



## **Auburn Vocational School District BOARD OF EDUCATION**

### **Minutes of February 07, 2017**

The February 7, 2017 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Kent	Mr. Miller	Mr. Walter
Dr. Culotta	Mr. Klima	Mr. Sedivy	Mrs. Wheeler
Mrs. Javins	Dr. Kolkowski	Mr. Stefanko	

Administrators: Margaret Lynch, Sherry Williamson, Jeff Slavkovsky, Dee Stark, and Victoria Bryant

#### **021-17 Approve Agenda and Addendum**

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the February 7, 2017 agenda and addendum.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

#### **022-17 Approve Minutes Last Meeting**

A motion was made by Mr. Kent and seconded by Mr. Sedivy to approve the minutes of the January 5, 2017 Organizational and Regular Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**Public Participation** – There was no Public Participation at this meeting.

## **Administrative Report**

- a) Great Big Home & Garden Show Open House & Student Recognition  
Thursday, February 9<sup>th</sup> from 6:30 pm – 8:00pm  
Landscape Horticulture, Construction & Architecture Project  
Management Students recognition at 7:00 pm
- b) Recruitment/Curriculum Committee Opening
- c) Anchor Institutions Task Force Charge

**Facilities Committee Report – No Report**

**Student Achievement Report – No Report**

**Legislative Report – No Report**

**Recruitment/Curriculum Committee Report – No report**

**Finance Committee Report – No Report**

## **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, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #12)

**No Action Required.**

## **023-17 Donations**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the following donations as listed:

Donation of Exhaust pipe, head light lamps, brake pads, factory shop manual, transmission, taillight lens and marker lights from Mr. Ken Gladyszewski of Painesville, Ohio. This donation will benefit the Automotive Technology program.

Donation of 26 MSA SCBA packs, 50 SCBA bottles, 50 SCBA masks, assorted parts that belong to this set of SCBA's from Perry Fire District of Perry, Ohio. This donation will benefit the Adult Workforce Fire Programs.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

#### **024-17 Approve 2016 – 2017 Scholarships**

A motion was made by Dr. Culotta and seconded by Mr. Stefanko to approve the following scholarships for the 2016 – 2017 school year from Mrs. Mildred Dennis of Perry, Ohio.

Mildred Dennis Teacher Education Scholarship Fund	\$1,000.00
Betty Dennis Health Education Scholarship Fund	\$1,000.00

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

#### **025-17 Approve Adult Workforce Education Personnel**

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to employ the following teachers/staff for the 2016/2017 school year.

Troy Wotring	Machining Instructor	\$30.00
Jennifer Simek	PN Faculty	\$30.00
Joe Paoletta	EMS Instructor	\$30.00
Doug Rought	Fire Inspector/Fire Instructor	\$30.00
James Ettinger	EMS Instructor	\$30.00
Michael Girbino	Fire Inspector/Fire Instructor	\$30.00
Callahan O'Brien	Computer Instructor	\$30.00

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**026-17      Approve Contract of Employment – Treasurer/Chief Fiscal Officer & Inter-District Cooperative Financial Services Cost Sharing Agreement**

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the employment contract for Mrs. Sherry Williamson as the Treasurer/Chief Fiscal Officer, for a period commencing August 1, 2016 and ending on July 31, 2020. As well as the Inter-District Cooperative Financial Services Cost Sharing Agreement between Auburn Joint Vocational School District Board of Education and the Lake County Educational Service Center Governing Board. (See Attachment Item #16)

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**027-17      Approve Resignation**

A motion was made by Mrs. Brush and seconded by Mrs. Javins to approve the resignation of Mr. Robert Clark, Adult Workforce EMS Instructor. Effective on February 1, 2017.

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**028-17      Policies Modifications: First/Second Reading**

To make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at [www.neola.com/auburnjvs-oh](http://www.neola.com/auburnjvs-oh) and clicking on the policy number. (Attachment Item #18)

Section	Title	Revised/New Policy/Delete
Administration 1530	Evaluation of Directors and Other Administrators	Revised
Administration 1619	Group Health Plans	Revised
Administration 1619.01	Privacy Protections of Self-Funded Group Health Plans	Revised
Administration 1619.03	Patient Protection and Affordable Care Act	New Policy
Bylaws 0100	Definitions	Revised
Bylaws 0167.1	Use of Electronic Mail/Text Messages	Revised
Classified Staff 4419	Group Health Plans	Revised
Classified Staff 4419.01	Privacy Protections of Self-Funded Group Health Plans	Revised
Classified Staff 4419.03	Patient Protection and Affordable Care Act	New Policy
Finances 6152	Student Fees, Fines and Charges	New Policy
Operations 8550	Competitive Food Sales	Revised
Operations 8660	Incidental Transportation of Students by Private Vehicle	Revised
Operations 8740	Bonding	Revised
Professional Staff 3220	Standards Based Teacher Evaluation	Revised
Professional Staff 3223	Standards Based School Counselor Evaluation	Revised
Professional Staff 3411	Placement on Salary Schedule	Revised
Professional Staff 3419	Group Health Plans	Revised
Professional Staff 3419.01	Privacy Protections of Self-Funded Group Health Plans	Revised
Professional Staff 3419.03	Patient Protection and Affordable Care Act	New Policy
Program 2260.02	Single Gender Classes and Activities	New Policy
Program 2460	Special Education	Revised
Program 5223	Released Time for Religious Instruction	Revised
Property 7510	Use of District Premises	Revised
Property 7530.01	Staff Use of Cellular Telephones	Revised
Relations 9700	Relations with Special Interest Groups	Revised
Students 5200	Attendance	Revised
Students 5330	Use of Medications	Revised
Students 5830	Student Fund Raising	Revised

**No Action Required.**

**029-17 Approve Resolution Regarding the Disposal of Personal Property**

A motion was made by Mr. Stefanko and seconded by Dr. Culotta to approve resolution regarding the disposal of personal property. (See Attachment Item #18A)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**030-17 Executive Session**

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to enter into executive session at 7:12 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), **for the purpose of considering the appointment, employment,** dismissal, discipline, promotion, demotion, or **compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.
- Pursuant to Ohio Revised Code Section 121.22 (G)(2), I hereby recommend that the Board make a motion to adjourn to executive session to consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest
- Pursuant to Ohio Revised Code Section 121.22(G) (5), discussion of matters required to be kept confidential by federal law, rules or state statutes.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

**Return to public session at 9:49 p.m.**

**031-17      Adjourn**

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to adjourn the meeting at 9:50 p.m.

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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



Treasurer



Board President

**Treasurers Note:** The meeting was audio taped and a copy of the tape may be obtained by contacting the Treasurer during the course of normal business hours.





## *Attachment Item #12*

# Render Financial Reports



Auburn Career Center  
Cash Fund Balance Report  
December 31, 2016

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,427,067.11	\$ 159,518.46	\$ 4,576,723.24	\$ 547,086.97	\$ 4,128,329.45	\$ 4,875,460.90	\$ 889,694.23	\$ 4,005,766.67
002	Bond Retirement	-	-	-	-	62,751.69	(62,751.69)	-	(62,751.69)
003	Permanent Improvement Fund	-	-	-	-	-	-	-	-
004	Building	\$ 50,583.00	\$ 49,775.78	\$ 95,388.29	\$ 4,273.55	\$ 134,879.13	\$ 11,192.16	\$ 13,661.29	\$ (2,469.13)
006	Food Service	\$ 2,738.07	\$ 11,516.81	\$ 127,338.19	\$ 20,283.98	\$ 107,986.17	\$ 22,090.09	\$ 11,661.57	\$ 10,428.52
009	USSF	\$ 10,196.82	\$ (714.00)	\$ 7,031.00	-	\$ 10,196.82	\$ 7,031.00	-	\$ 7,031.00
011	Rotary	\$ 91,779.53	\$ 1,399.03	\$ 6,883.30	\$ 3,779.96	\$ 21,249.13	\$ 77,414.20	\$ 17,488.96	\$ 59,925.24
012	Adult Education	\$ 136,667.16	\$ 105,333.22	\$ 747,965.94	\$ 126,610.30	\$ 820,377.18	\$ 64,255.92	\$ 110,407.26	\$ (46,151.34)
014	Rotary Internal Service Fund	\$ 2,261.27	\$ 63.91	\$ 348.18	-	\$ 1,429.79	\$ 1,179.66	\$ 2,500.00	\$ (320.34)
018	Principal Fund	\$ 3,261.00	-	\$ 25,000.00	-	\$ 610.91	\$ 27,650.09	\$ 585.65	\$ 27,064.44
022	Trust Fund-Camp Discovery	\$ 431,938.70	\$ 581.31	\$ 20,362.31	\$ 49,169.62	\$ 73,499.51	\$ 378,801.50	\$ 16,643.24	\$ 362,158.26
024	District Agency	\$ 14,544.28	-	\$ 29,815.80	\$ 419.25	\$ 31,149.13	\$ 13,210.95	\$ 1,666.65	\$ 11,544.30
200	Employee Self Insurance Fund	\$ 11,544.05	-	\$ 18,455.95	-	\$ 4,786.72	\$ 25,213.28	\$ 16,950.63	\$ 61,597.79
451	Student Activity Fund	\$ 80,204.69	\$ 17,388.14	\$ 25,897.64	\$ 13,628.70	\$ 27,553.91	\$ 78,548.42	\$ 15,495.43	\$ (136,687.76)
501	Data Communication Fund	-	-	\$ 900.00	-	\$ 16,832.19	\$ (15,932.19)	-	\$ (15,932.19)
524	ABLE Literacy Fund	\$ 2,505.38	\$ 24,208.73	\$ 80,841.40	\$ 19,103.15	\$ 43,244.29	\$ 40,102.49	\$ 77,719.91	\$ 24,607.06
573	VEPD Secondary and Adult Fund	-	\$ 24,033.04	\$ 78,580.20	\$ 62,061.90	\$ 137,548.05	\$ (58,967.85)	-	\$ (136,687.76)
584	Title V Innovative Grants	-	-	-	-	\$ 62,232.10	\$ (62,232.10)	-	\$ (62,232.10)
590	Drug Free Grant Fund	-	-	-	-	-	-	-	-
599	Improving Teacher Quality	-	\$ 386.96	\$ 386.96	\$ 191.21	\$ 578.17	\$ (191.21)	-	\$ (191.21)
	Miscellaneous Fed Grants (REAP)	-	-	-	-	-	-	\$ 11,621.82	\$ (11,621.82)
<b>Grand Totals</b>		\$ 5,265,291.06	\$ 373,491.39	\$ 5,842,018.90	\$ 846,608.59	\$ 5,685,234.34	\$ 5,472,075.62	\$ 1,190,309.92	\$ 4,231,765.70

This is an unaudited financial report.

**Auburn Career Center**  
**Appropriation Account Summary**  
**12/31/16**

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Fund	Dec Description	FYTD Appropriated	Carryover	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,332,151.07	\$ 59,426.07	\$ 9,391,577.08	\$ 4,126,329.45	\$ 547,086.97	\$ 869,694.23	\$ 4,393,553.40	53.22%
002	Bond Retirement	\$ 475,595.50	\$ -	\$ 475,595.50	\$ 62,751.69	\$ -	\$ -	\$ 412,843.81	13.10%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 56,318.67	\$ 50,583.00	\$ 106,901.67	\$ 134,879.13	\$ 4,273.55	\$ 13,661.29	\$ (41,639.75)	0.00%
006	Lunchroom Fund	\$ 232,470.07	\$ -	\$ 232,470.07	\$ 107,986.17	\$ 20,283.98	\$ 11,661.57	\$ 112,822.23	51.67%
009	Uniform School Supply Fund	\$ 17,227.82	\$ -	\$ 17,227.82	\$ 10,196.82	\$ -	\$ -	\$ 7,031.00	0.00%
011	Customer Service Fund	\$ 98,663.33	\$ -	\$ 98,663.33	\$ 21,249.13	\$ 3,779.96	\$ 17,488.96	\$ 59,925.24	39.20%
012	Adult Education Fund	\$ 1,624,387.13	\$ 22,580.99	\$ 1,646,968.12	\$ 820,377.18	\$ 126,610.30	\$ 110,407.26	\$ 716,183.68	56.52%
014	Rotary Internal Service Fund	\$ 3,690.67	\$ 1,418.78	\$ 5,109.45	\$ 1,429.79	\$ -	\$ -	\$ 2,179.66	57.34%
018	Principal Fund	\$ 25,750.00	\$ 2,511.00	\$ 28,261.00	\$ 610.91	\$ -	\$ 585.65	\$ 27,064.44	4.23%
019	Other Grants	\$ 442,238.70	\$ 4,700.00	\$ 446,938.70	\$ 73,499.51	\$ 49,169.62	\$ 16,643.24	\$ 356,795.95	0.00%
022	Scholarships	\$ 12,877.62	\$ 1,666.66	\$ 14,544.28	\$ 31,149.13	\$ -	\$ 1,666.65	\$ (18,271.50)	225.63%
024	Employee Benefits	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 4,786.72	\$ 419.25	\$ 25,213.28	\$ 16,950.63	100.00%
200	Student Activities	\$ 105,805.30	\$ 237.00	\$ 106,042.30	\$ 44,386.10	\$ 13,628.70	\$ 16,950.63	\$ 44,705.57	57.84%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 267,211.56	\$ 2,505.38	\$ 269,716.94	\$ 102,382.34	\$ 19,103.15	\$ 15,495.43	\$ 151,839.17	43.70%
524	VEPD Secondary and Adult	\$ 323,741.99	\$ -	\$ 323,741.99	\$ 140,642.10	\$ 62,061.90	\$ 77,719.91	\$ 105,379.98	67.45%
590	Improving Teacher Quality	\$ 1,243.07	\$ -	\$ 1,243.07	\$ 578.17	\$ 191.21	\$ -	\$ 664.90	46.51%
599	REAP	\$ 58,991.00	\$ -	\$ 58,991.00	\$ -	\$ -	\$ 11,621.82	\$ 47,369.18	0.00%
	<b>Grand Total</b>	<b>\$ 13,110,163.50</b>	<b>\$ 195,628.84</b>	<b>\$ 13,285,792.32</b>	<b>\$ 5,685,234.34</b>	<b>\$ 846,608.59</b>	<b>\$ 1,190,309.92</b>	<b>\$ 6,390,248.06</b>	<b>51.37%</b>

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

**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**December 31, 2016**

C

Monthly Comparison				Annual Comparison				Budget 2017 -		50%
	Dec FY15	Dec FY16	Dec FY17	Avg Chg	Actual 2015	Actual 2016	Estimate	Remain 2017	Budget Expended	
<b>Revenue</b>										
Real Estate	\$ 2,527,735	\$ 2,542,762	\$ 2,116,647	\$	\$ 5,398,396	\$ 4,612,462	\$ 4,559,376	\$ 2,031,641	(-) Good	
Commercial	\$ 142,695	\$ -	\$ 418,446	\$	\$ 399,421	\$ 880,675	\$ 880,799	\$ 738,104	55%	
Tangible Personal (PU)	\$ -	\$ 202,999	\$ 194,533	\$	\$ -	\$ 412,393	\$ 395,066	\$ 395,066	16%	
Foundation	\$ 975,352	\$ 997,337	\$ 1,056,343	\$	\$ 1,976,358	\$ 2,012,256	\$ 2,159,929	\$ 1,184,577	0%	
PU Reimb	\$ 4,359	\$ -	\$ -	\$	\$ -	\$ -	\$ -	\$ (4,359)	45%	
Homestead & Rollback	\$ 406,322	\$ 395,068	\$ 391,647	\$	\$ 817,295	\$ 784,736	\$ 792,584	\$ 386,262	#DIV/0!	
Other	\$ 117,600	\$ 98,900	\$ 340,221	\$	\$ 243,693	\$ 199,220	\$ 211,329	\$ 93,729	51%	
	\$ 4174,063	\$ 4,237,066	\$ 4,517,837	\$	\$ 8,835,163	\$ 8,901,742	\$ 8,999,083	\$ 4,825,020	56%	
									46%	
<b>Expense</b>										
Salaries	\$ 2,267,487	\$ 2,281,532	\$ 1,995,108	\$ -6,07%	\$ 4,531,297	\$ 4,024,840	\$ 4,213,337	\$ 1,945,850	(+) Good	
Benefits	\$ 784,309	\$ 793,084	\$ 828,877	\$ 2,85%	\$ 1,636,795	\$ 1,565,727	\$ 1,753,744	\$ 969,435	54%	
Purchased Services	\$ 688,574	\$ 787,255	\$ 745,811	\$ 4,57%	\$ 1,506,175	\$ 1,191,991	\$ 1,377,751	\$ 689,177	45%	
Supplies	\$ 224,674	\$ 290,361	\$ 271,036	\$ 11,34%	\$ 470,293	\$ 406,676	\$ 418,876	\$ 194,202	50%	
Capital Outlay/Equipment	\$ 360,466	\$ 307,654	\$ 22,064	\$ -53,77%	\$ 262,034	\$ 153,859	\$ 285,000	\$ (75,466)	54%	
Summer Projects	\$ -	\$ -	\$ 83,221	\$	\$ -	\$ -	\$ 300,000	\$ 300,000	126%	
Parking Lot	\$ (106,331)	\$ -	\$ -	\$	\$ -	\$ 348,532	\$ -	\$ 106,331	0%	
Other	\$ 25,670	\$ 72,259	\$ 51,058	\$	\$ 161,285	\$ 198,199	\$ 276,145	\$ 250,475	#DIV/0!	
	\$ 4,244,849	\$ 4,532,145	\$ 3,997,175	\$	\$ 8,567,879	\$ 7,889,824	\$ 8,624,853	\$ 4,380,004	9%	
Revenue/Expense (Operating Balance)	\$ (70,786)	\$ (295,079)	\$ 520,663		\$267,284	\$1,011,918	\$374,230			
<b>Other Uses</b>										
Advances Returned	\$ 19,358	\$ 400,000	\$ 58,884	\$	\$ 456,805	\$ 9,503		\$ 9,503		
Advances Out	\$ 550,000	\$ -	\$ -	\$	\$ 9,503	\$ 58,884		\$ 58,884		
Transfers	\$ 942,561	\$ 434,033	\$ 131,153	\$	\$ 905,906	\$ 644,792		\$ 644,792		
	\$ (373,203)	\$ (34,033)	\$ (72,269)	\$	\$ (458,604)	\$ (694,173)				
Beginning Cash	\$ 5,147,995	\$ 4,485,796	\$ 5,273,028	\$	\$ 4,408,785	\$ 5,540,489				
Ending Cash	\$ 4,148,013	\$ 3,908,529	\$ 4,875,460	\$	\$ 4,109,324	\$ 4,427,070				
Encumbrances	\$ 730,734	\$ 690,751	\$ 869,694	\$	\$ 598,965	\$ 59,426				

This is an unaudited financial report.



Date: 01/03/2017  
Time: 10:11 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 12/01/2016 AND 12/31/2016  
ALL CHECKS SELECTED

Page: 1  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
04493	W	12/01/2016	LAVIGNE POURED WALLS	041196	RECONCILED:12/02/2016		3,470.00
04494	W	12/01/2016	DOMINONE EAST OHIO	004003	RECONCILED:12/05/2016		1,557.14
04495	W	12/01/2016	FIRST COMMUNICATIONS	010610	RECONCILED:12/06/2016		138.76
04496	W	12/01/2016	ILLUMINATING COMPANY	000925	RECONCILED:12/02/2016		984.90
04497	W	12/01/2016	SQUIRE PATTON BOGGS LLP	012620	RECONCILED:12/05/2016		1,975.00
04498	W	12/01/2016	HALIRICH INC.	041213	RECONCILED:12/08/2016		280.00
04499	W	12/01/2016	GORDON FOOD SERVICE	008479	RECONCILED:12/05/2016		2,437.59
04500	W	12/01/2016	ALFRED NICKLES BAKERY INC	001071	RECONCILED:12/05/2016		24.78
04501	W	12/01/2016	ICE CREAM SPECIALTIES & BAKERY	013154	RECONCILED:12/02/2016		91.74
04502	W	12/01/2016	KEN KLIMA	008806	RECONCILED:12/06/2016		274.42
04503	W	12/01/2016	PAUL STEFANO	013680	RECONCILED:12/05/2016		293.12
04504	W	12/01/2016	JOHNSTONE SUPPLY	013078	RECONCILED:12/05/2016		198.83
04505	W	12/01/2016	ELECTRONIX EXPRESS	007251	RECONCILED:12/07/2016		603.55
04506	W	12/01/2016	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:12/05/2016		669.03
04507	W	12/01/2016	NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS	012534	RECONCILED:12/12/2016	1	175.00
04508	W	12/01/2016	WEX BANK	000984	RECONCILED:12/05/2016		1,495.00
04509	W	12/01/2016	SCREENVISION DIRECT	010639	RECONCILED:12/07/2016		460.67
04510	W	12/01/2016	84 LUMBER	040250	RECONCILED:12/07/2016		864.00
04511	W	12/01/2016	CAFFCO SCAFFOLDING INC	000989	RECONCILED:12/05/2016		144.24
04512	W	12/01/2016	ILLUMINATING COMPANY	008444	RECONCILED:12/02/2016		682.90
04513	W	12/01/2016	AT&T	000925	RECONCILED:12/02/2016		57.33
04514	W	12/01/2016	OHIO FCCIA	000171	RECONCILED:12/05/2016		134.03
04515	W	12/01/2016	GEOFFREY KENT	002745	RECONCILED:12/15/2016		320.00
04516	W	12/01/2016	STEPHANIE WIENCER	040796	RECONCILED:12/19/2016		257.28
04517	W	12/01/2016	UNITED WAY OF LAKE COUNTY	001064	RECONCILED:12/06/2016		220.00
04518	W	12/01/2016	MOUSER ELECTRONICS, INC.	001257	RECONCILED:12/07/2016		1,216.32
04519	W	12/01/2016	KEVIN ELECTRONICS	000702	RECONCILED:12/08/2016		669.15
04520	W	12/01/2016	PACIFIC TELEMANAGEMENT SERVICES	040344	RECONCILED:12/07/2016		890.57
04521	W	12/01/2016	OHIO NURSERY AND LANDSCAPING ASSOCIATION	010357	RECONCILED:12/08/2016	1	100.00
04522	W	12/01/2016	I-X SERVICE CENTER	012364	RECONCILED:12/06/2016		510.00
04523	W	12/01/2016	U S POSTAL SERVICE	007745	RECONCILED:12/05/2016		1,500.00
04524	W	12/01/2016	CMRS-POC	040795	RECONCILED:12/02/2016		179.28
04525	W	12/01/2016	SHERRY WILLIAMSON	001517	RECONCILED:12/02/2016		67.59
04526	W	12/01/2016	MARY ANN KERWOOD	014013	RECONCILED:12/02/2016		64.80
04527	W	12/01/2016	LUCINDA YOO	011104	RECONCILED:12/02/2016		30.00
04528	W	12/01/2016	MARGARET LYNCH	000154	RECONCILED:12/02/2016		296.50
04529	W	12/01/2016	BORDEN DAIRY COMPANY	011547	RECONCILED:12/02/2016		356.60
04530	W	12/01/2016	CDW GOVERNMENT	999999	RECONCILED:12/27/2016		256,815.53
04531	C	12/05/2016	Payroll	000480	RECONCILED:12/12/2016		27,091.11
04532	W	12/09/2016	STATE TEACHERS RETIREMENT	007727	RECONCILED:12/27/2016		10,227.22
04533	W	12/09/2016	SCHOOL EMPLOYEES RETIREMENT SYSTEM	041217	RECONCILED:12/12/2016		1,009.50
04534	B	12/06/2016	RYAN McDONALD	041220	RECONCILED:12/12/2016		25.00
04535	B	12/06/2016	KAREN ADAMIC	041221	RECONCILED:12/12/2016		25.00
04536	B	12/06/2016	CHRISTINA ADKINS				

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044537	B	12/06/2016	CLAIRE DANIELS	041222	RECONCILED:12/19/2016		19.00
044538	B	12/06/2016	JAMIE WILLINGHAM	041223	RECONCILED:12/13/2016		25.00
044539	B	12/06/2016	CRYSTAL BALAZS	041224	RECONCILED:12/14/2016		25.00
044540	B	12/06/2016	MICHELLE KEVER	041225	RECONCILED:12/14/2016		25.00
044541	B	12/06/2016	DANIELLE REIGARD	041226	RECONCILED:12/21/2016		82.50
044542	B	12/06/2016	CHERYL COTA	041227	RECONCILED:12/27/2016		75.00
044543	B	12/06/2016	COLLEEN CRAIG	041228	RECONCILED:12/27/2016		25.00
044544	B	12/06/2016	LAURA BRADAC	041229	RECONCILED:12/12/2016		25.00
044545	B	12/06/2016	KENNETH DUNCAN	041230	RECONCILED:12/09/2016		112.00
044546	B	12/06/2016	CHERYL GELHAUSEN	041231	RECONCILED:12/14/2016		71.00
044547	B	12/06/2016	ADAM GERHART	041232	RECONCILED:12/14/2016		
044548	B	12/06/2016	2810 BURNS RD	041233	RECONCILED:12/12/2016		20.00
044549	B	12/06/2016	BARB GOLDING	041234	RECONCILED:12/12/2016		25.00
044550	B	12/06/2016	DESTRÉE GRIFFITHS	041235	RECONCILED:12/12/2016		63.00
044551	B	12/06/2016	MARTA GUTIERREZ	041236	RECONCILED:12/19/2016		42.00
044552	B	12/06/2016	MARTA GUTIERREZ	041237	RECONCILED:12/14/2016		50.00
044553	B	12/06/2016	KATHY HILL	041238	RECONCILED:12/13/2016		47.50
044554	B	12/06/2016	SELINA WOOTEN	041239	RECONCILED:12/12/2016		69.00
044555	B	12/06/2016	SHALIN GRAY	041240	RECONCILED:12/16/2016		42.00
044556	B	12/06/2016	JACKIE KLEVE	041241	RECONCILED:12/12/2016		25.00
044557	B	12/06/2016	GREGORY KOWALSKI	041242	RECONCILED:12/28/2016		25.00
044558	B	12/06/2016	TERESE LAWLER	041243	RECONCILED:12/28/2016		25.00
044559	B	12/06/2016	DEBBIE LEONARD	041244	RECONCILED:12/12/2016		38.00
044560	B	12/06/2016	MELISSA BYLER	041245	RECONCILED:12/12/2016		173.00
044561	B	12/06/2016	ERIN LOPEZ	041246	RECONCILED:12/28/2016		14.00
044562	B	12/06/2016	JOEY MACDONALD	041247	RECONCILED:12/14/2016		37.00
044563	B	12/06/2016	MA TERESA MARTINEZ	041248	RECONCILED:12/15/2016		114.00
044564	B	12/06/2016	ANA BERTUA MENDEZ	041249	RECONCILED:12/15/2016		25.00
044565	B	12/06/2016	ANA PACHECO	000215	RECONCILED:12/15/2016		42.00
044566	W	12/08/2016	CITY OF PIVILLE UTIL.	000215	RECONCILED:12/15/2016		2,252.00
044567	W	12/08/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	VOID: 12/14/2016		4,583.00
044568	W	12/12/2016	CITY OF PIVILLE UTIL.	000215	RECONCILED:12/16/2016		783.52
044569	W	12/12/2016	LASKO AND OHIO GROUP	040827	RECONCILED:12/20/2016		80.00
044570	W	12/12/2016	HUNTER EQUIPMENT SERVICE CO.	01361	RECONCILED:12/19/2016		186.63
044571	W	12/12/2016	CRILE ROAD HARDWARE	000551	RECONCILED:12/19/2016		138.56
044572	W	12/12/2016	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:12/15/2016		1,241.65
044573	W	12/12/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	000746	RECONCILED:12/19/2016		204.91
044574	W	12/12/2016	PAXTON PATTERSON	000638	RECONCILED:12/19/2016		188.90
044575	W	12/12/2016	ELECTRIC APPLIANCE REPAIR SERVICE INC	000282	RECONCILED:12/15/2016		257.50
044576	W	12/12/2016	MASTER TEACHER LEADERSHIP LANE	001744	RECONCILED:12/15/2016		485.10
044577	W	12/12/2016	AUBURN CAREER CENTER	000499	RECONCILED:12/14/2016		85.00
044578	W	12/12/2016	BOB'S GARAGE & TOWING IN	012402	RECONCILED:12/19/2016		110.00
044579	W	12/12/2016	LAKE CITY DEPT OF JOB & FAMILY	013530	RECONCILED:12/19/2016		133.95
044580	W	12/12/2016	ILLUMINATING COMPANY	000925	RECONCILED:12/14/2016		19,824.29
044581	W	12/12/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	RECONCILED:12/19/2016		1,107.00

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044582	W	12/12/2016	PRECIOUS CARGO TRANSPORTATION	013744	RECONCILED:12/16/2016		990.00
044583	W	12/12/2016	LINCOLN ELECTRIC CO.	000984	RECONCILED:12/14/2016		269.51
044584	W	12/12/2016	KEPPE'S PIZZERIA	007406	RECONCILED:12/19/2016		99.21
044585	W	12/12/2016	POCKET NURSE ENTERPRISES, INC.	010331	RECONCILED:12/14/2016		140.96
044586	W	12/12/2016	JONES & BARLETT LEARNING, LLC	010442	RECONCILED:12/16/2016		169.50
044587	W	12/12/2016	LOWE'S COMPANIES, INC.	011038	RECONCILED:12/16/2016		22.74
044588	W	12/12/2016	ASAP SANITARY SERVICES	041115	RECONCILED:12/16/2016		79.00
044589	W	12/12/2016	EDGEILL PLUMBING	012776	RECONCILED:12/14/2016		5,000.00
044590	W	12/12/2016	KEVIN D EDGEILL	000834	RECONCILED:12/15/2016		11,396.44
044591	W	12/12/2016	MENTOR WHOLESAL E LUMBER	001227	RECONCILED:12/20/2016		1,050.00
044592	W	12/12/2016	EDUCATIONAL MANAGEMENT SERVICES INC	010207	RECONCILED:12/16/2016		457.28
044593	W	12/12/2016	HOME DEPOT CREDIT SERVICES	012426	RECONCILED:12/15/2016		374.00
044594	W	12/12/2016	DEPT 32-2502458767	040283	RECONCILED:12/15/2016		3,000.00
044595	W	12/12/2016	WILLO TRANSPORTATION	040499	RECONCILED:12/15/2016		250.00
044596	W	12/12/2016	PATRICIA I. KOSLO	000171	RECONCILED:12/19/2016		1,372.85
044597	W	12/12/2016	ALLIANCE FOR WORKING TOGETHER FOUNDATION	000702	RECONCILED:12/19/2016		90.00
044598	W	12/12/2016	AT&T	008170	RECONCILED:12/15/2016		2,439.02
044599	W	12/12/2016	KEVIN ELECTRONICS	013500	RECONCILED:12/14/2016		1,762.76
044600	W	12/12/2016	COMDOC INC.	040583	RECONCILED:12/15/2016		1,771.10
044601	W	12/12/2016	IBL PRINTING	000171	RECONCILED:12/19/2016		163.70
044602	W	12/12/2016	WELLS FARGO FINANCIAL LEASING	012295	RECONCILED:12/15/2016		1,153.17
044603	W	12/12/2016	AT&T	041102	RECONCILED:12/19/2016		100.00
044604	W	12/12/2016	R.E. MICHEL COMPANY INC	041197	RECONCILED:12/19/2016		3,910.61
044605	W	12/12/2016	LINDA GOUAK	011679	RECONCILED:12/14/2016		356.00
044606	W	12/12/2016	PODOJIL CONSULTING & PROFESSIONAL SERVICES	000631	RECONCILED:12/19/2016		1,422.17
044607	W	12/12/2016	VITALONE'S LIMOUSINE SRVC, INC	000675	RECONCILED:12/21/2016		720.00
044608	W	12/12/2016	AUTOMOTIVE SUPPLY, INC.	000812	RECONCILED:12/15/2016		3,177.03
044609	W	12/12/2016	SKILLS USA OHIO	040994	RECONCILED:12/15/2016		375.00
044610	W	12/12/2016	OHIO SCHOOLS COUNCIL - GAS	011544	RECONCILED:12/13/2016		123.98
044611	W	12/12/2016	PLATTENBURG AND ASSOC., INC.	012967	RECONCILED:12/13/2016		10.80
044612	W	12/12/2016	MICHELLE RODEWALD	014011	RECONCILED:12/13/2016		67.50
044613	W	12/12/2016	DAWN BUBONIC	010194	RECONCILED:12/13/2016		71.28
044614	W	12/12/2016	A	041142	RECONCILED:12/13/2016		59.40
044615	W	12/12/2016	SANDY RANCK	012755	RECONCILED:12/13/2016		40.83
044616	W	12/12/2016	JANENE ISHEE	011104	RECONCILED:12/13/2016		285.57
044617	W	12/12/2016	CAROL BRAEFORD	007489	RECONCILED:12/13/2016		2,526.39
044618	W	12/12/2016	DIANE MARJENIN	041039	RECONCILED:12/15/2016		18,423.55
044619	W	12/12/2016	MARGARET LYNCH	040840	RECONCILED:12/15/2016		291.00
044620	W	12/12/2016	A	041039	RECONCILED:12/15/2016		4,273.55
044621	B	12/13/2016	WHITEHOUSE CONSTRUCTION CO.	041281	RECONCILED:12/19/2016		1,709.50
044622	B	12/13/2016	WHITEHOUSE CONSTRUCTION CO.	041282	RECONCILED:12/19/2016		657.50
044623	B	12/14/2016	ANTHONY SHAHAN	041279	RECONCILED:12/23/2016		96.50
044624	B	12/13/2016	JOSHUA THEROUX	041250	RECONCILED:12/23/2016		19.00
044625	B	12/13/2016	SUSAN DIBBS	041251	RECONCILED:12/28/2016		26.50
			MYA NORRIS				
			BRIDGET STRUDWICK				

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044626	B	12/13/2016	WANDA PATCHIN	041252	RECONCILED:12/23/2016		25.00
044627	B	12/13/2016	CINDY SCIIVA	041253	RECONCILED:12/20/2016		25.00
044628	B	12/13/2016	JESSICA STRICKLAND	041256	RECONCILED:12/19/2016		25.00
044629	B	12/13/2016	CAROLYN RHODES	041257	RECONCILED:12/22/2016		25.00
044630	B	12/13/2016	ROBERT RINGENBACH	041258	RECONCILED:12/27/2016		151.00
044631	B	12/13/2016	LAURA TORRES	041259	RECONCILED:12/21/2016		65.00
044632	B	12/13/2016	MELANIE RODRIGUEZ	041260	RECONCILED:12/22/2016		38.00
044633	B	12/13/2016	MARTINA RODRIGUEZ	041261	RECONCILED:12/20/2016		19.00
044634	B	12/13/2016	SHANNON RODRIGUEZ	041262	RECONCILED:12/27/2016		25.00
044635	B	12/13/2016	JEANNETTE ROTH	041263	RECONCILED:12/20/2016		69.00
044636	B	12/13/2016	MELODY LINK	041264	RECONCILED:12/23/2016		25.00
044637	B	12/13/2016	DAWN PETROWSKI	041265			63.00
044638	B	12/13/2016	MELISSA SINES	041266			45.00
044639	B	12/13/2016	MARY SLEDZ	041267	RECONCILED:12/20/2016		12.00
044640	B	12/13/2016	DAWN SPRIGGS	041270	RECONCILED:12/22/2016		25.00
044641	B	12/13/2016	LAUNA TAYLOR	041271			63.00
044642	B	12/13/2016	MICHELLE TIMLEY	041272			25.00
044643	B	12/13/2016	REBECCA TREADWAY	041274			38.00
044644	B	12/13/2016	JAMIE STEPHENSON	041275	RECONCILED:12/30/2016		57.00
044645	B	12/13/2016	LORI WETZEL	041276			25.00
044646	B	12/13/2016	LYNN SHALTUNOK	041277			25.00
044647	B	12/13/2016	PAMELA WILSON	041278	RECONCILED:12/30/2016		25.00
044648	W	12/14/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	RECONCILED:12/19/2016		25.00
044649	B	12/16/2016	JADRANKA SESTAN	041138	RECONCILED:12/29/2016		4,582.74
044650	B	12/16/2016	RITANNON POPE	041139	RECONCILED:12/19/2016		1,585.50
044651	B	12/16/2016	PATRICIA NELSON	041137	RECONCILED:12/20/2016		1,763.75
044652	B	12/16/2016	DENISE MATHIS	041135	RECONCILED:12/21/2016		1,585.50
044653	B	12/16/2016	STEPHANIE DUTINE	041139	RECONCILED:12/19/2016		430.50
044654	B	12/16/2016	KANIKIA COLVIN	041284			1,585.50
044655	B	12/16/2016	ERICKA COLON	041132	RECONCILED:12/19/2016		1,526.00
044656	B	12/16/2016	JORDYN CICON	041131	RECONCILED:12/21/2016		1,585.50
044657	B	12/16/2016	ROBERT BRISTOW	040954	RECONCILED:12/21/2016		635.50
044658	B	12/16/2016	JOSHUA THEROUX	041282	RECONCILED:12/21/2016		812.00
044659	B	12/16/2016	ANTHONY SHAHAN	041281			657.50
044660	B	12/16/2016	JEANNINE ROUGHT	041283	VOID: 12/20/2016		1,709.50
044661	B	12/16/2016	LINDA MCCULLOUGH	040986	RECONCILED:12/29/2016		30.00
044662	B	12/16/2016	REBECCA TREADWAY	041274	RECONCILED:12/19/2016		40.00
044663	C	12/20/2016	Payroll	999999	RECONCILED:12/27/2016		38.00
044664	W	12/20/2016	STATE TEACHERS RETIREMENT	013454	RECONCILED:12/23/2016		231,099.94
044665	W	12/23/2016	SCHOOL EMPLOYEES RETIREMENT SYSTEM	000480	RECONCILED:12/27/2016		311.97
044666	W	12/23/2016	WESTERN RESERVE OFFICE SUPPLY	007727	RECONCILED:12/27/2016		25,240.76
044667	W	12/22/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/23/2016		10,735.32
044668	W	12/22/2016	SAM'S CLUB	008469	RECONCILED:12/27/2016		248.22
044669	W	12/22/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/23/2016		1,285.72
044670	W	12/22/2016	EASTERN LAKE COUNTY CHAMBER OF COMMERCE	001939	RECONCILED:12/29/2016		95.14
044671	W	12/22/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/23/2016		125.00
044672	W	12/22/2016	MIDDLEFIELD CHAMBER OF COMMERCE	040238	RECONCILED:12/23/2016		1,190.98
044673	W	12/22/2016	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED:12/27/2016		25.00

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044674	W	12/22/2016	PRECIOUS CARGO TRANSPORTATION	013744	RECONCILED:12/23/2016		890.00
044675	W	12/22/2016	CHARDON CHAMBER OF COMME	040231	RECONCILED:12/29/2016		100.00
044676	W	12/22/2016	BLACKBOARD INC.	011896	RECONCILED:12/23/2016		50,000.00
044677	W	12/22/2016	FIRST COMMUNICATIONS	010610	RECONCILED:12/28/2016		244.12
044678	W	12/22/2016	CARTER LUMBER	040169	RECONCILED:12/27/2016		500.00
044679	W	12/22/2016	IDEASTREAM	001107	RECONCILED:12/30/2016		150.00
044680	W	12/22/2016	COMDOC INC.	008170	RECONCILED:12/29/2016		447.83
044681	W	12/22/2016	LAKE GEAUGA COMPUTER ASSOC.	001697	RECONCILED:12/27/2016		190.00
044682	W	12/22/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:12/27/2016		1,864.00
044683	W	12/22/2016	PAXTON PATTERSON	000638	RECONCILED:12/27/2016		67.50
044684	W	12/22/2016	OCIM 2016 CONFERENCE	001449	RECONCILED:12/27/2016		110.00
044685	W	12/22/2016	C/O: MARK JAFFEE				
044686	W	12/22/2016	ULTIMA AIR PRODUCTS	041036	RECONCILED:12/30/2016		138.95
044687	W	12/22/2016	PLATTENBURG AND ASSOC., INC.	040994	RECONCILED:12/27/2016		900.00
044688	W	12/22/2016	PEOPLE & WAGONER, LTD.	012424	RECONCILED:12/27/2016		2,784.00
044689	W	12/22/2016	JAMECO ELECTRONICS	000389	RECONCILED:12/27/2016		1,036.97
044690	W	12/22/2016	LINCOLN ELECTRIC CO.	000984	RECONCILED:12/27/2016		1,307.34
044691	W	12/22/2016	GAZETTE NEWSPAPERS	011455	RECONCILED:12/27/2016		575.00
044692	W	12/22/2016	GRAINGER	000466	RECONCILED:12/27/2016		972.39
044693	W	12/22/2016	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:12/28/2016		399.00
044694	W	12/22/2016	LAKE CTV DEPT OF JOB & FAMILY WKRY	013530	RECONCILED:12/28/2016		82.40
044695	W	12/22/2016	NORTH MADISON MINI STORAGE INC	012341	RECONCILED:12/23/2016		1,250.00
044696	W	12/22/2016	AT&T	040274	RECONCILED:12/27/2016		209.97
044697	W	12/22/2016	NOC COG ONE STOP	000171	RECONCILED:12/28/2016		660.30
044698	W	12/22/2016	AREA 19	040653	RECONCILED:12/28/2016		449.95
044699	W	12/22/2016	PREMIER PAINT	001141	RECONCILED:12/28/2016		375.52
044700	W	12/22/2016	TECHNOLOGIES, INC.	012552	RECONCILED:12/27/2016		8,700.00
044701	W	12/22/2016	HART & SONS CONCRETE	012737	RECONCILED:12/27/2016		248.23
044702	W	12/22/2016	CONCORD RENTAL	007179	RECONCILED:12/28/2016	1	271.70
044703	W	12/22/2016	DECA, Inc.	011488	RECONCILED:12/29/2016	1	252.00
044704	W	12/22/2016	OHIO LANDSCAPE ASSOC.	000658	RECONCILED:12/23/2016		315.00
044705	W	12/22/2016	AUBURN CAREER CENTER	000499	RECONCILED:12/23/2016		85.00
044706	W	12/22/2016	TOLEDO POS AND NETWORKING LLC	040269	RECONCILED:12/27/2016		750.00
044707	W	12/22/2016	21ST CENTURY MEDIA - OHIO	000414	RECONCILED:12/27/2016		3,275.00
044708	W	12/22/2016	HERMAN LOSELY & SON INC.	007944	RECONCILED:12/28/2016	1	3,025.12
044709	W	12/22/2016	BFG SUPPLY CO., LLC	001284	RECONCILED:12/27/2016	1	3,842.72
044710	W	12/22/2016	AUBURN CAREER CENTER	000499	RECONCILED:12/23/2016		1,036.80
044711	W	12/22/2016	ICE CREAM SPECIALTIES & BAKERY	013154	RECONCILED:12/23/2016		85.69
044712	W	12/22/2016	HAIRLICH INC.	041213	RECONCILED:12/27/2016		448.00
044713	W	12/22/2016	GORDON FOOD SERVICE	008479	RECONCILED:12/27/2016		1,261.04
044714	W	12/22/2016	ALFRED NICKLES BAKERY INC	001071	RECONCILED:12/28/2016		99.82
044715	W	12/22/2016	ANDREA TRACY	041184	RECONCILED:12/23/2016		169.59
044716	W	12/22/2016	DEE STARK-KURTZ	008279	RECONCILED:12/23/2016		162.64
044717	W	12/22/2016	AUBURN DAIRY COMPANY	000154	RECONCILED:12/23/2016		190.65
044718	W	12/22/2016	ALRO STEEL CORPORATION	041193	RECONCILED:12/23/2016		2,743.70
044719	B	12/22/2016	KEVIN ESTRADA	041285	RECONCILED:12/23/2016		247.50
044720	B	12/22/2016	STEPHANIE KAHLER	041287	RECONCILED:12/23/2016		49.00

Date: 01/03/2017  
Time: 10:11 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 12/01/2016 AND 12/31/2016  
ALL CHECKS SELECTED

Page: 6  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
044720	B	12/22/2016	DIANA POLICASMO	041288	RECONCILED:12/27/2016		21.00
044721	B	12/22/2016	JENNIFER SOLTY	041268	RECONCILED:12/23/2016		73.50
044722	B	12/22/2016	CRISTINE BAILEY	012458	RECONCILED:12/27/2016		38.00
044723	B	12/22/2016	GILBERTO RANGEL	041255	RECONCILED:12/27/2016		95.00
044724	B	12/22/2016	MARTA RANGEL	041254	RECONCILED:12/29/2016		170.50
044725	B	12/22/2016	NORMA CISNEROS	041273	RECONCILED:12/23/2016		70.00
044726	B	12/22/2016	JOHN SOPLATA	041269			208.50
044727	W	12/28/2016	WEX BANK	010639			189.87
044728	W	12/28/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/28/2016		16.20
044729	W	12/28/2016	JOHNSTONE SUPPLY	013078			547.50
044730	W	12/28/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/28/2016		883.25
044731	W	12/28/2016	A.M. LEONARD, INC.	001406		(Multi-bank check)	79.94
044732	W	12/28/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/28/2016		2,219.53
044733	W	12/28/2016	ILLUMINATING COMPANY	000925	RECONCILED:12/29/2016	(Multi-bank check)	1,098.03
044734	W	12/28/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/28/2016		1,445.52
044735	W	12/28/2016	FISDAP	013929			157.50
044736	W	12/28/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:12/28/2016		3,735.04
044737	W	12/28/2016	APOLLO SUPPLY COMPANY	011556			984.99
044738	W	12/28/2016	PLATTENBURG AND ASSOC., INC.	040994	RECONCILED:12/29/2016		3,804.00
044739	W	12/28/2016	WITNER PUBLIC SAFETY GROUP INC	040883			285.00
044740	W	12/28/2016	JOHN D. FREUER & ASSOCIATES	007053	RECONCILED:12/30/2016		941.90
044741	W	12/28/2016	NAEMT	000395			135.00
044742	W	12/28/2016	DAMNCHAM, INC.	000600	RECONCILED:12/30/2016		1,510.94
044743	W	12/28/2016	DONINION EAST OHIO	004003	RECONCILED:12/30/2016		3,463.20
044744	W	12/28/2016	MRIM LANDSCAPE MATERIALS	040828			3,560.00
044745	W	12/28/2016	PMF RENTAL	041084	RECONCILED:12/30/2016		210.00
044746	W	12/28/2016	MARS ELECTRIC CO.	001230	RECONCILED:12/29/2016		241.65
044747	W	12/28/2016	GRAINGER	000466			595.40
044748	W	12/28/2016	ROLL OFF INC.	011290			410.00
044749	W	12/28/2016	SAM LANDSCAPING INC	013502			3,480.00
044750	W	12/28/2016	REFRIGERATION SALES CORP.	000056	RECONCILED:12/29/2016		191.68
044751	W	12/28/2016	TYCO INTEGRATED SECURITY LLC	040669			3,994.00
044752	W	12/28/2016	GENERAL PEST CONTROL CO.	011210	RECONCILED:12/30/2016		103.75
044753	W	12/28/2016	MAJOR WASTE DISPOSAL SERVICES, INC	000570			70.00
044754	W	12/28/2016	KINZUA ENVIRONMENTAL INC	004035	RECONCILED:12/30/2016		316.00
044755	W	12/28/2016	WALMART COMMUNITY	001862			83.59
044756	W	12/28/2016	ILLUMINATING COMPANY	000925	RECONCILED:12/29/2016		50.92
044757	W	12/28/2016	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED:12/30/2016		5,228.18
044758	W	12/28/2016	AMERICA EXPRESS	040915			31,313.48
911160	M	12/05/2016	SERS	900926			2,532.55
912160	M	12/28/2016	MEMO ONLY	900926			2,293.19
975363	M	12/09/2016	MEMO ONLY	900663			3,691.99
975364	M	12/09/2016	BANK ONE/MEMO/MEDICARE	900950			1,155.73
975377	M	12/01/2016	Workers Comp	999992			157.60
975378	M	12/01/2016	FLEX SAVE				
975425	M	12/23/2016	MZ: 04 2W 8317				
975426	M	12/23/2016	LAKE COUNTY SCHOOLS COUNCIL	999998			94,957.78
			BANK ONE/MEMO/MEDICARE	900663			3,368.71
			BANK ONE/MEMO/ETCA	900693			31.00

Date: 01/03/2017  
Time: 10:11 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 12/01/2016 AND 12/31/2016  
ALL CHECKS SELECTED

Page: 7  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
975427	M	12/23/2016	Workers Comp	900950			1,040.07
990735	M	12/28/2016	MEDICAL MUTUAL OF OHIO	999994			419.25
			MEMO ONLY				
-----							
V	VOIDED CHECKS			2	CHECK TOTALS	6,292.50	
R	RECONCILED CHECKS			223	CHECK TOTALS	807,464.62	
-----							
W	WARRANT CHECKS			182	CHECK TOTALS	369,795.76	
M	MEMO CHECKS			10	CHECK TOTALS	109,647.87	
B	REFUND CHECKS			82	CHECK TOTALS	20,850.25	
I	INVESTMENT CHECKS			0	CHECK TOTALS	0.00	
T	TRANSFER CHECKS			0	CHECK TOTALS	0.00	
D	DISTRIBUTION CHECKS			0	CHECK TOTALS	0.00	
C	PAYROLL CHECKS			2	CHECK TOTALS	487,915.47	
	MISSING CHECKS			0			
**	TOTAL CHECKS (LESS VOIDED)			274	** TOTAL NET	981,916.85	
***	TOTAL CHECKS WRITTEN			276	*** GRAND TOTALS	988,209.35	

**Auburn Career Center**  
**Bank Reconciliation**  
December 31, 2016

**E**

First Merit Checking	\$ 371,379.23
Huntington (Main Depository)	\$ 2,693,016.36
O/S checks - a/p	\$ (64,865.61)
O/S checks - p/r	\$ (184.56)
Payroll Accum (O/S)-Checks NI	\$ -
Deposit in Transit	\$ -
FLEX Saving Adjustment	\$ 0.16
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	3,000,032.58
Health Care Deductible Pool - Huntington	\$ 25,213.28
Star Ohio	\$ 892,300.88
Fifth - Third Construction Investment - Interest Only	\$ 1,545.38
<b>Net Available Cash</b>	<b>\$ 3,919,092.12</b>
Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$1,502,983.50
<b>Total Investments</b>	<b>\$ 1,502,983.50</b>
Balance per bank	\$ 5,422,075.62
Balance per books	\$ 5,422,075.62
	\$ -

Investments Report		F	
Institution	Maturity Date	Date Placed	Amount
First Merit CD	1/3/2017	1/4/2016	\$ 500,000.00
First Merit CD	5/15/2017	5/16/2016	\$ 250,379.19
Tri State CDARS	5/25/2017	5/26/2016	\$ 508,856.12
Tri State CDARS	8/10/2017	8/10/2015	\$ 243,748.19
			\$1,502,983.50

1

Programs	Receivable 2017												
	FY17		FY16		FY15		FY14		FY13		FY12		
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	
Patient Centered Care (Nursing)	\$ 297,811	\$ 107,525	\$ 110,822	\$ 300,810	\$ 321,553	\$ 644,468	\$ 423,606	\$ 564,213	\$ 460,761	\$ 615,629	\$ 448,363	\$ 226,926	\$ 336,186
STNA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 638	\$ 21,293	\$ 13,477
EMT Basic	\$ 32,021	\$ 18,946	\$ 29,177	\$ 32,321	\$ 35,475	\$ 29,427	\$ 40,429	\$ 32,139	\$ 27,781	\$ 11,581	\$ 19,032	\$ 8,803	\$ 17,423
EMT Paramedic	\$ 161,656	\$ 54,345	\$ 55,763	\$ 61,656	\$ 126,059	\$ 107,532	\$ 78,437	\$ 72,772	\$ 51,916	\$ 50,170	\$ 48,779	\$ 50	\$ 6,041
Adult Education (Hiv Programs)	\$ 1,019	\$ -	\$ -	\$ -	\$ -	\$ 20,200	\$ 16,235	\$ 37,290	\$ 36,996	\$ 48,706	\$ 128,563	\$ 18,965	\$ 10,014
Customized	\$ 38,069	\$ 250	\$ 156	\$ 1,019	\$ 2,006	\$ 7,283	\$ 10,050	\$ 18,780	\$ 24,490	\$ 65,368	\$ 38,641	\$ 35,241	\$ 22,064
HVAC Refrigeration	\$ 173,200	\$ 98,437	\$ 46,727	\$ 173,200	\$ 61,585	\$ 134,209	\$ 33,762	\$ 154,146	\$ 34,581	\$ 6,300	\$ 110,506	\$ 19,554	\$ 118,162
Auto Body	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,693	\$ -	\$ -	\$ -	\$ 150	\$ 187	\$ -	\$ -
Ground Transportation Maintenance (Auto Tech)	\$ 69,027	\$ 28,431	\$ 23,757	\$ 69,027	\$ 35,629	\$ 50,242	\$ 40,292	\$ 75,916	\$ 36,584	\$ 39,738	\$ 40,687	\$ 50,962	\$ 26,959
DC and AC Electronic Circuits (Electrical)	\$ 3,459	\$ 12,663	\$ 964	\$ 3,459	\$ 39,074	\$ 15,692	\$ 21,906	\$ 27,423	\$ 1,864	\$ 28,523	\$ 5,488	\$ -	\$ -
Manufacturing Operations (Indust Maint)	\$ 75,085	\$ 36,830	\$ 15,837	\$ 75,085	\$ 24,918	\$ 43,781	\$ 15,692	\$ 43,781	\$ 620	\$ 9,230	\$ 5,77	\$ -	\$ -
Structural Systems (Facilities Management & Bldg Tech)	\$ 32,294	\$ 29,923	\$ 15,072	\$ 32,194	\$ 15,795	\$ 32,427	\$ 26,736	\$ 41,100	\$ 26,632	\$ 14,027	\$ 18,973	\$ -	\$ -
Manufacturing Capstone (Machine Trades)	\$ 81,854	\$ 77,453	\$ 14,193	\$ 82,323	\$ 19,644	\$ 102,384	\$ 21,240	\$ 94,815	\$ 7,188	\$ 35,164	\$ 2,033	\$ 1,267	\$ 1,777
Gas Metal Arc Welding	\$ 154,057	\$ 55,142	\$ 62,230	\$ 154,057	\$ 77,886	\$ 99,047	\$ 76,369	\$ 139,692	\$ 69,736	\$ 69,518	\$ 53,918	\$ 20,493	\$ 17,391
Firefighter I	\$ 62,333	\$ 50,555	\$ 51,380	\$ 64,351	\$ 41,293	\$ 77,077	\$ 57,407	\$ 58,422	\$ 40,843	\$ 33,965	\$ 20,681	\$ 37,377	\$ 48,668
Truck Driving Training	\$ (820)	\$ (820)	\$ -	\$ 20,577	\$ 13,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,180,965	\$ 574,587	\$ 428,604	\$ 1,208,188	\$ 835,159	\$ 1,385,692	\$ 884,366	\$ 1,373,632	\$ 950,454	\$ 1,143,973	\$ 1,000,021	\$ 520,499	\$ 656,002
Program Profit/Loss			\$ 145,983		\$ 373,029		\$ 501,326		\$ 414,179		\$ 143,953		\$ (126,503)
Assessment	\$ 5,793	\$ 3,550	\$ 3,759	\$ 7,098	\$ 8,471	\$ 54,333	\$ 145,379	\$ 96,968	\$ 230,434	\$ 108,146	\$ 233,447	\$ 88,455	\$ 222,301
Lifetime Learning/SEO	\$ 9,047	\$ 10,654	\$ 75,880	\$ 9,047	\$ 113,495	\$ 10,757	\$ 100,832	\$ 8,180	\$ 99,846	\$ 4,996	\$ 76,840	\$ 3,350	\$ 65,135
Adult Resale Uniform Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ 15,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop	\$ 39,087	\$ 25,742	\$ 17,658	\$ 42,665	\$ 31,636	\$ 34,340	\$ 33,070	\$ 32,736	\$ 37,537	\$ 33,387	\$ 34,772	\$ 46,490	\$ 41,121
Total	\$ 53,927	\$ 39,946	\$ 97,297	\$ 58,310	\$ 153,601	\$ 99,446	\$ 294,201	\$ 137,883	\$ 367,817	\$ 148,529	\$ 345,060	\$ 138,295	\$ 328,557
ABLE Profit/Loss			\$ (57,351)		\$ (94,791)		\$ (194,945)		\$ (229,994)		\$ (196,531)		\$ (190,762)
Front Office													
Revenue	\$ 274,135	\$ 133,433	\$ 275,408	\$ 434,447	\$ 300,207	\$ 316,424	\$ 291,240	\$ 288,117	\$ 256,274	\$ 325,400	\$ 267,228	\$ 317,306	\$ 317,306
Salaries/Benefits	\$ 70,216	\$ 169,930	\$ 4,530	\$ 169,930	\$ 98,913	\$ 98,913	\$ 50,897	\$ 105,785	\$ 105,785	\$ 123,798	\$ 123,798	\$ 33,133	\$ 33,133
Supplies	\$ 10,427	\$ 7,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 1,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 275,409	\$ 133,433	\$ 294,476	\$ 275,408	\$ 619,378	\$ 300,207	\$ 429,634	\$ 291,240	\$ 349,653	\$ 454,897	\$ 267,228	\$ 481,465	\$ 481,465
Front Office Over/Under			\$ (161,043)		\$ (341,970)		\$ (129,427)		\$ (58,413)		\$ (198,623)		\$ (214,237)
All Adult Workforce													
FYTD Advances Returned													
WYE Long Term Loan Balance Owed to Gen Fund													



## *Attachment Item #16*

Approve Contract of Employment-  
Treasurer/Chief Fiscal Officer and  
Inter-District Cooperative  
Financial Services Cost Sharing  
Agreement



CONTRACT OF EMPLOYMENT  
TREASURER/CHIEF FISCAL OFFICER  
AUBURN CAREER CENTER

This employment contract made and entered into this \_\_\_ day of February 2017, by and between the Auburn Joint Vocational School District Board of Education, hereinafter called the Board, and Sherry Williamson, hereinafter called the Treasurer. The Board and the Treasurer, for consideration herein specified, agree as follows:

1. TERM OF CONTRACT

The Board, in accordance with its action as found in the minutes held on the \_\_\_ day of February 2017 hereby employs, and the Treasurer hereby accepts employment as Treasurer, for a period commencing August 1, 2016, and ending on July 31, 2020.

2. PROFESSIONAL LICENSE

The Treasurer shall maintain and furnish to the Board evidence of maintaining, throughout the life of this contract, valid credentials, including acceptable bond, to act as Treasurer of this District in accordance with the laws of the State of Ohio. This contract is subject to continued proper certification of the Treasurer.

3. DUTIES OF TREASURER

The Treasurer shall be the Chief Fiscal Officer and secretary to the Board. The Treasurer shall also serve as the Chief Fiscal Officer and secretary of the Lake County Educational Service Center Governing Board ("ESC") pursuant to the attached Inter-District Cooperative Financial Services Cost Sharing Agreement. The Treasurer shall perform the duties specified in the laws of the State of Ohio and as set forth in the attached Job Description for the Treasurer as adopted by the Board, and as may be amended from time to time during the term of this contract. The Treasurer shall also perform the duties specified in the Inter-District Cooperative Financial Services Cost Sharing Agreement, as well as any duties specified in the job description adopted by the ESC for the Treasurer, as may be amended from time to time by the ESC – so long as the Inter-District Cooperative Financial Services Cost Sharing Agreement remains in effect. Such job descriptions and duties, as amended, are hereby incorporated in this contract by reference. Further, the Treasurer agrees to abide by all applicable provisions of the Ohio Revised Code and policies of the Board and the ESC.

On July 31, 2020, at 11:59 p.m., the Treasurer's duties as the Chief Fiscal Officer and secretary to the ESC shall automatically cease and the Treasurer shall serve solely as the Chief Fiscal Officer and secretary of the Board.



#### 4. COMPENSATION

##### A. Annual Salary

The Board shall pay the Treasurer an annual salary of One Hundred Thousand Dollars (\$100,000.00) in consideration of the employment and description of services to be rendered as Chief Fiscal Officer and secretary of the Board and the ESC. If, however, the Treasurer resigns as Chief Fiscal Officer and secretary of the ESC or is unable, for whatever reason, to fulfill the description of services to be rendered as Chief Fiscal Officer and secretary of the ESC under the Inter-District Cooperative Financial Services Cost Sharing Agreement; the Treasurer shall be paid an annual salary of Fifty Thousand Dollars (\$50,000.00) in consideration of the employment and description of services to be rendered as Chief Fiscal Officer and secretary of the Board. If the Treasurer is employed fewer than 12 months as Chief Fiscal Officer and secretary to the ESC in any contract year, then the Treasurer's salary shall be prorated and the Treasurer shall receive the appropriate portion of her annual salary as Chief Fiscal Officer and secretary to the ESC.

The Treasurer's salary is to be paid in equal installments in accordance with Board policy. The Board may increase the salary of the Treasurer during the term of this contract, but in no event shall the salary be reduced, except as provided by law. The salary will increase on August 1<sup>st</sup> each subsequent year after the effective date of this agreement by two (2) percent. If any other adjustment in salary is made during the term of this contract, it shall be through an addendum to this contract. All other provisions of this contract, including its termination date, shall remain as stated herein.

Upon request of the Treasurer, the Board shall withhold and transfer a portion of the Treasurer's salary to a tax deferred annuity of the Treasurer's choice.

##### B. Per Diem

For all purposes, unless specifically stated otherwise, the *per diem* rate shall be calculated by dividing two hundred twenty three (223) days from the annual salary.

#### 5. OTHER COMPENSATION

- A. The Board shall pay the employer's share of State Employees' Retirement System ("SERS") contribution as required by law. In addition, as additional compensation, the Board shall "pick up" (pay directly) the employee's share of the Treasurer's total retirement contribution each year to SERS on behalf of the Treasurer, plus all retirement contributions on such picked up amount. During the term of this contract, this pick-up shall be a condition of the Treasurer's employment in the District and shall not be at the Treasurer's

option. It is the intention of the parties that this picked-up amount be included in the Treasurer's compensation for the purpose of calculation of retirement benefits.

After this Agreement is entered into, if Ohio law is modified to prohibit the Board from paying the Treasurer's SERS member contributions as a fringe benefit pick-up (i.e., in accordance with the above paragraph) the Board's pick-up of the Treasurer's SERS member contributions shall be converted to a salary reduction type of pick-up under IRC Section 414 (h), and the annual salary of the Treasurer shall be increased by an amount that will result in the federal taxable income of the Treasurer (after salary reduction pick-up) being the same as if the fringe benefit pick-up was in effect. Notwithstanding the foregoing, any such adjustment to the annual salary of the Treasurer shall not be including in the calculations of the Treasurer's per diem rate under Section 5 of this Agreement.

- B. The Treasurer shall receive an annual \$5,000 Board paid annuity.
- C. The Board shall pay directly to the federal government the Treasurer's share of Medicare.
- D. The Board shall provide the Treasurer with a Two Hundred Thousand Dollar (\$200,000.00) group term life insurance policy.
- E. Treasurer shall be covered under the Board's health, dental, and vision insurance plans with the percentage of the premiums to be paid by the Board as determined by the Board.
- F. The Board shall pay fifty percent (50%) of the cost of tuition for three (3) semester hours each contract year, provided the Treasurer obtains a minimum of a B grade in each course taken.
- G. The Board shall provide a \$35/month cell phone stipend for use of personal cell phone to conduct business and accurate communications with staff while traveling or otherwise away from the office.

## 6. WORK SCHEDULE

The Treasurer is contracted to work two hundred and sixty (260) days in each year that this contract is in effect but shall devote such time and energies as are necessary to perform the duties specified in the job description and, to the extent it remains in effect, the Inter-District Cooperative Financial Services Cost Sharing Agreement. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Treasurer to work during times other than normal business hours.

## 7. VACATION AND HOLIDAYS

The Treasurer is entitled to the legal holidays specified in the Board approved calendar.

- A. The Treasurer shall be granted twenty (20) vacation days with pay each year the contract is in effect. The Treasurer shall be entitled to carry over a maximum of ten (10) total days from the previous two (2) years for a maximum accumulation of thirty (30) vacation days. The Treasurer shall be paid for any accumulated but unused vacation days at the daily rate at the time of separation (see Paragraph 8 for daily rate). In the event of her death, such shall be paid to the estate in accordance with Section 2113.04 of the Ohio Revised Code. The Treasurer may convert up to ten (10) days of vacation time for cash annually at the daily rate at which the vacation time was earned. The Treasurer shall be permitted to use her paid vacation days for the purpose of consultations, speaking engagements, or other similar professional services and any fees or compensation received by her for such services shall remain her sole property.

## 8. SICK LEAVE/PERSONAL LEAVE/SEVERANCE

The Treasurer shall be entitled to the use of and accumulation of sick leave in accordance with Ohio law and Board policies, except as set forth herein. The Treasurer may accumulate a maximum of up to three hundred (300) sick leave days at the rate of one and one-quarter (1.25) sick leave day per month. The Treasurer shall be paid the daily rate of pay for any sick leave days beyond three hundred (300). The Treasurer shall be entitled to three (3) personal days each year. Unused days shall not carry over.

If the Treasurer qualifies and accepts retirement benefits under SERS, or in the event of her death while employed by the District (such employment having been in any capacity in the District for at least ten (10) years), she shall qualify for a one-time severance payment. The maximum severance payment shall be twenty-five percent (25%) of three hundred (300) days, or seventy-five (75) days times the calculated daily rate. The daily rate of pay shall be calculated by the annual salary set forth in Paragraph 4(A) divided by the *per diem* rate set forth in Paragraph 4(B).

## 9. PROFESSIONAL GROWTH/ORGANIZATIONS

The Treasurer shall be encouraged to participate in seminars, in-service meetings, college courses and certification class requirements, which promote professional growth as related to the position of Treasurer. The actual and necessary expenses of said attendance shall be paid by the Board in accordance with Board policy. Requests for professional leave must be submitted to and approved by the Board before they are used. Therefore, professional days will be provided by the Board at its discretion. The Treasurer is encouraged to join and participate in the Ohio Association of School Business Officials and the National Association of School Business Officials, with the Board paying the Treasurer's annual membership.

10. EXPENSES

The Board shall reimburse the Treasurer for all actual and necessary travel and other expenses required in the performance of her official duties during employment under this contract subject to such limitations as provided by law and by Board policy.

11. RENEWAL

Renewal of this contract is in accordance with Ohio Revised Code.

12. MEDICAL EXAMINATION

The Treasurer hereby agrees to submit annually to a comprehensive medical examination conducted by a physician of the Treasurer's choice. This examination will only be conducted if requested by the Board President. A physician's statement certifying to the physical and mental competence or incompetence of the Treasurer shall be filed with the President of the Board, and shall be treated as confidential information. The cost of said medical examination shall be borne by the Board. The Board reserves the right to require the Treasurer to submit to a second medical examination if it disagrees with the finding of the first medical examination.

13. PERFORMANCE EVALUATION

Pursuant to R.C. 3313.22(D), the Board shall adopt procedures for the evaluation of the Treasurer and shall evaluate the Treasurer in accordance with those procedures. The Board shall consider an evaluation upon those procedures in deciding whether to renew the Treasurer's contract. The establishment of an evaluation procedure shall not create an expectancy of continued employment. Nothing in this paragraph shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

The Treasurer may also be evaluated at the discretion ESC with respect to her services under the Inter-District Cooperative Financial Services Cost Sharing Agreement. Any evaluations provided by the ESC pursuant to the Inter-District Cooperative Financial Services Cost Sharing Agreement shall not create an expectation of continued employment with the Board.

14. CONTRACT TERMINATION

This employment contract may be terminated by:

- A. Mutual agreement of the parties;
- B. Retirement, disability, or death of the Treasurer;

*Contract of Employment – Treasurer/Chief Fiscal Officer*

- C. Termination by the Board in accordance with Ohio Revised Code;
- D. Failure of the Treasurer to maintain a valid license, or not be able to secure a bond in an amount acceptable to the Board; or
- E. As otherwise provided by law.

15. MERGER

In the event of a merger between the ESC and an educational service center, it is expressly understood that the governing board of the educational service center created by the merger shall honor all contracts made by the former governing boards pursuant to R.C. 3311.053 or any applicable law, including the Inter-District Cooperative Financial Services Cost Sharing Agreement, and that the Board shall continue to pay the Treasurer an annual salary of One Hundred Thousand Dollars (\$100,000.00) in consideration of the employment and description of services to be rendered as Chief Fiscal Officer and secretary of the Board and governing board created under R.C. 3311.053.

In the event the governing board of the educational service center created by the merger pursuant to R.C. 3311.053 does not honor the Inter-District Cooperative Financial Services Cost Sharing Agreement, the Treasurer shall remain the Chief Fiscal Officer and secretary of the Board and the Board shall continue to pay the Treasurer an annual salary of One Hundred Thousand Dollars (\$100,000.00) provided the Treasurer does not resign as Chief Fiscal Officer and secretary of the ESC and is able to fulfill the description of services to be rendered as Chief Fiscal Officer and secretary of the ESC prior to the merger.

16. INDEMNIFICATION

Except for findings for recovery in an audit report pursuant to Section 117.28 of the Ohio Revised Code, the Board agrees that it shall defend, hold harmless and indemnify the Treasurer from any and all demands, claims, suits, actions and legal proceedings brought against the Treasurer in an individual capacity, or in an official capacity as agent and employee of the Board, provided the incident arose while the Treasurer was acting within the scope of employment (excluding criminal litigation) and any such liability coverage is within the authority of the Board to provide under state law. The Board's liability under this paragraph shall not exceed the amount provided by insurance purchased by the Board for this purpose or the amount appropriated by the Board for this purpose; whichever is greater. Except that in no case will individual Board members be considered personally liable for indemnifying the Treasurer against such demands, claims, suits, actions and legal proceeding.

It is expressly recognized between the parties to this agreement, that the duty to provide for the defense of the Treasurer also applies to civil actions, administrative proceedings or legal proceedings threatened or commenced by or on behalf of the state, or other political

subdivision.

This section shall not apply to disputes between the Treasurer and the Board.

17. BOND

The Board shall provide blanket bonding for the Treasurer in the minimum amount of Five Hundred Thousand Dollars (\$500,000.00).

18. SERS OBLIGATIONS

The Treasurer has been notified as required by Section 3309.53 of the Ohio Revised Code of all duties and obligations under Ohio Revised Code Chapter 3309 pertaining to the School Employees Retirement System as a condition of her employment.

19. COMPLETE AGREEMENT

This document sets forth the complete agreement of the parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the Board.

20. SAVINGS CLAUSE

If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in full force and effect.

**For Sherry Williamson:**

**For the Auburn Joint Vocational  
School District Board of Education:**

\_\_\_\_\_  
Treasurer/Chief Fiscal Officer

\_\_\_\_\_  
President, Board of Education\*  
(In Official Capacity Only)

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

\* This Agreement has no legal effect absent Board approval

**AUBURN JOINT VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

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

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President, Board of Education (In Official Capacity Only)

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Treasurer, Board of Education (In Official Capacity Only)



**Auburn JVS  
Bylaws & Policies**

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**1320 - DUTIES OF THE TREASURER**

The District's Treasurer, in addition to the responsibilities required by law, is responsible for helping the District achieve its goals, by providing leadership and supervision in the program of fiscal management.

The Treasurer shall meet the qualifications specified for the position (A.C. 3301-5-01) and shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:

- A. serve as the Chief Financial Officer of the District;
- B. establish and maintain long-range fiscal and building plans and prepare the annual budget based on District resources and needs;
- C. ensure that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent;
- D. analyze the effectiveness of District programs in his/her areas of responsibility and recommend changes in program, staffing, and/or management strategies as necessary;
- E. develop personal capabilities in financial strategies and supervisory methods;
- F. increase the efficient use of resources toward the achievement of District goals;
- G. work cooperatively with the administrative staff toward the achievement of District objectives;
- H. help interpret the budget and the District affairs under his/her supervision to interested members of the school community.

In order to perform the duties required by law, the Treasurer shall:

- A. call special meetings of the Board; (R.C. 3313.16)
- B. sign all checks of the Board; (R.C. 3313.51)
- C. record the proceedings of each meeting of the Board; (R.C. 3313.26)
- D. notify the Board of Elections of all changes in boundaries of the School District; (R.C. 3313.261)
- E. deduct from the wages and salaries of teachers amounts authorized by the teacher and Board; (R.C. 3313.262)
- F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term; (R.C. 3313.27)
- G.

**Exhibit A**

deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term;  
(R.C. 3313.28)

- H. keep an account of all District funds and maintain all records pertaining thereto in the manner described by law; (R.C. 3313.29)
- I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board; (R.C. 3313.29)
- J. file a statement with the county auditor at the time and in the form required by law; (R.C. 3313.30)
- K. direct and assign employees who are engaged in the day-to-day fiscal operations of the District, as designated by the Board;
- L. execute all conveyances of the Board; (R.C. 3313.33)
- M. meet the qualifications specified for the position by law. (A.C. 3301-5-01)

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities. S/He shall have direct supervisory responsibility for the activities of all classified staff assigned to him/her, and shall provide advice and guidance to said staff.

Observation of the Treasurer's performance and preparation of performance reports shall be the responsibility of the Superintendent.

R.C. 3301.074, 3313.16, 3313.26, 3313.26, 3313.261, 3313.262, 3313.27, 3313.28

R.C. 3313.29, 3313.33, 313.51

A.C. 3301-5-01

Revised 8/7/07

Revised 6/26/12

© Neola 2012

## **INTER-DISTRICT COOPERATIVE FINANCIAL SERVICES COST SHARING AGREEMENT**

### **(TREASURER SERVICES)**

The Agreement is entered into and effective as of the \_\_\_\_ day of \_\_\_\_ 2017, by and between the Auburn Joint Vocational School District Board of Education ("Career Center"), Sherry Williamson ("Ms. Williamson"), and the Lake County Educational Service Center Governing Board ("ESC") (collectively, "Parties").

**WHEREAS**, given the unique institutional relationship existing between the Career Center and the ESC, the desire of each entity to engage in cost sharing opportunities; and

**WHEREAS**, the ESC formally appointed Ms. Williamson as Chief Fiscal Officer and secretary effective August 1, 2014; and

**WHEREAS**, in furtherance of their mutual interest toward the enhancement of operational efficiencies and cost saving for both public educational organizations, the parties have agreed to pursue a financial cost sharing agreement to facilitate the dual appointment of Ms. Williamson as Chief Fiscal Officer and secretary of each entity as of that date.

It is **THEREFORE** the agreement of the parties as follows:

1. At all times relevant hereto, Ms. Williamson will remain the Chief Fiscal Officer and secretary to the Career Center, with full authority and responsibilities as set forth under law, board policy, any applicable job description(s), and her contract of employment.
2. In addition, for the period beginning August 1, 2016, and continuing until July 31, 2020, at 11:59 p.m., Ms. Williamson shall also serve, by virtue of this Inter-District Cooperative Financial Services Cost Sharing Agreement ("Agreement") and the Contract of Employment Treasurer/Chief Fiscal Officer ("Treasurer Contract"), a copy of which is attached, as the Chief Fiscal Officer and secretary of the ESC, with full authority and responsibilities as set forth under law, any applicable job description(s), ESC policy, and this Agreement.
3. In exchange for the services of Ms. Williamson to serve as Chief Fiscal Officer and secretary of the ESC through this Agreement, the ESC will pay to the Career Center an amount equal to 50% of her total employee costs, as determined by the terms and conditions of the Treasurer Contract on an annual basis. For the initial year of the Agreement, Ms. Williamson will be paid \$100,000.00 in salary. Ms. Williamson will also receive additional benefits as defined in the Treasurer Contract and the ESC will also pay to the Career Center the amount equaling 1/2 of the total cost of these benefits, including, but not limited to, retirement, annuity, life insurance, tuition, cell phones, professional development, meal and mileage directly related to the ESC duties, and 1/2 of the annual premium for a \$500,000 Treasurer's bond. This cost also includes annual mutually agreeable

costs related to the ESC. The Career Center agrees to consult with and review the compensation package for Ms. Williamson with the ESC before any changes are made.

4. Ms. Williamson agrees to dispatch the duties of her dual position to the fullest on behalf of each entity, and will devote such time and energy as is necessary to meet the fiscal obligations and responsibilities for both the Career Center and the ESC as set forth in state law, her employment contract with the Career Center, any applicable job description(s), and the respective policies of each entity.
5. In the event that a real or perceived financial conflict of interest arises between the ESC and the Career Center, the Parties agree to work cooperatively to resolve any real or perceived conflict, which may include but shall not be limited to, the employment/assignment of a third-party fiscal officer(s) until the real or perceived conflict is resolved. The ESC and Career Center agree to share equally in the costs of contracting for the employment of any third-party fiscal officer(s), should such employment become necessary pursuant to the Paragraph.
6. Termination of this Agreement prior to July 31, 2020, at 11:59 p.m., may occur only by joint agreement, in writing, of the ESC, Career Center, and Ms. Williamson. Should the Career Center initiate proceedings to terminate the employment contract of Ms. Williamson for good and just cause in accordance with state law and her contract, the Agreement shall be null and void. Should the ESC determine to discontinue Ms. Williamson as Treasurer for cause, it may do so by written notice to the Career Center and Ms. Williamson at any time. However, if such removal should occur prior to the end of this Agreement, the ESC shall remain responsible for the payment of its obligations under Paragraph 3, above for the remainder of the Agreement.
7. In the event of a merger between the ESC and an adjoining educational service center, it is expressly understood that the governing board of the educational service center created by the merger shall honor all contracts made by the former governing boards pursuant to R.C. 3311.053 or any applicable law, including this Agreement.
8. Modifications as to the Agreement shall be made in writing and only by the concurrence of all parties hereto.
9. Nothing herein shall be deemed to prohibit an extension of the Agreement by mutual consent of the parties.
10. The Career Center and ESC agree to fully cooperate in the implementation of the Agreement to facilitate meeting the fiscal needs of each through the dual appointment of Ms. Williamson as Treasurer for each entity.

12. This agreement may be signed in any number of counterparts, each of which is an original and all of which taken together form one single document.
13. The Career Center and the ESC agree to formally adopt the Agreement by resolution.

**For the Auburn Joint Vocational School  
District Board of Education:**

\_\_\_\_\_  
President, Board of Education\*  
(In Official Capacity Only)

\_\_\_\_\_  
Treasurer, Board of Education\*  
(In Official Capacity Only)

Authorized Per Resolution No. \_\_\_\_\_  
\*This Agreement has no legal effect absent  
Board approval

**For Sherry Williamson:**

\_\_\_\_\_  
Sherry Williamson

**For the Lake County Educational Service  
Center Governing Board:**

  
\_\_\_\_\_  
President, Governing Board\*  
(In Official Capacity Only)

  
\_\_\_\_\_  
Treasurer, Governing Board\*  
(In Official Capacity Only)

Authorized Per Resolution No. \_\_\_\_\_  
\*This Agreement has no legal effect absent  
Board approval

**AUBURN JOINT VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

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

\_\_\_\_\_  
President, Board of Education (In Official Capacity Only)

\_\_\_\_\_  
Treasurer, Board of Education (In Official Capacity Only)

**LAKE COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD  
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

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

  
\_\_\_\_\_  
President, Board of Education (In Official Capacity Only)

  
\_\_\_\_\_  
Treasurer, Board of Education (In Official Capacity Only)

**Auburn Vocational School District Board of Education**  
**Resolution Regarding the Disposal of Personal Property**

The Auburn Vocational School District Board of Education ("Board") met in open session on the \_\_\_\_ day of \_\_\_\_\_ 2017, with the following members present:

Erik L. Walter, Board President  
Mary Javins, Vice President  
Jean Brush, Board Member  
Dr. Susan Culotta, Board Member  
Geoffrey Kent, Board Member  
Mr. Ken Klima, Board Member  
Dr. Brian Kolkowski, Board Member  
Roger Miller, Board Member  
Paul Stefanko, Board Member  
Terry Sedivy, Board Member  
Mary Wheeler, Board Member

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

**WHEREAS**, R.C. 3313.41 provides that, when a board of education decides to dispose of real or personal property that it owns in its corporate capacity and that exceeds in value ten thousand dollars, it shall sell the property at public auction; and

**WHEREAS**, if the aggregate value of the real or personal property does not exceed ten thousand dollars a board of education may sell the property through any method that the board of education deems reasonable; and

**WHEREAS**, the Board is in the possession of **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** that is no longer needed for use by the Board; and

**WHEREAS**, the **LEADERSHIP – LAKE COUNTY** has promised that, if the Board sells the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** to the **LEADERSHIP – LAKE COUNTY**, the **LEADERSHIP – LAKE COUNTY** will display the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** in a public manner, distribute or post literature and information regarding the Board, and utilize its best efforts to directly or indirectly advertise and market information regarding the Board and its programs; and

**WHEREAS**, such advertising and marketing activities further the Board's educational mission by increasing interest in the Board and its programming and fostering student enrollment.

**NOW BE IT HEREBY RESOLVED**, that the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** is no longer needed for use by the Board; and



**NOW BE IT FURTHER RESOLVED**, that the sale of the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** to the **LEADERSHIP – LAKE COUNTY** serves the public interest; and

**NOW BE IT FURTHER RESOLVED**, that the Board affirms that the aggregate value of the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** does not exceed ten thousand dollars and, accordingly, is not required to be sold at public auction in accordance with R.C. 3319.41; and

**NOW BE IT FURTHER RESOLVED**, that the method of the sale to **LEADERSHIP – LAKE COUNTY** is reasonable in all respects, particular in light of the advertising and marketing value the Board will receive in exchange for the sale; and

**NOW BE IT FURTHER RESOLVED**, that the Board shall sell the **seven (7) BENCHES and one (1) PLAYHOUSE-BEACH THEME** to the **LEADERSHIP – LAKE COUNTY** for one dollar each.

Board Member \_\_\_\_\_ seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Erik L. Walter, Board President	_____
Mary Javins, Vice President	_____
Jean Brush, Board Member	_____
Dr. Susan Culotta, Board Member	_____
Geoffrey Kent, Board Member	_____
Dr. Brian Kolkowski, Board Member	_____
Mr. Ken Klima, Board Member	_____
Roger Miller, Board Member	_____
Paul Stefanko, Board Member	_____
Terry Sedivy, Board Member	_____
Mary Wheeler, Board Member	_____

**TREASURER'S CERTIFICATION**

The foregoing is a true and correct excerpt from the minutes of the meeting on **FEBRUARY 7, 2017** of the Auburn Joint Vocational School District Board of Education showing the adoption of the Resolution hereinabove set forth.

\_\_\_\_\_  
Treasurer, Board of Education  
Auburn Vocational School District

## **Auburn Vocational School District BOARD OF EDUCATION**

### **Minutes of February 23, 2017**

Mr. Walter called the February 23, 2017 special meeting of the Auburn Vocational School District to order at 7:00 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Dr. Kolkowski	Mr. Stefanko
Dr. Culotta	Mr. Miller	Mr. Walter
Mr. Kent	Mr. Sedivy	Mrs. Wheeler

Mrs. Javins arrived at 7:12 p.m.

Absent: Mr. Klima

Administrators: Sherry Williamson, Jeff Slavkovsky, and Victoria Bryant

#### **032-17      Approve Agenda**

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the February 23, 2017 agenda.

Roll Call:      **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

#### **033-17      Executive Session**

A motion was made by Mrs. Wheeler and seconded by Mr. Sedivy to enter into executive session at 7:04 p.m. for the following purpose:

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

- Pursuant to Ohio Revised Code Section 121.22 (G)(2), I hereby recommend that the Board make a motion to adjourn to executive session to consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest
- Pursuant to Ohio Revised Code Section 121.22(G) (5), discussion of matters required to be kept confidential by federal law, rules or state statutes.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski,  
Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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

Mrs. Javins arrived at 7:12 p.m.


**Return to public session at 8:43 p.m.**

**034-17 Adjourn**

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to adjourn the meeting at 8:44 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Dr. Kolkowski,  
Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

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



Treasurer



Board President

**ATTACHMENT A**

**PERMISSIBLE REASONS TO ENTER EXECUTIVE SESSION**

A public Board of Education may hold an executive session only after a majority of the quorum of the Board determines by a roll call vote to hold such a session and only at a regular or special (but not emergency) meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:
1. ☐ Appointment;
  2. ☐ Employment;
  3. ☐ Dismissal;
  4. ☐ Discipline;
  5. ☐ Promotion;
  6. ☐ Demotion;
  7. ☐ Compensation of a public employee or official; or
  8. ☐ Investigation of charges/complaints against a public employee, official, licensee, or regulated individual (unless public hearing requested).
- B. To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the public interest.
- C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
- D. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- E. Matters required to be kept confidential by federal law or regulations or state statutes.
- F. Details relative to security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.



# SAVE THE DATE!

**Tuesday, March 21 at 6PM**

**Auburn Career Center**

**“The Better Flip”**

**Adapting the 1950's House  
for the Millennial Generation**



1950s Style Kitchen

The Lake County Ohio  
Port & Economic  
Development Authority  
invites you to a preview  
of House Concept  
Plans from the students  
of Auburn Career  
Center

Salman Pirzada  
Architecture & Project  
Management  
Auburn Career Center



## Current Application Activity for 2017-2018

SCHOOL	# Applications, This Year, 2/6/17	# Applications, Last Year, 2/29/16
Berkshire	32	29
Cardinal	18	18
Chardon	35	38
Fairport	32	21
Harvey	71	47
Kenston	15	19
Kirtland	4	3
Madison	52	50
Newbury	12	8
Perry	20	22
Riverside	56	60
Other	15	23
<b>TOTAL of our 11 districts</b>	<b>362</b>	<b>338</b>
Lakeshore Compact	<b>67</b>	<b>206</b>
<b>TOTAL</b>	<b>429</b>	<b>544</b>

\*\*Of the **362** applications, some are 9<sup>th</sup> Grade applications...only one Freshman event has been held but several meetings with associate districts will probably double the number of "23" for 9<sup>th</sup> graders applying.

This Year: 23 (Riverside, Fairport, iSTEM)

Last Year: 10 (Fairport, iSTEM)

\*\*Of the **362** applications, 110 students say they are interested in College Credit Plus

\*\*Of the **544** applications last year, 150/206 Lakeshore Compact students were put on a Wait List

\*\*Because the priority is to admit our 11 districts first, Lakeshore Compact students were informed of this decision early this year, therefore many Lakeshore Compact students did NOT apply – **67 v. 206** - last year, they were not aware of that fact

\*\*Of the **338** applications last year, 65 withdrew in August due to College Credit Plus, however, we were able to fill those gaps with additional applications from our wait list and started the 2016/2017 school year with a total of **378** students!

## **Anchor Institutions Task Force Charge**

### **The Charge**

In December, 2016, the Lake-Geauga Fund of the Cleveland Foundation notified Lakeland Community College and Lake Erie College that they were awarded a grant to initiate an Anchor Institutions Task Force in Lake and Geauga Counties, with the assistance of Kent State University, Geauga Campus. Michael Porter, from The Harvard Business School coined the term "anchor institution" to highlight the current power and future potential of colleges and universities, hospitals and other nonprofit institutions with long term, rooted investments in particular locations to transform neighborhoods, cities and regions.

An Anchor Institutions Task Force can connect needs with talents that will add capacity in order to serve more residents. Macro level visioning and planning will allow the task force to identify strategic priorities and then create a comprehensive and coordinated approach to address issues that allow organizations to work together across sectors.

On March, 16, 2016, a Nonprofit Forum was held at Lakeland Community College. The participants made six recommendations for the Lake and Geauga region:

- Helping the community better understand "who does what"
- Increasing awareness and understanding of the ins and outs of collaboration and partnering
- Providing a neutral space for community dialogue and collaborative thinking
- Coordinating connections between the nonprofit community and an array of existing resources
- Engaging in strategic macro level visioning and planning

The Anchor Institutions Task Force will focus on the significance of place, forge strategic partnerships, collect and interpret relevant data, identify regional goals and priorities, promote engagement, and ask organizations to work together across sectors.

### **Tasks**

To help execute its charge, the Task Force will:

- Secure the services of a research analyst/coordinator
- Convene a steering committee meeting and ask for member commitment
- Conduct a regional strategic planning visioning session
- Identify data needs and information available
- Establish strategic priorities, objectives and strategies
- Develop an implementation plan
- Identify opportunities for collaboration – ongoing
- Submit a progress report to the Lake-Geauga Fund of the Cleveland Foundation and task force members



## **Timeline**

January – February, 2017	Establish task force membership and endorse The Charge
March – April, 2017	Conduct visioning session and establish strategic priorities
May, 2017	Provide an overview of key findings
June – August 2017	Initiate the implementation plan
September, 2017	Hold first quarterly meeting

## **Membership**

Lake and Geauga Colleges and Universities, ESC's, School Districts  
Regional Hospitals  
Nonprofit Organizations  
Cultural Institutions  
Social Service Agencies  
Selected "Anchor" Corporations/Alliances  
Chambers of Commerce  
Leadership organizations  
Organizations that serve various populations

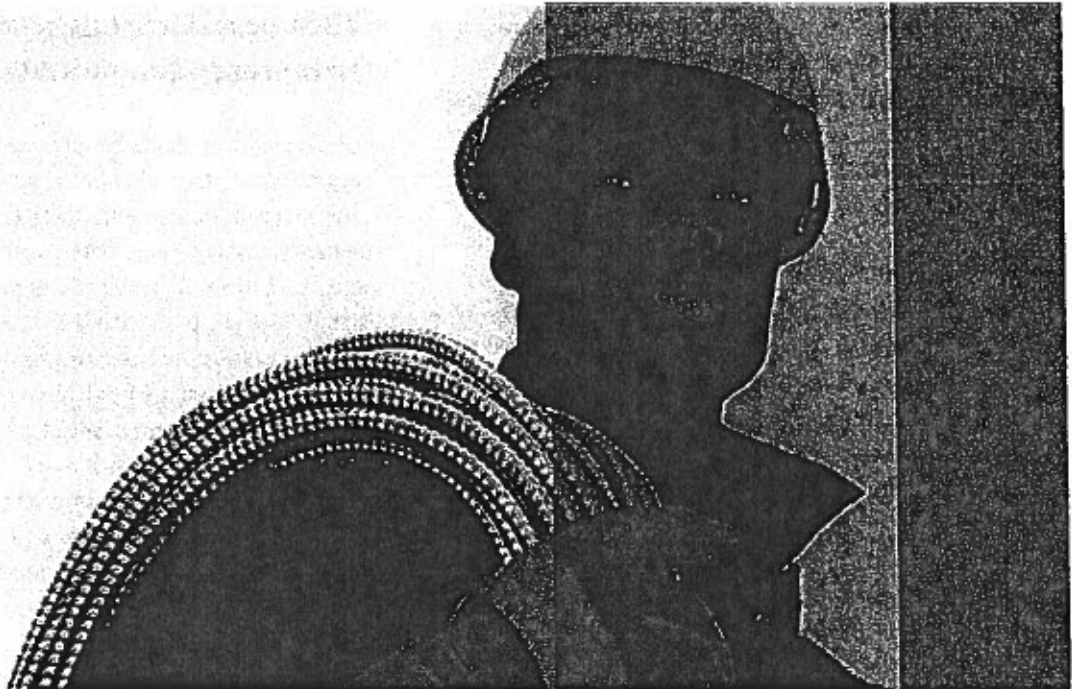
## **Project Outcomes**

- The development of a regional strategic plan and a comprehensive and coordinated strategy for achieving goals as identified
- The leveraging of resources that will allow individuals to work across sectors
- An increased awareness among service providers of who is engaged in what type of work and as a result more opportunities to create partnerships
- The facilitation of connections between agencies and resources
- The implementation of a data support clearinghouse

# Strategies for Strengthening Anchor Institutions' Community Impact

Sustainable Communities  
Learning Network

Victor Rubin and Kalima Rose



PolicyLink is a national research and action institute advancing economic and social equity by **Lifting Up What Works®**.

## Preface

This PolicyLink series, *Building an Inclusive Economy*, brings together national best practice scans of specific sectors and strategies that work to create economic opportunity for disadvantaged populations. The four briefs in this series were originally created for the City of New Orleans to help the Mayor's Office, local anchor institutions, and community organizations develop strategies to address the 52 percent unemployment rate among African American men in that city. These briefs have subsequently been adapted for a national audience—including the federal Sustainable Communities grantees—that are working to advance equitable outcomes in their municipalities and their regions.

The briefs—*Strategies for Addressing Equity in Infrastructure and Public Works*, *Strategies for Strengthening Anchor Institutions' Community Impact*, *Strategies for Health-Care*

*Workforce Development, and Strategies for Wraparound Services for African American Men Seeking Employment*—demonstrate successful policies and practices for incorporating disadvantaged workers and firms into employment and procurement opportunities in various sectors and for ensuring an integrated approach to their workforce success.

## Introduction

Anchor institutions are large, place-based organizations, often public or nonprofit, that exist as core fixtures in local communities—once established, they do not tend to move. They serve as an economic (and at times social and cultural) center for a local region, and have a significant stake in what happens in their surrounding communities. An anchor shapes the economic landscape and viability of a city and its region as a major employer, local purchaser, and investor and powerful stakeholder in community-development efforts.

Key anchor institutions within a local community include educational, health care, and infrastructure. Additional anchor institutions include local government entities; faith-based organizations; and cultural institutions, such as museums, arts centers, or sports venues. Public and private universities offer tremendous resources for the local communities in which they are located and provide opportunities for transforming local communities. Universities participate in a wide range of research, teaching, service, and business activities that require partnerships and engagement with neighboring residents, businesses, providers, and other stakeholders. Health-care institutions—hospitals, health systems, health professional schools, and academic health centers—provide research and education as well as patient care. Infrastructure sector institutions provide critical services within a community, including energy production and conservation, water, transportation, communications, and utilities, creating a number of jobs that require diverse skill sets and that include opportunities for advancement.

Many anchors have a history of being distant from grassroots communities or of wielding their power and influence in ways that advance their immediate agenda but not that of nearby residents or the broader public. They sometimes have a workforce that is not reflective of local demographics, and procurement policies that lead them to spend mostly outside of their home city or region. They may have pursued real estate development strategies that were at odds with local community priorities. They may have absorbed the kinds of implicit biases that have led to racial or gender disparities in hiring, pay, and advancement

in many organizations. Anchors are not at all unique in this respect, of course, but they can sometimes be highly visible reflections of persistent social problems.

Antagonistic or unproductive relationships are not inevitable, though, and a growing number of anchors have developed more authentic and reciprocal ways of engaging with, and providing valuable support to, lower-income neighborhoods and communities of color. “Engaged” anchor institutions demonstrate a strong commitment to community partnerships and can play a crucial role in revitalizing local economies.

## The Potential of Engaged Anchor Institutions to Increase Economic Opportunity

Given their size and influential presence, it is possible for anchor institutions to play a key leadership role in overcoming structural and social barriers that have prevented communities of color, especially young men in these communities, from accessing good jobs and other economic opportunities. Anchor institutions across the country have begun to engage in short-term and long-term transformative strategies to build partnerships and address the persistent barriers faced by residents of color, particularly young men, seeking meaningful employment opportunities. Universities, hospitals, and utility companies alike are instrumental to “transforming the narrative” of men-of-color residents and addressing head-on the barriers these individuals face due to low expectations, negative stereotypes and perceptions, and implicit bias.

The truly engaged anchor institutions, through planning and action, aim to achieve two key goals: 1) implement projects in partnership with community-based organizations and agencies that improve the lives of children, youth, and their families and 2) contribute to the enhancement or expansion of an institution’s broadly based commitments to sustainable, authentic, community engagement.<sup>1</sup>

The following key elements are needed for anchor institutions to transform their organizations into strong advocates for the full inclusion of vulnerable and marginalized members within their organizations and, more broadly, in the local workforce and community.

- **Strong leadership buy-in and long-term commitment.**

Strong leaders who are willing to acknowledge and commit to confronting institutional and structural bias are vital. The work of transforming institutions is a long-term endeavor that

will require sustained efforts to build meaningful relationships with local residents and community-based organizations. Leadership's ability to effectively frame the issue, set the tone, and commit to change is important to gaining staff and organizational buy-in, as well as engaging local employers, businesses, and other partners to commit to these efforts.

- **Alignment of institutional mission, vision, and values with equitable community-development principles.** Leadership is needed to realign an anchor institution's mission, values, and strategic priorities toward authentic community engagement and inclusive access for marginalized and vulnerable local communities. Strong awareness of how inequity harms all members of the local community, not just the most vulnerable residents, is key, along with valuing meaningful community partnerships that foster equitable decision making and roles. Clear and ambitious goals with achievable milestones are needed.
- **Significant financial support and investment.** Meaningful engagement and breaking down economic barriers requires commitment through dedicated financial resources. Incentives for management and leadership to meet key equity goals can be helpful.

These elements can provide the foundation for a range of organizational activities and commitments. Some of these commitments will result in changes to human resources practices and policies, expand outreach, and remove barriers to employment opportunities. Others will lead to more effective external relationships, such as stronger partnerships with local schools to prepare students for careers with the institutions. In the balance of this brief, we explore the many ways in which the anchors can become connected in a positive way with their communities.

## Key Roles and Functions of Engaged Anchor Institutions

Anchor institutions occupy a number of roles and activities in local economic and community development, often serving multiple roles simultaneously.<sup>2</sup> Anchor institutions play five key roles:

1. Employer and workforce developer.
2. Purchaser of goods and services from local enterprises.
3. Incubator of local businesses.

4. Community/neighborhood developer.

5. Capacity builder for community-based organizations in child and youth development.

Below we highlight examples of promising practices where institutions have engaged in activities to advance economic inclusion, promote access to employment, and otherwise improve the circumstances faced by boys and men of color, in partnership with the local community. These case studies offer strategies for hospitals, universities, and infrastructure sector companies to address institutional bias and foster cultural competency within their organizations.

## Promising Practices

### 1. Employer and Workforce Developer

Workforce development for boys and men of color who have been facing barriers to employment should, whenever possible, be aimed at securing positions in sectors with these qualities:

- Potential for job growth.
- Accessibility of jobs for low-skill workers.
- Jobs that offer a livable wage with health and employee benefits.
- "Career ladder" job opportunities that offer career advancement.

Anchor institutions, because of their size and stability, provide a range of relatively secure, well-paying jobs and are often one of the largest employers within a locality. When major construction of infrastructure projects is developed by anchor institutions, the potential is there for significant local hiring into the building trades. However, many contractors on these large projects hire non-local employees or bring in their own workers from across the country.

Efforts should be made to develop internal hiring provisions and policies that explicitly address employment barriers faced by young men and men of color and minority-owned businesses/entrepreneurs. Hospitals, in particular, can build upon opportunities through their community benefits obligation (a requirement made more tangible and far-reaching in the Affordable Care Act) to develop policies for local hiring.

## Key Strategies:

- Institute targeted local hiring practices for hard-to-employ residents. Anchor institutions need to develop intentional strategies to design jobs specifically for community residents at the lower end of the socioeconomic scale.
- Partner with educational and social service institutions, as well as community-based providers, to develop long-term job training and work reentry programs, particularly for under-utilized workers. Training for entry-level positions in administrative, janitorial, and food service capacities can be linked with “career” ladder development opportunities. Integrated curricula, or “linked learning,” can bring career opportunities in a variety of fields within reach for high school and community college students where the local anchors provide connections, mentors, internships, and other resources.
- Partner with community-based organizations to recruit and train candidates for jobs and job training and reentry programs.
- Offer scholarships or subsidize training and tuition costs to eliminate financial barriers to job-training opportunities.
- Examine the organization’s potential for implicit biases that would lessen the employment prospects of marginalized populations, particularly African American men, and take meaningful steps to address those problems. Young men continue to report in various studies that negative stereotypes endure in large organizations, limiting their chances to move through each step of the application and hiring process.
- Individuals with criminal or juvenile justice histories face a number of barriers to employment, particularly in the health-care sector. Implement human resources training and monitoring of basic worker protection/occupational licensing laws, particularly around criminal background checks. Adopt U.S. Equal Employment Opportunity Commission (EEOC) best practices of “banning the box” and delaying review of applicants’ conviction histories. Take into account evidence of rehabilitation by the job applicant and provide for appeal procedures.

## Case Studies

### **PG&E PowerPathway Program,<sup>3</sup> San Francisco, California**

Based in San Francisco, Pacific, Gas, and Electric Co. (PG&E) is the largest provider of natural gas and electric power in Northern California. PG&E employs over 20,000 individuals and attests to its commitment to diversity within the workforce and among

suppliers, as well as a commitment to local communities they serve. In response to a lack of diversity within its existing pool of employee applicants, and in recognition of a wave of pending retirements from among the ranks of technicians, in 2008, PG&E launched PowerPathway, a regional workforce training program aimed at recruiting individuals from low-income communities of color to train as craft workers and technicians. With support from the PG&E Foundation and other state and federal funds, PG&E identified local community colleges in the Bay Area and Central Valley to partner with, including the East Bay Career Advancement Academy, which supported a pilot program at Laney College in Oakland, California. The program offered trainings for a range of soft and technical skills to prepare participants for a range of entry-level positions within PG&E.

During the spring 2008 pilot phase, 78 students participated at community college sites in Oakland, San Mateo, and Fresno, with 56 students continuing to complete PG&E’s pre-employment screening test and 43 receiving offers of employment for positions. Since the pilot, over 200 individuals have successfully completed the program, 55 percent of whom were women or people of color. Thus far, 60 percent of participants have been placed in entry-level utility worker positions.

*More Information:* Visit the website at <http://www.pge.com/powerpathway/> and read the PolicyLink report *Pathways Out of Poverty for Vulnerable Californians: Policies that Prepare the Workforce for Middle-Skill Infrastructure Jobs*.

### **Kaiser Permanente,<sup>4</sup> Oakland, California**

Based in Oakland, California, Kaiser Permanente is an integrated managed care organization that comprises three distinct groups: Kaiser Foundation Health Plans, Kaiser Foundation Hospitals, and regional medical groups. It is the largest managed care organization in the United States, currently employing over 167,300 people across nine states and the District of Columbia.

Kaiser Permanente has undertaken policies in an effort to reduce barriers for individuals with a criminal history. Consistent with California law, they limit background check inquiries to criminal convictions that occurred within the past seven years and to mostly serious offenses, rather than lesser offenses like disorderly conduct. They aimed to implement additional changes by the end of 2014 that included eliminating criminal background check questions from the first step of the application process, a candidate's "submission of interest" form.

*More Information:* Visit the website at <http://justicenotjails.org/health-care-job-opportunities/>.

## **2. Purchaser of Goods and Services from Local Enterprises**

Anchor institutions hold strong purchasing power and can revitalize local economies by focusing their spending on goods and services offered by local businesses rather than out-of-state or international markets. Even minor changes in anchor institution procurement and local purchasing policies can stimulate neighboring businesses and entrepreneurship opportunities for local residents. Institutions can develop procurement provisions that prioritize contracting with local businesses that are owned by residents of color, or that employ a large proportion of local residents of color, particularly young men and men of color. Supporting these businesses through procurement can allow for business growth and expansion that has the potential to bring in more jobs and hires for residents.

### **Key Strategies:**

- Develop ambitious, long-term local procurement goals, with a commitment to increase local purchasing by a certain percentage within a particular time frame and with an emphasis on businesses owned by women and residents of color or businesses that employ residents of color.
- Institutionalize value for local purchasing, such as integrating local buying as a metric for offices' performance evaluation and including business location in contract consideration.
- Build the capacity of small, locally owned businesses by offering training and supports in navigating purchasing programs and policies.
- Foster relationships with local business communities.

### **Case Study**

#### **The Penn Compact at the University of Pennsylvania,<sup>5</sup> Philadelphia, Pennsylvania**

Neighboring the largely residential West Philadelphia neighborhood, the University of Pennsylvania (UPenn) plays a major economic role as an anchor university with 20,000 students, 4,200 faculty, and 174 research centers. To address historical tensions linked to past land expansion policies that led to resident displacement, UPenn developed an initial "Buy West Philadelphia" campaign in 1986 to purchase from local businesses as a way to invest in the surrounding community. This effort evolved into the 2004 institution-wide initiative, the Penn Compact, which elevates local engagement and economic inclusion as core aims. This commitment was facilitated by the strong support from UPenn administration and university trustees toward this goal.



The Penn Compact is part of a comprehensive community revitalization effort that prioritizes local purchasing across the entire university, including construction, local hiring, procurement, and workforce development. Local purchasing has been integrated not only as a goal and value but also as a metric institutionalized in all business and purchasing practices. For example, UPenn takes into account local procurement goals when assessing staff performance evaluations and compensation. The institution has also aimed to strengthen national and local partnerships and provides referral and mentoring supports to suppliers who do not yet qualify as a Penn vendor, such as referring a business to UPenn's Wharton School of Business Minority Business Enterprise Center to receive technical assistance. UPenn also serves as one of the 15 members of the Philadelphia Area Collegiate Cooperative (PACC), a cooperative purchasing organization established in 2000. In 2013, UPenn spent almost \$110 million with local suppliers.<sup>6</sup>

*More Information:* Visit the website at <http://www.upenn.edu/president/penn-compact/penn-compact-landing>.

### **3. Incubator of Local Businesses**

Given their place-based nature, anchor institutions can serve as important hubs of financial, human, and technological resources that can be leveraged to support local economies. University and hospital campuses, in particular, provide a central source for accessing a wide array of resources—faculty and staff content expertise, information databases, research resources, technology and more—that can help catalyze start-up businesses through partnerships, technical assistance, and other supports.

As Treuhaft and Rubin wrote in an article published in 2013:

Because entrepreneurs of color are more likely than other firms to hire people of color and locate their firms in communities of color, their growth leads directly to more job opportunities for the groups that need them the most. A survey of Black business owners, for example, found that two-thirds of their employees were Black.<sup>7</sup>

But for significant employment to be generated, the firms have to grow and be sustained, which is where the newer generation of small-business support programs have been making an impact. There are three general types of entrepreneurial businesses that can be assisted in this way by some part of an anchor institution, in particular universities and hospitals, and there is a diversity and inclusion agenda for each type:

- High-tech sector start-ups and expansions, through programs designed to transfer ideas into commercially viable products and services.
- Business-to-business services, often through the procurement process.
- Neighborhood-level commercial and other small businesses, often through technical assistance programs.

The first one is mainly a long-run strategy, with respect to hiring people from low-income neighborhoods, but should be pursued in that context. The second and third categories can yield results in the shorter term. Institutions can support low-income residents and residents of color who own businesses or would like to learn how to become an entrepreneur by offering programs and services to help interested individuals navigate the business start-up process. New businesses supported by institutional resources can help to bring in more jobs to local residents and can also provide residents of color who are currently employed in low-wage jobs a pathway toward business ownership through skills development and training.



## Key Strategies:

- Link students with place-based learning opportunities in local business.
- Offer technical assistance and staff/academic expertise for prospective start-up businesses.
- Target outreach to residents of color interested in business start-ups.
- Offer trainings for entry-level employees interested in moving into business management and ownership roles.

## Case Study

**The Front Door at Wayne State University,<sup>8</sup> Detroit, Michigan**  
Wayne State University (WSU), based in Detroit, Michigan, serves as a leader and anchor institution partner in the revitalization efforts in the Midtown region of Detroit. In 2009, WSU sought to connect industry with university resources to help stimulate economic development in metro Detroit and developed The Front Door. The Front Door serves as a portal for local businesses to tap into WSU's resources, including faculty consultants, research expertise, facilities, technology, licensing opportunities, and investment in research. In addition to these services, the program also matches students to serve as interns with local businesses to support entrepreneurship efforts. The Front Door is made possible by support from WSU's offices of research, economic development, and development and alumni affairs, as well as the New Economy Initiative for Southeast Michigan.

This program supports the local economic development of TechTown, WSU's research park and business incubator. The Front Door offices are located inside TechTown where teams work with local companies in emerging high-technology industries, such as advanced engineering, life sciences, and alternative energy. TechTown prioritizes businesses that make a commitment to build up economic opportunities in Detroit's central city and emphasize local hiring strategies for underemployed or unemployed residents.

*More Information:* Visit the website at <http://www.thefrontdoor.wayne.edu/>.

## 4. Community/Neighborhood Developer

Anchor institutions can make critical investments to improve the quality of the physical environment of surrounding communities, including housing, transportation, community safety, and social/cultural centers. Investments into improving the built environment of a community not only help to grow local businesses and foster job opportunities through these businesses, but also help to retain current residents through improved access to quality and affordable housing and allow current residents improved access to transportation systems that can expand their geographic scope of employment options. Additionally, these development projects involve large infrastructure projects that can provide jobs in construction, infrastructure, and other linked services for local residents.

## Key Strategies:

- Strengthen partnerships with community-development corporations, public housing agencies, and other investors.
- Ensure that institutional investments in real estate and capital projects prioritize local economic growth and benefit low-income and underserved neighborhoods.
- Engage in local community planning and community-development efforts.

## Case Studies

**East Baltimore Revitalization Initiative,<sup>9</sup> Baltimore, Maryland**  
One of Baltimore's key anchors is Johns Hopkins Medical Center. Since its founding, the institution, one of the largest employers in Maryland and world renowned for its care and research, has often had uneasy relations with its neighbors in one of the most distressed neighborhoods in East Baltimore. More than a decade ago, Hopkins, the City of Baltimore, and other institutional partners launched a strategy for expanding its facilities and transforming the neighborhood, a process that is still underway. The East Baltimore Revitalization Initiative (EBRI) involved both the expansion of the medical center and the partial demolition and rebuilding of the residential neighborhood. The expansion calls for approximately 1.7 million square feet of research and development laboratory and office space, to become a hub for enterprises spun off from Hopkins biotechnological and biomedical research. The new community would include a variety of types of housing, plus retail, hotel, and public facilities, including a park and a new public school jointly run by Johns Hopkins University's Department of Education and Morgan State University's School of Education. The project envisioned

the creation of approximately 9,000 new jobs on the 88-acre site, as well as several thousand construction jobs during its development.<sup>10</sup>

To support the relocation and prevent the displacement of residents due to the demolition of existing housing and other buildings included in the development plan, The Annie E. Casey Foundation provided additional resources toward housing relocation support and established East Baltimore Development Inc. (EBDI) to provide counseling, referrals, and other social and workforce development services for relocated residents. EBDI's mission also provides oversight for development agreements between the Forest City property development company and its local business partners.

Signed in 2002 by the partners, the Minority Inclusion Agreement outlined nine initial objectives and strategies for accomplishing the inclusion of local, minority, and women workers and firms owned by these groups in real estate and businesses, hiring, contracting, and business opportunities. It called for training and employment opportunities in the technical workforce, an incubator for local start-ups, a community reinvestment fund, and other vehicles for spreading economic benefits across East Baltimore.

After a decade, 20 percent of the original plan has been implemented, including a laboratory building, a new school, and other structures comprising 18,000 square feet of retail, creating roughly 1,000 permanent jobs. In all, about 3,000 construction workers have worked on the site; 31 percent of the work hours were completed by residents of Baltimore City and 15 percent by residents from the nine zip codes of East Baltimore closest to the site. EBDI developed in 2007 a pipeline for job and training referrals, services, and relationships with a wider range of employers, which between 2007 and 2013, helped to place 355 individuals into jobs, including 66 who were relocated from the project site.

*More Information:* Read the report *Expanding Economic Opportunity: Lessons from the East Baltimore Revitalization Initiative*, at <http://www.aecf.org/resources/expanding-economic-opportunity/>. Also get information about East Baltimore Development, Inc. at <http://www.ebdi.org>.

### **Greater University Circle Initiative and Evergreen Cooperatives,<sup>11</sup> Cleveland, Ohio**

Home to hospitals, health-care institutions, and other cultural entities, Cleveland's University Circle employs more than 50,000 but also neighbors low-income communities whose realities are in sharp contrast. In 2005, the Greater University Circle Initiative was developed and composed of major anchor organizations, community organizations, and civic leaders; its goal is to address institutional and neighborhood barriers to revitalizing the local community. The initiative works on a range of projects, including transit-oriented development, employer-assisted housing programs, and community engagement.

One of the key roles of anchor institutions in the Greater University Circle area has been to support the development of local economies. Also located within this region is Evergreen Cooperatives, an integrated economic development strategy that aims to generate local economies among low-income communities through partnerships with these anchor institutions in Cleveland. Through a "from the ground up" approach, the Evergreen Cooperatives run three cooperative businesses—a laundry, solar installation firm, and urban farm—and build upon this network of cooperatives to recruit, train, and employ low-income residents and community members of color. They have formed strategic partnerships with local anchor institutions in the Greater University Circle to purchase from these cooperative networks.

*More Information:* Visit the websites at <http://www.clevelandfoundation.org/grants/our-priorities/greater-university-circle/> and <http://evergreencooperatives.com/>.

## 5. Capacity Builder for Community-Based Organizations in Child and Youth Development

Some of the most important allies and resources for organizations working with boys and men of color are in universities and other anchors. Anchor institutions can leverage their existing human and financial capital, as well as relationships and networks, to build the capacity of local community-based organizations that engage in youth development efforts to support low-income youth of color in the community. They can serve as a facilitator and convener for local organizations and community leaders to coordinate and shape community development efforts that build upon existing community services and initiatives. Institutions can also partner with local organizations to form coalitions or initiatives to address challenges faced by local youth and families and build local leadership among residents and also offer professional development training and technical assistance to community leaders and program staff.

The case studies profiled below embody truly engaged anchor institutions that make an explicit commitment to developing authentic and genuine partnerships with community partners that support young men and boys of color. As is often the case, they began with an individual or small number of faculty and students making a personal and professional commitment to build the relationships with community leaders, and only later became part of the agenda of their institution.

### Key Strategies:

- Develop a shared model of leadership and decision making between institutions and community partners.
- Offer professional development training and technical assistance to community leaders and program staff.
- Facilitate linkages among community residents and stakeholders invested in youth development efforts.
- Coordinate convenings and participate in coalitions to establish learning and practice communities.

### Case Studies

#### **Minnesota Youth Community Learning Initiative at the University of Minnesota,<sup>12</sup> Minneapolis, Minnesota**

The University of Minnesota is a state land-grant and research university and serves as a major anchor institution in Minneapolis, Minnesota. Not that far from the University of Minnesota campus is the North Minneapolis community, a predominately

low-income and racially and ethnically diverse neighborhood. Over the years, community-based initiatives that were developed from existing partnerships between key faculty and community leaders began to garner strong interest and momentum to build an outreach and research center in this neighborhood. In 2003, the Minnesota Youth Community Learning Initiative (MYCL) was established by the university's division of adolescent medicine as a university-community partnership with seven local coalitions to reengage youth in education. Each of the seven community partnerships was anchored by a skill-based, youth mentoring program that aimed to connect youth with caring adults and linkages to meaningful career opportunities. The site in North Minneapolis was based in an Afrocentric community church, another was on a Native American reservation, and a third was in a small prairie meat-packing town whose Latino population had recently grown dramatically. Community and academic partners developed a shared model of leadership and decision making, working together to develop the core components of the initiative, with training, technical assistance, and communication support offered to coalition members through the university. They also created a statewide network that brought together youth advocates from diverse communities across the region.

This partnership and others contributed to the formal establishment of the Urban Research and Outreach Engagement Center (UROC) at the University of Minnesota located in North Minneapolis in 2005, which houses a range of programs that build upon authentic and engaged partnerships with residents and organizations in the Northside region to identify promising solutions to issues faced by the community. In response to resident feedback, the University Northside Partnership (UNP) was also developed and served as a formal convening process to bring together North Minneapolis community organizations, faith-based leaders, and other stakeholders to coordinate resources and investment toward early childhood development and a wide spectrum of support services for local youth.

*More Information:* Visit the websites at <http://www.uroc.umn.edu/about/> and <http://www.engagedinstitutions.org/uminn.htm>.

## The Center for Civic Engagement,<sup>13</sup> University of Texas at El Paso, El Paso, Texas

Based at the University of Texas at El Paso (UTEP), the Center for Civic Engagement (CCE) aims to "enhance higher education and contribute to the public good through community-based teaching and learning initiatives that enrich student education, promote civic engagement, and improve the community while capitalizing on the region's and UTEP's social and intellectual capital." Situated in a border community serving many vulnerable communities in the El Paso/Ciudad Juarez region, the center has undertaken a number of innovative community engagement and partnership strategies, including the development of the Nonprofit Enterprise Center (NpEC) and a family literacy program for AVANCE, a child development program. NpEC works with UTEP's CCE to build the capacity of local nonprofit organizations serving the region and connect UTEP students—many of whom are from, have grown up in, and reside in the community—with nonprofits and the joint projects that engage in community change models.

In addition to providing direct services such as family literacy skills, the center leverages existing partnerships to increase investment in local communities, serves as a regional convener and connector for local nonprofit sector leaders, and also offers training, technical assistance, and consultation to over 91 nonprofits in the region. As of 2009, 3,000 students had partnered with 200 community organizations and public agencies that serve vulnerable communities in El Paso, touching the lives of 53,000 children and adults across 43,000 hours of community service and engagement.

*More Information:* Visit the website at <http://academics.utep.edu/cce>.

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## Notes

- 1 Sarah Treuhaft, Ruben Lizardo, and Victor Rubin, *Engaged Institutions Cluster: An Evaluation of Partnerships and the Sustainability of Community Engagement at Four State Universities* (Oakland, CA: PolicyLink, 2009).
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- 4 All information in this case study, unless otherwise noted, was informed by "A Healthy Balance: Expanding Health Care Job Opportunities" Justice Not Jails, <http://justicenotjails.org/health-care-job-opportunities/> (accessed June 2014).
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- 13 Ibid.

## Acknowledgments

This brief was funded by the U.S. Department of Housing and Urban Development as a product of the Sustainable Communities Learning Network, the City of New Orleans, and the Greater New Orleans Foundation, and with additional support from the Ford Foundation and the Surdna Foundation. The opinions expressed are those of the authors and do not necessarily reflect the views of our funding partners.

We gratefully acknowledge the organizations whose programs and projects have provided the basis for the case studies. Their research and data were used to inform the key strategies and promising practices, and are referenced throughout this brief.

We would like to thank Diana Rivera, PolicyLink graduate intern from the School of Social Welfare, University of California, Berkeley, for her research and other contributions to this document.

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Victor Rubin is vice president for research at PolicyLink. He has been an urban planning researcher, teacher, and consultant for more than 30 years. He has worked on community strategies for anchor institutions as a partnership director, grantmaker, evaluator, and writer. Recently, he has led engagements by PolicyLink regarding strategies for equitable economic growth and inclusion in Detroit, Baltimore, and other cities, and coauthored several articles on inclusive development.

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Kalima Rose is senior director of the PolicyLink Center for Infrastructure Equity. She leads the organization's sustainable communities work, helping implement regional equity, fair housing, and new infrastructure investments that strengthen economic resilience. She worked closely with Gulf Coast communities to shape a more equitable post-Katrina rebuilding of New Orleans and Louisiana.

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