

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 11, 2018

The January 11, 2018 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:10 p.m.

Upon roll call, the following members were present:

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

Absent: Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson, Jeff Slavkovsky, Dee Stark, and Andrea Tracy

010-18 Approve Agenda and Addendum

A motion was made by Dr. Kolkowski and seconded by Mr. Sedivy to approve the January 11, 2018 agenda and addendum.

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

Nays: None
Mr. Walter declared the motion passed

011-18 Approve Minutes Last Meeting

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the minutes of the December 6, 2016 Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, 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. TWIST - Presentation
- B. Auburn Education Foundation Update
- C. Semi- Annual Harassment Report
- D. ODE – Nutrition Services Admin Review
- E. Zoning for Pole Barn
- F. National Technical Honor Society Induction –
January 31, 2018 at 6:30 pm – 8:00 pm Presentation Center

Facilities/Finance Committee Report – Next Meeting January 30, 2018 @ 3:30 p.m. - 4:30 p.m. Technology Learning Center Room 108

Recruitment/Curriculum Committee Report – Next meeting February 27, 2018 @ 3:30 p.m. - 4:30 p.m.

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 November 30, 2017 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

012-18 Approve Tax Budget for FY 2018-2019

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the Tax Budget for FY 2018-2019. The tax budget is based upon the five-year forecast approved by the Board in October 2017 and includes estimates of tax collection for both Lake and Geauga counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (See Attachment Item #9)

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

Nays: None

Mr. Walter declared the motion passed

013-18 Approve Advance

A motion was made by Mr. Kent and seconded by Mr. Miller to approve the following advance from the general fund effective January 1, 2018. Funds will be returned to the general fund on a monthly basis.

Fund	Amount	Purpose
Flexible Spending Account	\$28,880.00	FSA-Claim Deductions

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

Nays: None

Mr. Walter declared the motion passed

014-18 Donations

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

Monetary Donation of \$3,000.00 from Marketplace Events USD, of Solon, Ohio. This monetary donation is for Home and Garden Show expenses for the Horticulture Landscape program.

Monetary donation of \$6,500.00 from the Kennamental Foundation, as the first installment of a two-year commitment to support educational programs.

Monetary donation of \$500.00 from Fischer Special Tooling of Mentor, Ohio. This monetary donation is for the RoboBot expenses for the Advanced Manufacturing program.

The following monetary contributions in honor of Kenneth C. Blair Jr.

Contributor	Location	Amount
Ms. Jeanne Mastro	Salisbury, NC	\$50.00
Burton Chamber of Commerce	Burton, OH	\$200.00
Northeastern Ohio Football Officials Association		\$25.00
Ms. Jenifer Black	Eastlake, OH	\$200.00
Newbury Township	Newbury, OH	\$80.00

Mr. & Mrs. Robert Lovell	Delaware, OH	\$50.00
VN Services, Inc.,	Chesterland, OH	\$100.00
Mr. & Mrs. Dwight Hall	Newbury, OH	\$50.00

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

Nays: None

Mr. Walter declared the motion passed

015-18 Approve 2017-2018 Scholarships

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the following scholarships for the 2017-2018 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

016-18 Approve Human Resources

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

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

Nays: None

Mr. Walter declared the motion passed

017-18 Approve Practical Nursing Program

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve the Practical Nursing day program that begins January 16, 2018 our current enrollment numbers are 36 for the day program.

It is my recommendation that the Board approve the student handbook for the program, day & evening program calendars, and tuition and fee breakdown [shown below].

Program Tuition	\$12,015.00
Application Fee	\$25.00
Uniform Fee	\$145.00
Supply Fee	\$400.00
Tools/Equipment Fee	\$130.00
Book Fee	\$900.00
Certification Testing	\$340.00
ATI Testing	\$161.00

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

Nays: None
 Mr. Walter declared the motion passed

018-18 Approve Statements of Work with TWIST

A motion was made by Mr. Kent and seconded by Dr. Culotta to give authorization to the Superintendent and Treasurer to move forward with the marketing implementations for Auburn Career Center with TWIST. All funds to be paid from the Carl D. Perkins Secondary Grant.

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

Nays: None
 Mr. Walter declared the motion passed

019-18 Approve MOU between Middlefield Volunteer Fire Department Inc. and Auburn Career Center

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the following MOU between Middlefield Volunteer Fire Department Inc. and Auburn Career Center:

Whereas, Middlefield Fire will donate 1995 E-ONE, Rear Mounted 75 foot aerial apparatus, with attached fire pump and water tank, VIN 4EN3AAA86S1004801, to be used for the purpose of Firefighter training programs offered by auburn Career Center, and Auburn Career Center will become the owner of said apparatus.

Whereas, Auburn Career Center will accept the donation of said firefighting apparatus from Middlefield Fire in its current state, as is with all known or unknown defects, at no cost, to be used as training asset for the remainder of its usable life. Auburn Career Center shall maintain the apparatus and make necessary repairs as/when needed to ensure the safe operation of the apparatus during training classes and evolutions. All attempts shall be made to keep the apparatus in service as a training asset.

Whereas, said fire apparatus, shall never be used for emergency response and shall never be sold to be used in emergency responses.

Whereas, when Auburn Career Center believes that apparatus may be beyond its usable life, said fire apparatus shall be disposed of with the approval of Middlefield Fire, to ensure that the asset is disposed of in accordance with 2015 Assistance to Firefighter Grant Program. All funds generated from possible future sale of the fire apparatus shall be distributed back to Middlefield Fire. In the event Auburn Career Center desires to donate the fire apparatus to a non-profit entity, Auburn Career Center shall consider the Middlefield Historical Society as the donee.

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

Nays: None
 Mr. Walter declared the motion passed

Policies Modifications: First Reading

It is my recommendation that the Board of Education 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 and clicking on the policy number. (Attachments: #17)

Section	Title	Revised/New Policy/Delete
Finances 6470	Payment of Claims	Revised
Finances 6605	Crowdfunding	New Policy
Finances 6700	Fair Labor Standards Act (FLSA)	Revised
Operations 8210	School Calendar	Revised
Operations 8330	Student Records	Revised
Program 2271	College Credit Plus Program	Revised
Property 7300	Disposition of Real Property/Personal Property	Revised
Property 7540.03	Student Technology Acceptable Use and Safety	Revised
Property 7540.04	Staff Technology Acceptable Use and Safety	Revised
Property 7540.05	District Issued Staff E-Mail Account	Revised

Property 7540.06	District Issued Student E-Mail Account	Revised
Relations 9141	Business Advisory Council	Revised
Students 5136	Personal Communication Devices	Revised
Students 5136.01	Electronic Equipment	Revised
Students 5200	Attendance	Revised
Students 5330	Use of Medications	Revised
Students 5530	Drug Prevention	Revised

NO ACTION REQUIRED.

020-18 Approve Resolution Acknowledging And Approving The Community Reinvestment Area Agreement Between Geauga County Board Of Commissioners And Baa Land Management LLC/15332 Old State Road Properties, LLC/Third Dimension, Inc.

A motion was made by Dr. Kolkowski and seconded by Mr. Miller to approve the following resolution:

WHEREAS, The Geauga County Board of Commissioners created the Community Reinvestment Area (CRA) in Burton Township in order to provide appropriate development incentives to support economic development projects, and

WHEREAS, BAA Land Management LLC/15332 Old State Road Properties, LLC/Third Dimension, Inc. plans to increase the size of the existing 25,000sf building by an additional 11,000 sf with an approximate cost of \$500,000, and the purchase of approximately \$100,000 in machinery and equipment, and

WHEREAS BAA Land Management LLC/15332 Old State Road Properties, LLC/Third Dimension, Inc. will over the course of four years add four (4) additional employees to this work site, and

WHEREAS, The Geauga County Board of Commissioners proposes to provide a four (4) year 100% tax abatement to BAA Land Management LLC/15332 Old State Road Properties, LLC/Third Dimension, Inc. for the planned construction and machinery and equipment purchases, and

WHEREAS, The proposed project is consistent with the Community Reinvestment Area (CRA) adopted by resolution 16.040 by the Geauga County Board of Commissioners on May 10, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT AUBURN CAREER CENTER, COUNTY OF LAKE, STATE OF OHIO ACKNOWLEDGES AND APPROVES THIS PROJECT BY RESOLUTION AND FURTHERMORE HEREBY WAIVES ANY AND ALL NOTIFICATION PERIODS REQUIRED BY ORC INREGARDS TOTHS PROJECT.

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

Nays: None
Mr. Walter declared the motion passed

021-18 Approve ThenDesign Architecture Proposal

A motion was made by Mrs. Brush and seconded by Mr. Miller to approve the proposal for campus master plan options from ThenDesign Architecture not to exceed \$10,000.00. (Attachment Item #20A)

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

Nays: None
Mr. Walter declared the motion passed

022-18 Executive Session

A motion was made by Mr. Sedivy and seconded by Mr. Kent to enter into executive session at 8:11 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. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Return to public session at 8:15 p.m.

023-18**Adjourn**

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to adjourn the meeting at 8:16 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima,
Dr. Kolkowski, Mr. Miller, Mr. Sedivy, 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 #5B

- *Administrative Reports:
Auburn Education
Foundation*

ARTICLES OF INCORPORATION
OF
AUBURN EDUCATION FOUNDATION

The undersigned, desiring to form a nonprofit corporation under R.C. Chapter 1702, does hereby certify:

FIRST. The name of the corporation, whose legal existence shall begin upon the filing of these Articles of Incorporation with the Secretary of State for the State of Ohio shall be the Auburn Education Foundation ("Corporation").

SECOND. The initial place in Ohio where the principal office of the Corporation shall be located is Concord Township, Lake County, Ohio.

THIRD. The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or a corresponding provision of any future United States internal revenue law) ("Code"). In furtherance of these purposes, the Corporation shall carry out activities that support, improve, and advance the educational purposes and functions of the Auburn Joint Vocational School District Board of Education ("Auburn"). These activities may include, but are not limited to, the following:

- (1) Receiving and maintaining a fund or funds and expending the income and principal in the fund or funds for the purpose of enhancing the quality of the education in the school(s) operated by Auburn and in such a manner and at such times as the Board of Directors shall determine including, but not limited to, the following:
 - (A) Making gifts of money or other property to Auburn for the support of Auburn and its programs, activities, and facilities;
 - (B) Sponsoring, developing, and/or implementing – including through gifts or grants of funds or other property – programs and activities that enrich or enhance the educational experience of Auburn's students. Such programs and activities may include, but are in no way limited to, student field trips; competitive events or contests; special projects; and similar programs and activities;
 - (C) Sponsoring, developing, and/or implementing scholarship incentives, fellowships, loans and/or similar incentives for Auburn students and graduates of Auburn; and
 - (D) Generally conducting any activities, in cooperation with Auburn, that further the above purposes.

- (2) Taking and holding by bequest, devise, gift, purchase, or lease – either absolutely or in trust for any of the Corporation’s purposes – any property, real or personal, without limitation as to the amount or value. The Corporation may sell, convey, and dispose of any such property. The Corporation may also reinvest the income and principal of any such property.
- (3) Deal with and expend the income and principal of the Corporation for any of the purposes set forth in these Articles of Incorporation.
- (4) Do any of the things necessary or appropriate in order to accomplish the above purposes.

FOURTH. The Corporation shall possess all powers and authority permitted by law. The Corporation shall have the power to do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful, suitable, desirable, or proper for the furtherance, accomplishment, or attainment of any or all of the purposes for which the Corporation is organized, and to aid or assist other organizations whose activities are such as to further, accomplish, foster or attain any such purposes. However, since the Corporation is formed exclusively for the purposes for which a corporation may be formed under the Ohio Nonprofit Corporation Law and not for pecuniary profit or financial gain:

- (1) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its trustees, officers, members, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three of these Articles of Incorporation.
- (2) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation (except to the extent provided in Section 501(h) of the Code), and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- (3) Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on:
 - (A) By an organization exempt from federal income tax under Section 501(c)(3) of the Code; or
 - (B) By an organization to which contributions are deductible under Sections 170(c), 642(c)(1), 2055(a)(2) and 2522(a)(2) of the Code.

- (4) The Corporation shall not discriminate against any person on the grounds of race, creed, sex, handicap, or national origin.

FIFTH. The Corporation's sole members who shall have voting rights as members of the Corporation shall be the Corporation's Board of Directors who shall have voting rights as such. The names and addresses of the natural persons who shall serve as the initial members of the Board of Directors of the Corporation are as follows:

<u>Name</u>	<u>Address</u>
[NAME]	[ADDRESS]
[NAME]	[ADDRESS]
[NAME]	[ADDRESS]

SIXTH. Upon the dissolution of the Corporation the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, distribute the assets of the Corporation to (1) Auburn; (2) such one or more organizations organized and operated exclusively for exempt purposes within the meaning of Code Section 501(c)(3); or (3) the federal government, or a state or local government for a public purpose. The distribution of the assets of the Corporation to the above organizations shall be determined by a majority vote of the Board of Directors. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes as said court shall determine to best accomplish the exempt purposes of the Corporation.

SEVENTH. Each reference in these Articles of Incorporation to a section of the Code shall include the corresponding provisions of any future federal internal revenue laws.

EIGHTH. These Articles of Incorporation may be amended, altered, superseded, or repealed by the affirmative vote of a majority of the Board of Directors of the Corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____, 2018.

NAME, Incorporator

REGULATIONS
OF
AUBURN EDUCATION FOUNDATION

ARTICLE I
ADOPTION OF BYLAWS

These regulations are adopted pursuant to Chapter 1702 of the Ohio Revised Code by the AUBURN EDUCATION FOUNDATION ("Foundation"), a non-profit Corporation organized in accordance with the laws of the State of Ohio.

ARTICLE II
OFFICES, CORPORATE SEAL

Section 2.01 **Registered Office** – The registered office of the Foundation in Ohio is the office set forth in the Articles of Incorporation or in a resolution adopted by the Board of Directors and filed with the Secretary of State changing the registered office.

Section 2.02 **Other Offices** – The Foundation may have such other offices, both within and without the State of Ohio, as the Board of Directors shall, from time to time, determine.

Section 2.03 **Corporate Seal** – The Foundation may have a corporate seal of a design and form to be determined by the Board of Directors.

ARTICLE III
BOARD OF DIRECTORS

Section 3.01 **Members** – This Foundation shall have no members. All corporate action shall be approved by the Board of Directors as provided in these Regulations. All rights which would otherwise rest in the members shall arrest with the Board of Directors.

Section 3.02 **General Powers** – The property, affairs, and business of the Foundation shall be managed by the Board of Directors. Except as otherwise provided in these Regulations, the Articles of Incorporation, and the laws of Ohio, the Foundation shall be governed by, and all of the corporate powers and authority of the Foundation shall be exercised by, the Board of Directors. All property, assets, and business of the Foundation shall be subject to the direction and control of the Board of Directors. Any authority of the Board of Directors may be delegated by it to such persons or committees as it may determine.

Section 3.03 **Conflicts** – No Director shall have any right, title, or interest in or to the property of the Foundation. A Director having a conflict of interest or conflict of responsibility on any matter involving the Foundation and any other business entity or person shall refrain from voting on such matter. No Director shall use his or her position as a Director of the Foundation for his or her own direct or indirect financial gain.

In addition to the provisions of these Regulations and R.C. Chapter 1702 concerning the rights and duties of the Directors, the rights and duties of the Superintendent of the Auburn Joint Vocational School District Board of Education ("Board") shall be subject at all times to whatever limitations may be necessary in order to ensure compliance with the Ohio Ethics Law and related statutes and applicable common law principles regarding conflicts of interest of public officials.

Section 3.04 **Notice to Potential Contributors** – Potential contributors to the Foundation will be informed and given the following notice:

- (a) Contributions to the Foundation are voluntary and are not being made in connection with or return for any state contracts, grants, or other financial benefits.
- (b) No company or individual may make a contribution, and the Foundation will not solicit or accept a contribution from a company or individual, while a specific matter involving the company or individual is pending before the Board or it is reasonably foreseeable that a matter involving the company or individual will come before the Board soon after the solicitation or contribution is made.
- (c) No company or individual may make a contribution, and the Foundation will not accept a contribution from a company or individual, if the contribution is designated to benefit a specific agency or event or otherwise limits the Board's discretion regarding the use of the contribution
- (d) A company making a contribution will not be given any ability, in a manner not afforded to other companies or the general public, to lobby or promote its activities with public officials and employees of the agency that will benefit from the contribution
- (e) Public officials and employees will not be influenced, in the objective performance of their public duties regarding a company or individual, by the company's or individual's decision to contribute or refrain from contributing.

Section 3.05 **Number, Qualification, and Term of Office** – The Board of Directors shall consist of not less than three (3) and not more than seven (7) Directors. Other than the Superintendent of the Board, all Directors shall be appointed by those remaining duly qualified Directors. The Superintendent of the Board shall hold a permanent official seat on the Board of Directors with a vote. The Superintendent shall serve as the designated representative of the Board, formally instructed by the Board to represent the Board and its interests.

Each appointed Director – i.e., each Director other than the Superintendent of the Board – shall hold office until one of the following events occurs: (1) the annual meeting three (3) years following the Director's election – unless a successor is not elected, in which case the Director shall hold office until a successor is elected; (2) the Director's death; (3) the Director's resignation; (4) the Director is declared of unsound mind or otherwise incompetent by order of a

court having jurisdiction; or (5) the Director is removed from office in the manner described in Section 3.06 below. A Director may be elected to succeed himself or herself. There shall be no limit to the number of consecutive terms of office to which a Director may be elected.

Section 3.06 **Removal of Directors** – Any Director, with the exception of the permanent seat occupied by the Superintendent of the Board, may be removed with or without cause at any time. Removal shall be by a vote of a majority of the number of Directors appointed at that time and at a special meeting of the Directors called for that specific purpose. Written notice stating the place, date, hour, and purpose of any special meeting called for the purpose of removing one or more Director must be delivered to all duly qualified Directors serving on the Board of Directors at the time that the special held and at least twenty (20) days prior to such meeting. Delivery of the notice shall be in the manner outlined in Section 3.09 below. If mailed, the notice shall be deemed delivered when deposited in the mail addressed to the Director. The vacancy caused by any removal under this section shall be filled in the manner described in Section 3.08.

Section 3.07 **Resignation** – Any Director may resign at any time by giving written notice to any officer or Director other than himself or herself. The resignation of any Director shall take effect on the date specified in the written notice. If no date is specified on the written notice of resignation, the resignation shall take effect immediately. Acceptance of the resignation by the Board of Directors is not necessary to make the resignation effective.

Section 3.08 **Vacancies** – Any vacancy in the appointed Board of Directors – i.e., the Directors other than the Superintendent of the Board – shall be filled by a majority vote of the remaining Board of Directors in place at that time. In other words, more than a majority vote at any meeting in which a quorum is present. The Director so elected shall hold office until the annual meeting three (3) years following the Director's election – unless a successor is not elected, in which case the Director shall hold office until a successor is elected. Any vacancy regarding the Superintendent of the Board shall be filled when the superintendent position is filled by the Board.

Section 3.09 **Annual Meeting** – An annual meeting of the Board of Directors shall be held for the purpose of the election of Directors, the election of officers, for the consideration of reports, and for the consideration of any other business or transactions as may be brought before the meeting. Notice of the annual meeting shall be given not less than ten (10) days prior to said meeting date.

Section 3.10 **Special Meetings** – Special meetings of the Board of Directors may be held at any time when called upon by the President of the Board or two or more of the Directors.

Section 3.11 **Place of Meetings** – Meetings of the Board of Directors may be held at the principal office of the Foundation or at any other location within or without the State of Ohio as the Board of Directors may chose. If no designation is made in the notice of meeting, the place of meeting shall be the principal office of the Foundation in the State of Ohio.

Section 3.12 **Notice of Meetings** – Notice of any meetings shall be given, in writing, by personal delivery or by mail, overnight delivery service, or by any other means of communication authorized by the Director to whom the notice is given. The written notice shall be not less than seven (7) nor more than sixty (60) days before the date of the meeting. The written notice shall state the time, place, if any, and purposes of a meeting. A Director may waive written notice of any meeting either before or after such meeting. Attendance by any Director at a meeting without protesting the lack of proper notice prior to the commencement of such meeting, shall be deemed as a waiver of any defects regarding notice. Unless otherwise limited in the notices, any business may be transacted at any annual or special meeting of the Board of Directors.

Section 3.13 **Quorum and Manner of Acting** – Except as otherwise provided by a statute or these regulations, a minimum of three (3) Directors shall be required to constitute a quorum for the transaction of business at any meeting. The act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may adjourn any meeting until a quorum may be had. Notice of any adjourned meeting need not be given.

Section 3.14 **Action at Meetings** – At any meeting, any business of whatever nature may be considered and acted upon unless the notice of the meeting specifies otherwise.

Section 3.15 **Action by Directors Without Meeting** – Any action that may be authorized or taken at a meeting of the Board of Directors may be authorized or taken without a meeting through an action in writing signed by the Board of Directors.

Section 3.16 **Proxies** – Proxies shall not be allowed or used.

ARTICLE IV OFFICERS

Section 4.01 **Number** – The officers of the Foundation shall be elected by the Board of Directors and shall consist of the Board President, Vice President, Secretary, Treasurer, and such other officers as may be appointed by the Board of Directors. The Board President and the Vice President shall be chosen from among the Directors. Any other officers may also be chosen from among the Directors. Any two or more offices, except those of the Board President and the Vice President, may be held by the same person.

Section 4.02 **Election, Term of Office and Qualifications** – All officers shall be elected annually by the Board of Directors. Except in the following circumstances, each officer shall hold office until his or her successor is duly elected and qualified at the next annual meeting and: (1) his or her death; (2) he or she resigns; or (3) he or she shall be removed in the manner provided in Section 4.03.

Section 4.03 **Resignations** – Any officer may resign at any time by giving written notice of his or her resignation to any officer of the corporation other than himself or herself. Any such resignation shall take effect at the time specified in the notice. If there is no effective

date on the notice then the resignation shall take effect immediately. The acceptance of such resignation shall not be necessary to make it effective.

Section 4.04 **Election and Removal** – The election of an officer shall not create any contractual rights. Any officer elected by the Board of Directors may be removed with or without cause by the Board of Directors whenever in its judgment the best interest of the Foundation would be served by the removal.

Section 3.05 **Board President** – The Board President shall conduct the meetings of the Foundation. The Board President shall be the chief executive officer of the Foundation and shall have general active management of the business of the Foundation. He or she, shall, when present, preside at all meetings of the Directors. He or she shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she, with the proper signature of one other duly qualified officer of the Foundation may, upon the approval of the Board of Directors, execute and deliver in the name of the Foundation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the Foundation, including without limitation, any instruments necessary or appropriate to enable the corporation to donate income or principal of the corporation to or for the account of such organizations, causes, and projects described in the Articles of Incorporation of the Foundation as the Foundation was organized to support. He or she shall have such other duties as may from time to time be prescribed by the Board of Directors.

Section 3.06 **Vice President** – The Vice President shall have the powers of the Board President during the absence or incapacity of the Board President or when there is a vacancy in the office of Board President, and shall perform such other duties as the Board of Directors may require.

Section 3.07 **Secretary** – The Secretary shall keep records of the proceedings of all meetings of the Board of Directors at which he or she may be present. He or she shall perform all the usual duties of the office, and such other duties as the Board of Directors may require incident to the office of the Secretary.

Section 3.08 **Treasurer** – The Treasurer shall be the principal accounting and financial officer of the corporation. The Treasurer shall cause to be kept accurate accounts of all moneys of the corporation received or disbursed. He or she shall deposit all moneys, drafts, and checks in the name of, and to the credit of, the Foundation in such banks and depositories as the Board of Directors, by resolution, shall from time to time designate. He or she shall have power to endorse for deposit all notes, checks and drafts received by the Foundation. He or she shall cause to be rendered to the Board President and the Directors, wherever required, an account of all his or her transactions as Treasurer and of the financial condition of the Foundation, and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Board President and, in general, shall perform all duties incident to the office of the Treasurer.

Section 3.09 **Other Officers** – The Foundation may have such other officers and agents as deemed necessary by the Board of Directors who shall be appointed in such manner, have

such duties and hold their offices for such terms as may be determined by resolution of the Board of Directors.

Section 3.10 **Directors** – The Board of Directors may establish a body of directors to assist and advise in the development and operation of the Foundation. These directors may be appointed by the Board of Directors in any number as the Board of Directors may from time to time deem necessary. These directors shall have no vote in Foundation matters, no authority to affect Foundation policy, and may not act on behalf of the Foundation or bind it to any action but may make recommendations to the Board of Directors or the officers.

ARTICLE V COMMITTEES OF THE BOARD

To the extent allowed by law, the Board of Directors may act by and through such committees as may be specified in resolutions adopted by a majority of the Board of Directors present at any meeting at which a quorum is present. Each such committee shall have such duties and responsibilities as are granted to it by the Board of Directors. Each such committee shall, at all times, be subject to the direction of the Board President.

ARTICLE VI FISCAL AGENTS

The Foundation may designate such fiscal agents, investment advisors and custodians as the Board of Directors may select by resolution. The Board of Directors may at any time, with or without cause, discontinue the use of the services of any such fiscal agent, investment advisor, or custodian.

ARTICLE VII ADMINISTRATION OF PROPERTY AND FUNDS

Section 7.01 **Discretion Over Property and Funds Vested in the Board of Directors** – The Board of Directors, except as otherwise provided in these Regulations, shall have unlimited discretion in all matters relating to the acquisition, holding, management, control, investment and disposition of the property and funds of the Foundation. The enumeration of specific powers in these Regulations shall not be deemed a limitation on these general powers.

Section 7.02 **Gifts, Donations, and Contributions** – Gifts, donations and contributions of cash, securities or other property from any source whatever, either outright or in trust, may be made to and accepted by the Foundation to enable the Foundation to carry out its purposes as set forth in the Articles of Incorporation. The Foundation may accept devises, bequests, gifts, grants, donations and contributions of property of any kind and may agree to administer the same in accordance with any conditions which the testator or donor may impose, provided that any conditions of any such devises, bequests, gifts, grants, donations and contributions shall be approved and accepted by the Board of Directors and shall be consistent with and in furtherance of the purposes and within the powers of the Foundation.

Section 7.03 **Property** – Except as otherwise provided by law or these Regulations, the Foundation may retain and hold property of any kind given to the Foundation by will, deed, gift, grant or otherwise; may manage, control, and exercise all rights of ownership with respect to any funds or property or proceeds of the sale of property coming to the Foundation from any source; may invest and reinvest the same in such loans, stocks, bonds, securities or other property of any kind as they shall from time to time determine; and may compromise, settle and adjust any claims on behalf of or against the Foundation arising from or by reason of any devises, gifts, grants, contributions or donations of property to the Foundation, or otherwise, on such terms and conditions and at such time or times as the Board of Directors may decide, subject to any binding restrictions imposed by the donors of such property.

No person or organization, being or claiming to be a beneficiary of any of the purposes of the Foundation, shall, as such, have or be given any claim or right of action against the Foundation by reason of being or claiming to be a beneficiary of the Foundation. No person shall have or be given at any time any authority to bind or commit the Foundation except to those engagements which shall be necessary or expedient for the proper fiscal management of the assets of the Foundation and which are duly authorized by the Board of Directors.

Section 7.04 **Money and Other Property** – Any money or other property of the Foundation, whether income or principal, may be used or distributed by the Board of Directors as they may determine from time to time as follows:

- (a) For the payment of all charges and expenses which are, in the opinion of the Board of Directors, necessary for the proper care, management and preservation of the property of the Foundation, including, but not limited to, taxes, rental, clerical services, fees of attorneys, accountants and other experts and reasonable compensation to any person or persons whom the Board of Directors may deem it necessary to employ in order to effectively and fully carry out the purposes of the Foundation.
- (b) For the furtherance and accomplishment of the purposes for which the Foundation is formed, as stated and subject to the limitations contained in its Articles of Incorporation, at such time or times, in such amount or amounts and in such manner as may be determined by the Board of Directors in the exercise of their discretion, subject to any binding restrictions imposed by the donors of property accepted by the Foundation.

ARTICLE VIII

BOOKS OF RECORD, AUDIT, FISCAL YEAR, BOND

Section 8.01 **Books and Records** – The Board of Directors shall cause to be kept:

- (1) Records of all proceedings of the Board of Directors and committees.

- (2) All financial statements of the Foundation.
- (3) Articles of Incorporation and Regulations of this Foundation and all amendments thereto and restatements to the Articles of Incorporation and Regulations of this Foundation.
- (4) Such other records and books of account as shall be necessary and appropriate to the conduct of the corporate business.
- (5) All records of the Foundation shall be open for inspection by a Director at any reasonable time.

Section 8.02 **Audit and Publication** – The Board of Directors shall cause the records and books of account of the Foundation to be audited at least once in each fiscal year in such a manner as may be deemed necessary or appropriate, and also shall make such inquiry as the Board of Directors deems necessary or advisable into the condition of all trusts and funds held by any trustee, agent, or custodian for the benefit of the Foundation, and shall retain such person or firm for such purposes as it may deem appropriate. Not later than six (6) months after the close of each fiscal year of this corporation, the Board of Directors shall furnish to the Board of Education copies of the Foundation's financial statements for the immediately preceding fiscal year.

Section 8.03 **Fiscal Year** – The Foundation's fiscal year shall be determined by the Board of Directors.

Section 8.04 **Bond** – The Foundation shall obtain a bond on such people and in such amounts as may from time to time be deemed necessary by the Board of Directors.

ARTICLE IX INDEMNIFICATION AND INSURANCE

Section 9.01 The Foundation shall indemnify any person who was or is a party, or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Foundation, by reason of the fact that such a person is or was a trustee, officer, employee or agent of the corporation, or who is or was serving at the request of the Foundation as a trustee, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with

respect to any criminal action or proceeding, the person had reasonable cause to believe that the person's conduct was unlawful.

Section 9.02 The Foundation shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the corporation to procure a judgment in its favor, by reason of the fact that the person is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, trustee, officer, employee, member, manager, or agent of another corporation, domestic or foreign, nonprofit or for profit, a limited liability company, or a partnership, joint venture, trust, or other enterprise, against expenses, including attorney's fees, actually and reasonably incurred by the person in connection with the defense or settlement of such action or suit, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, except that no indemnification shall be made in respect of any of the following:

- (a) Any claim, issue, or matter as to which such person is adjudged to be liable for negligence or misconduct in the performance of the person's duty to the corporation unless, and only to the extent that, the court of common pleas or the court in which such action or suit was brought determines, upon application, that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court of common pleas or such other court shall deem proper;
- (b) Any action or suit in which the only liability asserted against a director is pursuant to R.C. 1701.95.

Section 9.03 To the extent that a director, trustee, officer, employee, member, manager, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Section 9.01 or Section 9.02, or in defense of any claim, issue, or matter in the action, suit, or proceeding, the person shall be indemnified against expenses, including attorney's fees, actually and reasonably incurred by the person in connection with the action, suit, or proceeding.

Section 9.04 Any indemnification under Section 9.01 or Section 9.02, unless ordered by a court, shall be made by the Foundation only as authorized in the specific case, upon a determination that indemnification of the director, trustee, officer, employee, member, manager, or agent is proper in the circumstances because the person has met the applicable standard of conduct set forth in Section 9.01 or Section 9.02. Such determination shall be made as follows:

- (a) By a majority vote of a quorum consisting of Directors who were not and are not parties to or threatened with the action, suit, or proceeding referred to in Section 9.01 or Section 9.02;

- (b) If the quorum described above is not obtainable or if a majority vote of a quorum of disinterested Directors so directs, in a written opinion by independent legal counsel other than an attorney, or a firm having associated with it an attorney, who has been retained by or who has performed services for the Foundation or any person to be indemnified within the past five years;
- (c) By the court of common pleas or the court in which the action, suit, or proceeding referred to in Section 9.01 or Section 9.02 was brought.

Any determination made by the disinterested Directors or by independent legal counsel of this section shall be promptly communicated to the person who threatened or brought the action or suit by or in the right of the Foundation under Section 9.02, and, within ten (10) days after receipt of that notification, the person shall have the right to petition the court of common pleas or the court in which the action or suit was brought to review the reasonableness of that determination.

Section 9.05 Expenses, including attorney's fees, incurred by a director in defending the action, suit, or proceeding shall be paid by the corporation as they are incurred, in advance of the final disposition of the action, suit, or proceeding, upon receipt of an undertaking by or on behalf of the director in which the director agrees to do both of the following:

- (a) Repay that amount if it is proved by clear and convincing evidence in a court of competent jurisdiction that the director's action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to the corporation or undertaken with reckless disregard for the best interests of the corporation;
- (b) Reasonably cooperate with the corporation concerning the action, suit, or proceeding.

Section 9.06 Expenses, including attorney's fees, incurred by a director, trustee, officer, employee, member, manager, or agent in defending any action, suit, or proceeding referred to in Section 9.01 or Section 9.02, may be paid by the Foundation as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the directors in the specific case, upon receipt of an undertaking by or on behalf of the director, trustee, officer, employee, member, manager, or agent to repay that amount, if it ultimately is determined that the person is not entitled to be indemnified by the corporation.

Section 9.07 The indemnification or advancement of expenses shall not be exclusive of, and shall be in addition to, any other rights granted to those seeking indemnification or advancement of expenses under the Articles of Incorporation, the Regulations, any agreement, a vote of disinterested directors, or otherwise, both as to action in their official capacities and as to action in another capacity while holding their offices or positions, and shall continue as to a person who has ceased to be a director, trustee, officer, employee, member, manager, or agent and shall inure to the benefit of the heirs, executors, and administrators of that person. A right to indemnification or to advancement of expenses arising under a provision of the Articles of Incorporation or these Regulations shall not be eliminated or

impaired by an amendment to that provision after the occurrence of the act or omission that becomes the subject of the civil, criminal, administrative, or investigative action, suit, or proceeding for which the indemnification or advancement of expenses is sought, unless the provision in effect at the time of that act or omission explicitly authorizes that elimination or impairment after the act or omission has occurred.

Section 9.08 The Foundation shall have the power to purchase and maintain insurance or furnish similar protection, including, but not limited to, trust funds, letters of credit, or self-insurance, on behalf of or for any person who is or was a director, officer, employee, or agent of the Foundation, or is or was serving at the request of the corporation as a director, trustee, officer, employee, member, manager, or agent of another corporation, domestic or foreign, nonprofit or for profit, a limited liability company, or a partnership, joint venture, trust, or other enterprise, against any liability asserted against the person and incurred by the person in any such capacity, or arising out of the person's status as such, whether or not the corporation would have the power to indemnify the person against that liability under this section. Insurance may be purchased from or maintained with a person in which the Foundation has a financial interest.

Section 9.09 The authority of the Foundation to indemnify persons pursuant to division Section 9.01 or Section 9.02 does not limit the payment of expenses as they are incurred, indemnification, insurance, or other protection that may be provided pursuant to Section 9.05, Section 9.06, Section 9.07, and Section 9.08. Section 9.01 or Section 9.02 do not create any obligation to repay or return payments made by the Foundation pursuant to Section 9.05, Section 9.06, Section 9.07, and Section 9.08.

Section 9.10 As used in this Section, "Foundation" includes all constituent entities in a consolidation or merger and the new or surviving corporation, so that any person who is or was a director, officer, employee, trustee, member, manager, or agent of such a constituent entity, or is or was serving at the request of such constituent entity as a director, trustee, officer, employee, member, manager, or agent of another corporation, domestic or foreign, nonprofit or for profit, a limited liability company, or a partnership, joint venture, trust, or other enterprise, shall stand in the same position under this section with respect to the new or surviving corporation as the person would if the person had served the new or surviving corporation in the same capacity.

ARTICLE XI MISCELLANEOUS

In the event any provision of these Regulations shall be inconsistent with the Articles of Incorporation, the Articles of Incorporation shall govern.

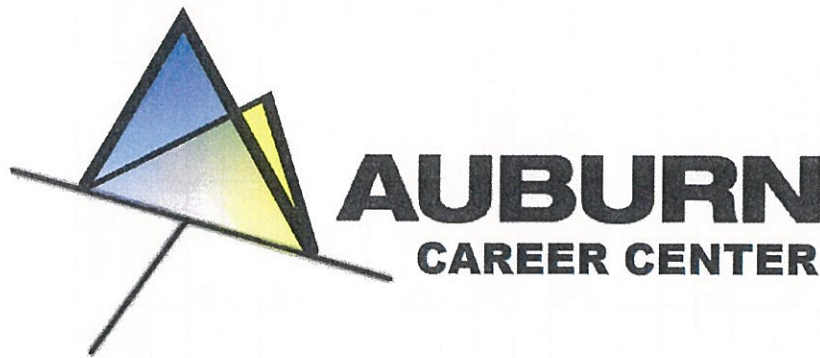
ARTICLE XII AMENDMENTS

The Board of Directors may amend the Foundation's Articles of Incorporation and these Regulations. Provided notice is given, any number of amendments, or an entire revision or restatement of the Articles of Incorporation or Regulations, may be submitted and voted upon at

a single meeting of the Board of Directors and be adopted at such meeting, a quorum being present, upon receiving the affirmative vote of not less than two-thirds of the number of Directors on the Board of Directors at the meeting. Any amendment to the Third (Purpose), Fourth (Powers), and Sixth (Dissolution) Articles of the Articles of Incorporation can only be made with the unanimous approval and resolution of all qualified Directors in place at the time of the proposed amendment. Any proposed amendments shall be presented to the Directors not less than thirty (30) days prior to the meeting when Board action is to be taken.

ARTICLE XII SEVERABILITY

If any provision or part of these Regulations is declared invalid and of no further force and effect, the other provisions shall remain in full force and effect



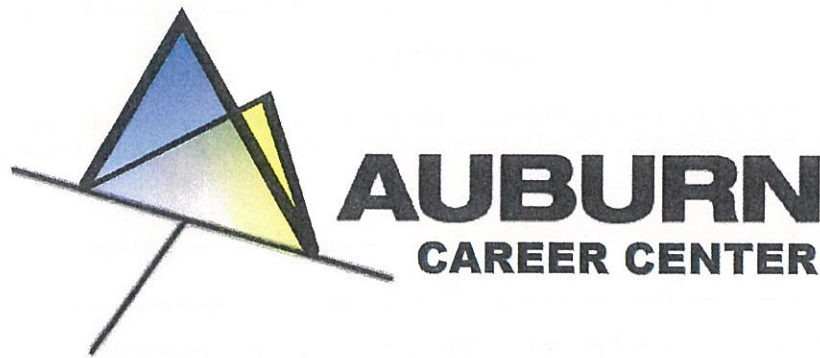
Attachment Item #5C

- *Administrative Reports:
Semi-Annual Harassment
Report*



Harassment/Bullying Summary

Type of Harassment	8/2017- 12/2017	1/2017- 5/2017	8/2016- 12/2016	1/2016- 6/2016	8/2015 - 12/2015	1/2015 - 6/2015	8/2014- 12/2014	8/2013- 12/2013	1/2013 - 5/2013	8/2012 - 12/2012	1/2012 - 6/2012	8/2011 - 12/2011	1/2011 - 5/2011
Bullying- Verbal	0	0	0	0	0	0	0	1	1	0	2	1	7
Bullying - Physical	0	0	0	0	0	0	0	0	1	0	0	0	4
Bullying - Cyberbullying	0	0	0	0	0	0	0	0	0	0	1	0	2
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	0	0	0	1	1	0	3
Bullying - Verbal & Electronic	0	2	0	0	0	0	0	0	0	1	1	2	0
Intimidation	0	0	0	0	0	0	0	0	3	0	0	0	1
Harassment	3	0	2	3	1	0	0	1	0	3	0	1	2
TOTAL	3	2	2	3	1	0	0	2	5	5	5	4	19



Attachment Item #5D

- *Administrative Reports:
ODE – Nutrition Services
Admin Review*

SCHOOL FOOD AUTHORITY (SFA) Auburn Jt Voc SD COUNTY Lake
DATE OF REVIEW 12/7/17 IRN 051169

EXIT REPORT

A compliance review was conducted for this School Food Authority (SFA) under the Administrative Review regulations. The school meal programs specialist from the Ohio Department of Education, Office for Child Nutrition reviewed the following sites:

- 1) Auburn Jt Voc SD 3) _____
2) _____ 4) _____

Compliance with the Administrative Review Performance Standards 1 and 2 and General Area program requirements were evaluated.

- The SFA is in compliance with Performance Standard 1 YES / NO
- The SFA is in compliance with Performance Standard 2 YES / NO
- The SFA is in compliance with all General Areas YES / NO

Any areas that are checked below indicate noncompliance, requiring corrective action.

PERFORMANCE STANDARDS 1 AND 2

_____ Certification and Benefit Issuance – One or more children were incorrectly certified for meal benefits and/or one or more children did not receive benefits for which they were approved.

Corrective Action - see the "SFA-1" form under the Compliance link on CRRS.NET with the questioned certifications and/or benefits listed. Report to your school meal programs specialist the date the letter was sent to the household(s) informing them of meal eligibility change.

_____ Menu – Menu(s) were missing required meal components on the day of review and/or for a day(s) during the month of review.

Corrective Action - see page 2 of this document for instructions to report corrective actions taken by the SFA.

_____ Meal Counting and Claiming - Some meal counting and claiming processes were found to be unacceptable.

Corrective Action - see page 2 of this document for instructions to report corrective actions taken by the SFA.

GENERAL AREAS

_____ Verification
_____ Civil Rights
_____ Local School Wellness Policy
_____ Professional Standards
_____ Reporting and Recordkeeping
_____ Food Service Management Companies

_____ Resource Management
_____ SFA On-Site Monitoring
_____ Smart Snacks
_____ Food Safety
_____ School Breakfast and SFSP Outreach
_____ Other Federal Programs

General Areas Corrective Action - see page 2 of this Exit Report for instructions to report Corrective Actions.

I certify that this exit report has been explained and that the SFA will correct any area of noncompliance related to the Administrative Review. All corrective action must be completed and sent to the Office for Child Nutrition by _____ (30 calendar days).

Kelly Mil 12/7/17
School Food Authority Designee Date

Laura Horvath 12/7/17
School Meal Programs Specialist Date

General Notes and Technical Assistance

Everything looked great today!

Documentation was organized and made available, per request. Meal service looked great. A full meal was encouraged by Food service staff

IA 1900 Wellness

- Recommend including the public in the review and update of the local wellness policy

700 Resource Management

May require a comprehensive resource management review in

- maintenance of the nonprofit school foodservice account
- revenue from nonprogram foods

Lori Smith

From: Brian Bontempo
Sent: Monday, December 11, 2017 10:29 AM
To: Lori Smith
Subject: Fwd: ODE - Nutrition Services Admin Review
Attachments: 12082017155304-0001.pdf; ATT00001.htm

For board packet

Brian Bontempo, Ed. D.
Superintendent
Lake County Educational Service Center
440-350-2563 x 701
Auburn Career Center
440-358-8011

Cell 440-251-1250

Begin forwarded message:

From: Kelly Minnick <kminnick@lakeesc.org>
Date: December 8, 2017 at 4:36:11 PM EST
To: Brian Bontempo <bbontempo@lakeesc.org>, Jeff Slavkovsky <jslavkovsky@Auburncc.org>, sherry williamson <swilliamson@Auburncc.org>
Cc: Victoria Bryant <vbryant@Auburncc.org>, Brenda Carraher <bcarraher@Auburncc.org>, Michelle Hart <mhart@lakeesc.org>
Subject: ODE - Nutrition Services Admin Review

Brian, Jeff, and Sherry,

Attached is a copy of the exit interview which took place after the 3 year Nutrition Services Administrative Review with ODE. All areas were in compliance. There are two areas of technical assistance noted. Under the Wellness section for the district, it is recommended for the public to have an opportunity to review and have input into Wellness Policy updates. The second comment is that we may require a comprehensive financial management review in the future because of the General Fund transfers.

Thank you to Brenda and Tori for their help and patience with all of the needed documentation requested over the last few months.

Brenda and Sanja work well as a team and work hard every day. They are great with the students and are well versed in the components and requirements of breakfast and lunch.

On another note, we had a taste test/sampling with the Culinary students this morning and they were able to give input on a few new drinks and a different pizza.

Please let me know if you have any questions.

Thank you,

Kelly Minnick, SNS

Lake County Educational Service Center
Director of Nutrition Services

[Click to see The Lunch Box](#)

Children's Hunger Alliance's 2016 Summer Nutrition Program of the Year

8221 Auburn Road
Concord Twp, Ohio 44077
E- kminnick@lakeesc.org
C- 440.417.2259
Website- www.esc-lc.org



Attachment Item #8

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
November 30, 2017

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	\$ 4,844,652.94	\$ 416,514.44	\$ 4,650,109.72	\$ 611,959.60	\$ 3,837,199.48	\$ 5,657,563.18	\$ 941,620.71	\$ 4,715,942.47
002	Bond Retirement	\$ -	\$ -	\$ -	\$ 57,549.72	\$ 57,549.72	\$ (57,549.72)	\$ -	\$ (57,549.72)
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 232,944.68	\$ 5,416.67	\$ 45,416.67	\$ 106,496.51	\$ 136,630.02	\$ 141,731.33	\$ 70,335.15	\$ 71,396.18
006	Food Service	\$ -	\$ 13,458.31	\$ 42,203.22	\$ 20,890.37	\$ 71,251.43	\$ (29,048.21)	\$ 32,478.90	\$ (61,527.11)
009	USSF	\$ 10,267.00	\$ 280.00	\$ 6,851.00	\$ -	\$ 188.39	\$ 16,929.61	\$ -	\$ 16,929.61
011	Rotary	\$ 51,168.33	\$ 2,665.88	\$ 5,710.90	\$ 7,894.90	\$ 16,191.50	\$ 40,687.73	\$ 22,697.96	\$ 17,989.77
012	Adult Education	\$ 94,239.01	\$ 206,751.87	\$ 566,407.80	\$ 119,424.97	\$ 623,546.37	\$ 37,100.44	\$ 119,587.26	\$ (82,486.82)
014	Rotary Internal Service Fund	\$ 2,342.49	\$ 103.73	\$ 198.65	\$ -	\$ 853.81	\$ 1,687.33	\$ 1,500.00	\$ 187.33
018	Principal Fund	\$ 6,048.00	\$ -	\$ 35,000.00	\$ 2,610.22	\$ 12,878.49	\$ 28,169.51	\$ 20,951.52	\$ 7,217.99
019	Trust Fund-Camp Discovery	\$ 323,901.44	\$ 52,690.00	\$ 58,709.36	\$ 4,816.49	\$ 17,184.31	\$ 365,426.49	\$ 21,761.48	\$ 343,665.01
022	District Agency	\$ 15,210.95	\$ -	\$ 28,569.50	\$ -	\$ 29,569.50	\$ 14,210.95	\$ 1,000.00	\$ 13,210.95
024	Employee Self Insurance Fund	\$ 4,039.93	\$ -	\$ 25,960.07	\$ 644.40	\$ 2,982.54	\$ 27,017.46	\$ 27,017.46	\$ -
70	Capital Projects	\$ 340,000.00	\$ -	\$ 350,000.00	\$ 18,247.60	\$ 222,980.00	\$ 467,020.00	\$ -	\$ 467,020.00
200	Student Activity Fund	\$ 78,099.68	\$ 5,915.98	\$ 11,186.87	\$ 2,941.42	\$ 12,673.76	\$ 76,612.79	\$ 25,837.38	\$ 50,775.41
451	Data Communication Fund	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
501	ABLE Literacy Fund	\$ 1,043.89	\$ 24,392.92	\$ 78,649.03	\$ 23,788.42	\$ 103,481.34	\$ (23,788.42)	\$ 14,884.53	\$ (38,672.95)
524	VEPD Secondary and Adult Fund	\$ 2,752.90	\$ 83,777.32	\$ 117,701.87	\$ 4,802.99	\$ 125,257.76	\$ (4,802.99)	\$ 55,399.96	\$ (60,202.95)
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ 16,745.73	\$ 16,745.73	\$ 1,024.00	\$ 17,769.73	\$ (1,024.00)	\$ 4,004.28	\$ (5,028.28)
Grand Totals		\$ 6,006,711.24	\$ 828,712.85	\$ 6,040,320.39	\$ 983,091.61	\$ 5,288,188.15	\$ 6,758,843.48	\$ 1,359,076.59	\$ 5,399,766.89

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
11/30/17

B

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,136,077.80	\$ 99,103.76	\$ 9,235,181.56	\$ 3,837,199.48	\$ 611,959.60	\$ 941,620.71	\$ 4,456,361.37	51.75%
002	Bond Retirement	\$ 477,029.50	-	\$ 477,029.50	\$ 57,549.72	\$ 57,549.72	-	\$ 419,479.78	12.06%
003	Permanent Improvement	\$ -	-	\$ -	-	\$ -	-	\$ -	0.00%
004	Construction	\$ 388,078.68	-	\$ 388,078.68	\$ 136,630.02	\$ 106,496.51	\$ 70,335.15	\$ 181,113.51	0.00%
006	Lunchroom Fund	\$ 189,344.00	-	\$ 189,344.00	\$ 71,251.43	\$ 20,890.37	\$ 32,478.90	\$ 85,613.67	54.78%
009	Uniform School Supply Fund	\$ 17,118.00	-	\$ 17,118.00	\$ 188.39	\$ -	\$ -	\$ 16,929.61	0.00%
011	Customer Service Fund	\$ 56,879.23	-	\$ 56,879.23	\$ 16,191.50	\$ 7,894.90	\$ 22,697.96	\$ 17,989.77	68.37%
012	Adult Education Fund	\$ 1,443,222.51	\$ 19,266.51	\$ 1,462,489.02	\$ 623,546.37	\$ 119,424.97	\$ 119,587.26	\$ 719,355.39	50.81%
014	Rotary Internal Service Fund	\$ 2,249.14	\$ 1,500.00	\$ 3,749.14	\$ 853.81	\$ -	\$ 1,500.00	\$ 1,395.33	62.78%
018	Principal Fund	\$ 35,750.00	\$ 5,298.00	\$ 41,048.00	\$ 12,878.49	\$ 2,610.22	\$ 20,951.52	\$ 7,217.99	82.42%
019	Other Grants	\$ 321,901.44	\$ 2,000.00	\$ 323,901.44	\$ 17,184.31	\$ 4,816.49	\$ 21,761.48	\$ 284,955.65	0.00%
022	Scholarships	\$ 13,210.95	\$ 2,000.00	\$ 15,210.95	\$ 29,569.50	\$ -	\$ 1,000.00	\$ (15,358.55)	200.97%
024	Employee Benefits	\$ 30,000.00	-	\$ 30,000.00	\$ 2,982.54	\$ 644.40	\$ 27,017.46	\$ -	100.00%
70	Capital Projects	\$ 350,000.00	\$ 340,000.00	\$ 690,000.00	\$ 222,980.00	\$ 18,247.60	\$ 25,837.38	\$ 467,020.00	32.32%
200	Student Activities	\$ 89,225.55	\$ 276.00	\$ 89,501.55	\$ 12,673.76	\$ 2,941.42	\$ -	\$ 50,990.41	43.03%
451	School Net Connectivity	\$ 1,800.00	-	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 293,784.87	\$ 1,043.89	\$ 294,828.76	\$ 103,481.34	\$ 23,788.42	\$ 14,884.53	\$ 176,462.89	40.15%
524	VEPD Secondary and Adult	\$ 335,529.95	\$ 2,752.90	\$ 338,282.85	\$ 125,257.76	\$ 4,802.99	\$ 55,399.96	\$ 157,625.13	53.40%
599	REAP	\$ 50,965.00	-	\$ 50,965.00	\$ 17,769.73	\$ 1,024.00	\$ 4,004.28	\$ 29,190.99	0.00%
	Grand Total	\$ 13,232,166.62	\$ 473,241.06	\$ 13,705,407.68	\$ 5,288,188.15	\$ 983,091.61	\$ 1,359,076.59	\$ 7,058,142.94	48.50%

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

Auburn Career Center Monthly History Comparison-General Fund

November 30, 2017

C

	Monthly Comparison				Annual Comparison				
	Nov FY16	Nov FY17	Nov FY18	Avg Chg	Actual 2016	Actual 2017	Budget 2018	Remain 2018	Budget Expended
Revenue									42%
Real Estate	\$ 2,542,762	\$ 2,116,647	\$ 2,639,733		\$ 4,612,462	\$ 4,663,062	\$ 4,664,063	\$ 2,024,330	57%
Commercial	\$ -	\$ 418,446	\$ -		\$ 880,675	\$ 880,869	\$ 880,869	\$ 880,869	0%
Tangible Personal (PU)	\$ 202,999	\$ 194,533	\$ 209,957		\$ 412,393	\$ 419,558	\$ 419,558	\$ 209,601	50%
Foundation	\$ 834,216	\$ 882,821	\$ 1,007,755		\$ 2,012,256	\$ 2,194,823	\$ 2,194,823	\$ 1,187,068	46%
PU Reimb	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!
Homestead & Rollback	\$ 395,068	\$ 391,647	\$ 406,559		\$ 784,736	\$ 787,438	\$ 787,623	\$ 381,064	52%
Other	\$ 83,906	\$ 364,225	\$ 345,531		\$ 199,220	\$ 379,956	\$ 527,081	\$ 181,550	66%
Subtotal	\$ 4,058,951	\$ 4,368,319	\$ 4,609,535		\$ 8,901,742	\$ 9,325,706	\$ 9,474,017	\$ 4,864,482	49%
Expense									
Salaries	\$ 1,711,745	\$ 1,720,436	\$ 1,655,695	-1.6%	\$ 4,024,840	\$ 4,107,214	\$ 3,483,369	\$ 1,827,674	48%
Benefits	\$ 683,038	\$ 709,746	\$ 709,162	1.9%	\$ 1,565,727	\$ 1,662,612	\$ 1,413,310	\$ 704,148	50%
Purchased Services	\$ 448,324	\$ 623,685	\$ 648,086	21.5%	\$ 1,191,991	\$ 1,221,824	\$ 1,249,256	\$ 601,170	52%
Supplies	\$ 223,737	\$ 249,002	\$ 268,375	9.5%	\$ 406,676	\$ 416,225	\$ 326,202	\$ 57,827	82%
Capital Outlay/Equipment	\$ 145,120	\$ 20,213	\$ 96,996	146.9%	\$ 153,859	\$ 295,409	\$ 251,748	\$ 154,752	39%
Summer Projects	\$ -	\$ 83,221	\$ -		\$ -	\$ 83,221	\$ -	\$ -	0%
Parking Lot	\$ 348,532	\$ -	\$ -		\$ 348,532	\$ -	\$ -	\$ -	0%
Other	\$ 76,574	\$ 60,842	\$ 57,740	-12.8%	\$ 198,199	\$ 133,047	\$ 113,642	\$ 55,902	51%
Subtotal	\$ 3,637,070	\$ 3,467,145	\$ 3,436,054	-2.8%	\$ 7,889,824	\$ 7,919,552	\$ 6,837,527	\$ 3,401,473	50%
Revenue/Expense (Operating Balance)	\$421,881	\$ 901,175	\$1,173,481		\$1,011,918	\$ 1,406,155	\$2,636,490		
Other Uses									
Advances Returned	\$ 9,503	\$ 58,884	\$ 40,575		\$ 9,503	\$ 58,884	\$ -	\$ -	
Advances Out	\$ -	\$ -	\$ -		\$ 58,884	\$ 40,575	\$ -	\$ -	
Transfers	\$ 120,219	\$ 114,097	\$ 401,148		\$ 644,792	\$ 1,006,878	\$ -	\$ -	
	\$ (110,716)	\$ (55,213)	\$ (360,573)		\$ (694,173)	\$ (988,569)	\$ -	\$ -	
Subtotal	\$ 5,384,533	\$ 5,554,060	\$ 5,853,006		\$ 5,540,489	\$ 5,904,707	\$ -	\$ -	
Beginning Cash	\$ 4,907,358	\$ 5,273,028	\$ 5,657,561		\$ 4,427,070	\$ 4,844,652	\$ -	\$ -	
Encumbrances	\$ 918,114	\$ 961,244	\$ 941,621		\$ 59,426	\$ 99,104	\$ -	\$ -	

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

Date: 12/01/2017
Time: 10:15 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 11/01/2017 AND 11/30/2017
ALL CHECKS SELECTED

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
046456	B	11/03/2017	ALYSSA HERGENROEDER	041360	RECONCILED:11/07/2017		2,428.75
046457	B	11/03/2017	TAYNA JENKIN	041359	RECONCILED:11/15/2017		1,853.75
046458	B	11/03/2017	POLLY JONES	041361	RECONCILED:11/08/2017		2,428.75
046459	B	11/03/2017	LOUREN MELVIN	041358	RECONCILED:11/07/2017		2,228.75
046460	B	11/03/2017	MICHELLE SKOR	041431	RECONCILED:11/07/2017		471.00
046461	B	11/03/2017	MARTIN MARTINEZ	041332	RECONCILED:11/06/2017		4,193.50
046462	C	11/06/2017	Payroll	999999	RECONCILED:11/30/2017		221,691.99
046463	W	11/06/2017	CENGAGE LEARNING	010328	RECONCILED:11/10/2017		756.25
046464	W	11/06/2017	VIVIANI FAMILY LIMITED	011774	RECONCILED:11/13/2017		1,400.90
046465	W	11/06/2017	PARTNERSHIP	040915	RECONCILED:11/13/2017		1,024.00
046466	W	11/06/2017	AMERICA EXPRESS	041077	RECONCILED:11/10/2017		95,256.51
046467	W	11/06/2017	FIFTH THIRD BANK	013647	RECONCILED:11/21/2017		609.00
046468	W	11/06/2017	LORAIN CTY COMMUNITY COLLEGE				
046469	W	11/06/2017	BUSINESS OFFICE - CC217				
046470	W	11/06/2017	THE AMERICAN BOTTLING COMPANY	041426	RECONCILED:11/13/2017		233.00
046471	W	11/06/2017	ICE CREAM SPECIALTIES & BAKERY	013154	RECONCILED:11/10/2017		109.49
046472	W	11/06/2017	JOSEPH PAPER & PACKAGING	007024	RECONCILED:11/10/2017		194.11
			FUTURE IMAGE PROMOTIONS	041176	RECONCILED:11/13/2017		105.36
			ANDY'S AUTO PARTS LLC	041410	RECONCILED:11/14/2017		1,050.22
046473	W	11/06/2017	FABE'S AUTO PARTS				
046474	W	11/06/2017	KEYSTONE	011900	RECONCILED:11/09/2017		948.00
046475	W	11/06/2017	DEMILTA SAND & GRAVEL, INC	007602	RECONCILED:11/20/2017		2,116.50
046476	W	11/06/2017	SEATE CLEANING SOLUTIONS	012272	RECONCILED:11/09/2017		245.02
046477	W	11/06/2017	FOOD FOR THOUGHT INC	008777	RECONCILED:11/13/2017		868.75
			LAKE COUNTY EDUCATIONAL	000134	RECONCILED:11/07/2017		3,975.73
			SERVICE CENTER				
046478	W	11/06/2017	PLATTENBURG AND ASSOC., INC.	040994	RECONCILED:11/13/2017		6,126.00
046479	W	11/06/2017	LAKE COUNTY SHERIFF'S OFFICE	011385	RECONCILED:11/17/2017		10.00
046480	W	11/06/2017	LAKE CTY DEPT OF JOB & FAMILY	013530	RECONCILED:11/14/2017		320.17
046481	W	11/06/2017	LINCOLN ELECTRIC CO.	000984	RECONCILED:11/09/2017		2,206.50
046482	W	11/06/2017	FINALFORMS	041415	RECONCILED:11/15/2017		1,000.00
046483	W	11/06/2017	DOMINION ENERGY OHIO	004003	RECONCILED:11/14/2017		712.47
046484	W	11/06/2017	FAMILY, CAREER AND COMMUNITY	001550	RECONCILED:11/16/2017		570.00
046485	W	11/06/2017	LEADERS OF AMERICA, INC.				
046486	W	11/06/2017	BURMAX COMPANY, INC.	000482	RECONCILED:11/13/2017		2,973.42
			CONCORD TOWNSHIP FIRE	011723	RECONCILED:11/10/2017		750.00
			DEPARTMENT				
046487	W	11/06/2017	SCAFECO SCAPFOLDING INC	041215	RECONCILED:11/14/2017		110.09
046488	W	11/06/2017	ILLUMINATING COMPANY	008444	RECONCILED:11/10/2017		1,041.00
046489	W	11/06/2017	ILLUMINATING COMPANY	000925	RECONCILED:11/10/2017		21,981.50
046490	W	11/06/2017	LOWE'S COMPANIES, INC.	011038	RECONCILED:11/13/2017		91.20
046491	W	11/06/2017	GORDON FOOD SERVICE	008479	RECONCILED:11/13/2017		4,398.42
046492	W	11/06/2017	ALTERED NICKLES BAKERY INC	001071	RECONCILED:11/10/2017		161.90
046493	W	11/06/2017	CRILE ROAD HARDWARE	000551	RECONCILED:11/15/2017		188.72
046494	W	11/06/2017	COMMONWEALTH OF MASSACHUSETTS	041413	RECONCILED:11/14/2017		11.50
			ENDRIVE MA PAYMENT CENTER				
046495	W	11/06/2017	ILLUMINATING COMPANY	000925	RECONCILED:11/10/2017		1,879.46
046496	W	11/06/2017	K COMPANY INC	041392	RECONCILED:11/10/2017		14,348.00
046497	W	11/06/2017	MSC INDUSTRIAL SUPPLY CO. INC.	007489	RECONCILED:11/07/2017		14,762.78
046498	W	11/06/2017	ADVANCED GAS & WELDING	013407	RECONCILED:11/07/2017		1,578.30
			SOLUTIONS LLC				
046499	W	11/06/2017	JAMES D BROWN	000037	RECONCILED:11/07/2017		64.95

(Multi-bank check)

(Multi-bank check)

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AUBURN VOCATIONAL SCHOOL DISTR
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
046500	W	11/06/2017	AMIE IRVING	041347	RECONCILED:11/07/2017		249.12
046501	W	11/06/2017	DAN AGARDI	007857	RECONCILED:11/07/2017		269.64
046502	W	11/06/2017	DIANE MARJENIN	012755	RECONCILED:11/07/2017		57.31
046503	W	11/06/2017	JANE METRISIN	040251	RECONCILED:11/07/2017		221.81
046504	W	11/06/2017	ANDREA TRACY	041184	RECONCILED:11/07/2017		18.94
046505	W	11/06/2017	JEFF SIAVKOVSKY	013632	RECONCILED:11/07/2017		347.86
046506	W	11/06/2017	JANET MURPHY	041362	RECONCILED:11/07/2017		17.76
046507	W	11/06/2017	JANENE ISHEE	010194	RECONCILED:11/07/2017		23.54
046508	W	11/06/2017	TERESA DETWILLER	041389	RECONCILED:11/07/2017		164.78
046509	W	11/06/2017	JONNA MAZZA	041292	RECONCILED:11/07/2017		70.62
046510	W	11/06/2017	CARRIE MCVICER	010043	RECONCILED:11/07/2017		150.22
046511	W	11/10/2017	STATE TEACHERS RETIREMENT	000480	RECONCILED:11/14/2017		24,010.84
046512	W	11/10/2017	SCHOOL EMPLOYEES RETIREMENT SYSTEM	007727	RECONCILED:11/13/2017		9,303.09
046513	W	11/14/2017	UNITED WAY OF LAKE COUNTY	001064	RECONCILED:11/21/2017		358.74
046514	W	11/14/2017	AUBURN CAREER CENTER	000499	RECONCILED:11/15/2017		160.00
046515	W	11/14/2017	GAZETTE NEWSPAPERS	011455	RECONCILED:11/17/2017		25.00
046516	W	11/14/2017	KELVIN ELECTRONICS	000702	RECONCILED:11/21/2017		970.10
046517	W	11/14/2017	READSPEAKER LLC	040987	RECONCILED:11/24/2017		600.00
046518	W	11/14/2017	C/O JAMELSON LEREAH CPA'S	000171	RECONCILED:11/20/2017		155.48
046519	W	11/14/2017	CINTAS CORPORATION	000532	RECONCILED:11/17/2017		156.00
046520	W	11/14/2017	PACIFIC TELEMANAGEMENT	040344	RECONCILED:11/21/2017		153.00
046521	W	11/14/2017	PRECIOUS CARGO TRANSPORTATION	013744	RECONCILED:11/22/2017		395.00
046522	W	11/14/2017	CITY OF P'VILLE UTIL.	000215	RECONCILED:11/20/2017		897.28
046523	W	11/14/2017	WEISKOPF INDUSTRIES	000507	RECONCILED:11/22/2017		273.51
046524	W	11/14/2017	HEATMISER HOME ENERGY	041384	RECONCILED:11/17/2017		200.00
046525	W	11/14/2017	CONSULTING	008734	RECONCILED:11/15/2017		1,000.00
046526	W	11/14/2017	D&S AUTOMOTIVE COLLISION	012295	RECONCILED:11/20/2017		1,081.69
046527	W	11/14/2017	R.E. MICHEL COMPANY INC	000499	RECONCILED:11/15/2017		186.77
046528	W	11/14/2017	AUBURN CAREER CENTER	000984	RECONCILED:11/17/2017		316.65
046529	W	11/14/2017	LINCOLN ELECTRIC CO.	013500	RECONCILED:11/17/2017		1,041.20
046530	W	11/14/2017	TEB PRINTING	040583	RECONCILED:11/20/2017		1,771.10
046531	W	11/14/2017	WELLS FARGO FINANCIAL LEASING	001139	RECONCILED:11/21/2017		473.18
046532	W	11/14/2017	EAST GRAPHICS CORP.	041419	RECONCILED:11/21/2017		108.00
046533	W	11/14/2017	EDUCATORS RISING OHIO	013078	RECONCILED:11/17/2017		217.61
046534	W	11/14/2017	PAUL KAUFMAN, TREASURER	000056	RECONCILED:11/17/2017		459.20
046535	W	11/14/2017	JOHNSTONE SUPPLY	010328	RECONCILED:11/20/2017		1,259.50
046536	W	11/14/2017	REFRIGERATION SALES CORP.	000600	RECONCILED:11/16/2017		1,535.90
046537	W	11/14/2017	CENAGE LEARNING	002108	RECONCILED:11/21/2017		23.38
046538	W	11/14/2017	DANNCHEM, INC.	011210	RECONCILED:11/20/2017		106.50
046539	W	11/14/2017	GENERAL PEST CONTROL CO.	001931	RECONCILED:11/16/2017		218.95
046540	W	11/14/2017	STEVENS SECURITY SYSTEMS INC	000734	RECONCILED:11/20/2017		772.28
			WASTE MANAGEMENT OF OHIO				

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
046541	W	11/14/2017	LANDSTYLES, INC	041366	RECONCILED:11/21/2017		923.13
046542	W	11/14/2017	GCA SERVICES GROUP	041167	RECONCILED:11/17/2017		15,760.08
046543	W	11/14/2017	PMF RENTAL	041084	RECONCILED:11/20/2017		70.00
046544	W	11/14/2017	AT&T	000171	RECONCILED:11/20/2017		1,497.98
046545	W	11/14/2017	HOME DEPOT CREDIT SERVICES	010207	RECONCILED:11/21/2017		1,816.16
046546	C	11/20/2017	DEPT 32-2502458767	999999	RECONCILED:11/30/2017		227,418.84
046547	W	11/17/2017	LAKE COUNTY DEVELOPMENT	001101			275.00
046548	W	11/17/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:11/22/2017	(Multi-bank check)	646.00
046549	W	11/17/2017	WILCO TRANSPORTATION	012426	RECONCILED:11/24/2017		720.00
046550	W	11/17/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:11/22/2017		1,494.97
046551	W	11/17/2017	SIGNS & STUFF	010359	RECONCILED:11/27/2017		240.00
046552	W	11/17/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:11/22/2017		2,631.55
046553	W	11/17/2017	LAKE COUNTY NURSERY, INC.	001846	RECONCILED:11/24/2017		536.70
046554	W	11/17/2017	FIRST COMMUNICATIONS LLC	010610	RECONCILED:11/21/2017		124.84
046555	W	11/17/2017	OHIO SCHOOLS COUNCIL	000812	RECONCILED:11/22/2017		1,233.74
046556	W	11/17/2017	NATURAL GAS	013042	RECONCILED:11/28/2017		399.00
046557	W	11/17/2017	TIME WARNER CABLE - NORTHEAST	000570			75.00
046558	W	11/17/2017	MAJOR WASTE DISPOSAL	041342	RECONCILED:11/28/2017		1,770.00
046559	W	11/17/2017	FA SOLUTIONS LLC	011385	RECONCILED:11/24/2017		60.00
046560	W	11/17/2017	LAKE COUNTY SHERIFF'S OFFICE	040153	RECONCILED:11/22/2017		684.13
046561	W	11/17/2017	MAIL FINANCE	040583	RECONCILED:11/22/2017		1,864.00
046562	W	11/17/2017	WELLS FARGO FINANCIAL LEASING	008170	RECONCILED:11/21/2017		2,838.04
046563	W	11/17/2017	COMDOC INC.	041338	RECONCILED:11/24/2017		388.86
046564	W	11/17/2017	SHELL	001247			160.00
046565	W	11/17/2017	KENSTON COMM. STADIUM PROJECT	013078	RECONCILED:11/21/2017		456.84
046566	W	11/17/2017	C/O KENSTON BOARD OF EDUCATION	040250	RECONCILED:11/22/2017		1,248.00
046567	W	11/17/2017	JOHNSTONE SUPPLY	000414	RECONCILED:11/21/2017		2,700.00
046568	W	11/17/2017	SCREENVISION DIRECT	040070	RECONCILED:11/21/2017		104.67
046569	W	11/17/2017	MEDIA NEWS - 21CM ADVERTISING	000532	RECONCILED:11/24/2017		386.00
046570	W	11/17/2017	EDGE DOCUMENT SOLUTIONS	008101	RECONCILED:11/27/2017		319.50
046571	W	11/17/2017	CINTAS CORPORATION	001071	RECONCILED:11/24/2017		123.34
046572	W	11/17/2017	LOCATION 259-T90	007024	RECONCILED:11/22/2017		123.70
046573	W	11/17/2017	TREASURER, STATE OF OH	008479	RECONCILED:11/21/2017		3,039.24
046574	W	11/17/2017	DIVISION OF INDUSTRIAL COMP.	012418	RECONCILED:11/21/2017		4,293.00
046575	W	11/17/2017	ALFRED NICKLES BAKERY INC	001065	RECONCILED:11/21/2017		1,470.30
046576	W	11/17/2017	JOSEPH PAPER & PACKAGING	000499	RECONCILED:11/20/2017		368.00
046577	W	11/17/2017	GORDON FOOD SERVICE	041115	RECONCILED:11/22/2017		79.00
046578	W	11/17/2017	BELT BINDERS LLC	040075	RECONCILED:11/22/2017		3,300.00
046579	W	11/17/2017	WESTERN RESERVE OFFICE SUPPLY	000834	RECONCILED:11/22/2017		27,420.69
046580	W	11/17/2017	AUBURN CAREER CENTER	007406	RECONCILED:11/22/2017		111.44
046581	W	11/17/2017	PILAR EXCAVATING & DEMOLITION	008469	RECONCILED:11/21/2017		1,427.50
046582	W	11/17/2017	MEMOR LUMBER & SUPPLY CO	008412	RECONCILED:11/20/2017		4,237.73
046583	W	11/17/2017	ZEPP'S PIZZERIA	002746	RECONCILED:11/24/2017	1	238.00
046584	W	11/17/2017	SAM'S CLUB	001877	RECONCILED:11/22/2017		4,105.00
			CLYVELAND				
			OHIO FFA ASSOCIATION				
			OHIO DEPT OF JOB & FAMILY				

Date: 12/01/2017
Time: 10:15 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 11/01/2017 AND 11/30/2017
ALL CHECKS SELECTED

Page: 4
(CHECKRY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
046585	W	11/17/2017	SERVICES				
046586	W	11/17/2017	LEPO INC	013235	RECONCILED:11/21/2017		2,697.09
046587	W	11/17/2017	BEG SUPPLY CO., LLC	001284	RECONCILED:11/22/2017	(Multi-bank check)	1,404.90
046588	W	11/17/2017	AT&T	000171	RECONCILED:11/27/2017		522.19
046589	W	11/17/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:11/22/2017		487.45
046590	W	11/17/2017	PEOPLE & WAGONER, LTD.	012424	RECONCILED:11/21/2017		1,200.50
046591	W	11/17/2017	BORDEN DAIRY COMPANY	000154	RECONCILED:11/20/2017		646.38
			LOGICALIS, INC	041009	RECONCILED:11/20/2017		1,747.10
			DEPARTMENT #172301				
046592	W	11/17/2017	ADVANCED GAS & WELDING	013407	RECONCILED:11/20/2017		2,883.45
			SOLUTIONS LLC				
046593	W	11/17/2017	JANE METRISIN	040251	RECONCILED:11/20/2017		149.80
			A				
046594	W	11/17/2017	SHELBY KAMINSKI	041393	RECONCILED:11/20/2017		183.51
			A				
046595	W	11/17/2017	RODNEY KOZAR	011962	RECONCILED:11/20/2017		79.30
046596	W	11/17/2017	DEE STARK-KURTZ	008279	RECONCILED:11/20/2017		22.50
			A				
046597	W	11/17/2017	MICHELLE RODEWALD	011544	RECONCILED:11/20/2017		344.66
046598	W	11/17/2017	JOHN BLAUCH	008515	RECONCILED:11/20/2017		218.91
046599	W	11/17/2017	JESSICA SZOKA	040905	RECONCILED:11/20/2017	(Multi-bank check)	60.95
046600	W	11/17/2017	STACEY ALLEN	012867	RECONCILED:11/20/2017		18.35
046601	W	11/17/2017	SANDY RANCK	014011	RECONCILED:11/20/2017		198.69
046602	W	11/17/2017	ANDREA TRACY	041184	RECONCILED:11/20/2017		9.84
			A				
046603	W	11/17/2017	JOYCE DICK	041353	RECONCILED:11/20/2017		285.16
			A				
046604	W	11/17/2017	LUCINDA YOO	014013	RECONCILED:11/20/2017		187.46
			A				
046605	W	11/17/2017	SARAH NOBLE	041412	RECONCILED:11/20/2017		294.16
046606	W	11/17/2017	ROBIN FINLEY	041407	RECONCILED:11/20/2017		149.12
046607	W	11/24/2017	STATE TEACHERS RETIREMENT	000480	RECONCILED:11/29/2017		24,767.06
046608	W	11/24/2017	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:11/27/2017		9,656.78
			KENT SYSTEM				
046609	W	11/28/2017	KEN KLIMA	008806			233.87
046610	W	11/28/2017	GEOFFREY KENT	040796			240.97
046611	W	11/28/2017	SPEE-D-METALS	001679			130.00
046612	W	11/28/2017	T EQUIPMENT.NET	040346			945.22
046613	W	11/28/2017	OHIO ACTE	000682			295.00
046614	W	11/28/2017	GAUGA COUNTY CIC	008139			50.00
046615	W	11/28/2017	PATRICIA I. KOSLO	040283			763.75
046616	W	11/28/2017	AGM, LLC	041355			3,899.60
046617	W	11/28/2017	OHIO ECS ASSOCIATION	041422			120.00
046618	W	11/28/2017	BEST TRUCK EQUIPMENT	013992			168.99
046619	W	11/28/2017	UPLINE	012731			699.32
			ATTN: ACCOUNTS RECEIVABLE				
046620	W	11/28/2017	SALTY BEAUTY SUPPLY CO.	000063			1,120.36
046621	W	11/28/2017	OACTS	010827			4,000.00
046622	W	11/28/2017	84 LUMBER	000989			155.88
046623	W	11/28/2017	GRAINGER	000466			204.30
046624	W	11/28/2017	SOUND COM SYSTEMS	001063			11,240.00
046625	W	11/28/2017	DOMINION ENERGY OHIO	004003			1,740.40

Date: 12/01/2017
Time: 10:15 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
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ALL CHECKS SELECTED

Page: 5
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
046626	W	11/28/2017	AT&T	000171			136.27
046627	W	11/28/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:11/29/2017		1,238.41
046628	W	11/28/2017	PERFORMANCE HEALTH SUPPLY, INC	011159			155.62
046629	W	11/28/2017	DBA: MEDCO SUPPLY CO.	004092			33,302.22
046630	W	11/30/2017	HUNTINGTON NATIONAL BANK	040188			120.00
911107	M	11/08/2017	DOROTHY BENTLEY	900926			1,080.16
911240	M	11/28/2017	SERS	900926			1,178.20
911247	M	11/27/2017	MEMO ONLY	900926	VOID: 11/28/2017		1,178.22
977122	M	11/10/2017	MEMO ONLY	900663			3,282.76
977123	M	11/10/2017	BANK ONE/MEMO/MEDICARE	900950			997.73
977124	M	11/01/2017	WORKERS COMP	999992			177.10
977125	M	11/01/2017	FILEX SAVE				
977204	M	11/24/2017	MZ: 04 2W 8317	999998			94,291.03
977205	M	11/24/2017	LAKE COUNTY SCHOOLS COUNCIL	900663			3,364.87
977206	M	11/24/2017	BANK ONE/MEMO/MEDICARE	900693			7.75
990762	M	11/29/2017	BANK ONE/MEMO/FICA	900950			1,023.46
990763	M	11/29/2017	WORKERS COMP	999501			18,791.50
990764	M	11/30/2017	Chase Bank				
			Commercial Loan Department	999502			5,456.00
			Huntington Bank				
			Commercial Loan Department				
			MEDICAL MUTUAL OF OHIO	999994			644.40
			MEMO ONLY				
V VOIDED CHECKS				1			1,178.22
R RECONCILED CHECKS				150			821,650.95
W WARRANT CHECKS				167			420,937.39
M MEMO CHECKS				13			131,473.18
B REFUND CHECKS				6			13,604.50
I INVESTMENT CHECKS				0			0.00
T TRANSFER CHECKS				0			0.00
D DISTRIBUTION CHECKS				0			0.00
C PAYROLL CHECKS				2			449,110.83
MISSING CHECKS				0			
** TOTAL CHECKS (LESS VOIDED)				187	** TOTAL NET		1,013,947.68
*** TOTAL CHECKS WRITTEN				188	*** GRAND TOTALS		1,015,125.90

Auburn Career Center
Bank Reconciliation
November 30, 2017

E

Dollar Bank - Main Depository	\$ 4,380,683.75
O/S checks - a/p	\$ (63,918.27)
O/S checks - p/r	\$ (2,237.40)
Payroll Accum (O/S)-Checks NI	\$ (576.67)
Deposit in Transit (Vanco Fees)	\$ (4.06)
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	4,314,634.35
Health Care Deductible Pool - Huntington	\$ 27,017.46
Star Ohio	\$ 102,174.63
Fifth - Third Construction Investment - Interest Only	\$ 1,864.67
Net Available Cash	\$ 4,445,691.11
Investments:	
UBS Financial	\$2,313,152.37
Total Investments	\$ 2,313,152.37
Balance per bank	\$ 6,758,843.48
Balance per books	\$ 6,758,843.48
	\$ -

Investments Report

F

Institution	Amount
UBS Financial	\$ 2,313,152.37
	\$2,313,152.37

9

Programs	FY12		FY13		FY14		FY15		FY16		FY17		FY18	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$		\$		\$		\$		\$		\$		\$	
STNA	\$	386,501	\$	161,410	\$	296,180	\$	300,810	\$	321,553	\$	644,468	\$	423,666
EMT Basic	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
EMT Paramedic	\$	42,636	\$	29,359	\$	63,453	\$	32,321	\$	35,475	\$	29,427	\$	40,429
Cost	\$	129,237	\$	78,433	\$	114,346	\$	161,656	\$	126,059	\$	107,532	\$	78,437
Adult Education (Hrly Programs)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,200	\$	16,235
Customized	\$	5,156	\$	2,685	\$	8,689	\$	1,019	\$	2,006	\$	7,283	\$	12,080
HVAC Refrigeration	\$	2,801	\$	1,200	\$	3,735	\$	38,069	\$	20,770	\$	2,230	\$	30,329
Auto Body	\$	186,284	\$	31,339	\$	67,147	\$	173,201	\$	61,585	\$	134,209	\$	33,762
Ground Transportation Maintenance (Auto Tech)	\$	80,790	\$	-	\$	-	\$	-	\$	-	\$	16,693	\$	-
DC and AC Electronic Circuits (Electrical)	\$	14,218	\$	13,652	\$	80,790	\$	69,027	\$	35,629	\$	50,242	\$	40,292
Manufacturing Operations (Indust Maint)	\$	43,130	\$	15,738	\$	964	\$	3,459	\$	39,074	\$	18,692	\$	21,906
Structural Systems (Facilities Management & Bldg Tech)	\$	55,588	\$	21,957	\$	34,345	\$	75,085	\$	24,918	\$	43,781	\$	5,538
Manufacturing Capstone (Machine Trades)	\$	115,282	\$	20,253	\$	55,734	\$	32,194	\$	15,795	\$	32,427	\$	26,736
Gas Metal Arc Welding	\$	96,900	\$	25,112	\$	106,090	\$	82,323	\$	19,644	\$	102,384	\$	21,240
Firefighter I	\$	92,908	\$	34,071	\$	98,230	\$	154,057	\$	77,886	\$	99,047	\$	76,369
Truck Driving Training	\$	323	\$	40,191	\$	98,973	\$	64,391	\$	13,473	\$	77,077	\$	57,407
Total	\$	1,251,754	\$	396,143	\$	907,895	\$	1,208,188	\$	835,159	\$	1,385,692	\$	884,366
Program Profit/Loss				4,350		369,051		373,029		501,326		414,179		143,953
Assessment	\$	6,464	\$	3,127	\$	7,821	\$	7,098	\$	8,471	\$	54,333	\$	145,379
Lifetime Learning/CEd	\$	11,071	\$	12,640	\$	141,872	\$	9,047	\$	113,495	\$	10,757	\$	100,832
Adult Resale Uniform Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	16	\$	15,010
One Stop	\$	50,020	\$	24,036	\$	36,794	\$	42,665	\$	31,636	\$	34,340	\$	33,070
Total	\$	67,555	\$	39,803	\$	186,487	\$	58,810	\$	153,601	\$	99,446	\$	294,291
ABLE Profit/Loss				(13,867)		(113,542)		(94,791)		(194,645)		(129,427)		(196,531)
Front Office														
Revenue	\$	267,552	FY18		FY17		FY16		FY15		FY14		FY13	
			Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Salaries/Benefits	\$		\$	130,462	\$	268,002	\$	410,246	\$	275,408	\$	300,207	\$	316,424
Services	\$		\$	144,028	\$	7,336	\$	434,447	\$	9,047	\$	96,968	\$	288,117
Supplies	\$		\$	23,075	\$	11,071	\$	169,930	\$	113,495	\$	8,180	\$	50,897
Equipment	\$		\$	7,492	\$	-	\$	4,530	\$	-	\$	4,247	\$	4,191
Miscellaneous	\$		\$	450	\$	54,538	\$	-	\$	-	\$	-	\$	-
Total	\$		\$	268,002	\$	178,063	\$	268,002	\$	565,939	\$	275,408	\$	291,240
Front Office Over/Under				(47,601)		(297,937)		(343,970)		(129,427)		(58,413)		(198,623)
All Adult Workforce														
	\$		\$	1,587,311									\$	125,831
FTTD Advances Returned			\$	(57,139)		(42,428)		(65,732)					\$	(251,202)



Attachment Item #9

- Approve Tax Budget for
FY 2018-2019

TAX BUDGET FOR
Auburn Vocational School District

FOR THE FISCAL YEAR

7/1/2018- 6/30/2019

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

:prsA:A1..A:A41~copqg
:prsB:A1..B:C50~copqg
:prsC:A1..C:M62~copqg
:prsD:A1..D:N65~copqg

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

[illegible]

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund, Bond Retirement Fund, and any other funds requesting general property tax revenue)

EXHIBIT I

FUND: GENERAL FUND

DESCRIPTION	FOR 2016 ACTUAL	FOR 2017 ACTUAL	2018 CURRENT YEAR ESTIMATE	2019 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$5,905,530	\$5,963,489	\$5,947,324	\$5,943,364
Homestead &, Rollback	\$784,736	\$787,438	\$791,958	\$795,918
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$2,220,979	\$2,633,663	\$2,770,384	\$2,723,721
TOTAL REVENUES	\$8,911,245	\$9,384,590	\$9,509,666	\$9,463,003
TOTAL EXPENDITURES	\$8,593,499	\$8,967,006	\$9,126,091	\$9,408,886
REVENUES OVER (UNDER) EXPENDITURES	\$317,746	\$417,584	\$383,575	\$54,117
BEGINNING CASH BALANCE	\$4,109,327	\$4,427,073	\$4,844,657	\$5,228,232
ENDING CASH BALANCE	\$4,427,073	\$4,844,657	\$5,228,232	\$5,282,349
ENCUMBRANCES AT YEAR END	\$59,426	\$99,104	\$75,000	\$75,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2016 ACTUAL	FOR 2017 ACTUAL	2018 CURRENT YEAR ESTIMATE	2019 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	475,662	475,549	480,190	479,308
TOTAL REVENUES	475,662	475,549	480,190	479,308
TOTAL EXPENDITURES	475,662	475,549	480,190	479,308
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0
ENCUMBRANCES AT YEAR END				

EXHIBIT II

* If the levy is outside the 10 mill limit by vote enter the words "by vote" and the date of the election.
If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.



Attachment Item #20A

- Approve ThenDesign
Architecture Proposal



Proposal for Campus Master Plan Options
Prepared for Dr. Brian Bontempo
1.10.2018



date: 1/10/2018

project: 17119 - Auburn Career Center – Master Plan Options

contact: Dr. Brian Bontempo, Superintendent

project description

Auburn Career Center would like to explore master plan options for the campus including:

- 1) An addition to the existing Industrial Building to feature three shops, two of which are automotive focused.
 - a) It is anticipated that the addition can be constructed to the west and/or south side of the building.
 - b) Consideration for the demolition of the B-wing located at the main building where current automotive projects are held.
 - i) Remove section between the entranceway and welding shop while leaving shop standing but not attached to the rest of the building. Walkway would be needed.
- 2) Roof replacement over the existing B-wing, including the welding shop.
- 3) Construction of a new building across the parking lot from our Technology Learning Center on the east side of Auburn Road.
 - a) The new building would feature four health programs requiring a mixed-use space of classrooms, lab spaces and offices.
 - b) Demolish current housing units and add parking to the existing lot.

scope of services

The scope of our professional services includes:

conceptual design

1. Create conceptual drawings including site plans and floor plans that illustrate the intent of the proposed plan to the Board.
2. Prepare conceptual site plans, floor plans, and cost estimates.
3. Produce a final masterplan report.

communications and summary report

1. Setup information gathering sessions with administration
2. Regular communications with the facility committee and administration to report on findings, progress and evaluation
3. A final master plan report including cost comparisons, feasibility studies, timing, opportunities and recommendations

work excluded from our scope of services

1. Site investigation (site survey, geotechnical analysis and environmental site assessments)
2. All costs associated with building, zoning, signage or environmental permits and approvals.
3. Hazardous materials analysis, removal or environmental assessments for any work to obtain environmental approvals.

schedule

Services in this proposal will begin immediately upon execution of this proposal.

Master plan options to be completed by January 31, 2018 for presentation to the Board.

fee structure

We propose to complete the services for a fixed fee of \$10,000.

Payments to ThenDesign Architecture shall be made monthly as the project progresses.



reimbursable expenses

Reimbursable expenses will be billed at 1.2 times cost and shall include:

- a. Blueprints
- b. Plotting services
- c. Xerox copies or Photocopies
- d. UPS/Courier or Shipping / Delivery
- e. Document Printing

terms & conditions

ThenDesign Architecture, Ltd. (ThenDesign) shall perform the services in accordance with the standards of professional design services and as outlined in this agreement for the stated fee structure. This agreement may be terminated within 10 days written notice by either Party should the other fail to perform its obligations hereunder.

1. Should the project be terminated, payments owed will be based on a mutually agreed upon pro-rated fee structure, based upon the percentage of completion of design, construction documents, bidding and observation, at the time of termination. Project shall be considered terminated if work is stopped or put on hold for a period of six months or more. Notice of Termination must be made in writing, and ThenDesign will base the termination date upon the date of receipt of Notice of Termination.
2. If, for any reason an undisputed portion of an invoice is not paid within 30 days of the invoice date, ThenDesign may cease work on the project, and the Client shall waive any claim against ThenDesign Architecture and shall defend and indemnify ThenDesign from and against any claims for injury or loss stemming from ThenDesign's cessation of service. Client shall also pay ThenDesign the cost associated with premature project demobilization. In the event the project is remobilized, Client shall also pay the cost of remobilization and shall renegotiate appropriate contract terms and conditions, such as those associated with budget, schedule or scope of service.
3. In the event any bill or portion thereof is disputed by Client, Client shall notify ThenDesign within ten days of receipt of the bill in question, and Client and tda shall work together to resolve the matter within 60 days of its being called to ThenDesign's attention. If resolution of the matter is not attained within 60 days, either party may terminate this Agreement in accordance with conditions indicated above.
4. If, due to ThenDesign's error, any required item or component of the project is omitted from ThenDesign's construction documents, ThenDesign shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project and/or adds value or betterment to the project. In no event, will ThenDesign Architecture be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.
5. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, ThenDesign's total liability to Client for any and all injuries, claims, losses, expenses, damages, or claims expenses arising out of this Agreement from any cause or causes shall not exceed the total of ThenDesign's fee. Such causes include, but are not limited to, ThenDesign's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.
6. The Client shall indemnify and hold harmless ThenDesign and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees) caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, its employees or other parties the Client contracts for this project.
7. A structural condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If ThenDesign has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all cost necessary to correct said conditions. If (1) the Client fails to authorize such investigation or correction after due notification or (2) ThenDesign had no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and ThenDesign shall not be responsible for the existing condition nor any resulting damages to persons or property.
8. Should any construction period services be deleted or excluded from this agreement; the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation. The Client waives any and all claims against ThenDesign that may be connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ThenDesign, its principals, employees and subconsultants, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed or field conditions, except for claims arising from the sole negligence or willful misconduct of ThenDesign.
9. Neither Party to this Agreement shall transfer, sublet, or assign any rights or interest in this Agreement (including but not limited to any fees that are or may be due) without prior written consent of the other party. Subcontracting to subconsultants normally engaged by ThenDesign shall not be considered an assignment for purposes of this Agreement.
10. All documents produced by ThenDesign under this agreement shall be considered instruments of service and shall remain the property of ThenDesign and may not be used by this Client for any other endeavor without the written consent of ThenDesign.
11. This proposal is valid for 30 days after the date listed.
12. Payment on invoices that exceed 30 days will be billed an additional 1.5 percent per month on the unpaid balance.
13. This agreement shall be governed by the laws of the State of Ohio.

Professional Services Fee Schedule

architecture **rate per hour**

Principal	\$ 250.00
Project Manager	\$ 175.00
Project Architect.....	\$ 150.00
Intern Architect	\$ 100.00
Landscape Architect.....	\$ 100.00
Technician	\$ 75.00

planning

Strategic Planner	\$ 125.00
-------------------------	-----------

interiors

Interior Designer	\$ 125.00
Intern Interior Designer	\$ 75.00

design / communications

Graphic Designer	\$ 75.00
Communications Specialist.....	\$ 75.00

operations

Senior Administration	\$ 150.00
Administration.....	\$ 75.00

We thank you for the opportunity to submit this proposal for your consideration. Should this meet your approval, indicate your acceptance by signing below and returning one copy to our office.

Respectfully submitted,



Christopher D. Smith, AIA, LEED AP, NCARB Partner
thendesign architecture, ltd. (TDA)

accepted by: _____ date: _____

print name & title: _____

cc:



www.thendesign.com
cleveland | pittsburgh

January 11, 2011



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.