31456	57930	ACCOUNTS_PA	YABLE	12/22/2022	HENGST STREFF BAIKO	41179	OUTSTANDING			8,067.27
31452	57931	ACCOUNTS_PA	YABLE	12/22/2022	GEAUGA DOOR SALES & SERVICE INC	42527	RECONCILED	12/30/2022		13,600.00
31473	57932	ACCOUNTS_PA	YABLE	12/22/2022	PACIFIC ONESOURCE INC	41552	RECONCILED	12/29/2022		3,250.00
31477	57933	ACCOUNTS_PA	YABLE	12/22/2022	SYSCO FOOD SERVICES OF	8412	RECONCILED	12/29/2022		1,320.82
31476	57934	ACCOUNTS_PA	YABLE	12/22/2022	ELBER SUPPLY	41457	RECONCILED	12/27/2022		487.54
31470	57935	ACCOUNTS_PA	YABLE	12/22/2022	KT'S CUSTOM LOGOS	7127	OUTSTANDING			300.00
31466	57936	ACCOUNTS_PA	YABLE	12/22/2022	ILLUMINATING COMPANY	925	RECONCILED	12/27/2022		1,079.74
31467	57937	ACCOUNTS_PA	YABLE	12/22/2022	CORO MEDICAL, LLC	41831	OUTSTANDING			159.00
31480	57938	ACCOUNTS_PA	YABLE	12/22/2022	KEYSTONE	11900	RECONCILED	12/29/2022		483.40
31472	57939	ACCOUNTS_PA	YABLE	12/22/2022	KECO	42367	RECONCILED	12/30/2022		581.05
31464	57940	ACCOUNTS_PA	YABLE	12/22/2022	PAINTERS SUPPLY	42143	RECONCILED	12/27/2022		2,296.71
31457	57941	ACCOUNTS_PA	YABLE	12/22/2022	PRECISE INC	41286	RECONCILED	12/27/2022		402.50
31463	57942	ACCOUNTS_PA	YABLE	12/22/2022	PREMIER PAINT	1141	RECONCILED	12/27/2022		657.63
31433	57943	ACCOUNTS_PA	YABLE	12/22/2022	SAW'S CLUB	8469	RECONCILED	12/23/2022		1,165.02
31428	57944	ACCOUNTS_PA	YABLE	12/22/2022	AUTOBODY TOOL MART	12327	OUTSTANDING			1,190.54

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31482	57945	ACCOUNTS_PA	Check	12/22/2022	SKILLS USA OHIO	675	OUTSTANDING			\$ 3,750.00
	YABLE									
31479	57946	ACCOUNTS_PA	Check	12/22/2022	NICHOLS PAPER & SUPPLY CO	41932	RECONCILED	12/27/2022		65.79
	YABLE									
31454	57947	ACCOUNTS_PA	Check	12/22/2022	FA SOLUTIONS LLC	41342	RECONCILED	12/23/2022		2,046.85
	YABLE									
31458	57948	ACCOUNTS_PA	Check	12/22/2022	B&H PHOTO-VIDEO	8659	RECONCILED	12/23/2022		67.50
	YABLE									
31475	57949	ACCOUNTS_PA	Check	12/22/2022	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	12/23/2022		329.25
	YABLE									
31431	57950	ACCOUNTS_PA	Check	12/22/2022	ADVANCED GAS & WELDING	13407	RECONCILED	12/23/2022		1,985.00
	YABLE									
31446	57951	ACCOUNTS_PA	Check	12/22/2022	ALRO STEEL CORPORATION	41193	RECONCILED	12/23/2022		3,697.65
	YABLE									
31435	57952	ACCOUNTS_PA	Check	12/22/2022	BFG SUPPLY CO, LLC	1284	RECONCILED	12/23/2022		659.59
	YABLE									
31449	57953	ACCOUNTS_PA	Check	12/22/2022	JOHNSTONE SUPPLY	13078	RECONCILED	12/23/2022		217.05
	YABLE									
31443	57954	ACCOUNTS_PA	Check	12/22/2022	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	12/23/2022		187.45
	YABLE									
31432	57955	ACCOUNTS_PA	Check	12/22/2022	R.E. MICHEL COMPANY INC	12295	RECONCILED	12/23/2022		345.66
	YABLE									
31439	57956	ACCOUNTS_PA	Check	12/22/2022	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	12/23/2022		1,505.21
	YABLE									
31426	57957	ACCOUNTS_PA	Check	12/22/2022	ESC OF THE WESTERN RESERVE	41901	RECONCILED	12/23/2022		24,306.09
	YABLE									
31483	57958	ACCOUNTS_PA	Check	12/27/2022	SAM'S CLUB	8469	RECONCILED	12/27/2022		212.92
	YABLE									
31484	57959	ACCOUNTS_PA	Check	12/29/2022	AMERICAN EXPRESS	40915	OUTSTANDING			14,953.50
	YABLE									
31487	57960	ACCOUNTS_PA	Check	12/29/2022	ILLUMINATING COMPANY	925	OUTSTANDING			103.65
	YABLE									
31489	57961	ACCOUNTS_PA	Check	12/29/2022	VERIZON WIRELESS	41745	OUTSTANDING			134.19
	YABLE									
31490	57962	ACCOUNTS_PA	Check	12/29/2022	CHARTER COMMUNICATIONS	13042	OUTSTANDING			84.95
	YABLE									
31488	57963	ACCOUNTS_PA	Check	12/29/2022	DOMINION ENERGY OHIO	4003	OUTSTANDING			3,391.47
	YABLE									
31485	57964	ACCOUNTS_PA	Check	12/29/2022	HUNTINGTON NATIONAL BANK	10092	RECONCILED	12/30/2022		4,638.76
	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
31486	57965	ACCOUNTS_PA YABLE	Check	12/29/2022	CREDIT CARD OPERATION	41906	RECONCILED	12/29/2022		\$ 10,354.69
Default Payment Type: Electronic										\$ 438,587.50
31424		ACCOUNTS_PA YABLE	Electronic	12/23/2022	BANK ONE/MEMO/FICA	900693	RECONCILED	12/24/2022		15.50
31425		ACCOUNTS_PA YABLE	Electronic	12/16/2022	SERS	900926	RECONCILED	12/24/2022		1,506.17
31422		ACCOUNTS_PA YABLE	Electronic	12/23/2022	Workers Comp	900950	RECONCILED	12/24/2022		1,086.56
31420		ACCOUNTS_PA YABLE	Electronic	12/23/2022	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	12/24/2022		3,824.22
31421		ACCOUNTS_PA YABLE	Electronic	12/23/2022	STATE TEACHERS RETIREMENT	480	RECONCILED	12/24/2022		29,553.47
31417		ACCOUNTS_PA YABLE	Electronic	12/13/2022	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	12/24/2022		114,498.26
31288		ACCOUNTS_PA YABLE	Electronic	12/2/2022	SERS	900926	RECONCILED	12/10/2022		1,339.41
31287		ACCOUNTS_PA YABLE	Electronic	12/10/2022	SERS	900926	RECONCILED	12/10/2022		200.00
31291		ACCOUNTS_PA YABLE	Electronic	12/9/2022	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	12/10/2022		4,157.58
31492		ACCOUNTS_PA YABLE	Electronic	12/28/2022	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	12/31/2022		240.72
31423		ACCOUNTS_PA YABLE	Electronic	12/23/2022	SCHOOL EMPLOYEES RETIRE.	7727	RECONCILED	12/24/2022		8,702.46
31290		ACCOUNTS_PA YABLE	Electronic	12/9/2022	STATE TEACHERS RETIREMENT	480	RECONCILED	12/10/2022		29,591.43
31491		ACCOUNTS_PA YABLE	Electronic	12/30/2022	SERS	900926	RECONCILED	12/31/2022		1,801.04
31293		ACCOUNTS_PA YABLE	Electronic	12/9/2022	Workers Comp	900950	RECONCILED	12/10/2022		1,211.55
31292		ACCOUNTS_PA YABLE	Electronic	12/9/2022	SCHOOL EMPLOYEES RETIRE.	7727	RECONCILED	12/10/2022		8,686.55
31418		ACCOUNTS_PA YABLE	Electronic	12/13/2022	FLEX SAVE	999992	RECONCILED	12/24/2022		105.45
\$ 206,520.37										

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: REFUND										
Default Payment Type: Check										
31294	57778	REFUND	Check	12/7/2022	KEITH OSBORN	42583	RECONCILED	12/12/2022		\$ 515.00
31295	57779	REFUND	Check	12/7/2022	SUZANN CAPUOZZO	42578	RECONCILED	12/14/2022		258.00
31296	57780	REFUND	Check	12/7/2022	KAYIL WOJTASIK	42565	OUTSTANDING			24.50
31297	57781	REFUND	Check	12/7/2022	MARGARET BENTLEY	42566	RECONCILED	12/9/2022		25.00
31298	57782	REFUND	Check	12/7/2022	AMY BOYK	42567	RECONCILED	12/12/2022		63.00
31299	57783	REFUND	Check	12/7/2022	KEVIN GORCZYCA	42568	RECONCILED	12/19/2022		74.00
31300	57784	REFUND	Check	12/7/2022	KIMBERLY KASTE	42569	RECONCILED	12/22/2022		74.00
31301	57785	REFUND	Check	12/7/2022	VALERIE RUTHERFORD	42570	RECONCILED	12/12/2022		74.00
31302	57786	REFUND	Check	12/7/2022	SHELLY OLSEN	42571	RECONCILED	12/14/2022		113.00
31303	57787	REFUND	Check	12/7/2022	LISA ROACH	42572	OUTSTANDING			340.00
31304	57788	REFUND	Check	12/7/2022	MARK RICCI	42573	RECONCILED	12/13/2022		63.00
31305	57789	REFUND	Check	12/7/2022	BETH VLACK	42575	RECONCILED	12/19/2022		340.00
31306	57790	REFUND	Check	12/7/2022	RACHEL HICKS	42574	RECONCILED	12/13/2022		163.00
31307	57791	REFUND	Check	12/7/2022	DANA JORDAN	42577	OUTSTANDING			63.00
31308	57792	REFUND	Check	12/7/2022	DANA JORDAN	42577	OUTSTANDING			120.00
31309	57793	REFUND	Check	12/7/2022	JENNIFER CLARKE	42576	RECONCILED	12/12/2022		83.00
31310	57794	REFUND	Check	12/7/2022	SHANNA MILLER	42584	RECONCILED	12/12/2022		9.00
31311	57795	REFUND	Check	12/7/2022	ANTHONY WEISS	42580	OUTSTANDING			45.00
31312	57796	REFUND	Check	12/7/2022	SIMON HANKS	42579	RECONCILED	12/16/2022		63.00
31313	57797	REFUND	Check	12/7/2022	MONTANA DARBY	42458	OUTSTANDING			2,452.50
31314	57798	REFUND	Check	12/7/2022	STEPHANIE LUTZ	42550	RECONCILED	12/9/2022		1,848.50
31315	57799	REFUND	Check	12/7/2022	SUSAN RODRIGUEZ	42562	RECONCILED	12/7/2022		770.00
31317	57801	REFUND	Check	12/13/2022	MONTANA DARBY	42458	OUTSTANDING			2,207.50
31318	57802	REFUND	Check	12/13/2022	DAVID WRIGHT	42586	RECONCILED	12/16/2022		829.00
31319	57803	REFUND	Check	12/13/2022	ALEC GRAEB	42587	RECONCILED	12/19/2022		829.00
31320	57804	REFUND	Check	12/13/2022	JAMES KRAVOS	12669	RECONCILED	12/15/2022		822.00
31321	57805	REFUND	Check	12/13/2022	HAILEY WILLIS	42589	RECONCILED	12/29/2022		320.00
\$ 645,107.87										

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: PAYROLL										
Default Payment Type:										
31289	0	PAYROLL		12/9/2022	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	12/10/2022		\$ 269,204.48
31419	0	PAYROLL		12/23/2022	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	12/24/2022		241,611.50
Grand Total										<u>\$ 510,815.98</u>
										<u>\$ 510,815.98</u>
										<u>\$ 1,168,511.85</u>

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared: December 31, 2022

Programs	FY23		FY22		FY21		FY20		FY19		FY18	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Receivable FY23												
EMT Basic	\$ 166,500	\$ 118,607	\$ 105,487	\$ 130,164	\$ 286,754	\$ 311,228	\$ 255,529	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184
EMT Paramedic	\$ 193,680	\$ 127,137	\$ 115,882	\$ 124,243	\$ 97,103	\$ 111,177	\$ 78,269	\$ 88,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113
Adult Education (Hrly Programs)	\$ 264,864	\$ 152,747	\$ 139,733	\$ 255,558	\$ 235,740	\$ 224,297	\$ 218,159	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434
Customized	\$ 15,000	\$ 14,020	\$ 9,896	\$ 20,928	\$ 14,674	\$ 18,383	\$ 10,644	\$ 7,906	\$ 3,727	\$ 8,780	\$ 3,505	\$ 2,139
Customized - Telecommunicator	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customized Machining - D.I.T	\$ 30,000	\$ -	\$ 2,008	\$ 34,023	\$ 27,537	\$ 59,262	\$ 51,923	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Refrigeration	\$ 93,000	\$ 50,064	\$ 42,880	\$ 182,588	\$ 51,505	\$ 152,447	\$ 90,485	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766
Ground Transportation Maintenance (Auto Tech)	\$ 2,000	\$ 21,121	\$ 2,974	\$ 3,559	\$ 1,955	\$ 654	\$ -	\$ 1,273	\$ 1,873	\$ 38,415	\$ 39,205	\$ 36,970
DC and AC Electronic Circuits (Electrical)	\$ 72,000	\$ 42,211	\$ 17,924	\$ 82,924	\$ 30,193	\$ 38,422	\$ 27,591	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,956	\$ 18,599
Manufacturing Operations (In dust Maint)	\$ 10,000	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 1,502	\$ -	\$ 281	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769
Manufacturing Capstone (Machine Trades)	\$ 39,546	\$ 54,011	\$ 20,303	\$ 64,019	\$ 22,949	\$ 94,802	\$ 37,274	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815
Gas Metal Arc Welding	\$ 79,440	\$ 52,005	\$ 28,364	\$ 74,429	\$ 45,409	\$ 107,055	\$ 48,564	\$ 116,325	\$ 28,379	\$ 90,680	\$ 53,372	\$ 82,468
Firefighter I	\$ 425,528	\$ 304,932	\$ 176,962	\$ 205,278	\$ 270,407	\$ 144,914	\$ 122,666	\$ 110,875	\$ 110,875	\$ 152,511	\$ 155,498	\$ 94,752
Certified Production Tech.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIG Welding	\$ 63,000	\$ 39,831	\$ 21,514	\$ 87,092	\$ 59,139	\$ 4,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CTX	\$ 50,000	\$ 106,000	\$ -	\$ 6,615	\$ 6,615	\$ 144,632	\$ 13,232	\$ -	\$ -	\$ -	\$ -	\$ -
STNA	\$ 26,000	\$ 12,691	\$ 18,182	\$ 6,758	\$ 7,313	\$ 10,272	\$ 10,953	\$ -	\$ 8,687	\$ -	\$ -	\$ -
Dental Assistant	\$ 29,000	\$ 13,887	\$ 6,266	\$ 21,014	\$ 8,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,589,558	\$ 1,109,263	\$ 709,916	\$ 1,331,109	\$ 1,146,980	\$ 1,464,951	\$ 1,037,543	\$ 1,001,588	\$ 814,874	\$ 1,190,891	\$ 974,442	\$ 1,067,179
Program Profit/Loss			399,347	184,129	427,408	186,715	216,449	126,117				
Assessment	\$ 15,000	\$ 10,325	\$ 3,096	\$ 12,542	\$ 13,203	\$ 6,788	\$ 6,715	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122
Lifetime Learning/GED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906
Resale	\$ 100,000	\$ 42,141	\$ 32,306	\$ 99,899	\$ 75,473	\$ 81,538	\$ 58,886	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860
One Stop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 115,000	\$ 52,966	\$ 35,401	\$ 112,441	\$ 90,676	\$ 89,675	\$ 67,226	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887
ABLE Profit/Loss			17,565	21,764	22,449	6,308	12,398	546				
Front Office												
Revenue	\$ 406,258	\$ 230,030	\$ 291,437	\$ 377,090	\$ 522,827	\$ 243,133	\$ 188,810	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155
Salaries/Benefits	\$ -	\$ -	\$ 61,182	\$ -	\$ 111,233	\$ -	\$ 38,111	\$ 72,121	\$ 47,075	\$ 11,854	\$ 11,854	\$ 8,350
Services	\$ -	\$ -	\$ 20,998	\$ -	\$ 8,854	\$ -	\$ 8,854	\$ -	\$ -	\$ -	\$ 823	\$ 350
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 8,269	\$ -	\$ 111,858	\$ -	\$ 250,779	\$ -	\$ -	\$ 105,579	\$ 121,392	\$ 6,728
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 406,258	\$ 230,030	\$ 381,886	\$ 377,090	\$ 756,625	\$ 243,133	\$ 486,554	\$ 336,718	\$ 465,765	\$ 376,031	\$ 540,901	\$ 257,155
Front Office Over/Under			(151,855)	(387,535)	(243,422)	(129,047)	(178,591)	(177,870)	(167,859)			
All Adult Workforce												
FYTD Advances Returned	\$ 2,110,816	\$ 265,057	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 206,436	\$ 100,000	\$ 63,976	\$ 114,000	\$ 56,977	\$ 42,286
AWE Long Term Loan Balance Owed to Gen Fund	\$ -	\$ 755,000	\$ -	\$ -	\$ 755,000	\$ 855,000	\$ 1,085,000	\$ 1,155,000	\$ -	\$ 1,155,000	\$ -	\$ -

Auburn Career Center
Monthly History Comparison-General Fund
December 31, 2022

	Monthly Comparison			Avg Ctrg	Annual Comparison			50%	
	Dec FY21	Dec FY22	Dec FY23		Actual 2021	Actual 2022	Budget 2023		Remain 2023 Budget Expended
Revenue									
Real Estate	\$ 2,818,651	\$ 2,964,245	\$ 3,073,294		\$ 6,279,207	\$ 6,605,096	\$ 6,507,803	(-) Good \$ 3,434,509	47%
Tangible Personal (P/U)	\$ 170,598	\$ 177,761	\$ 178,430		\$ 368,468	\$ 377,333	\$ 358,911	\$ 180,481	50%
Foundation	\$ 1,096,950	\$ 1,147,545	\$ 1,112,957		\$ 2,230,339	\$ 2,447,733	\$ 2,430,568	\$ 1,317,611	46%
Homestead & Rollback	\$ 428,063	\$ 447,300	\$ 462,178		\$ 868,255	\$ 902,060	\$ 889,583	\$ 427,405	52%
Other	\$ 166,877	\$ 400,117	\$ 281,333		\$ 468,247	\$ 576,420	\$ 336,596	\$ 55,263	84%
Subtotal	\$ 4,681,139	\$ 5,136,968	\$ 5,108,193		\$ 10,214,516	\$ 10,908,642	\$ 10,523,461	\$ 5,415,268	49%
Expense									
Salaries	\$ 1,975,322	\$ 1,991,195	\$ 2,070,520	2.4%	\$ 3,894,760	\$ 3,907,802	\$ 4,328,299	(+) Good \$ 2,257,779	48%
Benefits	\$ 889,732	\$ 856,278	\$ 918,976	1.8%	\$ 1,763,190	\$ 1,748,509	\$ 1,978,334	\$ 1,059,358	46%
Purchased Services	\$ 626,805	\$ 653,956	\$ 839,709	16.4%	\$ 1,350,495	\$ 1,299,549	\$ 1,494,481	\$ 654,772	56%
Supplies	\$ 357,290	\$ 315,682	\$ 487,856	21.4%	\$ 566,140	\$ 598,566	\$ 688,351	\$ 200,495	71%
Capital Outlay/Equipment	\$ 299,358	\$ 152,419	\$ 399,234	56.4%	\$ 206,831	\$ 249,307	\$ 447,306	\$ 48,072	89%
Other	\$ 53,067	\$ 54,769	\$ 62,326		\$ 131,774	\$ 140,188	\$ 182,243	\$ 119,917	34%
Subtotal	\$ 4,201,575	\$ 4,024,298	\$ 4,778,621		\$ 7,913,190	\$ 7,943,920	\$ 9,119,014	\$ 4,340,393	52%
Revenue/Expense (Operating Balance)	\$479,564	\$ 1,112,671	\$ 329,571		\$2,301,326	\$ 2,964,722	\$ 1,404,447		
Other Uses									
Advances Returned	\$ 221,265	\$ 246,117	\$ 27,525		\$ 230,637	\$ 247,614	\$ 27,875		
Advances Out	\$ -	\$ -	\$ -		\$ 256,783	\$ 27,525	\$ 50,000		
Transfers	\$ 100,221	\$ 168,861	\$ 282,416		\$ 864,223	\$ 955,353	\$ 1,421,551		
Subtotal	\$ 121,043	\$ 77,255	\$ (254,891)		\$ (890,370)	\$ (735,264)	\$ (1,443,676)		
Beginning Cash	\$ 7,547,762	\$ 9,604,497	\$ 10,811,185		\$ 9,021,876	\$ 11,413,892	\$ 10,115,939		
Ending Cash	\$ 7,076,130	\$ 9,076,406	\$ 10,190,619		\$ 7,886,480	\$ 10,115,939	\$ 10,076,710		
Encumbrances	\$ 948,887	\$ 845,916	\$ 864,669		\$ 95,885	\$ 189,970			

This is an unaudited financial report.

**Auburn
Career Center**



Attachment Item #10

Human Resources

Auburn Career Center



Human Resources

February 7, 2023

Adult Workforce Education

2022-2023

Employee Name	Title	Hourly Amount
Mat Urie	Support Specialists	\$18.00
Carmen Tibaldi	Support Specialists	\$18.00
Ed Molzon	Fluid Power Instructor	\$30.00
David Spall	Fluid Power Instructor	\$30.00
Shelby Kaminski	Developmental Disabled Grant	\$30.00
Angela Nelson	Developmental Disabled Grant	\$30.00
Beth Cueni	Developmental Disabled Grant	\$30.00
Justine Malvicino	Developmental Disabled Grant	\$30.00
Amy Ryan	Developmental Disabled Grant	\$30.00
Laura Ciszewski	Developmental Disabled Grant	\$30.00
Keith Conn	Developmental Disabled Grant	\$30.00
Tom Welk	Developmental Disabled Grant	\$30.00

Professional Substitute

2022-2023

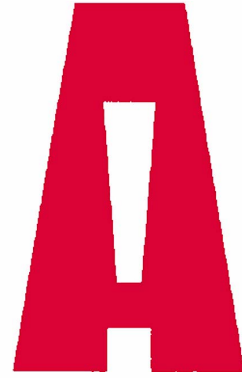
Employee Name	Subject Area
Laurel Peterson	Severe Behavior Handicapped (196050)

Extended Days

2022-2023

Employee Name	Title	Days	Purpose
David Richards	Plant, Turf & Landscape Management Instructor	Up to 2 days	Easter Bunny Display

**Auburn
Career Center**



Attachment Item #11

*Approve 2023-2024 School
District Calendar*

DRAFT

Auburn Vocational School District 2023-2024 High School Calendar



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

15-T/12-S

September 23						
Su	Mo	Tu	We	Th	Fr	Sa

20-T/20-S

October 23						
Su	Mo	Tu	We	Th	Fr	Sa

21-T/21-S

November 23						
Su	Mo	Tu	We	Th	Fr	Sa

20-T/19-S

December 23						
Su	Mo	Tu	We	Th	Fr	Sa

13-T/13-S

January 24						
Su	Mo	Tu	We	Th	Fr	Sa

20-T/20-S

February 24						
Su	Mo	Tu	We	Th	Fr	Sa

20-T/19-S

March 24						
Su	Mo	Tu	We	Th	Fr	Sa

16-T/16-S

April 24						
Su	Mo	Tu	We	Th	Fr	Sa

21-T/21-S

May 24						
Su	Mo	Tu	We	Th	Fr	Sa

19-T/18-S

June 24						
Su	Mo	Tu	We	Th	Fr	Sa

20-T/19-S

July 24						
Su	Mo	Tu	We	Th	Fr	Sa

16-T/16-S

No School for Students/In-Service Days

Holiday/Vacation No School/District Closed

First Day for Students/Last Day for Students

Compensatory Day/No School

Teacher's Last Day

Teacher - 185
Student - 179

August 2023

11th, 14th & 15th ~ District In-Service Days
16th ~ First Day of School

January 2024

1st & 2nd ~ Winter Break ~ No School
3rd ~ Classes Resume
15th ~ MLK Day ~ No School

September 2023

1st ~ District In-Service Days ~ No School
4th ~ Labor Day ~ No School

February 2024

16th ~ Teacher Compensatory Day ~ No School
19th ~ President's Day ~ No School

October 2023

13th ~ NEOEA Day ~ No School

March 2024

25th - 29th ~ Spring Break ~ No School

November 2023

22nd ~ Teacher Compensatory Day ~ No School
23rd & 24th ~ Thanksgiving Break ~ No School
27th ~ Classes Resume

April 2024

1st ~ Spring Break ~ No School
2nd ~ Classes Resume

Grading Periods

Qrt. 1 ~ 8/16/23-10/18/23
Qrt. 2 ~ 10/19/23-12/22/23
Qrt. 3 ~ 1/3/24 - 3/12/24
Qrt. 4 ~ 3/13/24 - 5/24/24

December 2023

20th - 29th ~ Winter Break ~ No School

May 2024

24th ~ Last Day of School
27th ~ Memorial Day ~ No School
28th ~ Teacher Last Day

**Auburn
Career Center**



Attachment Item #13B

Consent Agenda:

College Credit Plus MOU



University College

College Credit Plus

MEMORANDUM OF UNDERSTANDING

School Year 2023-2024

Between

Kent State University
(hereafter known as IHE)

AND

_____ **Partnering Secondary School**

(hereafter known as PSS)

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SECTION I: INTRODUCTION, DEFINITION, AND PURPOSE

"College Credit Plus Program" (hereafter CCP) means a program that provides multiple opportunities for secondary school students in grades 7-12 who are Ohio residents to enroll in college-level courses on a full or part time basis and complete allowable academic, non-sectarian, non-remedial courses, for high school and college credit pursuant to ORC3365.02 (effective 9/29/2017).

Kent State University allows eligible students entering grades 7-12 to enroll in college courses while attending middle or high school and permits the students to take courses in place of, or in addition to, the normal course load at their high school in its CCP program. Students must apply and be eligible to participate in the program to receive college credit. In addition, students admitted to the program must meet the same requirements as all other college students. College credit earned upon successful completion of the course(s) may be applied towards an Associate Degree or Baccalaureate Degree at Kent State University or may transfer to other colleges and universities.

The primary purposes of the CCP program are to increase the educational options and opportunities for secondary students. Fundamentally, CCP provides the opportunity for students in grades 7-12 to earn credit at the secondary and postsecondary levels simultaneously. The program may also encourage more students to consider postsecondary education. Research indicates that CCP programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban. CCP is not intended to be a substitute for the academic programs and other educational experiences offered by Ohio's high schools.

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery, credentialing and responsibilities of high school instructors, and financial structure for the 2023-2024 Academic Year.

SECTION II: SCOPE

College Credit Plus (CCP) shall be provided in accordance with the terms and conditions of this uniform College Credit Plus Master Agreement (*hereafter Agreement*), which supersedes all previous agreements, versions and addenda.

This Agreement applies to private, non-public Partnering Secondary Schools (*hereafter PSS*).

This Agreement applies to all Kent State University campuses. Separate agreements with each campus are not required. The PSS is encouraged to work directly with their closest Kent State University campus. The PSS may complete agreements with multiple Colleges and Universities. The University may complete agreements with multiple PSS'.

SECTION III: STATE REPORTING

The PSS and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

SECTION IV: LIABILITY OF PARTIES

CCP status will not affect the institutional liability for students while physically present on the respective campuses of the PSS or IHE. The policies and code of conduct will govern the students while physically present on the respective campuses or while enrolled and participating in distance learning courses. To the extent permitted by Ohio law, each party agrees only to be liable for the acts and omissions of its own officers and employees engaged in the scope of their employment arising under this Agreement, as may be determined by a court of competent jurisdiction, and each party hereby agrees only to be responsible for certain claims with respect to that party's actions in connection with this Agreement. It is specifically agreed that neither party shall indemnify the other party and each party agrees to be responsible for its own defense. The parties agree that nothing in this provision shall be construed as a waiver of the protections, immunities, and limitations for by the laws of the State of Ohio, including but not limited to Ohio Revised Code 9.27. The parties agree that nothing in this provision shall be construed as a waiver of the sovereign or qualified immunity of the University, its employees, and/or the State of Ohio.

Each party warrants and represents that it has adequate insurance coverage for any liabilities arising out of the presences of students on its campus.

SECTION V: STUDENT ELIGIBILITY AND ADMISSION

Steps to Admission

The PSS and IHE shall qualify and advise candidates entering grades 7-12 for CCP participation. The PSS shall advise students to apply for state CCP funding within the required timelines. For acceptance into the program the IHE will review the following application materials provided by the student:

- a. Evidence student meets or exceeds state CCP remediation free standards as indicated in the "Uniform Statewide Standards for Remediation-Free Status" dated May 2019 (see Appendix C) and/or secondary school transcripts with GPA of 3.0 or higher or other eligibility requirements.
- b. Online CCP application submitted prior to IHE application deadline: April 15 for Summer; June 1 for Fall; October 15 for Spring enrollment - Applications are FREE of charge
- c. Secondary school transcripts
- d. CCP Permission Form signed by student and parent/guardian
- e. Applications are reviewed holistically in accordance with practices utilized with undergraduate applications for admission

Upon admission, students will participate in required orientation events and will meet with an assigned academic advisor prior to course registration. Students will continue to meet with their academic advisor prior to registration each academic term.

Course Approval

Student approval for CCP courses shall be by the IHE representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. The IHE and PSS agree that this agreement cannot be used by either party to limit participation of a student in enrolling in allowable courses not part of the agreement.

The student must meet course eligibility requirements including but not limited to placement and course prerequisites. The student is limited to no more than 18 semester hours of credit per semester; no more than 30 credit hours per academic year; and not more than the equivalent of four academic years, or one hundred and twenty (120) college credit hours total through the CCP program under division (B) of

section 3365.06 of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade.

The PSS is responsible for assuring that each student does not exceed full-time status which is calculated as follows:

- 1) Determine student's number of high school ONLY units.
- 2) Multiply that number by 3, and
- 3) Subtract the result from the number 30.
- 4) That number is the total number of college credits that a CCP student may earn that academic year (summer, fall and spring terms) at any college or university as part of CCP.

Course Requirements

The course requirements for high school students enrolled in CCP courses shall be the same as those of regular college students. Course requirements/syllabus information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

Eligible Semesters

Eligible students may enroll in CCP courses during Summer, Fall and Spring Semester under this Agreement pursuant to the provisions of ORC 3365.

Academic Standing

Students whose semester and/or cumulative Kent State University GPAs fall below a 2.0 shall be required to meet with their academic advisor to determine the appropriate actions and/or whether that student is eligible to continue in CCP. Students enrolled in CCP are subject to Kent State University policies regarding academic probation and dismissal.

Underperforming Students

CCP students shall follow the guidelines provided in ORC 3365.091 (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2023-2024 academic year and the PSS shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

The PSS shall be responsible for placing an underperforming student as defined in OAC 3333-1-65.13 (effective 2/15/2018) on CCP probation and dismissing a student from the CCP program according to the guidelines provided within this rule. The PSS shall promptly notify the student, the student's parent, and the IHE in which the student is enrolled of the student's status.

SECTION VI: COURSE ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all CCP Agreements:

Course Location and Format

CCP courses may be offered at the PSS or at any IHE campus. CCP courses may be delivered during or outside of PSS hours. IHE may offer CCP courses via distance learning (online, hybrid, blended, or compressed video).

Academic Quality of CCP Courses

College courses eligible for CCP credit shall meet the rigor for college credit and be congruent with the IHE's normal offerings. All students enrolled in the IHE under the CCP program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered. Classes offered in PSS settings shall conform to the IHE's academic standards, shall follow the same course syllabi, use the same textbook and materials, achieve the same learning outcomes, and be assessed using the same methods as the college course delivered on the college campus. For an PSS seeking adjunct faculty approval for their faculty to teach the college course, the PSS shall contact the campus location through which the course will be offered utilizing the campus contacts detailed in Appendix B. Faculty for all CCP courses shall be evaluated and approved by the appropriate IHE academic unit/department and are expected to meet the requirements set by the IHE and ODHE.

CCP 15 and 30 Credit Hour Pathways

The PSS in collaboration with the IHE shall determine a list of academic courses and 15/30 credit hour Pathways eligible for CCP credit for inclusion under Appendix A. Additional pathways may be created between an IHE campus and school district. These Pathways shall be published among the PSS school's official list of course offerings from which a participant may select pursuant to ORC 3365.13.

Eligible Courses

College courses that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for CCP within the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year. CCP courses may be taken as high school electives or as high school core course credits. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that is not a Level I course.

Non-Allowable Courses

Pursuant to Ohio Administrative Code 3333-1-65.12, the following courses are non-allowable unless the Chancellor approves them for certificate or degree completion:

- One-on-one private instruction courses
- Courses with fees that exceed amount set by Chancellor
- Study abroad courses
- Physical education courses
- P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled)
- Remedial courses and Sectarian religion courses

SECTION VII: HIGH SCHOOL DELIVERED COURSES - GUIDELINES

The selection and offering of CCP courses are a shared responsibility between the IHE and each PSS. Each institutional representative is responsible for upholding all course requirements and agreements.

Memorandum of Understanding

The MOU authorizes the offering of CCP courses at participating PSS'. The MOU remains in effect for the academic year of 2023-2024 or until amended with agreement by both parties. See Section XXI for the Signature Page.

Overall Expectations of PSS'

- Adhere to all MOU requirements as noted within this document
- Ensure that all students considering participation in IHE courses at the LEA location have completed the free online CCP application and have provided supporting documentation prior to the IHE application deadline dates of April 15 for Summer Semester, June 1 for Fall Semester and October 15 for Spring Semester courses.
- Ensure that all students considering participation in IHE courses at the LEA location have completed the ODE/ODHE application for funding process within published timelines
- Submit names, applications, and supporting application documents for all CCP teacher candidates by March 1
- Support the CCP teacher's attendance for a minimum of three (3) contact hours per year for IHE's required professional development offerings or meetings
- Course syllabi must be submitted to the IHE academic department and the Pre-College Programs office and reviewed prior to the first day of classes for each course offered at the high school locations
- Review IHE course enrollment lists and finalize student enrollment with the IHE at least 14 days prior to the first day of classes for each course offered at the high school locations. The PSS must provide each participating student's SSID numbers to IHE according to the CCP timeline.
- Communicate all schedule changes immediately to the IHE including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic term.
- Adhere to IHE guidelines for minimum and maximum course section enrollments
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education, and the Ohio Department of Higher Education

CCP Courses Taught on the PSS Campus and Student Enrollment

CCP courses delivered on the PSS campus may include students who are not enrolled in the college under the following conditions:

- All students in the class follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus; and
- All CCP students (enrolled and therefore receiving college and high school credit) must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.
- A student (not enrolled in the IHE) shall, along with the student's parents, be notified the student is not earning college credit and would likely be required to retake the course upon college enrollment if college credit is desired. The PSS is responsible for providing this notification in writing.

SECTION VIII: CCP HIGH SCHOOL TEACHERS - CLASSIFICATION, CREDENTIALING, AND MONITORING

Classification of CCP Teachers

CCP teachers are certified or licensed high school teaching employees who have been approved to teach Kent State University courses at those teachers' high schools during the regular school day. These teachers are employed by, and remain employees of the School Districts, not Kent State University.

Teaching Load

CCP teachers are full-time employees of their School Districts and are contractually obligated to teach an assigned number of classes during the day by their School District. Therefore, the number of classes that are offered for CCP is determined by the number of qualifying students and may vary from high school to high school.

IHE Policy and Procedures

Even though CCP teachers are full-time employees of the School District wherein each teaches the college course(s), CCP teachers are expected to follow all IHE policies as applicable during the instructional time designated for CCP courses.

Credentialing of CCP Teachers

CCP teachers must meet the minimum credential requirements for postsecondary faculty as described within Chapter 4 of the "Guidelines and Procedures for Academic Program Review" document, published by the Ohio Department of Higher Education, July 2016:

Faculty Credentials

The following expectations apply to all full-time and part-time instructors, including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.

1. **For general education courses:**
 - *Faculty members teaching general education courses must hold a minimum of a master's degree in the discipline or a master's degree and a cohesive set³ of at least 18 semester credit hours of graduate coursework relevant to the discipline*
 - *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in a program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members*

2. **For courses other than general education courses:**
 - *Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:*
 - *At least a bachelor's degree if teaching in an associate degree program*
 - *At least a master's degree if teaching in a bachelor's degree program*
 - *A terminal degree if teaching in a graduate program*

 - **Individuals who are making substantial progress toward meeting the faculty credentialing**

³ A "cohesive set" of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master's degree program in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.

requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements

- Faculty members teaching technically- or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable.
- For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.

3 The following expectations apply to all faculty members:

- Faculty members must hold a degree from a regionally or nationally accredited institution recognized by the US. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services.
- Where professional accreditation or licensing standards for faculty differ from the Chancellor's standards, faculty members are expected to meet the higher standards.
- Faculty members must show evidence of continuing professional development in the discipline.
- Faculty members who teach online courses must be prepared for teaching in an online environment
(Source: Ohio Department of Higher Education, 2015)

CCP Course Monitoring Process

The IHE is responsible for ensuring that all CCP courses are taught by qualified teachers regardless of class location (i.e., college campus, high school campus, or satellite site). The IHE will monitor the quality of instruction in CCP courses in order to assure compliance with the standards established by the State of Ohio, the Higher Learning Commission, the College, the School District, and discipline specific accrediting bodies.

Course monitoring will include the following:

- Establish opportunities for CCP teachers to meet with appropriate IHE faculty to discuss the particular requirements for the courses and department as needed;
- Provide CCP teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Coordinate Professional Development activities for the CCP teachers; and
- Conduct at least one observation for each teacher during the first year of review that the CCP Instructor is teaching the college-level course at the high school and at least once every other year thereafter. The time for observations should be coordinated with the CCP instructor and building principal prior to the observation. The observation process will utilize the same criteria as for full-time and/or adjunct faculty.

SECTION IX: CCP HIGH SCHOOL TEACHERS - APPLICATION PROCESSES

The responsibilities of the PSS and IHE as well as the process for application and approval for CCP teachers are outlined as follows:

The PSS designee will:

- Identify prospective CCP teachers who will meet the credentialing criteria by March 1 of each year. **Only under specific and unanticipated circumstances might additional teachers be**

considered after March 1 for the upcoming school year. Such circumstances include consideration of a new hire after the March 1 deadline owing to an unexpected retirement or resignation. IHE maintains the sole discretion whether to consider any CCP teachers after the March 1 deadline.

- Assist their teacher with the application process which will include but may not be limited to submitting transcripts, cover letter, and application.

The IHE will:

- Communicate with the PSS about the qualifications for CCP teachers.
- Meet with the prospective CCP teacher to answer questions and discuss required expectations.
- Evaluate the prospective CCP teacher's credentials and transcripts before forwarding the documents to the appropriate Department Chair, Academic Dean, or Provost.

CCP Teacher Application Process

A high school teacher who is identified as a prospective CCP teacher must complete the IHE application process which includes:

- Kent State University online CCP Instructor Application form located on the Kent State CCP website (www.kent.edu/ccp) under the School Administrators tab.
- Resume including three professional letters of recommendation (Kent State University Department Chair will have the option to conduct reference checks).
- Undergraduate and graduate college or university transcripts from all institutions attended.
- Any additional information required to determine eligibility to teach the content material.

Approval Process

The approval process for the CCP teacher who will teach a college course will be consistent with the standards used to hire a faculty member for the course taught on the IHE campuses. Merely having the credentials to teach college courses is no assurance of approval into the program. The department chair has full authority to interview and to make the final decisions regarding the approval and dismissal of teachers teaching CCP courses in the high schools based on credentials, teaching experience, presentation, subject knowledge, and other instructional factors related to the subject matter.

A high school teacher who is identified as a prospective CCP teacher must be approved by the IHE department chair in the teaching discipline, the Academic Division Dean, or the Provost and meet the same qualifications as IHE faculty. **The IHE Provost (Chief Academic Officer) has the final and official approval authority of CCP teachers.**

In accordance with Ohio law, and with guidance from the Ohio Department of Education, teachers must have a completed background check on file with the district office. Refer to the Ohio Department of Education website for background check requirements. Kent State University will also conduct a background check prior to final approval of the CCP Instructor.

Initial Approval of High School Teacher as CCP Teacher

Department Chair and the Pre-College Programs office will utilize the following procedures as part of the approval process:

- Pre-College Programs will build the candidate's application packet and when complete forward the packet to the appropriate academic Chair or Dean
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements
- An interview and/or assessments may be required as part of the application process
- The academic department will inform the Pre-College Programs office of the candidate's status

- Upon approval, the Office of Academic Personnel will provide the candidate with instructions regarding the process for completing a background check for the University and obtaining a \$0 teaching contract.

Conditional Approval of High School Teacher

If a High School Teacher does not meet the minimum credential requirements but is conditionally approved to teach a CCP course, the "Credentialing of CCP Faculty" form must be completed by the high school teacher, high school principal, and signed by the Provost of Kent State University. The form identifies the plan for teachers to obtain the necessary requirements within a specific timeframe.

Per the new requirements of the Higher Learning Commission (HLC) and an extension granted to Kent State University by HLC, all required coursework leading to the fully credentialed status of a teacher must be completed by September 1, 2022. Teachers will not be permitted to teach IHE courses if they have not completed all required coursework by the deadline.

Continuation of High School Teacher as CCP Teacher

After initial approval, a CCP teacher may continue teaching CCP courses without the need to undergo the approval process again contingent upon the following items:

- 1) CCP courses being taught continuously each year in the same discipline and/or teaching area;
- 2) CCP teacher teaching the course adequately meets all evaluation requirements, departmental requirements, responsibilities, and procedures including participation in at least three (3) hours of professional development provided by the IHE annually.

SECTION X: RESPONSIBILITIES OF CCP HIGH SCHOOL TEACHERS

Curriculum, Course Competencies, and Teaching Requirements

- CCP teachers will utilize the provided course syllabi document and will customize fields as appropriate. The syllabus may not be altered other than adding customized information in the allowable fields. No other logo other than Kent State University's may be included on the syllabus. The teacher's Kent State University email address must be included on the syllabus. Any syllabus that does not meet these requirements will be returned to the teacher and a new syllabus must be created.
- The syllabus must be submitted to Kent State University prior to the first week of instruction with one copy to the academic department and one copy to the Pre-College Programs office.
- Only the approved CCP teacher will teach the course. If a CCP teacher is unable to teach the course, arrangements must be made by contacting IHE prior to an extended absence.
- CCP teachers will notify students concerning their academic progress prior to the last day to drop/withdraw from the IHE course.
- PSS teachers, as instructors for the IHE in CCP courses taught at their school location are bound by the protections provided to college students by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All educational records with identifiable student information are required to be safeguarded per University policy 3342, 5 - 08.101
<https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-collection-retention-and-dissemination>.
- CCP teachers will post formative and summative grades for assignments and exams on the IHE Blackboard learning management system on a regular basis. Any grades posted to a secure PSS

- site must be restricted to student view only to comply with FERPA.
- Mid-term grades are not permitted to be published on the high school grade report or transcript; nor utilized in determining high school GPA or class standing.
- **Enrollment Verification, Midterm, Final and official grades** must be reported within the Kent State University Flashline portal in a timely manner.
- All grades and information contained in the IHE Blackboard system and Flashline portal are considered maintained by the IHE and subject to the same FERPA protections as afforded to any students enrolled in college coursework. CCP teachers are responsible for safeguarding identifiable information and providing FERPA protections to CCP students enrolled in courses taught at their high school location.
- CCP teachers are required to attend IHE departmental planning meetings and staff development activities, including CCP training workshops and engage in a minimum of three hours of documented professional development provided by the IHE each academic year.

Textbooks and Required Materials

- CCP teachers are expected to use approved textbooks (whether hard copy or digital) and required materials for the IHE course.
- Textbooks must be college-level and approved by the Department Chairs.
- The textbooks and materials have to be available to the students on the first day of class.
- Textbooks and materials may be obtained by contacting the IHE University Bookstore for the campus through which the course is being taught or may be obtained from another vendor.
- IHE will contact PSS' with changing textbook information as applicable. IHEs must confirm current editions of textbooks with the University Bookstore prior to purchasing textbooks from other vendors.

Contact Hours Pertaining to CCP Teachers

- CCP teachers are obligated to meet the minimum required number of contact hours for the course(s) taught per semester. While courses may have variable start dates, all courses must follow the IHE end of term, final exam, and grade submission dates.
- In order to ensure meeting the required contact hours, CCP teachers are expected to make up lost contact hours.
- In line with the importance of contact hours and attendance, students may not be added to a course after the "last date to add" deadline, unless an error in the registration process occurred.

Student Evaluation of Instructor Performance

CCP teachers will be evaluated once each semester by the students using the same course evaluation instruments utilized on the IHE's campuses. The evaluation information will be disseminated to the CCP teachers in advance to share with students approximately two weeks prior to the end of the academic semester. The course evaluation may be completed online or on paper depending on the IHE's decision for distribution.

SECTION XI: CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL

This MOU is a binding agreement and, should either party fail to adhere to its responsibilities therein, the removal of CCP courses will be considered if the infraction is not corrected after documentation.

SECTION XII: GRANTING OF COLLEGE CREDIT

Transcripts

The IHE is responsible for maintaining the college transcript for each student. All CCP approved courses are identified on the college transcript as regular college-level course work.

- The PSS is responsible for maintaining the secondary school transcript. The IHE will provide official course grades to the PSS at the conclusion of the academic term and after course grades have been finalized. The PSS will post the actual course title, IHE name, and grade earned in the college course to the student's high school transcript. In cases where no grade is reported for a course, where a grade of "I" (incomplete) is reported, or where a grade change occurs after final grades have been posted, the student will request a transcript be sent to their PSS to verify corrected course grades. Mid-term grades are not permitted to be published on the high school grade report or transcript, nor utilized in determining high school GPA or class standing.

Upon a student's request, the IHE will provide an official college transcript showing credit for the completed college-level course work. Depending upon the type of transcript requested, a service fee may be required. Students can access and print unofficial copies of their transcripts through their Flashline portal.

SECTION XIII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Communication with Parents for Students in Courses Delivered at High Schools:

CCP students are college students and their educational records are protected by FERPA legislation. Students enrolled in college courses, regardless of the location, are protected and communication must be carefully distributed.

CCP teachers for Kent State University must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors, including CCP teachers, to provide performance information only to the student without prior consent from the student.**

Kent State University requires that each CCP teacher verify with the University that a valid FERPA Release Form and/or an approved Parent/Guardian Verification of Student Dependent Status form is in place at the University for any participating student prior to release of any protected information. Students may complete a FERPA release online through their Flashline account or may complete a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar.

In the event that a high school CCP teacher identifies a need to contact a student's parent proactively regarding progress in the college course, they may only do so if a signed FERPA Release form is on file with the University.

Communication with Parents for Students in Courses Delivered at IBE Locations:

Students may grant Kent State University permission to release information about their student records to a third party (including parents, step-parents, etc.) by completing a FERPA Release Form online through their Flashline account or completing a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar. In the absence of a student initiated FERPA release, parent(s)/guardian(s) may submit a Parent/Guardian Verification of Student Dependent Status form for review to the University Registrar.

SECTION XIV: STATE REPORTING

The PSS and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

SECTION XV: APPEALS

Each student has the right to appeal decisions concerning the CCP program. The PSS and IHE shall have a student appeals process. PSS and IHE decisions are final.

SECTION XVI: RELEVANT LAWS

At all times, the parties agree to follow and be responsible for their own compliance with all local, state and Federal laws and regulations related to the CCP program, including but not limited to the provisions of section 3333-1-65, et seq. of the Ohio Administrative Code, as amended. At any time, should a party's inability to comply with the law interfere with that party's ability to adhere to the terms of this Agreement or should such inability impede that party's eligibility under this program, the other party shall have the right to suspend or terminate this Agreement. Notwithstanding the foregoing, the parties shall take all reasonable actions to mitigate any effects of such action upon currently enrolled students.

SECTION XVII: NONDISCRIMINATION

Each party agrees to comply with all applicable laws regarding affirmative action and equal employment opportunity in connection with this Agreement and each party further agrees not to discriminate against any person or group of persons on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

SECTION XVIII: MARKETING, ADVERTISING AND PROMOTION

PSS and IHE shall cooperatively market the CCP program by:

- Equally promoting the Agreement to partner's students and their families, as well as to the communities served by the partner through each entity's website.
- PSS shall provide IHE with reasonable access to PSS students, parents and counselors to allow IHE to market and promote the program.

PSS shall market the CCP program by:

- Identifying this agreement with IHE in the required annual notice to students, in the required annual information session, in the annual program of studies, and on the school website.
- Providing IHE with advanced notification and opportunity to present during the PSS's annual CCP informational sessions.
- Providing IHE with reasonable access to partner students, parents and counselors to allow IHE to market and promote the program.
- Assisting IHE in mailing promotional materials to partner students and parents by providing their home addresses.

IHE shall market the CCP program by:

- Identifying this agreement with the PSS on the CCP website.
- Providing an annual session for IHE counselors to meet with PSS representatives regarding the CCP program.

Each party shall, prior to the issuance of any news or press release marketing the program, provide notification and a copy of the release to the other party.

The PSS must adhere to the use of the IHE logo and signage guidelines which will be provided to PSS upon request.

SECTION XIX: FINANCIAL STRUCTURE AND COST SHARING

1. The IHE will retain all State Support of Instruction (SSI) funds for students completing CCP courses.
2. The cost of textbooks, course materials and supplies including access codes will be incurred by the school district unless alternative arrangements have been made with the campus through which the student(s) is(are) enrolled and the IHE shall waive payment of all other fees related to participation in the program pursuant to ORC 3365.07 with the exception of students enrolled under ORC 3365.06 (A).
 - 1) The PSS can choose to initiate and maintain an account with the IHE University Bookstore and can elect to purchase textbooks and materials through other vendors. Students shall have required course textbooks and materials available by the first day of classes.
 - 2) Students can participate in the Kent State University Flashbooks initiative whereby textbooks are made available electronically at a cost savings to the district. This initiative is currently limited to a finite number of specified course sections. Billing for Flashbooks materials will be invoiced to districts separately from the IHE University Bookstore partner.
3. The IHE will invoice based on the following formula subject to approval by the Chancellor, Ohio Department of Higher Education:

High School Delivery - Option A:

For courses taught by a high school teacher approved by the IHE at the PSS location, the rate will be the State of Ohio default floor amount established in the 2023 state budget (to be determined upon approval of the biennial state budget) x number of credit hours/course x number of students.

High School Delivery - Option B:

For courses taught by an IHE faculty member at the PSS location, the rate will be the State of Ohio default midpoint amount established in the 2023 state budget (to be determined upon approval of the biennial state budget) x number of credit hours/course x number of students.

On Campus Delivery:

For courses taught by a university faculty member at an IHE location, the cost will be the State of Ohio default ceiling amount established in the 2023 state budget (to be determined after approval of the biennial state budget) x number of credit hours/course x number of students.

Distance Learning Delivery:

For courses being taught via distance learning, the cost will be the State of Ohio default ceiling amount established in the 2023 state budget (to be determined after approval of the biennial state budget) x number of credit hours/course x number of students.

Necessary tutoring for special education students and accommodations for ADA qualifying students will be the responsibility of the PSS in consultation with the IHE. CCP students will have access to student resources at the IHE.

SECTION XX: TERMS AND CONDITIONS

The initial term of this Agreement shall be from July 1, 2023 to June 30, 2024. This Agreement may not be altered or modified by any party adhering to it, with the exception of the Appendix. The IHE may modify the list of college credit plus courses in the Appendix of this Agreement. Modifications to the Appendix must be submitted to the PSS prior to the beginning of a new semester. This Agreement shall expire on June 30, 2024.

Either party may terminate this Agreement for cause upon written notice to the other party if the other party fails to cure any material breach of this Agreement within thirty (30) days after receiving written notice of such breach. In the event of such failure to cure, this Agreement will terminate on the 30th day after such notice is provided. In the event of termination, both parties will work together to mitigate any effects of such termination upon currently enrolled students.

Should any provision of this agreement be found to be invalid, illegal, or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions hereof. Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio.

This Agreement shall constitute the entire agreement between the parties and fully supersedes any and all prior agreements or understandings, written or oral, between the parties pertaining to the matters set forth herein. This Agreement shall not be amended, modified, or changed unless agreed such amendment is (i) in writing; (ii) refers to this Agreement; and (iii) executed by an authorized representative of each party.

SECTION XXI: APPROVALS

IHE (Kent State University):


Provost 01-23-2023
Date


Senior Vice President for Finance and Administration 1/25/2023
Date

PSS:

(Partnering Secondary School Name)

Superintendent/Headmaster/Chief School Administrator Date

Treasurer Date

APPENDIX A

Listing of Authorized College Credit Plus Courses 15/30 Credit Hour Pathway

This appendix shall contain the courses included in Kent State University's 15/30 credit hour pathway. The courses listed on the following page are representative of suggested Kent State University CORE classes. Students participating in the CCP program are not required to take these specific courses, rather they are provided as a demonstration of the typical courses into which a new college freshman might enroll.

Participating students meet with an IHE academic advisor to plan courses to be taken through CCP that will apply toward a specific certificate, associate degree or baccalaureate degree program and meet the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2023-2024 academic year. CCP courses may be taken as high school electives or as high school core course credits. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.

Course Enrollment Restrictions:

Students must complete 15 credit hours of courses designated as Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at colleges or universities participating in CCP. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that is not a Level I course.



College Credit Plus Pathways

Students participating in College Credit Plus select course(s) to be taken after consultation with both their high school counselor and their Kent State University academic advisor. Course enrollment may be determined by placement recommendations, course prerequisites, academic goals, high school graduation requirements, intended college major, and course availability.

The 15 and 30 credit hour Pathways below represent a sample of courses that may be taken by a typical full-time, first year college student. CCP students may select from courses that are not part of the 15 and 30 credit hour Pathways and are not required to attend Kent State University full time. They are limited to no more than 18 credit hours per semester and no more than 30 credit hours total per academic year. Students should refer to the Kent State University Roadmaps available online at: <http://solutions.kent.edu/GPS/ROADMAP/browse/ug/all> as a guide to the Kent CORE and additional required courses for a specific major or degree program of interest to them.

15 Credit Hour Pathway

Kent State University Course Name & Number	Course Prerequisite	College Credits
ENG 11011 - College Writing I	Placement	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
	Total Credits:	15

**30 Credit Hour Pathway
(includes 15 Credit Hour Pathway above)**

Kent State University Course Name & Number	Course Prerequisite	College Credits
Kent CORE English course	See Catalog	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
	Total Credits:	15

APPENDIX B

Listing of Kent State University Campus Contacts

Ashtabula Campus

R. William Ayres, Ph.D.
Dean and Chief Administrative Officer (CAO)
3300 Lake Rd W
Ashtabula, OH 44004-2316
(440) 964-4211
rayres1@kent.edu

East Liverpool Campus

Salem Campus

Columbiana County Campuses

Bradley A. Bielski, Ph.D.
Dean and Chief Administrative Officer (CAO)
2491 State Route 45 S
Salem, OH 44460-9412
East Liverpool Campus (330) 382-7411
Salem Campus (330) 337-4205
bbielski@kent.edu

Geauga Campus

Twinsburg Regional Academic Center

Angela S. Spalsbury, Ph.D.
Dean and Chief Administrative Officer (CAO)
14111 Claridon-Troy Road
Burton, OH 44021
(330) 907-3362
aspalsbu@kent.edu

Kent Campus

Johnika Dreher, M.Ed.
Director, Pre-College Programs
Life Long Learning
208 Schwartz Center
Kent, OH 44242-0001
(330) 672-3754
jdreher5@kent.edu

Stark Campus

Denise A. Seachrist, Ph.D.
Dean and Chief Administrative Officer (CAO)
6000 Frank Ave NW
North Canton, OH 44720-7599
(330) 244-3211
dseachri@kent.edu

Trumbull Campus

R. William Ayres, Ph.D.
Interim Dean and Chief Administrative Officer (CAO)
4314 Mahoning Ave., N.W.
Warren, OH 44483-1998
(330) 675-8820
rayres1@kent.edu

Tuscarawas Campus

Bradley A. Bielski, Ph.D.
Dean and Chief Administrative Officer (CAO)
330 University Dr., NE
New Philadelphia, OH 44663
(330) 339-3391
bbielski@kent.edu

APPENDIX C

College Readiness Indicators for CCP Students

	ACT	SAT ¹	Accuplacer ²	
			Classic	Next Gen
English Sub Score	18	Evidence Based Reading & Writing 480	Sentence Skills 88 OR on 5 on Writeplacer	NextGen Writing 263 or above OR 5 on Writeplacer
Reading Sub Score	22		80	NextGen Reading 250
Mathematics Sub Score	22	530	55 CLM	QAS – 263+
				AAF – 263+

Adapted from "Uniform Statewide Standards for Remediation-Free Status," dated April 2019

¹ Scores reflected on this table apply to the current version of the SAT; scores obtained on exams prior to 2017 will need to be crosswalked to these thresholds.

² Accuplacer Classic was warehoused in January 2019. The Classic "cut scores" will remain on the chart for students who were assessed prior to 2019.

**Auburn
Career Center**



Attachment Item #14

*Approve Resolution
Adopting a Calamity Day
Alternative Make-up Plan
22-23 SY*

**RESOLUTION ADOPTING A CALAMITY DAY
ALTERNATIVE MAKE-UP PLAN**

WHEREAS, Auburn Vocational School District Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in Section 3313.482 of the Ohio Revised Code; and

WHEREAS, Section 3313.482 authorized a board of education to adopt a plan by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Auburn Vocational School District Board of Education hereby approves the following plan.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code Section 3313.482, the Board of Education of the Auburn Vocational School District hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in section 3313.482.

1. This plan is adopted, pursuant to approval of the board of education, prior to August 1.
2. This plan includes the written consent of the teacher's employee representative as designated under division (B) of Section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.
3. Not later than November 1 of the current school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher's class.
4. The teacher shall designate the order in which the lessons are to be posted on the district's web portal or web site.

5. Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
6. As soon as practicable after an announced school closure authorized under section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
7. Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
8. Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.
9. The Board of Education hereby authorizes paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. Paper copies shall be prepared for distribution not later than December 1 of the school year or such other date as may be selected by the Superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two weeks after the date of the school closing for which the lessons are assigned.

In witness thereof, we hereby affix our signatures on this 7th day of February 2023.

Mrs. Sherry Williamson
Treasurer

Mr. Erik Walter
President of Auburn Vocational School
District Board of Education