

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 15, 2019

The January 15, 2019 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:36 p.m.

Upon roll call, the following members were present:

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

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

009-19 Approve Agenda

A motion was made by Mrs. Brush and seconded by Mr. Klima to approve the January 15, 2019 agenda.

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

Nays: None
Mr. Walter declared the motion passed

010-19 Approve Minutes Last Meeting

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the minutes of the December 4, 2018 Board meeting.

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

Nays: None
Mr. Walter declared the motion passed

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

011-19 Executive Session

A motion was made by Mr. Sedivy and seconded by Mr. Kent to enter into executive session at 6:38 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.

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

Nays: None

Mr. Walter declared the motion passed

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

Administrative Report

- A. Semi- Annual Harassment Report
- B. Auburn Vocational School District received Ohio Auditor of State Award for the 6th year
- C. National Technical Honor Society Induction –
January 30, 2019 at 6:30 pm – 8:00 pm Presentation Center

Recruitment/Curriculum Committee Report – Next meeting February 12, 2019 @ 3:30 p.m. - 4:30 p.m. Technology Learning Center – Room 100

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, 2018 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.

012-19 Approve Tax Budget for FY 2019-2020

A motion was made by Mr. Klima and seconded by Mrs. Javins to approve the Tax Budget for FY 2019-2020. The tax budget is based upon the five-year forecast approved by the Board in October 2018 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. (Attachment Item #9)

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

Nays: None
Mr. Walter declared the motion passed

013-19 Approve Advance

A motion was made by Mr. Miller and seconded by Mr. Kent to approve the following advance from the general fund effective January 1, 2019. Funds will be returned to the general fund on a monthly basis.

Fund	Amount	Purpose
Flexible Spending Account	\$18,300.00	FSA-Claim Deductions

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

Nays: None
Mr. Walter declared the motion passed

014-19 Approve 2018-2019 Scholarships

A motion was made by Mr. Klima and seconded by Mrs. Brush to approve the following scholarships for the 2018-2019 school year from Mrs. Mildred Dennis of Perry, Ohio.

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

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

Nays: None
Mr. Walter declared the motion passed



015-19 Donations

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the following donations as listed:

Company	Location	Donation	Program
Concord Garden Club	Concord, Ohio	\$200.00	Plant, Turf and Landscape Management
Marketplace Events USD	Solon, Ohio	\$3,000.00	Plant, Turf and Landscape Management
Future Image Promotions	Chagrin Falls, Ohio	\$550.00	Career Technical Student Organizations
D & S Automotive Collision & Restyling	Mentor, Ohio	\$100.00	Signing Day
Sons of the American Legion	Painesville, Ohio	\$200.00	Banners
Truline Industries	Chesterland, Ohio	\$1,000.00	RoboBots
Roberta Patton	Painesville, Ohio	2003 Century Buick	Automotive Technology
John Galeazzo	Painesville, Ohio	Roll Roofing	Construction
Clover Electric, Inc.	Chagrin Falls, Ohio	\$500.00	Interactive Multimedia Technology
Premier Paint Technology	Eastlake, Ohio	3M Automotive body products – 3M Filler and Sealer cartridges	Automotive Collision Repair
Geauga mechanical Co., Inc.	Chardon, Ohio	\$100.00	HVAC

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

Nays: None
Mr. Walter declared the motion passed

016-19 Approve Human Resources

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

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

Nays: None
Mr. Walter declared the motion passed

017-19 Consent Agenda: Contracts/Affiliation Agreements

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

a. Business Partnership Affiliation Agreements (Attachment Item #14A)

The Goddard School	Vecmar Corporation
Sherman's Welding & Equipment	Selinick Transmission

b. Kent State University College MOU (Attachment Item #14B)

MOU Agreement between Auburn Career Center and Kent State University for college credit plus.

c. Contractor Agreement between Geauga County Job & Family Services and Auburn Career Center

Perform employment services with Geauga OhioMeansJobs effective January 1, 2019 through December 31, 2019. Service components to include: Outreach, intake, and orientation to the information and other services available. Initial assessment of skill levels, aptitudes, ability and supportive service's needs. Job search and placement assistance. (Attachment Item #14C)

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

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

Nays: None
Mr. Walter declared the motion passed

018-19 Approve Practical Nursing Program Student Handbooks

A motion was made by Mrs. Sedivy and seconded by Mr. Kent to approve the Student handbooks for the 2019-2020 evening and day programs. (Attachment #15)

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

Nays: None
Mr. Walter declared the motion passed

019-19 Rescind Motion 156-18 to Approve School to Work Program Agreement

A motion was made by Mr. Kent and seconded by Dr. Culotta to rescind the November 8, 2018 (156-18) motion to approve the school to work agreement between the Auburn Vocational School District Board of Education and Plumbers Local 55 Joint Apprenticeship Training Committee of Cleveland, The agreement has since been updated/modified per our attorney.

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

Nays: None
Mr. Walter declared the motion passed

020-19 Approve School to Work Program Agreement

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to approve the school to work agreement between the Auburn Vocational School District Board of Education and Plumbers Local 55 Joint Apprenticeship Training Committee of Cleveland. (Attachment Item #17)

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

Nays: None
Mr. Walter declared the motion passed



021-19 Approve Resolution to Participate in Berkshire Local School District

A motion was made by Mrs. Brush and seconded by Mrs. Javins to approve the resolution to participate in Berkshire Local School District partner agreement. (Attachment #18)

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

Nays: None
Mr. Walter declared the motion passed

022-19 Adjourn

A motion was made by Mrs. Javins and seconded by Mr. Kent to adjourn the meeting at 7:37 p.m.

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

Nays: None
Mr. Walter declared the motion passed

Treasurer

Board President

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

**Auburn
Career Center**



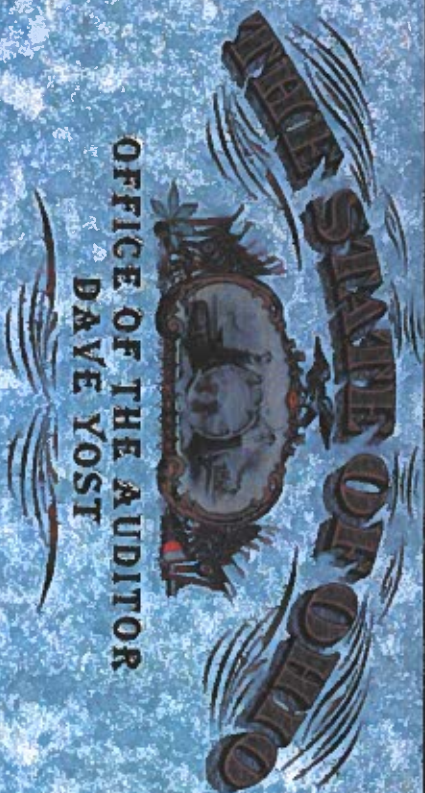
Attachment Item #6

*Administrative Reports:
Semi-Annual Harassment Report
Ohio Auditor of State Award*

Harassment/Bullying Summary

August 13, 2018 – December 21, 2018

Type of Harassment	Totals
Bullying – Verbal	0
Bullying – Physical	0
Bullying – Electronic	0
Bullying – Written	0
Bullying – Physical & Verbal	0
Bullying – Verbal & Electronic	0
Harassment	<u>0</u>
Total	0



OFFICE OF THE AUDITOR
DAVE YOST

OHIO AUDITOR OF STATE AWARD

Presented to

Auburn Vocational School District

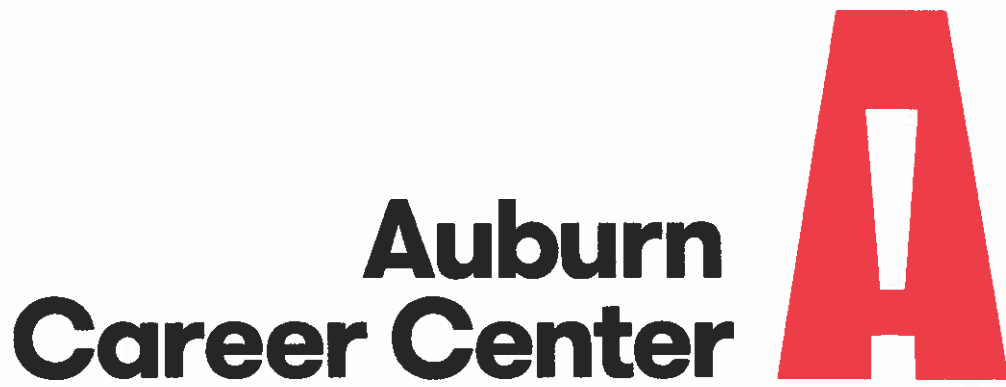
This award is presented for excellence in financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and compliance with applicable laws for the fiscal year ended 2018.

The citizens you represent are well-served by your effective and accountable financial practices.



Dave Yost, Auditor of State

A handwritten signature in blue ink that reads "Dave Yost".



Attachment Item #8

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
November 30, 2018

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Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 5,965,942.12	\$ 204,376.33	\$ 4,637,860.34	\$ 617,402.48	\$ 3,952,853.81	\$ 6,650,948.65	\$ 1,153,635.99	\$ 5,497,312.66
002	Bond Retirement	\$ -	\$ -	\$ -	\$ 87,757.21	\$ 87,757.21	\$ (87,757.21)	\$ -	\$ (87,757.21)
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,849,284.91	\$ 2,708.34	\$ 31,875.02	\$ -	\$ 650,962.39	\$ 1,230,197.54	\$ 1,194,297.87	\$ 35,899.67
006	Food Service	\$ 6,617.41	\$ 13,519.12	\$ 75,003.31	\$ 19,421.96	\$ 73,478.22	\$ 8,142.50	\$ 30,486.85	\$ (22,344.35)
009	USSF	\$ 10,079.61	\$ 204.00	\$ 7,436.50	\$ -	\$ -	\$ 17,516.11	\$ -	\$ 17,516.11
011	Rotary	\$ 1,398.06	\$ 4,825.01	\$ 7,670.19	\$ 5,021.29	\$ 8,277.15	\$ 791.10	\$ 17,498.44	\$ (16,707.34)
012	Adult Education	\$ 51,950.69	\$ 133,901.92	\$ 756,459.75	\$ 133,956.72	\$ 642,161.99	\$ 166,248.45	\$ 115,627.47	\$ 50,620.98
014	Rotary Internal Service Fund	\$ 2,267.25	\$ 148.22	\$ 268.94	\$ -	\$ 769.77	\$ 1,766.42	\$ -	\$ 1,766.42
018	Principal Fund	\$ 9,730.57	\$ -	\$ 56,147.54	\$ 1,037.25	\$ 7,956.92	\$ 57,921.19	\$ 31,760.63	\$ 26,160.56
019	Trust Fund-Camp Discovery	\$ 235,831.11	\$ -	\$ 2,345.70	\$ 2,257.20	\$ 83,339.87	\$ 154,836.94	\$ 10,545.00	\$ 144,291.94
022	District Agency	\$ 15,710.95	\$ 7,665.00	\$ 15,330.00	\$ 7,665.00	\$ 16,330.00	\$ 14,710.95	\$ 1,000.00	\$ 13,710.95
024	Employee Self Insurance Fund	\$ 18,031.15	\$ -	\$ 23,908.69	\$ 2,369.72	\$ 12,467.00	\$ 29,472.84	\$ 23,869.98	\$ 5,602.86
70	Capital Projects	\$ 398,399.44	\$ -	\$ 350,000.00	\$ 8,801.00	\$ 330,451.12	\$ 417,948.32	\$ 78,000.00	\$ 339,948.32
200	Student Activity Fund	\$ 76,920.43	\$ 7,970.49	\$ 9,617.33	\$ 6,496.08	\$ 19,385.80	\$ 67,151.96	\$ 16,020.67	\$ 51,131.29
451	Data Communication Fund	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
499	Miscellaneous State Grants	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
501	ABLE Literacy Fund	\$ 12,692.58	\$ 26,733.23	\$ 92,343.45	\$ 26,841.50	\$ 131,877.53	\$ (26,841.50)	\$ 5,385.20	\$ (32,226.70)
524	VEPD Secondary and Adult Fund	\$ 33,930.99	\$ 13,884.00	\$ 179,208.97	\$ 15,657.31	\$ 228,797.27	\$ (15,657.31)	\$ 55,992.92	\$ (71,650.23)
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ 3,715.00	\$ 20,425.00	\$ 1,850.00	\$ 20,425.00	\$ -	\$ -	\$ -
	Grand Totals	\$ 8,688,787.27	\$ 422,150.66	\$ 6,269,300.73	\$ 936,534.72	\$ 6,267,291.05	\$ 8,690,796.95	\$ 2,734,121.02	\$ 5,956,675.93

This is an unaudited financial report.

Auburn Career Center
 Appropriation Account Summary
 11/30/18

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,495,962.35	\$ 115,351.03	\$ 9,611,313.38	\$ 3,952,853.81	\$ 617,402.48	\$ 1,153,635.99	\$ 4,504,823.58	53.13%
002	Bond Retirement	\$ 623,432.29	\$ -	\$ 623,432.29	\$ 87,757.21	\$ -	\$ -	\$ 535,675.08	14.08%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 397,051.37	\$ 1,540,318.00	\$ 1,937,369.37	\$ 650,962.39	\$ -	\$ 1,194,297.87	\$ 92,109.11	0.00%
005	Lunchroom Fund	\$ 173,319.59	\$ 6,617.41	\$ 179,937.00	\$ 73,478.22	\$ 19,421.96	\$ 30,486.85	\$ 75,971.93	57.78%
009	Uniform School Supply Fund	\$ 17,516.11	\$ -	\$ 17,516.11	\$ -	\$ -	\$ -	\$ 17,516.11	0.00%
011	Customer Service Fund	\$ 85,674.81	\$ -	\$ 85,674.81	\$ 8,277.15	\$ 5,021.29	\$ 17,498.44	\$ 59,899.22	30.09%
012	Adult Education Fund	\$ 1,488,200.46	\$ 22,708.23	\$ 1,510,908.69	\$ 642,161.99	\$ 133,956.72	\$ 115,627.47	\$ 753,119.23	50.15%
014	Rotary-internal Service Fund	\$ 2,708.19	\$ 1,000.00	\$ 3,708.19	\$ 769.77	\$ -	\$ -	\$ 2,938.42	20.76%
018	Principal Fund	\$ 50,750.00	\$ 8,980.57	\$ 59,730.57	\$ 7,956.92	\$ 1,037.25	\$ 31,760.63	\$ 20,013.02	66.49%
019	Other Grants	\$ 219,766.81	\$ 18,410.00	\$ 238,176.81	\$ 83,339.87	\$ 2,257.20	\$ 10,545.00	\$ 144,291.94	0.00%
022	Scholarships	\$ 29,040.95	\$ 2,000.00	\$ 31,040.95	\$ 16,330.00	\$ 7,665.00	\$ 1,000.00	\$ 13,710.95	55.83%
024	Employee Benefits	\$ 58,880.00	\$ -	\$ 58,880.00	\$ 12,467.00	\$ 2,369.72	\$ 23,869.98	\$ 22,543.02	61.71%
70	Capital Projects	\$ 358,847.39	\$ 389,552.05	\$ 748,399.44	\$ 330,451.12	\$ 8,801.00	\$ 78,000.00	\$ 339,948.32	54.58%
200	Student Activities	\$ 85,992.50	\$ 545.26	\$ 86,537.76	\$ 19,385.80	\$ 6,496.08	\$ 16,020.67	\$ 51,131.29	40.91%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 336,491.55	\$ 12,692.58	\$ 349,184.13	\$ 131,877.53	\$ 26,841.50	\$ 5,385.20	\$ 211,921.40	39.31%
524	VEPD Secondary and Adult	\$ 352,735.77	\$ 33,930.99	\$ 386,666.76	\$ 228,797.27	\$ 15,657.31	\$ 55,992.92	\$ 101,876.57	73.65%
599	REAP	\$ 40,468.00	\$ -	\$ 40,468.00	\$ 20,425.00	\$ 1,850.00	\$ -	\$ 20,043.00	0.00%
	Grand Total	\$ 13,818,638.14	\$ 2,152,106.12	\$ 15,970,744.26	\$ 6,287,291.05	\$ 938,534.73	\$ 2,734,121.02	\$ 5,989,432.19	56.36%

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

Auburn Career Center
Monthly History Comparison-General Fund
 November 30, 2018

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	Monthly Comparison			Nov FY19	Avg Chg	Annual Comparison			Remain 2019	Budget Expended
	Nov FY17	Nov FY18	Nov FY19			Actual 2017	Actual 2018	Budget 2019		
Revenue										42%
Real Estate	\$ 2,116,647	\$ 2,639,733	\$ 2,566,948			\$ 4,663,062	\$ 4,916,774	\$ 4,760,941	\$ 2,193,993	54%
Commercial	\$ 418,446	\$ -	\$ -			\$ 880,869	\$ 919,294	\$ 919,135	\$ 919,135	0%
Tangible Personal (PU)	\$ 194,533	\$ 209,957	\$ 188,399			\$ 419,558	\$ 414,345	\$ 390,899	\$ 202,500	48%
Foundation	\$ 882,821	\$ 1,007,755	\$ 1,002,987			\$ 2,194,823	\$ 2,394,304	\$ 2,363,925	\$ 1,360,938	42%
PU Reimb	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	#DIV/0!
Homestead & Rollback	\$ 391,647	\$ 406,559	\$ 411,172			\$ 787,438	\$ 809,948	\$ 810,827	\$ 399,655	51%
Other	\$ 364,225	\$ 345,531	\$ 408,428			\$ 379,956	\$ 409,978	\$ 448,386	\$ 39,958	91%
Subtotal	\$ 4,368,319	\$ 4,609,535	\$ 4,577,934			\$ 9,325,706	\$ 9,864,643	\$ 9,694,113	\$ 5,116,179	47%
Expense										
Salaries	\$ 1,720,436	\$ 1,655,695	\$ 1,618,963		-3.0%	\$ 4,107,214	\$ 3,821,328	\$ 3,962,345	\$ 2,343,382	41%
Benefits	\$ 709,746	\$ 709,162	\$ 731,965		1.6%	\$ 1,662,612	\$ 1,730,209	\$ 1,836,299	\$ 1,104,334	40%
Purchased Services	\$ 623,685	\$ 648,086	\$ 580,337		-3.3%	\$ 1,221,824	\$ 1,441,037	\$ 1,636,268	\$ 1,055,931	35%
Supplies	\$ 249,002	\$ 268,375	\$ 277,653		5.6%	\$ 416,225	\$ 428,385	\$ 441,237	\$ 163,584	63%
Capital Outlay/Equipment	\$ 20,213	\$ 96,996	\$ 142,695		213.5%	\$ 295,409	\$ 175,255	\$ 320,359	\$ 177,664	45%
Parking Lot	\$ -	\$ -	\$ -			\$ 83,221	\$ -	\$ -	\$ -	0%
Other	\$ 60,842	\$ 57,740	\$ 53,062		-6.6%	\$ 133,047	\$ 132,419	\$ 136,392	\$ 83,330	39%
Subtotal	\$ 3,383,924	\$ 3,436,054	\$ 3,404,675		0.3%	\$ 7,919,552	\$ 7,728,633	\$ 8,332,900	\$ 4,928,225	41%
Revenue/Expense (Operating Balance)	\$ 984,395	\$ 1,173,481	\$ 1,173,259			\$ 1,406,155	\$ 2,136,010	\$ 1,361,213		
Other Uses										
Advances Returned	\$ 58,884	\$ 40,575	\$ 59,924			\$ 58,884	\$ 57,516			
Advances Out	\$ -	\$ -	\$ 114,000			\$ 40,575	\$ 82,468			
Transfers	\$ 114,097	\$ 401,148	\$ 434,177			\$ 1,006,878	\$ 989,772			
	\$ (55,213)	\$ (360,573)	\$ (488,253)			\$ (988,569)	\$ (1,014,724)			
Beginning Cash	\$ 5,554,060	\$ 5,853,006	\$ 7,063,973			\$ 5,904,707	\$ 7,069,633			
Ending Cash	\$ 5,273,028	\$ 5,657,561	\$ 6,650,948			\$ 4,844,652	\$ 5,965,939			
Encumbrances	\$ 961,244	\$ 941,621	\$ 1,153,636			\$ 99,104	\$ 115,351			

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

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
048610	B	11/05/2018	DONIELLE VENDRIGA	041647	RECONCILED:11/08/2018		1,384.00
048611	B	11/05/2018	STACY EPPES	041504	RECONCILED:11/06/2018		980.00
048612	B	11/05/2018	STEFANIE WAID	041492	RECONCILED:11/06/2018		969.62
048613	B	11/05/2018	JESSIREY SHEPHERD	041479	RECONCILED:11/06/2018		969.62
048614	B	11/05/2018	THERESA KUHEN	041481	RECONCILED:11/06/2018		969.62
048615	B	11/05/2018	LAKETA HIGDON	041485	RECONCILED:11/06/2018		964.62
048616	B	11/05/2018	IVANA FENTON	041488	RECONCILED:11/06/2018		969.62
048617	B	11/05/2018	DAMARA BLACKMOND	041480	RECONCILED:11/06/2018		969.62
048618	B	11/05/2018	NAQUANA BELL	041476	RECONCILED:11/06/2018		969.62
048619	B	11/05/2018	CARMEN ADAMS	041463	RECONCILED:11/06/2018		969.62
048620	W	11/09/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:11/13/2018		8,341.13
048621	W	11/09/2018	STATE TEACHERS RETIREMNT	000480	RECONCILED:11/14/2018		25,909.08
048622	W	11/07/2018	SCHOOL INSURANCE CONSULTANTS	013047	RECONCILED:11/15/2018		500.00
048623	W	11/07/2018	OAEF	011256			15.00
048624	W	11/07/2018	OHIO ACTE	000682	RECONCILED:11/19/2018		95.00
048625	W	11/07/2018	TELECOMMUNICATIONS DEPT.	041646	RECONCILED:11/13/2018		650.00
048626	W	11/07/2018	ULINE	012731	RECONCILED:11/13/2018		718.92
048627	W	11/07/2018	ATTN: ACCOUNTS RECEIVABLE				
048628	W	11/07/2018	COUNCIL ON OCCUPATIONAL EDUC	040492	RECONCILED:11/21/2018		250.00
048629	W	11/07/2018	SALLY BEAUTY SUPPLY CO.	000063	RECONCILED:11/16/2018		34.87
048630	W	11/07/2018	SLADEK CONFERENCE SERVICES, INC	041621	RECONCILED:11/16/2018		1,750.00
048631	W	11/07/2018	*ACCREDITCON				
048632	W	11/07/2018	PEARSON EDUCATION	011383	RECONCILED:11/13/2018		2,022.30
048633	W	11/07/2018	AMERICAN TECHNICAL PUB., INC.	000314	RECONCILED:11/15/2018		388.49
048634	W	11/07/2018	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED:11/09/2018		130.00
048635	W	11/07/2018	OHIO SCHOOL BOARD ASSOCIATION	000786	RECONCILED:11/21/2018		2,015.00
048636	W	11/07/2018	FITNESS & REHAB SOLUTIONS, INC	041603	RECONCILED:11/09/2018		10,155.00
048637	W	11/07/2018	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	040285	RECONCILED:11/15/2018		2,327.00
048638	W	11/07/2018	SALONCENTRIC	013024	RECONCILED:11/15/2018		801.81
048639	W	11/07/2018	LAKE ERIE VIDEO PRODUCTION INC	040594	RECONCILED:11/14/2018		3,250.00
048640	W	11/07/2018	KIMCO DISTRIBUTING	040425	RECONCILED:11/13/2018		99.09
048641	W	11/07/2018	DENT WIZARD INTERNATIONAL	010665	RECONCILED:11/13/2018		5,219.54
048642	W	11/07/2018	LAKE COUNTY SHERIFF'S OFFICE	041620	RECONCILED:11/19/2018		150.00
048643	W	11/07/2018	LINCOLN ELECTRIC CO.	000984	RECONCILED:11/09/2018		10.00
048644	W	11/07/2018	AT&T	000171	RECONCILED:11/13/2018		1,195.68
048645	W	11/07/2018	CITY OF P'VILLE UTIL.	000215	RECONCILED:11/15/2018		1,970.13
048646	W	11/07/2018	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:11/14/2018		880.51
048647	W	11/07/2018	21ST CENTURY MEDIA - OHIO	000414	RECONCILED:11/23/2018		3,924.00
048648	W	11/07/2018	LAKE HEALTH	040099	RECONCILED:11/09/2018		107.76
048649	W	11/07/2018	SAM LANDSCAPING INC	013502	RECONCILED:11/16/2018		45.00
048650	W	11/07/2018	TREASURER, STATE OF OH DIVISION OF INDUSTRIAL COMP.	008101	RECONCILED:11/19/2018		319.50
048651	W	11/07/2018	GENERAL PEST CONTROL CO	011210	RECONCILED:11/16/2018		654.50
048652	W	11/07/2018	MRLM LANDSCAPE MATERIALS	040828	RECONCILED:11/14/2018		5,711.00
048653	W	11/07/2018	UNITED PARCEL SERVICE	002108	RECONCILED:11/13/2018		3.60
048654	W	11/07/2018	REFRIGERATION SALES CORP.	000056	RECONCILED:11/09/2018		299.90
048655	W	11/07/2018	TYCO INTEGRATED SECURITY LLC BEST TRUCK EQUIPMENT	040669	RECONCILED:11/13/2018		1,591.14
048656	W	11/07/2018		013992	RECONCILED:11/13/2018		97.46

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048656	W	11/07/2018	GRAINGER	000466	RECONCILED:11/13/2018		48.08
048657	W	11/07/2018	GARDNER	040409	RECONCILED:11/13/2018		420.00
048658	W	11/07/2018	WASSERSTROM COMPANY	041340	RECONCILED:11/13/2018		1,895.40
048659	W	11/07/2018	SUNRISE SPRINGS WATER CO.	001256	RECONCILED:11/13/2018		131.30
048660	W	11/07/2018	PRECIOUS CARGO	013744	RECONCILED:11/16/2018		395.00
048661	W	11/07/2018	TRANSPORTATION INC				18.00
048662	W	11/07/2018	SHOP SUPPLY & TOOL CO., INC.	007258	RECONCILED:11/09/2018		133.48
048663	W	11/07/2018	ALFRED NICKLES BAKERY INC	001071	RECONCILED:11/13/2018		308.80
048664	W	11/07/2018	JOSHEN PAPER & PACKAGING	007024	RECONCILED:11/13/2018		146.94
048665	W	11/07/2018	ICE CREAM SPECIALTIES & BAKERY	013154	RECONCILED:11/09/2018		349.60
048666	W	11/07/2018	DUBICK FIXTURE & SUPPLY, INC.	012277	RECONCILED:11/13/2018		992.14
048667	W	11/07/2018	ANDY'S AUTO PARTS LLC	041410	RECONCILED:11/14/2018		1,160.50
048668	W	11/07/2018	ANDREW FADE				181.37
048669	W	11/07/2018	R.E. MICHEL COMPANY INC	012295	RECONCILED:11/13/2018		479.00
048670	W	11/07/2018	AT&T	000171	RECONCILED:11/15/2018		572.80
048671	W	11/07/2018	THE AMERICAN BOTTLING COMPANY	041426	RECONCILED:11/13/2018		2,899.26
048672	W	11/07/2018	PREMIER PAINT	001141	RECONCILED:11/09/2018		4,812.62
048673	W	11/07/2018	TECHNOLOGIES, INC.				100.26
048674	W	11/07/2018	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:11/08/2018		4,229.55
048675	W	11/07/2018	AUTOMOTIVE SUPPLY, INC.	000631	RECONCILED:11/09/2018		5,765.97
048676	W	11/07/2018	CENTRAL RESTAURANT PRODUCTS	007205	RECONCILED:11/13/2018		193.93
048677	W	11/07/2018	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED:11/13/2018		406.35
048678	W	11/07/2018	GORDON FOOD SERVICE	008479	RECONCILED:11/13/2018		913.80
048679	W	11/07/2018	STS EDUCATION	041552	RECONCILED:11/14/2018		5,370.84
048680	W	11/07/2018	BORDEN DAIRY COMPANY	000154	RECONCILED:11/08/2018		31.72
048681	W	11/07/2018	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:11/08/2018		182.03
048682	W	11/07/2018	ALRO STEEL CORPORATION	041193	RECONCILED:11/08/2018		114.45
048683	W	11/07/2018	AMY RYAN	041013	RECONCILED:11/08/2018		182.03
048684	W	11/07/2018	SCOTT SITZ	041607	RECONCILED:11/08/2018		25.90
048685	W	11/07/2018	AMIE IRVING	041347	RECONCILED:11/08/2018		182.03
048686	W	11/07/2018	JASON GARDNER	011806	RECONCILED:11/08/2018		
048687	W	11/07/2018	BARB GORDON	012964	RECONCILED:11/08/2018		
048688	W	11/07/2018	TERRY COLESCOTT	040391	RECONCILED:11/08/2018		
048689	W	11/07/2018	MICHELLE RODEWALD	011544	RECONCILED:11/08/2018		
048690	W	11/07/2018	JOHN BLAUCH	008515	RECONCILED:11/08/2018		
048691	W	11/07/2018	JEFF SLAVKOVSKY	013632	RECONCILED:11/08/2018		
048692	W	11/07/2018	CHRISTOPHER MITCHELL	041578	RECONCILED:11/08/2018		
048693	W	11/07/2018	KEITH CONN	041616	RECONCILED:11/19/2018		
048694	W	11/07/2018	KELLEY GOLINAR	013409	RECONCILED:11/08/2018		
048695	W	11/07/2018	TERESA DETWILLER	041389	RECONCILED:11/08/2018		
048696	W	11/07/2018	ALLISON ESACK	041446	RECONCILED:11/08/2018		
048697	W	11/07/2018	BRENDA CARRAHER	001681	RECONCILED:11/08/2018		
048698	W	11/15/2018	DAVID P RICHARDS	007918	RECONCILED:11/19/2018	1	
048699	B	11/16/2018	MICHAEL WESTON	041651	RECONCILED:11/28/2018		
048700	B	11/16/2018	MIGUEL OLVERA	041653	RECONCILED:11/20/2018		
048701	B	11/16/2018	LOGAN CAMPBELL	041652	RECONCILED:11/20/2018		
048702	B	11/16/2018	JEFF AND/OR AMY SABELLA	003267	RECONCILED:11/20/2018		

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048700	B	11/16/2018	CYNTHIA PERCHAN	041655			740.00
048701	W	11/23/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED: 11/26/2018		9,174.08
048702	W	11/23/2018	STATE TEACHERS RETIREMNT	000480	RECONCILED: 11/27/2018		25,125.21
048703	W	11/20/2018	KENT STATE UNIVERSITY	008474			400.00
048704	W	11/20/2018	21ST CENTURY MEDIA - OHIO	000414	RECONCILED: 11/26/2018		3,000.00
048705	W	11/20/2018	GORDON FOOD SERVICE	008479	RECONCILED: 11/26/2018		396.71
048706	W	11/20/2018	ILLUMINATING COMPANY	000925	RECONCILED: 11/26/2018		22,863.57
048707	W	11/20/2018	EAGLE ADVERTISING LCC	041354	RECONCILED: 11/28/2018		300.00
048708	W	11/20/2018	OHIO SCHOOLS COUNCIL NATURAL GAS	000812	RECONCILED: 11/28/2018		4,424.00
048709	W	11/20/2018	BFG SUPPLY CO., LLC	001284	RECONCILED: 11/26/2018		157.32
048710	W	11/20/2018	WELLS FARGO VENDOR FIN SERV	041459	RECONCILED: 11/23/2018		1,681.00
048711	W	11/20/2018	EASTERN LAKE COUNTY CHAMBER OF COMMERCE	001939			350.00
048712	W	11/20/2018	GOODHEART-WILCOX PUBLISHER	000370	RECONCILED: 11/27/2018		1,248.14
048713	W	11/20/2018	CHANEY ELECTRONICS	001017	RECONCILED: 11/27/2018		2,381.75
048714	W	11/20/2018	STUDIOWEB.COM	040904			220.00
048715	W	11/20/2018	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED: 11/28/2018		399.00
048716	W	11/20/2018	DASH SAWMILL, INC.	013512			4,500.00
048717	W	11/20/2018	JAB SUPPLY CORPORATION	041394	RECONCILED: 11/28/2018		2,558.00
048718	W	11/20/2018	MAIL FINANCE	040153	RECONCILED: 11/29/2018		695.82
048719	W	11/20/2018	GREEN BUILDING CONSULTING, LLC	041650	RECONCILED: 11/27/2018		200.00
048720	W	11/20/2018	WILLO TRANSPORTATION	012426	RECONCILED: 11/28/2018		612.00
048721	W	11/20/2018	RIBBONS GALORE, INC	041207			68.06
048722	W	11/20/2018	OHIO DEPT OF JOB & FAMILY SERVICES	001877	RECONCILED: 11/30/2018		422.55
048723	W	11/20/2018	ZEPPE'S PIZZERIA	007406	RECONCILED: 11/26/2018		164.13
048724	W	11/20/2018	LEPPO INC	013235	RECONCILED: 11/27/2018		864.89
048725	W	11/20/2018	IDENTISYS, INC.	010770	RECONCILED: 11/26/2018		185.63
048726	W	11/20/2018	SAM LANDSCAPING INC	013502	RECONCILED: 11/30/2018		3,456.00
048727	W	11/20/2018	LANDSTYLES, INC	041366			963.13
048728	W	11/20/2018	GCA SERVICES GROUP	041167	RECONCILED: 11/23/2018		16,396.79
048729	W	11/20/2018	WASTE MANAGEMENT OF OHIO	000734	RECONCILED: 11/26/2018		933.21
048730	W	11/20/2018	GENERAL PEST CONTROL CO.	011210	RECONCILED: 11/26/2018		106.50
048731	W	11/20/2018	MAJOR WASTE DISPOSAL SERVICES, INC	000570			75.00
048732	W	11/20/2018	LINCOLN ELECTRIC CO.	000984	RECONCILED: 11/23/2018		489.92
048733	W	11/20/2018	AUBURN CAREER CENTER	000499	RECONCILED: 11/21/2018		400.00
048734	W	11/20/2018	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED: 11/20/2018		25.00
048735	W	11/20/2018	JOHNSTONE SUPPLY	013078	RECONCILED: 11/27/2018		116.76
048736	W	11/20/2018	HENLY TOOL SUPPLY INC.	008616	RECONCILED: 11/23/2018		81.24
048737	W	11/20/2018	MENTOR LUMBER & SUPPLY CO	000834	RECONCILED: 11/23/2018		1,347.12
048738	W	11/20/2018	IRON MOUNTAIN INC	011058	RECONCILED: 11/26/2018		102.35
048739	W	11/20/2018	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED: 11/27/2018		849.60
048740	W	11/20/2018	LBL PRINTING	013500	RECONCILED: 11/28/2018		127.29
048741	W	11/20/2018	CHARDON OIL CO.	008287	RECONCILED: 11/23/2018		49.42
048742	W	11/20/2018	POCKET NURSE ENTERPRISES, INC.	010331	RECONCILED: 11/23/2018		956.00
048743	W	11/20/2018	AT&T	000171	RECONCILED: 11/26/2018		500.65
048744	W	11/20/2018	ACTE	000376	RECONCILED: 11/23/2018		685.00

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048745	W	11/20/2018	GRIMES HORTICULTURE, INC.	008014	RECONCILED:11/26/2018	1	1,761.17
048746	W	11/20/2018	DAWNICHEM, INC.	000600	RECONCILED:11/23/2018		1,679.00
048747	W	11/20/2018	NOC COG ONE STOP AREA 19	040653			309.86
048748	W	11/20/2018	CRYSTAL CLEAR ARCHITECTURAL METALS AND GLASS ERECTORS INC.	041586	RECONCILED:11/26/2018		5,900.00
048749	W	11/20/2018	BROCK CONSTRUCTION COMPANY	041545			2,901.00
048750	W	11/20/2018	CONSOLIDATED FLEET SERVICES CFS INSFECTIONS, INC	041612	RECONCILED:11/26/2018		1,168.65
048751	W	11/20/2018	PENNCARE	008957	RECONCILED:11/26/2018		822.00
048752	W	11/20/2018	ERIKA PACHETE	041649	RECONCILED:11/27/2018		96.80
048753	W	11/20/2018	PEPPE & WAGGONER, LTD.	012424	RECONCILED:11/21/2018		183.00
048754	W	11/20/2018	CRILE ROAD HARDWARE	000551	RECONCILED:11/27/2018		308.47
048755	W	11/20/2018	SHETLER OFFICE SOLUTIONS	041656	RECONCILED:11/26/2018		98.78
048756	W	11/20/2018	PEARSON EDUCATION	011383	RECONCILED:11/26/2018		3,248.05
048757	W	11/20/2018	AUBURN CAREER CENTER	000499	RECONCILED:11/21/2018		634.50
048758	W	11/20/2018	ELSEVIER	011447	RECONCILED:11/21/2018		274.41
048759	W	11/20/2018	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:11/21/2018		25.00
048760	W	11/20/2018	BORDEN DAIRY COMPANY	000154	RECONCILED:11/21/2018		412.73
048761	W	11/20/2018	CDW GOVERNMENT	011547	RECONCILED:11/21/2018		26.90
048762	W	11/20/2018	NCS PEARSON, INC	012139	RECONCILED:11/21/2018		436.92
048763	W	11/20/2018	CAYLEY VOLPIN	041417	RECONCILED:11/21/2018		190.26
048764	W	11/20/2018	DEE STARK-KURTZ	008279	RECONCILED:11/21/2018		235.65
048765	W	11/20/2018	SEAN DAVIS	040587	RECONCILED:11/21/2018		191.84
048766	W	11/20/2018	SHELBY KAMINSKI	041393	RECONCILED:11/21/2018		384.93
048767	W	11/20/2018	CHRISTOPHER MITCHELL	041578	RECONCILED:11/21/2018		75.32
048768	W	11/20/2018	ERICA ANDERSON	041509	RECONCILED:11/21/2018		17.77
048769	W	11/20/2018	LOUISE VADASZ	041388	RECONCILED:11/21/2018		125.13
048770	W	11/20/2018	DAWN BUBONIC	012967	RECONCILED:11/21/2018		28.99
048771	W	11/20/2018	GERALYN COSTELLO	041526	RECONCILED:11/21/2018		138.65
048772	W	11/20/2018	JOYCE DICK	041353	RECONCILED:11/21/2018		505.49
048773	W	11/20/2018	DAVID COWEN	041608	RECONCILED:11/21/2018		268.42
048774	W	11/20/2018	CARRIE MCVICKER	010043	RECONCILED:11/21/2018		164.81
048775	W	11/27/2018	SAM'S CLUB	008469	RECONCILED:11/29/2018		636.93
048776	B	11/29/2018	Ryan Mazanec	041657			273.33
048777	B	11/29/2018	REACWITA LAMAR	041654	RECONCILED:11/30/2018		2,431.12
048778	B	11/29/2018	UNITED WAY OF LAKE COUNTY	001064			899.35
048779	W	11/29/2018	CHASE	041661			35,660.04
048780	W	11/29/2018	HUNTINGTON NATIONAL BANK	004092			30,053.22
048781	W	11/30/2018	HEADWATERS PLUMBING CONTRACTORS LLC	041453			1,250.00
048782	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092			1,705.70
048783	W	11/30/2018	BRANDI HOLLAND	012270	RECONCILED:11/30/2018		125.00
048784	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092			54.63
048785	W	11/30/2018	NORTH COAST PERENNIALS INC.	007885			792.75

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048786	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092			72.76
048787	W	11/30/2018	EASTERN LAKE COUNTY CHAMBER OF COMMERCE	001939			135.00
048788	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092			5,527.18
048789	W	11/30/2018	GAZETTE NEWSPAPERS	011455			25.00
048790	W	11/30/2018	COMDOC INC.	008170			220.20
048791	W	11/30/2018	SCREENVISION DIRECT	040250			624.00
048792	W	11/30/2018	NEILL TECHNOLOGIES	041580			2,700.00
048793	W	11/30/2018	ELBER SUPPLY LLC	041457			41.40
048794	W	11/30/2018	KEYSTONE	011900			144.00
048795	W	11/30/2018	LOWE'S COMPANIES, INC.	011038			371.23
048796	W	11/30/2018	EDGE DOCUMENT SOLUTIONS	040070			1,195.00
048797	W	11/30/2018	DISCOUNT SCHOOL SUPPLY	007447			145.66
048798	W	11/30/2018	BUCKEYE EDUCATIONAL SYSTEMS INC	000746			814.00
048799	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092		1 (Multi-bank check)	1,449.61
048800	W	11/30/2018	SHERMAN CREATIVE PROMOTIONS INC	040048			1,988.70
048801	W	11/30/2018	DIAMOND TECH INC	041398			650.00
048802	W	11/30/2018	AUBURN CAREER CENTER	000499			41.25
048803	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED: 11/30/2018	1 (Multi-bank check)	566.69
048804	W	11/30/2018	A-TECH	004082			1,192.50
048805	W	11/30/2018	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134		0 (Multi-bank check)	2,107.63
048806	W	11/30/2018	SYSCO FOOD SERVICES OF CLEVELAND	008412			1,277.58
048807	W	11/30/2018	LAMAR	041634			3,600.00
048808	W	11/30/2018	HEMLY TOOL SUPPLY INC.	008616			38.58
048809	W	11/30/2018	FIRST COMMUNICATIONS LLC	010610			136.55
048810	W	11/30/2018	SHELL	041338			391.66
048811	W	11/30/2018	R.E. MICHEL COMPANY INC	012295			616.83
048812	W	11/30/2018	HUNTINGTON NATIONAL BANK	010092			2,021.44
048813	W	11/30/2018	ASAP SANITARY SERVICES	041115			86.52
048814	W	11/30/2018	JOHNSTONE SUPPLY	013078			2,209.32
048815	W	11/30/2018	KENSTON BOARD OF EDUCATION	008340			160.00
048816	W	11/30/2018	ATTN: DIANE GOTLIEBOWSKI				
048817	W	11/30/2018	HPS, LLC	041409			25.00
048818	W	11/30/2018	FA SOLUTIONS LLC	041342			1,788.00
057444	C	11/09/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED: 11/30/2018		2,681.76
990851	M	11/09/2018	Payroll	999999			226,980.29
990852	M	11/09/2018	BANK ONE/MEMO/MEDICARE	900663			3,362.48
990853	M	11/09/2018	Workers Comp	900950			1,021.46
			FLEX SAVE	999992			149.35
			MZ: 04 2W 8317				
990854	M	11/07/2018	LAKE COUNTY SCHOOLS COUNCIL	999998			97,365.09
990855	M	11/08/2018	SERS	900926			1,187.47
			MEMO ONLY				
990856	M	11/08/2018	US FEDERAL CONTRACTOR REG	900001			599.00
990857	C	11/23/2018	Payroll	999999	RECONCILED: 11/30/2018		222,609.38
990858	M	11/23/2018	BANK ONE/MEMO/MEDICARE	900663			3,298.04
990859	M	11/23/2018	BANK ONE/MEMO/FICA	900693			23.25
990860	M	11/23/2018	Workers Comp	900950			1,001.76

Date: 12/03/2018
Time: 12:34 pm

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 11/01/2018 AND 11/30/2018
ALL CHECKS SELECTED

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
990861	M	11/26/2018	SERS	900926			1,231.25
990862	M	11/29/2018	MEMO ONLY Chase Bank	999501			17,083.95
990863	M	11/29/2018	Commercial Loan Department Huntington Bank	999502			4,960.00
990864	M	11/29/2018	Commercial Loan Department	908140			7,665.00
990865	T	11/30/2018	AUBURN CAREER CENTER	000499	RECONCILED:11/30/2018		690.62
990866	M	11/30/2018	AUBURN CAREER CENTER MEDICAL MUTUAL OF OHIO MEMO ONLY	999994			1,679.10

V VOIDED CHECKS	0	CHECK TOTALS	0.00
R RECONCILED CHECKS	159	CHECK TOTALS	708,469.98
W WARRANT CHECKS	191	CHECK TOTALS	354,516.30
M MEMO CHECKS	14	CHECK TOTALS	140,627.20
B REFUND CHECKS	18	CHECK TOTALS	20,253.26
I INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T TRANSFER CHECKS	1	CHECK TOTALS	690.62
D DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C PAYROLL CHECKS	2	CHECK TOTALS	449,589.67
M MISSING CHECKS	0		
** TOTAL CHECKS (LESS VOIDED)	226	** TOTAL NET	965,677.05
*** TOTAL CHECKS WRITTEN	226	*** GRAND TOTALS	965,677.05

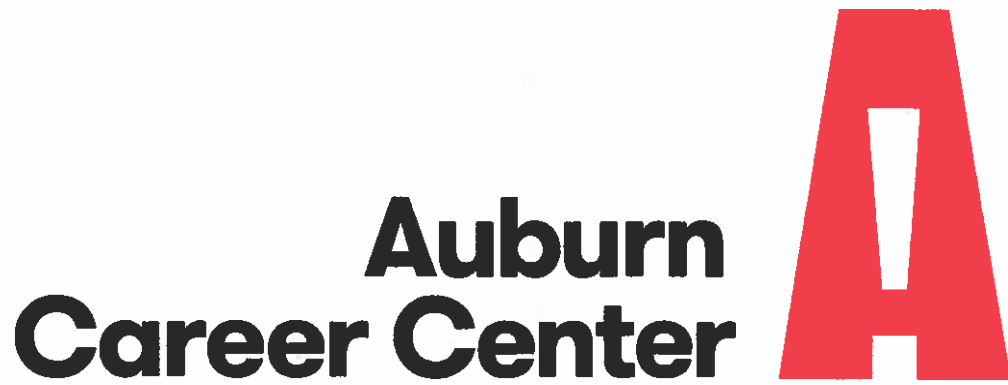
Auburn Career Center Bank Reconciliation <u>November 30, 2018</u>	E
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Dollar Bank - Main Depository	\$ 6,327,128.04
O/S checks - a/p	\$ (119,237.55)
O/S checks - p/r	\$ (2,112.68)
Payroll Accum (O/S)-Checks NI	\$ (615.72)
Check Cleared Correction	\$ 0.10
Voya Deduction Owed	\$ (500.00)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	6,205,199.19
Health Care Deductible Pool - Dollar	\$ 23,888.77
Flexible Spending Account - Dollar	\$ 5,607.53
Star Ohio	\$ 104,092.35
Fifth - Third Construction Investment - Interest Only	\$ 1,864.67
Net Available Cash	\$ 6,340,652.51
Investments:	
UBS Financial	\$ 2,350,831.22
Total Investments	\$ 2,350,831.22
Balance per bank	\$ 8,691,483.73
Balance per books	\$ 8,690,796.95
+/- FSA Monthly Deduction Adjustment	\$ 686.78
	\$ 0.00

Investments Report	F
Institution	Amount
UBS Financial	\$ 2,350,831.22
	\$2,350,831.22

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared - November 30, 2018

Programs	FY19		FY18		FY17		FY16		FY15		FY14	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Receivable 2019												
Patient Centered Care (Nursing)	\$ 360,000	\$ 123,689	\$ 406,184	\$ 399,148	\$ 388,306	\$ 296,180	\$ 300,810	\$ 321,553	\$ 644,468	\$ 423,606	\$ 564,213	\$ 460,761
EMT Basic	\$ 28,403	\$ 16,467	\$ 24,379	\$ 6,782	\$ 44,501	\$ 63,453	\$ 32,321	\$ 35,475	\$ 29,427	\$ 40,429	\$ 32,139	\$ 27,781
EMT Paramedic	\$ 121,345	\$ 73,645	\$ 57,084	\$ 105,580	\$ 133,228	\$ 114,346	\$ 161,656	\$ 126,059	\$ 107,532	\$ 78,437	\$ 72,722	\$ 51,916
Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adult Education (Nurs Programs)	\$ 3,713	\$ 7,525	\$ 2,274	\$ (2,403)	\$ 5,156	\$ 8,689	\$ 1,019	\$ 2,006	\$ 7,283	\$ 12,080	\$ 18,780	\$ 24,490
Customized	\$ -	\$ -	\$ 4,139	\$ 4,598	\$ 601	\$ 3,735	\$ 38,069	\$ 20,770	\$ 2,230	\$ 30,329	\$ 27,138	\$ 126,463
Customized Machining	\$ -	\$ -	\$ 1,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Refrigeration	\$ 83,800	\$ 53,569	\$ 36,808	\$ 43,643	\$ 190,340	\$ 67,147	\$ 173,201	\$ 61,585	\$ 134,209	\$ 33,762	\$ 154,146	\$ 34,581
Auto Body	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ground Transportation Maintenance (Auto Tech)	\$ 20,000	\$ 21,241	\$ 15,440	\$ 36,970	\$ 80,790	\$ 49,795	\$ 69,027	\$ 35,629	\$ 50,242	\$ 40,292	\$ 75,916	\$ 36,684
DC and AC Electronic Circuits (Electrical)	\$ 14,200	\$ 15,939	\$ 2,795	\$ 18,599	\$ 1,812	\$ 964	\$ 3,459	\$ 39,074	\$ 18,692	\$ 21,906	\$ 27,423	\$ 14,864
Manufacturing Operations (Indust Maint)	\$ 22,000	\$ 9,532	\$ 18,545	\$ 44,820	\$ 43,835	\$ 34,345	\$ 75,085	\$ 24,918	\$ 43,781	\$ 5,538	\$ 29,837	\$ 620
Structural Systems (Facilities Management & Bldg Tech)	\$ 36,258	\$ 1,254	\$ 2,640	\$ 42,769	\$ 35,626	\$ 33,240	\$ 32,194	\$ 15,795	\$ 32,427	\$ 26,736	\$ 41,100	\$ 26,632
Manufacturing Capstone (Machine Trades)	\$ 63,000	\$ 27,863	\$ 6,453	\$ 37,219	\$ 124,560	\$ 30,438	\$ 82,323	\$ 19,644	\$ 102,384	\$ 21,240	\$ 94,815	\$ 7,188
Gas Metal Arc Welding	\$ 82,500	\$ 60,764	\$ 26,714	\$ 82,468	\$ 62,110	\$ 106,090	\$ 154,037	\$ 77,886	\$ 99,047	\$ 76,369	\$ 139,692	\$ 69,736
Firefighter 1	\$ 94,000	\$ 55,918	\$ 77,728	\$ 111,399	\$ 97,123	\$ 98,973	\$ 64,351	\$ 41,293	\$ 77,077	\$ 57,407	\$ 58,422	\$ 40,843
Truck Driving Training	\$ -	\$ -	\$ -	\$ -	\$ 323	\$ 500	\$ 20,577	\$ 13,473	\$ -	\$ -	\$ -	\$ -
STNA	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 973,219	\$ 467,406	\$ 413,305	\$ 943,062	\$ 1,276,946	\$ 967,895	\$ 1,208,188	\$ 895,159	\$ 1,305,692	\$ 864,366	\$ 1,375,632	\$ 959,454
Program Profit/Loss		\$ 54,101	\$ 126,117	\$ 369,051	\$ 378,029	\$ 501,326	\$ 414,179	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment	\$ 9,000	\$ 5,240	\$ 1,188	\$ 8,122	\$ 10,057	\$ 7,821	\$ 7,098	\$ 8,471	\$ 54,333	\$ 145,379	\$ 96,968	\$ 230,434
Lifetime Learning/GED	\$ 13,000	\$ 11,672	\$ 7,260	\$ 15,906	\$ 26,785	\$ 14,872	\$ 9,047	\$ 113,495	\$ 10,757	\$ 100,832	\$ 8,180	\$ 99,846
Adult Resale Uniform Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop	\$ 74,000	\$ 27,796	\$ 26,478	\$ 61,591	\$ 54,538	\$ 36,794	\$ 42,665	\$ 31,636	\$ 34,340	\$ 33,070	\$ 32,736	\$ 37,537
Total	\$ 96,000	\$ 44,708	\$ 34,926	\$ 98,433	\$ 72,945	\$ 186,487	\$ 58,810	\$ 153,601	\$ 99,446	\$ 294,291	\$ 137,983	\$ 37,537
ABLE Profit/Loss		\$ 9,782	\$ (3,460)	\$ (1,133,342)	\$ (94,791)	\$ (194,843)	\$ (29,934)	\$ (29,934)	\$ -	\$ -	\$ -	\$ -
Front Office												
Revenue	\$ 240,000	\$ 244,346	\$ 257,155	\$ 357,034	\$ 268,002	\$ 410,246	\$ 275,408	\$ 434,447	\$ 300,207	\$ 316,424	\$ 291,240	\$ 288,117
Salaries/Benefits	\$ -	\$ 162,322	\$ -	\$ 52,552	\$ 132,389	\$ 169,930	\$ -	\$ 4,530	\$ -	\$ 98,913	\$ -	\$ 50,897
Services	\$ -	\$ 9,522	\$ 8,350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,247	\$ -	\$ 4,191
Supplies	\$ -	\$ 823	\$ -	\$ 6,728	\$ 10,525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ 3,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 240,050	\$ 244,346	\$ 257,155	\$ 425,014	\$ 268,002	\$ 565,939	\$ 275,408	\$ 619,378	\$ 300,207	\$ 429,634	\$ 291,240	\$ 349,653
Front Office Over/Under		\$ 50,415	\$ (167,833)	\$ (42,288)	\$ (65,743)	\$ (343,970)	\$ (183,427)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)
All Adult Workforce	\$ 1,309,269	\$ 114,298	\$ -	\$ (42,288)	\$ (65,743)	\$ (343,970)	\$ (183,427)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)
FTTD Advances Returned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,309,269	\$ 114,298	\$ -	\$ (42,288)	\$ (65,743)	\$ (343,970)	\$ (183,427)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)	\$ (158,413)



Attachment Item #9

*Approve Tax Budget for
FY 2019-2020*

TAX BUDGET FOR
Auburn Vocational School District

FOR THE FISCAL YEAR

7/1/2019- 6/30/2020

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

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 2017 ACTUAL	FOR 2018 ACTUAL	2019 CURRENT YEAR ESTIMATE	2020 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$5,963,489	\$6,250,413	\$6,070,975	\$6,118,468
Homestead & Rollback	\$787,438	\$809,948	\$810,827	\$809,644
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$2,633,663	\$2,861,798	\$2,991,839	\$2,771,408
TOTAL REVENUES	\$9,384,590	\$9,922,159	\$9,873,641	\$9,699,520
TOTAL EXPENDITURES	\$8,967,006	\$8,800,873	\$9,677,272	\$9,725,451
REVENUES OVER (UNDER) EXPENDITURES	\$417,584	\$1,121,286	\$196,369	-\$25,931
BEGINNING CASH BALANCE	\$4,427,073	\$4,844,657	\$5,965,943	\$6,162,312
ENDING CASH BALANCE	\$4,844,657	\$5,965,943	\$6,162,312	\$6,136,381
ENCUMBRANCES AT YEAR END	\$99,104	\$115,351	\$100,000	\$100,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2017 ACTUAL	FOR 2018 ACTUAL	2019 CURRENT YEAR ESTIMATE	2020 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	475,549	480,145	626,492	613,592
TOTAL REVENUES	475,549	480,145	626,492	613,592
TOTAL EXPENDITURES	475,549	480,145	626,492	613,592
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0

**Auburn
Career Center**



Attachment Item #13

Human Resources

Auburn Career Center



Human Resources

January 15, 2019

Extended Days 2018-2019

Employee Name	Program	Days
Bob Hill	Construction	Up to 4 Days

Substitute - Professional 2018-2019

Employee Name	Subject Certified
Michael J. Fox	Health (080115)/Physical Education (080305)

Resignation 2018-2019

Employee Name	Title	Effective Date
Kimberly Petrik	Aspire Instructor	January 12, 2019

Out-of-State Professional Development Travel

Employee Name	Title	Location	Purpose of Travel	Date(s) of Travel
Sandy Ranck	Practical Nursing Coordinator	San Antonio, TX	NCLEX Information/Changes, Regulatory Information	March 26-28, 2019

Out-of-State Student Travel

Student Name	Program	Location	Purpose of Travel	Date(s) of Travel
William Kurtz	Information Support and Services	Washington, D.C./Leesburg VA	Regional Officer Training Institute	January 20-25, 2019

**Auburn
Career Center**



Attachment Item #14A

*Business Partnership
Affiliation Agreements*



**Affiliation Agreement
Between
Auburn Career Center
And
Selinick Transmission**

15879 Madison Road, Middlefield, OH 44060
440-632-1788

Auburn's Business Partnership Program

This agreement is entered into on this December , 2018 by and between Auburn Career Center and Selinick Transmission

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in it education programs in conjunction with Selinick Transmission

WHEREAS, Selinick Transmission has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between Selinick Transmission and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program **experience** will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. Selinick Transmission may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating Selinick Transmission.
- d. The students, while at Selinick Transmission are to wear appropriate attire mutually agreed upon between Selinick Transmission and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of Selinick Transmission and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. Any stipend or any other compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the Business Partnership expectations for the intern by Selinick Transmission. Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of Selinick Transmission, therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between Selinick Transmission and the student arranged a wage.
- i. Auburn may refer to the affiliation with Selinick Transmission in its catalog and in other public information materials regarding its programs. Selinick Transmission may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
- k. Selinick Transmission will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. **Responsibilities of Auburn Career Center**

- A.) Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with Selinick Transmission and communicate on a weekly basis.
- B.) Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.
- C.) Auburn may withdraw any student from Selinick Transmission if proper supervision or education is not provided.

3. **Responsibilities of Selinick Transmission**

- a. Selinick Transmission shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of Selinick Transmission. Privileges will include parking.
- b. Selinick Transmission shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.
- c. Selinick Transmission may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.

4. **Terms of Agreement**

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.
- f. This agreement supersedes all prior written and oral agreements between the parties.

- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement is for a term of the remainder of the 2018-2019 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

IN WITNESS WHEREOF, the parties execute this Agreement by person who warrants that they have the authority to execute this agreement.

Nicholas C. Miller
Employer Signature

12-10-2018
Date

Nicholas C. Miller
Employer Printed Name

12-10-2018
Date

Auburn Signature

Date

Auburn Printed Name

Date



**Affiliation Agreement
Between
Auburn Career Center
And
VECMAR CORPORATION
7595 Jenther Dr., Mentor, OH 44060
440-953-1119**

Auburn's Business Partnership Program

This agreement is entered into on this November, 2018 by and between Auburn Career Center and VECMAR CORPORATION.

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in its education programs in conjunction with VECMAR CORPORATION.

WHEREAS, VECMAR CORPORATION has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between VECMAR CORPORATION and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program experience will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. VECMAR CORPORATION may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating at VECMAR CORPORATION.
- d. The students, while at VECMAR CORPORATION are to wear appropriate attire mutually agreed upon between VECMAR CORPORATION and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of VECMAR CORPORATION and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. Any compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the expectations for the intern by VECMAR CORPORATION. Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of VECMAR CORPORATION, therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between VECMAR CORPORATION and the student arranged a wage.
- i. Auburn may refer to the affiliation with VECMAR CORPORATION in its catalog and in other public information materials regarding its programs. VECMAR CORPORATION may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.

- k. **VECMAR CORPORATION will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.**

2. Responsibilities of Auburn Career Center

- A.) **Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with VECMAR CORPORATION and communicate on a weekly basis.**
- B.) **Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.**
- C.) **Auburn may withdraw any student from VECMAR CORPORATION if proper supervision or education is not provided.**

3. Responsibilities of VECMAR CORPORATION


- a. **VECMAR CORPORATION shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of VECMAR CORPORATION. Privileges will include parking.**
- b. **VECMAR CORPORATION shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.**
- c. **VECMAR CORPORATION may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.**

4. Terms of Agreement

- a. **The agreement is not assignable, but is binding on the corporate successor of the parties.**
- b. **This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.**

- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.
- f. This agreement supersedes all prior written and oral agreements between the parties.
- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement is for a term of the remainder of the 2018-2019 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

IN WITNESS WHEREOF, the parties execute this Agreement by person who warrants that they have the authority to execute this agreement.



 Employer Signature

12/7/2018

 Date

Brian J. DiPaquie

 Employer Printed Name

 Auburn Career Center Signature

 Date

 Auburn Career Center Printed Name



**Affiliation Agreement
Between
Auburn Career Center
And
Sherman's Welding & Equipment**
2730 Walter Main Road
Geneva, OH 44041

Auburn's Business Partnership Program

This agreement is entered into on this December, 2018 by and between Auburn Career Center and Sherman's Welding & Equipment

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in its education programs in conjunction with Sherman's Welding & Equipment

WHEREAS, Sherman's Welding & Equipment has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between Sherman's Welding & Equipment and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program **experience** will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. Sherman's Welding & Equipment may

- refuse to permit a student to return if student's actions pose a risk to anyone.
- c. The students are to be responsible for transportation and transportation costs while affiliating Sherman's Welding & Equipment.
 - d. The students, while at Sherman's Welding & Equipment are to wear appropriate attire mutually agreed upon between Sherman's Welding & Equipment and Auburn.
 - e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
 - f. The students will conform to the Policies & Procedures of Sherman's Welding & Equipment and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
 - g. Any stipend or any other compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the Business Partnership expectations for the intern by Sherman's Welding & Equipment. Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
 - h. The students who are not being paid or compensated are not considered employees of Sherman's Welding & Equipment, therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between Sherman's Welding & Equipment and the student arranged a wage.
 - i. Auburn may refer to the affiliation with Sherman's Welding & Equipment in its catalog and in other public information materials regarding its programs. Sherman's Welding & Equipment may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
 - j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
 - k. Sherman's Welding & Equipment will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. **Responsibilities of Auburn Career Center**

- A.) Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with Sherman's Welding & Equipment and communicate on a weekly basis.
- B.) Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.
- C.) Auburn may withdraw any student from Sherman's Welding & Equipment if proper supervision or education is not provided.

3. **Responsibilities of Sherman's Welding & Equipment**

- a. Sherman's Welding & Equipment shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of Sherman's Welding & Equipment. Privileges will include parking.
- b. Sherman's Welding & Equipment shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.
- c. Sherman's Welding & Equipment may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.

4. **Terms of Agreement**

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.

- f. This agreement supersedes all prior written and oral agreements between the parties.
- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement is for a term of the remainder of the 2018-2019 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

IN WITNESS WHEREOF, the parties execute this Agreement by person who warrants that they have the authority to execute this agreement.



 Employer Signature

Dec. 7, 2018

 Date

Mike Sherman

 Employer Printed Name

Dec 7, 2018

 Date

 Auburn Signature

 Date

 Auburn Printed Name

 Date



**Affiliation Agreement
Between
Auburn Career Center
And
The Goddard School**
7645 Fredle Dr., Concord Twp., OH 44077

Auburn's Teaching Professions Pathway Program

This agreement is entered into on this January, 2019 by and between Auburn Career Center and The Goddard School.

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in its education programs in conjunction with The Goddard School.

WHEREAS, The Goddard School has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between The Goddard School and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Teaching Professions Pathway experience will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and the Teaching Professions Pathway Instructor at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. The Goddard School may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating at The Goddard School.
- d. The students, while at The Goddard School are to wear business casual attire mutually agreed upon between The Goddard School and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of The Goddard School and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. There is no compensation paid to the students for their work as part of the Teaching Professions Pathway Program. All work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of The Goddard School, therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit.
- i. Auburn may refer to the affiliation with The Goddard School in its catalog and in other public information materials regarding its programs. The Goddard School may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
- k. The Goddard School will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Teaching Professions Pathway program experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. Responsibilities of Auburn Career Center

- A.) Auburn will provide a Teaching Professions Pathway Program Liaison or Career Teacher to coordinate with The Goddard School and communicate on a weekly basis.
- B.) Auburn shall require all students participating in the Teaching Professions Pathway Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.
- C.) Auburn may withdraw any student from The Goddard School if proper supervision or education is not provided.

3. **Responsibilities of The Goddard School**

- a. The Goddard School shall provide physical facilities and environment needed for the Teaching Professions Pathway experience of the students assigned to its facility, within the limits and abilities of The Goddard School. Privileges will include parking.
- b. The Goddard School shall provide an orientation for the intern at the beginning of the Teaching Professions Pathway Program assignments.
- c. The Goddard School may request Auburn to withdraw its intern from the Teaching Professions Pathway experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Teaching Professions Pathway experience assignment.

4. **Terms of Agreement**

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, at least ten (10) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.

- f. This agreement supersedes all prior written and oral agreements between the parties.
- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement is for a term of the remainder of the 2018-2019 and the 2019-2020 school years unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

IN WITNESS WHEREOF, the parties execute this Agreement by person who warrants that they have the authority to execute this agreement.

Kristina M. Turk

 Administrator Signature

Jan. 2, 19

 Date

KRISTINA W. TURK

 Administrator Printed Name

1/2/19

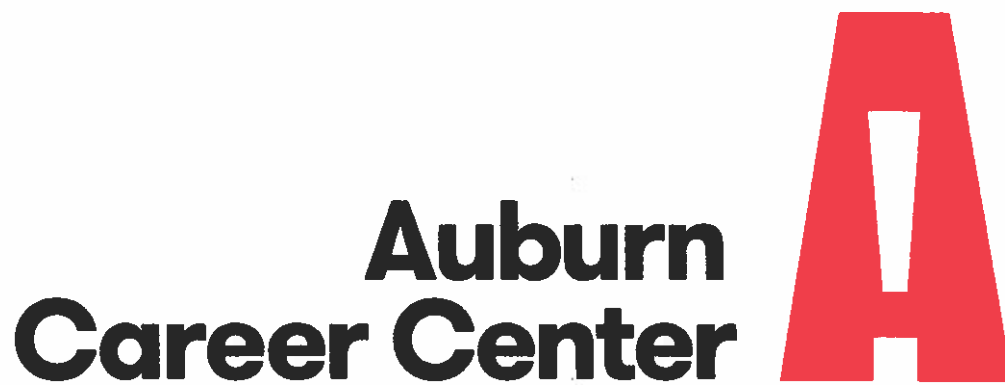
 Date

 Auburn Signature

 Date

 Auburn Printed Name

 Date



Attachment Item #14B

*Kent State University
College MOU*



College Credit Plus

MEMORANDUM OF UNDERSTANDING

School Year 2019-2020

Between

Kent State University
(hereafter known as IHE)

AND

_____ **School District**

(hereafter known as LEA)

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SECTION I: INTRODUCTION, DEFINITION AND PURPOSE

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

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

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

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery, credentialing and responsibilities of high school instructors, and financial structure for the 2019-2020 Academic Year.

SECTION II: SCOPE

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

This Agreement applies to local education agencies (public school districts, locally chartered and state chartered charter schools, state-supported schools) (*hereafter* LEA).

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

SECTION III: STATE REPORTING

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

SECTION IV: LIABILITY OF PARTIES

CCP status will not affect the institutional liability for students while physically present on the respective campuses of the LEA or IHE. The policies and code of conduct will govern the students while physically present on the respective campuses or while enrolled and participating in distance learning courses. To the extent permitted by Ohio law, each party agrees only to be liable for the acts and omissions of its own officers, employees and agents engaged in the scope of their employment arising under this Agreement, and each party hereby agrees to be responsible for any and all liability from a claim with respect to that party's role in connection with this Agreement. It is specifically understood that neither party will indemnify the other party. The parties agree that nothing in this provision shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02.

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

SECTION V: STUDENT ELIGIBILITY AND ADMISSION

Steps to Admission

The LEA and IHE shall qualify and advise candidates entering grades 7-12 for CCP participation. For acceptance into the program the IHE will review the following application materials provided by the student:

- a. Evidence student meets or exceeds state CCP remediation free standards and other eligibility requirements
- b. Online CCP application submitted prior to IHE application deadline
- c. Secondary school transcripts
- d. CCP Permission Form signed by student and parent/guardian
- e. ACT or SAT assessment results and/or appropriate assessments required by the campus to which the student applies. Applications are reviewed holistically, however the following are preferred:
 - a) 3.0 cumulative high school grade point average on a 4.0 scale;
 - b) ACT composite score of 21 or combined SAT score of 1060 (for SAT taken prior to March 2016) or 1130 (for SAT taken March 2016 or later) and/or appropriate entrance assessment.

In conjunction with the IHE's admission criteria and prior to making a final admission decision, the IHE shall evaluate each student who is applying under CCP against the standards identified in the "Uniform Statewide Standards for Remediation-Free Status" dated April 2018.

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

Course Approval

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

The student must meet course eligibility requirements including but not limited to placement and course prerequisites. The student is limited to no more than 18 semester hours of credit per semester; no more

than 30 credit hours per academic year; and not more than the equivalent of four academic years, or one hundred and twenty (120) college credit hours total through the CCP program under division (B) of section 3365.06 of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade.

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

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

Course Requirements

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

Eligible Semesters

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

Academic Standing

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

Underperforming Students

CCP students shall follow the guidelines provided in ORC 3365.091 (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year and the LEA shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

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

SECTION VI: COURSE ELIGIBILITY AND APPROVAL

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

Course Location and Format

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

Academic Quality of CCP Courses

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

CCP 15 and 30 Credit Hour Pathways

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

Eligible Courses

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

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

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

Non-Allowable Courses

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

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

SECTION VII: HIGH SCHOOL DELIVERED COURSES - GUIDELINES

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

Memorandum of Understanding

The MOU authorizes the offering of CCP courses at participating LEAs. The MOU remains in effect for the academic year of 2019-2020 or until amended with agreement by both parties. See Section XXI for the Signature Page.

Overall Expectations of LEAs

- Adhere to all MOU requirements as noted within this document
- Submit names, applications, and supporting application documents for all CCP teacher candidates by April 1
- Support the CCP teacher's attendance for a minimum of three (3) contact hours per year for IHE's required professional development offerings or meetings
- Course syllabi must be submitted and reviewed prior to the first day of classes for each course offered at the high school locations
- Finalize student enrollment prior to the first day of classes for each course offered at the high school locations. The LEA must provide each participating student's SSID numbers to IHE according to the CCP timeline.
- Communicate all schedule changes immediately to the IHE including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic term.
- Adhere to IHE guidelines for minimum and maximum course section enrollments
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education, and the Ohio Department of Higher Education

CCP Courses Taught on the LEA Campus and Student Enrollment

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

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

SECTION VIII: CCP HIGH SCHOOL TEACHERS – Classification, Credentialing, and Monitoring

Classification of CCP Teachers

CCP teachers are certified or licensed high school teaching employees who have been approved to teach

Kent State University courses at those teachers' high schools during the regular school day. These teachers are employed by, and remain employees of the School Districts, not Kent State University.

Teaching Load

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

IHE Policy and Procedures

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

Credentialing of CCP Teachers

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

h. Faculty Credentials

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

1. For general education courses:

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

2. For courses other than general education courses:

- *Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:*
 - *At least a bachelor's degree if teaching in an associate degree program*
 - *At least a master's degree if teaching in a bachelor's degree program*
 - *A terminal degree if teaching in a graduate program.*
- *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.*
- *Faculty members teaching technically- or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable.*

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

- *For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.*

3. The following expectations apply to all faculty members:

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

(Source: Ohio Department of Higher Education, 2015)

CCP Course Monitoring Process

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

Course monitoring will include the following:

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

SECTION IX: CCP HIGH SCHOOL TEACHERS – Application Processes

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

The LEA designee will:

- Identify prospective CCP teachers who will meet the credentialing criteria by April 1 of each year. **Only under specific and unanticipated circumstances might additional teachers be considered after April 1 for the upcoming school year.** Such circumstances include consideration of a new hire after the April 1 deadline owing to an unexpected retirement or resignation. IHE maintains the sole discretion whether to consider any CCP teachers after the April 1 deadline.
- Assist their teacher with the application process which will include but may not be limited to submitting transcripts, cover letter, and application.

The IHE will:

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

CCP Teacher Application Process

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

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

Approval Process

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

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

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

Initial Approval of High School Teacher as CCP Teacher

Department Chair and Office of Alternative Credit and Articulation Agreements (ACAA) will utilize the following procedures as part of the approval process:

- Office of ACAA will build the candidate's application packet and when complete forward the packet to the appropriate academic Chair or Dean
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements
- An interview and/or assessments may be required as part of the application process
- The academic department will inform the CCP office of the candidate's status
- Upon approval, the Office of Academic Personnel will provide the candidate with instructions regarding the process for completing a background check for the University and obtaining a \$0 teaching contract.

Conditional Approval of High School Teacher

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

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

Continuation of High School Teacher as CCP Teacher

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

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

SECTION X: RESPONSIBILITIES OF CCP HIGH SCHOOL TEACHERS

Curriculum, Course Competencies, and Teaching Requirements

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

State University Flashline portal in a timely manner.

- All grades and information contained in the IHE Blackboard system and Flashline portal are considered maintained by the IHE and subject to the same FERPA protections as afforded to any students enrolled in college coursework. CCP teachers are responsible for safeguarding identifiable information and providing FERPA protections to CCP students enrolled in courses taught at their high school location.
- CCP teachers are required to attend IHE departmental planning meetings and staff development activities, including CCP training workshops and engage in a minimum of three hours of documented professional development provided by the IHE each academic year.

Textbooks and Required Materials

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

Contact Hours Pertaining to CCP Teachers

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

Student Evaluation of Instructor Performance

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

SECTION XI: CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL

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

SECTION XII: GRANTING OF COLLEGE CREDIT

Transcripts

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

The LEA is responsible for maintaining the secondary school transcript. The IHE will provide official course grades to the LEA at the conclusion of the academic term and after course grades have been finalized. The LEA will post the actual course title, IHE name, and grade earned in the college course to the student's high school transcript. In cases where no grade is reported for a course, where a grade of "I" (incomplete) is reported, or where a grade change occurs after final grades have been posted, the student will request a transcript be sent to their LEA to verify corrected course grades.

Upon a student's request, the IHE will provide an official college transcript showing credit for the completed college-level course work. Currently there is no fee for this service. Students can access and print unofficial copies of their transcripts through their Flashline portal.

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

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

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

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

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

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

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

Communications with Parents for Students in Courses Delivered at IHE Locations:

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

SECTION XIV: STATE REPORTING

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

SECTION XV: APPEALS

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

SECTION XVI: RELEVANT LAWS

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

SECTION XVII: NONDISCRIMINATION

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

SECTION XVIII: MARKETING, ADVERTISING AND PROMOTION

LEA and IHE shall cooperatively market the CCP program by:

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

LEA shall market the CCP program by:

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

IHE shall market the CCP program by:

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

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

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

SECTION XIX: FINANCIAL STRUCTURE AND COST SHARING

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

High School Delivery – Option A:

For courses taught by a high school teacher approved by the IHE at the LEA location, the rate will be the State of Ohio floor amount (TBD) x number of credit hours/course x number of students.

High School Delivery – Option B:

For courses taught by an IHE faculty member at the LEA location, the rate will be \$80.00 x number of credit hours/course x number of students.

On Campus Delivery:

For courses taught by a university faculty member at an IHE location, the cost will be \$120.00 x number of credit hours/course x number of students.

Distance Learning Delivery:

For courses being taught via distance learning, the cost will be \$120.00 x number of credit hours/course x number of students.

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

SECTION XX: TERMS AND CONDITIONS

The initial term of this Agreement shall be from July 1, 2019 to June 30, 2020. This Agreement may not be altered or modified by any party adhering to it, with the exception of the Appendix. The IHE may modify the list of college credit plus courses in the Appendix of this Agreement. Modifications to the Appendix must be submitted to the LEA prior to the beginning of a new semester. This Agreement shall expire on June 30, 2020.

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

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

SECTION XXI: APPROVALS

IHE (Kent State University):


Executive Vice President and Provost 12 Dec. 2018
Date


Senior Vice President for Finance and Administration 12/13/18
Date

LEA: _____
(School District Name)


District Charter Representative/Superintendent 1/3/19
Date

Treasurer Date

APPENDIX A

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

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

Participating students meet with an IHE academic advisor to plan courses to be taken through CCP that will apply toward a specific certificate, associate degree or baccalaureate degree program and meet the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year. CCP courses may be taken as high school electives or as high school core course credits. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.

Course Enrollment Restrictions:

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

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

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



College Credit Plus Pathways

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

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

15 Credit Hour Pathway

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

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

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

APPENDIX B

Listing of Kent State University Campus Contacts

Ashtabula Campus

Susan J. Stocker, Ph.D.
Dean and Chief Administrative Officer (CAO)
3300 Lake Rd W
Ashtabula, OH 44004-2316
(440) 964-4211
sjstocke@kent.edu

East Liverpool Campus

Salem Campus

Columbiana County Campuses

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

Geauga Campus

Twinsburg Regional Academic Center

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

Kent Campus

Johanna E. Pionke, M.Ed
Director, Alternative Credit & Articulation Agreements
Center for Undergraduate Excellence (CUE), Ste 169
975 University Esplanade
Kent, OH 44243
(330) 672-3754
jpionke@kent.edu

Stark Campus

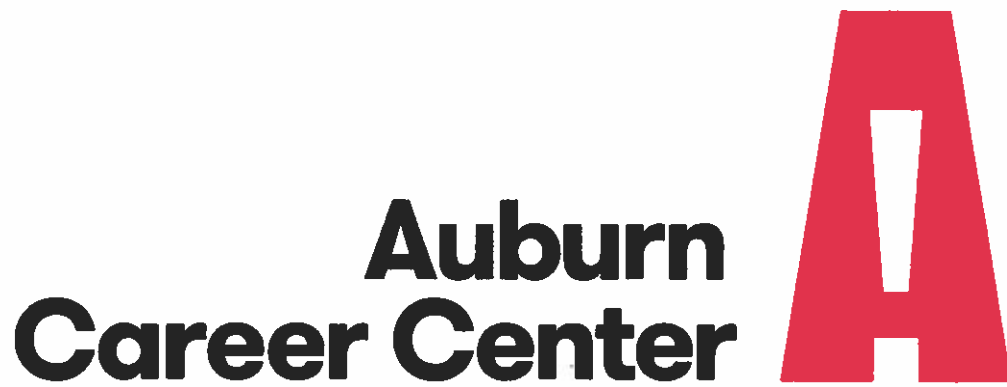
Denise A. Seachrist, Ph.D.
Dean and Chief Administrative Officer (CAO)
6000 Frank Ave NW
North Canton, OH 44720-7599
(330) 244-3211
dseachri@kent.edu

Trumbull Campus

Lance R. Grahn, Ph.D.
Dean and Chief Administrative Officer (CAO)
4314 Mahoning Ave., N.W.
Warren, OH 44483-1998
(330) 847-0571
lgrahn@kent.edu

Tuscarawas Campus

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



Attachment Item #14C

*Contractor Agreement
between Geauga County Job
& Family Services and
Auburn Career Center*

CONTRACTOR AGREEMENT

This agreement is made and entered into between Geauga County Job and Family Services, 12480 Ravenwood Drive, Chardon, Ohio (hereinafter referred to as "GCJFS") and Auburn Career Center (DUNS# 080158165), 8140 Auburn Road, Concord Twp. Ohio 44077 (hereinafter referred to as "Provider.")

1. **PURCHASE OF SERVICES:** Subject to the terms and conditions set forth in this agreement, GCJFS agrees to purchase, and Provider agrees to perform the following service: Ohio Means Jobs Geauga County Employment Services.
2. **TERM:** This agreement will be in effect January 1, 2019 through December 31, 2019, unless otherwise terminated. This agreement may be renewed for an additional one (1) year term upon mutual consent of the parties.
3. **AVAILABILITY OF FUNDS:** Total dollar value of this agreement shall not exceed Seventy-Four Thousand One Hundred Fifty Dollars (\$74,150.00) unless otherwise amended. Payments for all services provided in accordance with the provisions of this agreement are contingent upon the availability of local, state, and/or federal funds. In the event that local, state, and/or federal funds increase or decrease or are no longer available to GCJFS, therefore requiring changes to, or termination of this agreement, such changes or termination for this reason will be effective on the date that local, state, and/or federal funds increase or decrease or are no longer available, or later as otherwise stipulated by GCJFS.
4. **COST AND DELIVERY OF PURCHASED SERVICES:** Subject to the limitations specified in article 3, reimbursement under this agreement will be by a fixed unit rate not to exceed Thirty Dollars and Ninety-Six Cents (\$30.32) per service hour. Service components to include: Outreach, intake, and orientation to the information and other services available through the Ohio Means Jobs delivery system. Initial assessment of skill levels, aptitudes, ability, and supportive services needs. Job search and placement assistance, and, when appropriate, career counseling. Provision of employment statistics information. Provision of performance and program cost information on providers of training. Provision of accurate information relating to the availability of supportive services. Assistance in establishing eligibility for Ohio Means Jobs Partner programs, if available. Assistance in identifying training and education opportunities. Conduct or assist with seminars and workshops. Follow-up services.
5. **MODIFICATIONS:** Any modifications to this agreement must be presented in writing by the Provider thirty (30) days prior to the date the modification is requested. Either party may request a modification of the terms of this agreement when circumstances arise that warrant such a modification.
6. **PAYMENT FOR PURCHASED SERVICES:** Provider shall bill on a monthly basis. Provider will, within twenty (20) days of the end of the billing period, submit an invoice to GCJFS covering purchased services rendered. Along with the invoice, Provider must submit documentation and/or reports required by GCJFS to back up the invoiced services. GCJFS will review the invoice for completeness and any information necessary prior to making payment within thirty (30) days after receipt of an accurate invoice and all supporting documentation and reports. In no case will GCJFS accept or reimburse an invoice received ninety (90) or more days following the

service period. The invoiced amount is subject to adjustment by GCJFS before payment is made in order to adjust for mathematical errors, incorrect rates, or non-covered services, and the reported expenditures are subject to audit by appropriate local, state, and federal officials, after payment is made.

7. **INDEPENDENT CONTRACTORS:** Providers, agents and employees of the Provider will act in performance of this agreement in an independent capacity, and not as officers, employees, or agents of the State of Ohio, Geauga County, or GCJFS.
8. **FINANCIAL RECORDS:** The Provider shall maintain independent books, records, payroll documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, local, and GCJFS personnel. Documentation shall be maintained for a period of three (3) years from the date of submission of the final expenditure report. In the event any litigation, claim, negotiation or audit involving the records has been started prior to the three (3) year period following the submission of the final expenditure report, Provider shall retain all records until the completion of the action and all issues which arise from it or until the end of the three (3) year period, whichever is later.
9. **CORRECTIVE ACTION:** Provider shall comply with written instructions or corrective action requirements from GCJFS, detailing procedures for delivery of service covered by this agreement.
10. **SAFEGUARDING OF CLIENT:** Provider agrees that the use or disclosure by any party of any information concerning eligible individuals for any purpose not directly related with the administration of GCJFS or Provider responsibilities with respect to purchased services is prohibited except upon the written consent of the eligible individual or his representative parent or guardian.
11. **NON-DISCRIMINATION:** Provider agrees that in providing services not to discriminate against consumers because of race, creed, religion, national origin, ancestry, gender, sexual orientation, age, disability, or veteran status and to comply with all federal and state laws regarding non-discrimination practices.
12. **INDEMNITY AND INSURANCE:** Provider agrees that it will, at all times during the existence of this agreement, indemnify and save harmless GCJFS, Ohio Department of Job and Family Services, and Geauga County Board of Commissioners against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement. Provider agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which would cause injury or death.
13. **NON-COLLUSION:** Provider acknowledges that any representative, agent, employee, or officer of the Provider has not, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that Provider has not received or paid, any sum of money or other consideration for the execution of this agreement.

14. MONITORING AND EVALUATION: GCJFS and Provider will monitor the manner in which the terms of this agreement are being carried out and evaluate the extent to which program objectives contained in this agreement are being achieved.
15. TERMINATION: This agreement may be terminated, by either party, upon a ten (10) calendar day written notice to the other party. Failure to honor the terms of this agreement and/or local, state or federal regulations will result in the immediate termination of this agreement. Any change to this agreement must be mutually agreed upon by the parties.
16. REPRESENTATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT OR DECLARED INELIGIBLE STATUS: Provider represents that Provider and/or any of its Principals are not presently debarred, suspended, proposed for debarment by the Federal Government or declared ineligible for award of Government contracts or subcontracts.



Craig Swenson, Executive Director
Geauga County Job and Family Services

12/19/18

Date

Brian Bontempo, Superintendent
Auburn Career Center

Date

**Auburn
Career Center**



Attachment Item #17

*Approve School to Work
Program Agreement*

**SCHOOL-TO-WORK PROGRAM AGREEMENT
BETWEEN THE
AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
AND
PLUMBERS LOCAL 55 JOINT APPRENTICESHIP TRAINING COMMITTEE OF CLEVELAND**

This *School-to-Work Program Agreement* ("Agreement") is entered into between the Plumbers Local 55 Joint Apprenticeship Training Committee of Cleveland ("JATC") and the Auburn Vocational School District Board of Education ("Auburn Career Center").

WHEREAS, the JATC is committed to sponsoring training programs that produce highly qualified journeymen in the pipe trades; and

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

WHEREAS, the Auburn Career Center and JATC desire to establish a school-to-work program that is skill based, labor and industry approved, and directly linked to explicit work-place situations that will afford qualified high school students an outstanding academic education while instilling an understanding of the skills necessary to affectively transition from school to work in the pipe trades ("Program").

NOW THEREFORE, the Board and JATC agree to the following conditions:

1. TERM OF PARTICIPATION IN THE PROGRAM

The term of participation in the Program for any student shall not exceed two years beginning no earlier than the start of the junior year of high school and ending with the completion of the senior year of high school.

2. BASIC QUALIFICATIONS

A. In order to be considered for the Program, a student must meet the following requirements:

- 1) Be at least 16 years of age.
- 2) Have attended a minimum of 95% of scheduled classes since attending the Auburn Career Center.
- 3) Be enrolled in the Construction Technologies Career Field.
- 4) Maintain a 3.0 grade point average on a 4.0 scale in the Construction Technologies Career Field.

- 5) Maintain a 2.5 grade point average on a 4.0 scale since the student began attending the Auburn Career Center.
- 6) Receive a written recommendation from at least one teacher who provides instruction in the Construction Technologies Career Field.
- 7) Be able to perform the essential functions in the pipe trades with or without reasonable accommodation and without posing a threat to the safety of health of the individual or others.

3. APPLICATION PROCEDURE

A. The JATC shall be solely responsible for determining:

- 1) The need for new students for the Program.
- 2) The total number of students that may be accepted into the Program.
- 3) The number of student positions that will be allocated to the Auburn Career Center.

B. The application procedure for the Program shall be as follows:

- 1) When the JATC determines that new students may be accepted into the Program, the JATC shall notify the Auburn Career Center of the need for new students and the number of slots allocated to the Auburn Career Center.
- 2) The Auburn Career Center shall notify students enrolled in the Construction Technologies Career Field regarding the number of slots allocated to the Auburn Career Center.
- 3) The Auburn Career Center shall provide the application form prepared by the JATC to any student who expresses interest in the Program along with a copy of the *Rules & Regulations Relating to Plumbers' Union, Local No. 55 Residential Training Program* ("Rules & Regulations") as may be amended from time to time.
- 4) Applicants must sign a form prepared by the JATC acknowledging receipt of the application form and Rules & Regulations.

4. SELECTION OF STUDENTS FOR THE PROGRAM

- A. The Auburn Career Center will review all completed application forms in order to verify that the student applicants meet the basic qualifications outlined in Paragraph 2.
- B. After verifying that the student applicants meet the basic qualifications outlined in Paragraph 2, the Auburn Career Center shall notify the JATC of the name(s), address(s) and telephone number(s) of each qualified applicant.
- C. Representatives of the JATC and Auburn Career Center shall jointly review the completed application forms and determine which of the qualified applicants will be accepted into the Program.

5. PARTICIPATION AGREEMENT

- A. Each student accepted into the Program – along with the student’s parent, custodian, or guardian – must execute a written participation agreement which shall outline the wages, hours, and other terms and conditions of employment for the students when the students are participating in the work component of the Program (“Participation Agreement”) – i.e., assigned to an employer.
- B. The Participation Agreement shall be prepared by the JATC and in a form determined by the JATC. The Auburn Career Center makes no warranties regarding the legality or enforceability of the Participation Agreement.
- C. While the Auburn Career Center may assist in obtaining signatures with respect to the Participation Agreement, the ultimate responsibility for ensuring that a student and the student’s parent, custodian, or guardian executes the Participation Agreement shall rest entirely with the JATC.
- D. Students may not participate in the Program unless the student and the student’s parent, custodian, or guardian executes a binding Participation Agreement.
- E. Execution of the Participation Agreement does not guarantee the student the right to continue in the Program nor shall it prohibit the Auburn Career Center or JATC from dismissing a student from the Program pursuant to Paragraph 10 or otherwise.

6. CLASSROOM INSTRUCTION

- A. The Auburn Career Center shall be solely responsible for providing the classroom instruction for students accepted into the Program.
- B. Each student accepted into the Program shall successfully complete a minimum of 136 hours of classroom instruction within the Construction Technologies Career Field during each year that the student is participating in the Program.

- C. The failure of a student to successfully complete a minimum of 136 hours of classroom instruction within the Construction Technologies Career Cluster during each year that the student is participating in the Program shall be grounds for the JATC or Auburn Career Center to dismiss the student from the Program.
- D. Classroom instruction shall not be considered hours worked nor shall wages be paid to any student accepted in the Program for any classroom instruction time.
- E. The actual hours of classroom instruction shall be scheduled in consultation between the Auburn Career Center and JATC with the goal of maximizing the student's participation in the work experience component of the Program.
 - 1) In order to maximize a student's participation in the work experience component of the Program, classroom instruction may be scheduled in concentrated blocks. For example, the Auburn Career Center and JATC may schedule a student to receive 40 hours of classroom instruction in one week followed by 40 hours of work experience the following week. This example in no way prohibits the Auburn Career Center and the JATC from scheduling classroom instruction in other combinations of concentrated blocks.

7. WORK EXPERIENCE

- A. The JATC shall utilize its best efforts to provide students accepted into the Program with work experience and, as far as possible, a diversified work experience that provides the students a well-rounded training in the many branches of the pipe trades.
 - 1) The obligation of the JATC to utilize its best efforts to provide students accepted into the Program with work experience does not mean that the JATC guarantees employment for any student accepted into the Program nor is the JATC obligated to employ students.
- B. The Auburn Career Center and JATC shall jointly determine the adequacy of an employer to provide a well-rounded training when assigning a student to an employer.
- C. Where it is not possible for one employer to provide a diversified work experience that provides a well-rounded training in the many branches of the pipe trades, or where the employer's business is of such a character as not to provide continuous employment for a student over the entire period that the student participates in the Program, the Auburn Career Center or JATC may assign the student to multiple employers or reassign the student to another employer.
- D. Students will be assigned to employers by the JATC based upon the needs of employer and skills of the individual student.

- E. The ratio of students to journeypersons with respect to any employer that a student is assigned to shall not be less than one-to-one.
- F. The actual hours of work experience shall be scheduled in consultation between the Auburn Career Center and JATC with the goal of maximizing the student's participation in the work experience component of the Program.
 - 1) In order to maximize a student's participation in the work experience component of the Program, the work experience may be scheduled in concentrated blocks. For example, the Auburn Career Center and JATC may schedule a student to receive 40 hours of classroom instruction in one week followed by 40 hours of work experience the following week. This example in no way prohibits the Auburn Career Center and the JATC from scheduling classroom instruction in other combinations of concentrated blocks.
- G. The individual students accepted into the Program are responsible for providing or obtaining transportation to and from the assigned workplace when participating in the work component of the Program.
- H. The hours of work experience for students in any given day shall generally be the same as the hours worked by journeypersons employed in the pipe trades. However, in no circumstance shall the hours worked by any student participating in the Program violate any federal or state laws or regulations.
- I. No student shall be required to work overtime when participating in the Program.
- J. Students shall be paid at a rate established by the JATC when assigned to an employer and participating in the work component of the Program.
- K. Students shall not be members of any bargaining unit when assigned to an employer nor shall the students receive any other wage or fringe benefit provided for in the applicable collective bargaining agreement between the assigned employer and the bargaining unit.

8. EMPLOYER OBLIGATIONS

- A. Employers wishing to participate in the Program shall enter into an agreement with the JATC which shall contain the following substantive provisions:
 - 1) The employer shall ensure that each student assigned to the employer is provided with continuous employment.

- 2) The employer shall ensure that each student assigned to the employer obtains a diversified on-the-job experience and training in all phases of the pipe trades.
 - 3) The employer shall ensure that work assignments do not interfere with required classroom attendance.
 - 4) The employer shall maintain and submit records and forms required by the JATC for each student. The failure of an employer to timely complete and return any records or forms shall be grounds for the Auburn Career Center and JATC to reassign the students and deny further student assignments.
 - 5) The employer shall verify that the employer will comply with the Drug Free Workplace Act and provide a safe and professional work environment free from discrimination, harassment, and alcohol or drug abuse.
 - 6) The employer shall maintain workers compensation benefits for any student assigned to the employer.
 - 7) The employer shall comply with all federal and state laws or regulations related to employment and working conditions.
- B. The JATC shall be responsible for ensuring that employers participating in the Program enter into an agreement which contains the substantive provisions outlined in Paragraph 8(A).
- C. The JATC shall be responsible for ensuring that employers participating in the Program adhere to the guarantees outlined in Paragraph 8(A).
- D. Failure of the JATC to ensure that employers adhere to the guarantees outlined in Paragraph 8(A) shall be grounds for the Auburn Career Center to terminate this Agreement.

9. PROBATIONARY PERIOD

- A. When a student is initially assigned to an employer by the JATC that student shall serve a probationary period of 90 days or 480 hours, whichever is greater, of work experience. During this probationary period, the employer to which the student is assigned may request, without cause, that the assignment be terminated.
- B. During the probationary period, the student shall be observed by the employer. A report on the student's ability and attitude shall be completed by the employer and submitted to the Auburn Career Center and JATC each month. The student may also be observed by a representative from the Auburn Career Center.

- C. Following the probationary period, the assignment of a student to an employer shall not be terminated except pursuant to Paragraph 10.
- D. A student whose assignment has been terminated by an employer during the probationary period shall be automatically dismissed from the Program.

10. DISMISSAL OF STUDENTS FROM THE PROGRAM

- A. A student may be dismissed from the Program if the student fails to apply himself/herself in the Program; does not successfully complete a minimum of 136 hours of classroom instruction within the Construction Technologies Career Field during each year that the student is participating in the Program; seems unwilling or unable to adapt to trade conditions; shows a lack of interest; does not have the ability to acquire required competencies; is otherwise unsuited for the pipe trades; and/or is not – along with the student’s parent, custodian, or guardian – a signatory to an enforceable Participation Agreement.
- B. If a student engages in conduct constituting grounds for dismissal from the Program, representatives of the Auburn Career Center and JATC shall review the matter and take appropriate action up to, and including, dismissing the student from the Program.
- C. The dismissal of a student from the Program shall not affect the student’s status as a student with the Auburn Career Center. Rather, the dismissal of a student from the Program shall only result in the loss of the student’s ability to participate in the Program.
- D. Nothing in this Agreement shall impede or in any manner restrict the ability of the Auburn Career Center to take any action with respect to student discipline, attendance, or academics.
- E. Nothing in this Agreement prohibits a student who has been dismissed from the Program, for whatever reason, from reapplying to the Program pursuant to Paragraph 2 of this Agreement when the JATC determines that new students may be accepted into the Program.

11. FACILITATED DIALOGUE

- A. In case of any dissatisfaction between an employer and a student that they are unable to adjust between themselves, the employer or the student may request that the Auburn Career Center and JATC engage in a facilitated dialogue between the parties.
- B. This facilitated dialogue shall be aimed at improving the relationship between the employer and the student by identifying viewpoints, concerns, and areas of conflict;

developing an action plan; and identifying mutual next steps that should assist the parties in resolving the dissatisfaction.

- C. Both the Auburn Career Center and JATC may participate in the facilitated dialogue. The Auburn Career Center and JATC may also appoint a designee to lead the facilitated dialogue.

12. LIMITATION OF LIABILITY

Each Party recognizes that every agreement represents an assumption of risk and that neither Party in performing their obligations under this Agreement underwrites or assumes the other's risks in any manner. Each Party shall be responsible for its negligent or intentional acts or omissions and the negligent or intentional acts or omissions of its officers, directors, employees, and agents under this Agreement.

13. TERM

- A. This Agreement shall remain in effect until one of the following events occur:
 - 1) Mutual agreement of the Parties;
 - 2) Either party issues a written notification prior to March 1st in any given school year of the intent to terminate this Agreement and/or the Program; and
 - 3) Material breach of the Agreement, including the failure of the JATC to ensure compliance with Paragraph 9 of this Agreement.
- B. If this Agreement is terminated pursuant to Paragraphs 8(A)(1) and (2) of this Agreement, the Program shall close at the conclusion of the school year in which the written notification is given.
- C. This Agreement shall be reviewed every four years by the Auburn Career Center and JATC.

14. CRIMINAL RECORDS CHECKS ON EMPLOYEES

The JATC shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied.

15. CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS

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

16. RELATIONSHIP BETWEEN THE PARTIES

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

17. ASSIGNMENT

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other Party.

18. NOTICES

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

JATC: Plumbers Local 55 Joint Apprenticeship Training
Committee of Cleveland
c/o Jason Shank Training Director
980 Keynote Circle Brooklyn Hts., Oh. 44131

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

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

19. **FORCE MAJEURE**

No Party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.

20. **AMENDMENT**

No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by representatives for each of the Participating Districts.

21. **GOVERNING LAW**

This Agreement shall be governed by and construed under the laws of the State of Ohio. Venue for any action regarding this Agreement shall be any court of competent jurisdiction located in Lake County, Ohio.

22. **INSURANCE/RESPONSIBILITY**

- A. **Limitation of Liability:** Except to the extent otherwise provided in Paragraph 11, each Party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.

- B. **Insurance:** Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement.
- C. **Immunity:** Nothing contained in this Agreement is intended to nullify, override, or otherwise limit the Auburn Career Center's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

23. ENTIRE AGREEMENT

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

24. EXECUTION IN COUNTERPARTS

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

IN WITNESS WHEREOF, the Parties hereto have set their hands.

PLUMBERS LOCAL 55 JOINT APPRENTICESHIP TRAINING COMMITTEE OF CLEVELAND:

By _____ Date _____
 Terry L. Bumgarner Sr., Co-Chairman

And by _____ Date _____
 Joseph R. McFadden, Co-Chairman

And by _____ Date _____
 Jason Shank, Training Director

* The above represent and warrant that they have the express authority to sign this Agreement

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

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

**Auburn
Career Center**



Attachment Item #18

*Approve Resolution to
Participate in Berkshire
Local School District*

Partner Agreement

Background

Auburn Joint Vocational School District recognizes that the potential exists to create a transformational opportunity for the health and welfare for the constituents of the Berkshire Local District (BLSD) and surrounding areas. The property adjacent to the Kent State University Geauga campus at 14111 Claridon Troy Rd, Burton, OH 44201 is the intended site for a campus offering comprehensive services in recreation, higher education, medical, education, after school programming, health, wellness and fitness to area residents of all ages.

Officials have visited facilities that have succeeded in forging partnerships for recreation, higher education, medical, education, after school programming, health, wellness and fitness for area students and community members. These partnerships have demonstrated significant value for the partners involved as well as for the greater community. **Auburn Joint Vocational School District** is interested in creating similar opportunities for BLSD and surrounding areas.

Commitments

Auburn Joint Vocational School District is committed to the development and co-location of collaborative partnerships that will participate in the creation and delivery of recreation, higher education, medical, education, after school programming, health, wellness and fitness services, programs and facilities on the community center campus that are within the scope of the mission of Auburn Career Center.

Auburn Joint Vocational School District and its representatives will continue to participate in the facilitation of the meetings, processes and activities necessary to move the project through strategic programming phases, identifying each partner's specific requirements. These requirements will include area square footage requirements, program adjacency requirements and site design requirements.

Auburn Joint Vocational School District is excited about the potential associated with participating in the collaborations being developed for the Berkshire Community Center.

It is our intent to pursue the feasibility of the following as our participation in the community center and associated collaborations:

- On-site services and programming
- On-site development of specialized opportunities (potential)
- Integration with collaborative partner services and programs
- Potential involvement in student career shadowing opportunities

We also understand that our commitment to the development process would involve the following:

- Provide a dedicated high-level leadership person to attend Steering Committee meetings
- Identify and dedicate the appropriate person/people to participate in the development process including:

- Project visioning
- In this agreement Strategic planning and programming – specific to **Auburn Joint Vocational School District**
- Strategic planning and programming – collaborations
- Budget development
- Identification of career technical education funding and opportunities

Nothing prohibits **Auburn Joint Vocational School District** from withdrawing from this letter of intent at anytime without penalties.

Nothing in this letter of intent binds the **Auburn Joint Vocational School District** to any financial obligations.

This Letter of Intent is submitted respectfully,

Organization

Organization

Name

Name

Title

Title

Date

Date



Audience Overview

All Users
100.00% Users

Dec 24, 2018 - Dec 30, 2018

Overview

Users

200

100

Dec 25

Dec 26

Dec 27

Dec 28

Dec 29

Dec 30

Users

709

New Users

508

Sessions

886

Number of Sessions per User

1.25

Pageviews

2,396

Pages / Session

2.70

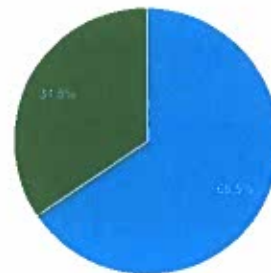
Avg. Session Duration

00:01:41

Bounce Rate

55.42%

New Visitor Returning Visitor



Language

Users % Users

1. en-us	700	98.73%
2. c	6	0.85%
3. ko	2	0.28%
4. en-gb	1	0.14%

Celebrate COMMUNITY



MICHAEL KRAUSE

Ever since he was little, Michael has enjoyed building and using his hands to create things. When he was seven years old, he used to spend time building scale model kits, such as cars, jets and planes, which evolved into him constructing tabletop minis and remote-control cars. His abilities eventually led him to become interested in welding, which proved to be exactly what he was looking for as a career path.

As a child, Michael's interest in building models was something he found to be extremely fun. Still today, he is working on several remote-control car projects, which he loves because he can enjoy them after he's done assembling them. He also became interested in video games, especially Diablo 1 and Diablo 2: Lord of Destruction, and anime shows like Ghost in the Shell, Big O and Cowboy Bebop, which he used to stay up late watching when he was a kid. Michael's favorite childhood cartoon, though, has always remained Ed, Edd n Eddy.

Once he started high school, Michael first encountered welding but enrolled in an auto collision repair program. Even though he did well in auto collision, he realized that welding was actually exactly what he was looking for.

This August, Michael decided to register for Auburn Career Center's evening welding program to improve his skills. In order to be accepted into the program, he had to pass an entrance exam and meet specific standards and criteria. Already, Auburn Career Center has granted Michael the opportunity to develop an innovative career and technical path that is paving the way for him to excel in the workplace, enrich his community and master his chosen craft.

Michael's favorite part about welding so far is being in the shop, as it's proven to be more enjoyable to engage in something hands-on, rather than just hearing someone talk about the activity. He also loves interacting with the welding machines, experiencing how different electrodes feel and how to keep a good bead.

According to Auburn Career Center's teachers, Michael is always excited to learn and further master his craft. In addition to his good grades and impeccable attendance, the teachers said "Michael's positive outlook and intoxicating smile draws people to his side!"

In the course, Michael received his certification in Stick welding and is currently learning MIG (metal inert gas), TIG (tungsten inert gas) and pipe welding, as well. It has proven to be a great experience for him, especially with the help of his teachers who play off each other well and make it a joy to be there. After he completes the course, Michael is considering becoming a welding inspector, fabricator or iron worker.



Interesting Facebook Numbers

1 message

Dawn Bubonic <dbubonic@auburncc.org>

Mon, Dec 10, 2018 at 9:51 AM

To: Brian Bontempo <bbontempo@auburncc.org>, Jeff Slavkovsky <jslavkovsky@auburncc.org>, sherry williamson <swilliamson@auburncc.org>, Dee Stark <dstark@auburncc.org>, Michelle Rodewald <mrodewald@auburncc.org>, Christopher Mitchell <cmitchell@auburncc.org>, Lori Smith <lsmith@auburncc.org>

With all of the events going on in Nov. & Dec. (Plant sale, Craft Fair & Breakfast with Santa and Community Open House), our social media numbers are always high and our traffic increases; this year was no exception. Since Brian mentioned it during the board meeting last week, I wanted to provide you with data showing that Facebook plays a vital role in keeping our name out there during these events and reaching our community.

I would be remiss if I didn't mention that our **Craft Fair & Breakfast with Santa event alone reached 22.9K organically** (separate from the below main page numbers)!

These numbers are for our main page in just 28 days:

1. Reached 26,572 people
2. 14,161 people were engaged in our content (sharing, liking, commenting on it - which shows up in their feeds).
3. In just a few days, the videos of Johnny Canter and Jesse Srgan reached over 2K EACH and were watched for 1.2K minutes!

We also happened to have a number of posts that people were extremely receptive to, including:

1. Brian and Tom Welk on the front page of the paper for the donation (reached 2.3K)
2. an AUT student who is fixing up the VW Bug she bought for \$400 (reached 2.6K with a huge number of people engaged!)
3. Poinsettia Sale -Picture of students holding the plants so people can get a visual (reached 2.1K)
4. "Where are they now?" post about being on site with Jesse Srgan and Johnny Law and watch for upcoming videos (1.9K with huge engagement).

Please note: the videos, likes and followers show as paid, however are organic (can only be seen by further breaking them down - not in the overview).

I would also like to note that the "Paid" portion was part of a advertising deal I worked out and was at no charge to Auburn - **we received \$1,000 of free online marketing!!** So all of these numbers were obtained at no cost to Auburn.

Results from Nov 12, 2018 - Dec 09, 2018

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

Actions on Page

November 12 - December 9

8

Total Actions on Page ▲33%



Page Views

November 12 - December 9

1,201

Total Page Views ▲34%



Page Previews

November 12 - December 9

72

Page Previews ▲7%



Page Likes

November 12 - December 9

114

Page Likes ▲185%



Post Reach

November 12 - December 9

26,572

People Reached ▲95%



Recommendations

November 12 - December 9

6

Recommendations ▲200%



Post Engagements

November 12 - December 9

14,161

Post Engagement ▲88%



Videos

November 12 - December 9

1,638

Total Video Views ▲208%



Page Followers

November 12 - December 9

117

Page Followers ▲193%



Videos

12/10 - Within just a few days of posting Jesse Srpac & Johnny Carter's videos, they have already reached over 2K EACH and watched for 1.2K Minutes!!

Reach Organic / Paid Post Clicks Reactions, Comments & Shares

Date	Type	Targeting	Reach	Engagement
12/07/2018 3:22 PM	Video	Public	2K	261 102
12/06/2018 9:27 AM	Video	Public	2.2K	256 122
11/27/2018 3:20 PM	Image	Public	2.3K	156 297
11/30/2018 12:12 PM	Image	Public	2.1K	349 165
11/20/2018 11:43 AM	Image	Public	2.6K	922 342
11/19/2018 1:18 PM	Image	Public	1.9K	938 258

High Performing/Engaging Posts

Dawn Bubonic
Marketing and Public Relations
8140 Auburn Road
Concord Twp., OH 44077
440.357.7542 ext. 8138

**Transfer of Territory
Newbury LSD to Berkshire LSD**

Property Values	Newbury LSD	Berkshire	Combined
Agricult/Residential	147,571,580	289,887,800	\$ 437,459,380
Commercial/Industrial	21,669,140	36,647,150	\$ 58,316,290
Public Utility	7,409,800	13,172,320	\$ 20,582,120
	<u>176,650,520</u>	<u>339,707,270</u>	<u>\$ 516,357,790</u>

Tax Revenue by Levy Type

2017/2018 Fiscal Year	(gross receipts include Homestead and Rollback reimbursements)	
General Fund	4,490,500	7,433,089
Emergency	3,394,251	-
Permanent Improvement	156,799	387,715
	<u>8,041,550</u>	<u>7,820,804</u>

Tax revenue generated by combined territory property values	Collection estimated at 100% of current billed charges
Calculated at Berkshire tax rates	
General Fund	\$11,168,663
Permanent Improvement	\$584,773
Bond Levy (adjusted millage to 2.4 based on combined property values)	\$1,239,259
	<u>\$ 12,992,694</u>

Comparison of Current Cost to Future Cost for Newbury Residents			
Current Cost @ Newbury Rate	Effective Residential Current Cost		
Per \$100,000 Value	43.936992	\$	1,380
Estimated Cost @ Berkshire Combined	Effective Rate Est Future Cost		
Per \$100,000 Value	24.902095	\$	779
<i>* with merger Bond levy would be reduced from 3.65 mills to an estimated 2.4 mills</i>			
Savings to Newbury District tax payer		\$	601
Savings to Berkshire District tax payer		\$	59
Newbury Resident market value	\$ 300,900	Cost	\$ 4,152
At Combined Berkshire Rate	\$ 300,900	Cost	\$ 2,344
		Savings	\$ 1,808

Parcel # 23-290500 with market value value of \$300,900 (assessed value of \$105,320)

* Berkshire has 1% Income Tax

Tax charges and revenue are estimates based on most current data available

**Transfer of Territory
Newbury LSD to West Geauga LSD**

Property Values	Newbury LSD	West Geauga LSD	Combined
Agricult/Residential	147,571,580	603,526,060	\$ 751,097,640
Commercial/Industrial	21,669,140	28,686,050	\$ 50,355,190
Public Utility	7,409,800	29,248,830	\$ 36,658,630
	<u>176,650,520</u>	<u>661,460,940</u>	\$ 838,111,460

Tax Revenue by Levy Type	Newbury LSD	West Geauga LSD
2017/2018 Fiscal Year	(gross receipts include Homestead and Rollback reimbursements)	
General Fund	4,490,500	14,954,692
Emergency	3,394,251	6,255,174
Permanent Improvement	156,799	1,511,453
	<u>8,041,549</u>	<u>22,721,318</u>

Tax revenue generated by combined territory property values

Calculated at West Geauga tax rates	Collection estimated at 100% of current billed charges
General Fund	\$18,473,371
Emergency Levies (fixed amount - effective rate will be reduced)	\$6,059,546
Permanent Improvement	\$821,349
	<u>\$25,354,266</u>

Comparison of Current Cost to Future Cost for Newbury Residents		
Based on \$100,000 residential property value		
Current Cost @ Newbury Rate	Effective Residential Ra	Current Cost
Per \$100,000 Value	43.936992	\$ 1,380
Estimated Cost @ West G Combined	Effective Rate	Est Future Cost
Per \$100,000 Value	29.277486	\$ 897
Savings to Newbury District tax payer		\$ 483
Savings to West Geauga District tax payer		\$ 59

Newbury Resident market value	\$ 300,900	Cost	\$ 4,152
At West Geauga Rate	\$ 300,900	Cost	\$ 2,698
		Savings	\$ 1,454

Tax charges and revenue are estimates based on most current data available

Provided by: Geauga County Auditor's office

HANDOUT A - CUPP REPORT

CUPP REPORT (2017)			
	Newbury	Berkshire	West G
Square Mileage	29	118	47
% of students with disabilities	19.73%	13.39%	9.67%
Average classroom teacher salary	\$52,285	\$57,360	\$69,937
PROPERTY VALUATION			
Assessed property value per pupil	369,062	245,243	351,683
Total Property tax per pupil	17,199	5,575	11,209
LOCAL TAX EFFORT			
School District Income Tax Per Pupil	0	1,857	0
Local Tax Effort Index	1.4613	1.1977	0.6488
REVENUE PER PUPIL			
State Revenue Per Pupil	5,719	5,198	3,645
Local Revenue Per Pupil	17,882	7,722	9,871
Federal Revenue Per Pupil	915	778	416
Total Revenue Per Pupil	25,931	15,009	15,083
EXPENDITURES PER PUPIL			
Instructional Expenditures Per Pupil	8,649	6,011	7,978
Total Expenditures Per Pupil	17,097	10,953	13,696

HANDOUT B - ENROLLMENT

ENROLLMENT			
	Newbury	Berkshire	West Geauga
Average Daily Membership 2018	487	1,284	1,940
Year-End Enrollment 2018	342	1,272	1,845
ADM 2017	470	1,400	1,825
Year-End Enrollment - 2017	387	1,212	1,797
% Increase/ Decrease ADM since 2010	31% Decrease	27% Increase	19% Decrease
% Increase/ Decrease Total Enrollment since 2010	40% Decrease	12% Increase	20% Decrease
Newbury Open-Enrolled Out		55	33
Open-Enrolled In			
Maple Hts	4		
Mayfield	2		
Berkshire	6		
Newton Falls	1		
West Geauga	4		
Charon	8		
Cardinal	3		
Crestwood	1		
Independence	1		

HANDOUT C - TEACHER PUPIL RATIO

TEACHER PUPIL RATIO (TPR)				
	Best Practice	Newbury	Berkshire	West G
K	20	12.5	Best Practice	Best Practice
1	23	10.5	Best Practice	Best Practice
2	23	16.5	Best Practice	Best Practice
3	23	11	Best Practice	Best Practice
4	25	12	Best Practice	Best Practice
5	25	19	Best Practice	Best Practice
6	25	10	Best Practice	Best Practice
7	25	14	Best Practice	Best Practice
8	25	11	Best Practice	Best Practice
9	27	15*	Best Practice	Best Practice
10	27	17*	Best Practice	Best Practice
11	27	17*	Best Practice	Best Practice
12	27	22*	Best Practice	Best Practice

*English

HANDOUT D - ACADEMICS

REQUIREMENTS FOR GRADUATION

Newbury	Berkshire	West Geauga
4 English	4 English	4 English
4 Math	4 Math	4 Math
3 Science	3 Science	3 Science
3 Social Studies	3 Social Studies	3 Social Studies
.5 Health	.5 Health	.5 Health
.5 PE	.5 PE	.5 PE
3 Electives	5.5 Electives	5 Electives
2 Combo: F. Lang., Art, Music, Practical Arts	15 hours of community service 2 weeks of May shadowing	1 Fine Arts
1 Technology		
21 Credits	21 Credits	21 Credits

COURSE OF STUDIES

Newbury	Berkshire ART	West G
Art I, II, III .5	Art I, II, III, IV	ART I, II, II
Ceramics .5	Senior Portfolio	Ceramics .5
Drawing .5		Sculpture .5
Art Appreciation .5		Photography
Studio Art .5		Graphic Arts and Design
		AP Art History
		AP Studio Art / Art IV

BUSINESS TECHNOLOGY

Computer Hardware	Intro to Computers	Intro to Business
Digital Photography .5	Digital Photography	Personal Finance
Computer Application .5	Productivity Software	Entrepreneurship

Design Techniques .5
 Computer Programming .5
 Web Design .5
 Intro/General Business/Sales
 Personal Finance
 Capstone/Leadership

Basic Coding
 AP Computer Science Principles
 Web Design

Programming I .5
 Programming II .5
 AP Computer Science

ENGLISH

English 9

CP English 9
 Honors English I

English 9

English 9 Honors

English 9 Remediation Seminar .5

English 10

English 10 Honors

English 10 Remediation Seminar .5

English 11

AP English and Composition

English 11

English 11 Honors

AP English 11

English 12

CP English IV

English 12

English 12 Honors

AP English 12

AP Lit and Composition

Grammar and Composition .5

Creative Writing .5

Journalism .5 (newspaper)

Journalism II .5 (newspaper)

Journalism III .5 (editorial staff)

Media, Power, and Culture .5

Artistic Layout and Design

Popular Fiction .5

Literary Criticism .5

Speech .5

Theatre .5

Mythology .5

Philosophy in Literature .5

Speech .5

Creative Writing .5

Journalism .5

Journalism II, III, IV

Yearbook II

FCS

Principal of Food .5	Principles of Food .5	Parenting .5
Global Foods .5	Global Foods .5	Foods I .5
Nutrition and Wellness .5	Nutrition and Wellness .5	Foods II .5
Child Development .5	Culinary Fundamentals .5	Nutrition for the HS Athlete .63
Career and College Readiness .5	Career and College Readiness .5	Personal Development .63
Interior Design and Furnishings .5	Textiles and Interior Design .5	Freshman Mentoring .5
	Life Studies .5	

FOREIGN LANGUAGE

Spanish I, II, III, IV, V	Spanish I, II, III, IV	Spanish I, II, III, IV
	AP Spanish Language and Culture	Spanish II Honors
		Spanish III Honors
		Spanish IV Honors
		AP Spanish Language
		Latin I, II, III
		Latin II Honors
		AP Latin: Vergil

PE and Health

Physical Education .5	PE Waiver	PE Waiver
Advanced PE .5	Foundations of PE .25	Physical Education .5
	Lifetime Fitness .25	Outdoor Pursuits .5
	Personal Fitness I .25	Personal Fitness I .5
	Competitive Team Sports .25	
	Plyometrics and Conditioning .5	
HS Health .5	Health .5	Health .5
	Healthy Mind and Body .5	
	Leadership and Character Development .5	

MATHEMATICS

Algebra I	CP Algebra I	Algebra I
	Honors Algebra I	Algebra I Remediation Seminar .5

Geometry

Algebra II
 Basic Algebra II
 Functions & Trigonometry

CP Geometry
 Honors Geometry

CP Algebra II
 Algebra II Concepts
 Honors Algebra II

Geometry

Geometry Honors
 Geometry Remediation Seminar .5
 Algebra II

Algebra II Honors
 Pre-Calculus Exploration
 Pre-Calculus

Calculus AB
 Calculus BC
 Applied Math Concepts
 Robotics
 STEM

AP Calculus AB
 Intro to College Mathematics
 AP Statistics
 Probability and Statistics
 Problem Solving I .5
 Problem Solving II .5
 Consumer Math

Pre-Calculus Honors
 AP Calculus AB
 AP Calculus BC
 Probability and Statistics
 Personal Finance .5
 AP Statistics

Statistics in Sports .5
 The Mathematical Practices of Games .5
 Financial Portfolios .5
 Full S.T. E. A.M Ahead .5

MUSIC

HS Band
 HS Mixed Chorus
 Popular Music .5
 Music Theory

HS Band
 HS Chorus
 History of Rock and Roll I .5
 History of Rock and Roll II .5
 Introduction to Music Theory .5
 AP Music Theory

Concert Band
 Marching Band
 Music Appreciation .5
 Music Theory .5
 Concert Choir
 AP Music Theory
 Choral

SCIENCE

Biology
 Physical Science
 AP Biology
 Environmental Science

CP Biology
 Honors Biology
 AP Biology
 CP Environmental Science
 AP Environmental Science
 Chemistry

Biology
 Biology Honors
 Physical Science
 Environmental Science .5
 Forensic Science .5
 Chemistry

Forensic Science .5
 Science Now .5
 Zoology .5

Forensic Science .5
 Intro to Organic Chemistry .5
 Intro to Organic Chemistry II .5
 AP Chemistry
 CP Conceptual Physics
 Physics

Chemistry Honors
 Earth and Space Science
 AP Environmental Science
 AP Physics
 Physics
 Robotics .5

Foundation of Physics

AP Placement Physics B

AP Physics
 Anatomy & Physiology

AP Biology
 AP Chemistry

SOCIAL STUDIES

American History .5
 American Government .5
 Econ & Financial Literacy .5

CP American History
 AP US History
 American Government .5
 Economics .5
 AP US Government and Politics
 CP World History
 AP World History
 Psychology
 AP Psychology
 Sociology .5
 Current Events .5
 History of the War on Terror .5

American History
 American History Honors
 Modern World History
 AP World History
 Modern World History Honors
 AP US History
 Human Geography
 Human Geography Honors
 American Government
 AP US Government and Politics
 History via Sports .5
 Psychology .5

Intro to Psychology .5

Intro to Sociology .5

Current Events .5
 Ohio and Local History .5

AP Psychology
 AP Macroeconomics .5
 AP Microeconomics .5

CAREER-TECH

NEWBURY

AUBURN

Advanced Manufacturing
 Allied Health Technology
 Architecture Project Management

BERKSHIRE

AUBURN

Advanced Manufacturing
 Allied Health Technology
 Architecture Project Management

WEST G

WEST G CONSORTIUM Tech Prep

EXCEL TECC Programs
 Allied Health
 Automotive Technology

<p>Automotive Collision Repair</p> <p>Automotive Technology</p> <p>Business Management Technology</p> <p>Computer Networking</p> <p>Construction</p> <p>Cosmetology</p> <p>Criminal Justice and Security</p> <p>Culinary Arts</p> <p>Electrical Engineering Prep</p> <p>Emergency Medical Services</p> <p>Heating, Ventilation and AC</p> <p>Industrial Maintenance Service</p> <p>Interactive Media Technology</p> <p>Internet Programming and Development</p> <p>Information Support and Services</p> <p>Plant Turf and Landscape Management</p> <p>Patient Care Technician</p> <p>Sports Medicine</p> <p>Teaching Professional Pathways</p> <p>Welding</p>	<p>Automotive Collision Repair</p> <p>Automotive Technology</p> <p>Business Management Technology</p> <p>Computer Networking</p> <p>Construction</p> <p>Cosmetology</p> <p>Criminal Justice and Security</p> <p>Culinary Arts</p> <p>Electrical Engineering Prep</p> <p>Emergency Medical Services</p> <p>Heating, Ventilation and AC</p> <p>Industrial Maintenance Service</p> <p>Interactive Media Technology</p> <p>Internet Programming and Development</p> <p>Information Support and Services</p> <p>Plant Turf and Landscape Management</p> <p>Patient Care Technician</p> <p>Sports Medicine</p> <p>Teaching Professional Pathways</p> <p>Welding</p>	<p>Auto Collision</p> <p>Business Academy</p> <p>Computer-Aided Design Drafting Engineering</p> <p>Construction Trades</p> <p>Cosmetology</p> <p>Culinary Arts</p> <p>Digital Arts & Technology</p> <p>Exercise Science and Sports Rehab</p> <p>Fire/EMS Training</p> <p>Health Informatics</p> <p>Information Technology and Programming</p> <p>Interactive Media</p> <p>Licensed Practical Nursing</p> <p>Medical Assisting</p> <p>Medical Technologies</p> <p>Performing Arts Academy</p> <p>Production Welding</p> <p>Studio Art and Design</p> <p>Teacher Education and Children's Health</p> <p>Travel, Tourism and Hotel Management</p> <p>Welding</p>
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HANDOUT E - STATE REPORT CARDS

State Report Cards				
	NEWBURY	BERKSHIRE	WEST G	
Overall Grade	C	C	A	
Achievement	D	C	A	
Performance Index	C	D	B	
Indicators Met	F	C	A	
Progress	C	D	A	
Overall	D	F	A	
Gifted	C	F	A	
Lowest 20%	F	A	A	
Students with Disabilities	B	F	A	
Gap Closing	A	A	A	
Graduation Rate	C	B	A	
4-Year	C	A	A	
5-Year	C	B	A	
K-3 Literacy	A	C	B	
Prepared for Success	F	F	C	
ACT Participation	48.50%	49.30%	75.70%	
Honors Diploma	12.40%	13.80%	24.80%	
Industry-Recognized Credential	6.20%	8.30%	3.70%	
AP Placement	7.20%	19.80%	47.70%	
Dual Enrollment Credit	0%	14.70%	14.70%	

HANDOUT F - SPORTS AND CLUBS

Newbury	Berkshire	West Geauga
Academic Competition	Academic Challenge	Academic Challenge
		Academic Decathlon
	Badgerettes	Art Club
		Big Brothers Big Sisters
Basketball	Basketball	Basketball
Baseball	Baseball	Baseball
	Club Bowling	
HPAC/Peer Mentoring	Care Team	
	Cross Country	Cross Country
Cheerleading	Cheerleading	Cheerleading
		Chess Club
Robotics Club (7-12)		Computer Club
Concert Band		Concert and Symphonic Bands
Drama	Drama Club Fall Play/Spring Musical	Drama Club
	Elementary Book Club	
	Envirothon	Envirothon
		Dreams
	Interact Club	Interact Club
		FCA
		Freshman Mentoring
Football	Football	Football
	Golf	Golf

			Gymnastics
Key Club			Key Club International
			Latin Club
Marching Band	Marching Band		Marching Band
Mat Stats			Lacrosse
	Pen Ohio		
Pep Band	Pep Band		Pep Band
	Pep Club		
	Power of the Pen		
	Project Love/AC4P		
			Flag Corps
National Honor Society (11-12)	National Junior Honor Society		National Honor Society
Black Knights of Distinction (9-10)	Spanish National Honor Society		
	National Junior Honor Society		
Publications			Newspaper
			Outdoor Adventure Club
Newbury	Berkshire		West Geauga
			Philosophy Club
			Robotics
	SADD/TI		
	Elem/JH Science Olympiad		Science Olympiad
	Show Choir		
Soccer	Girls/Boys Soccer		Soccer
Softball	Softball		Softball
Spanish Club			Spanish Club
	6th Grade STEM Club		Swimming & Diving
	Robotics/Tech Club		
	Coding for Girls Club		
Student Council	Student Council		Student Council

			Teen Institute
			Tennis
Track	Track		Track
Volleyball	Volleyball		Volleyball
			West Geauga Chorus
			West G TV
Wrestling	Wrestling		Wrestling
Yearbook	Yearbook		Yearbook

HANDOUT G - MISCELLANEOUS

FACILITIES

BERKSHIRE

Berkshire is planning to open their new state of the art buildings in August 2021. The facility will be built for student collaboration and problem-based learning. The building will have all new furniture and state of the art technology. They will be partnering with KSU which will afford them the opportunity to collaborate with the university, especially on CCP. A number of Berkshire teachers will be trained to be able to teach those college credit classes at Berkshire HS, allowing students to get a head start on college. KSU is also planning an endowment to offer Berkshire students free tuition on their campus.

WEST G

West G is working on a master plan to upgrade its facilities through a probable combination of new construction and renovation. Students currently take CCP courses at Lakeland Community College, Lake Erie College, Cleveland State University, and Kent State University. Teachers utilize a wide range of instructional delivery models. Professional development focuses on addressing the needs of all learners.

SPECIAL ED

BERKSHIRE WEST G

Both districts use S.T.A.R.S Autism Program so our students with autism who attend S.T.A.R.S would not see any change. Both districts have a similar philosophy about students with special needs. They both use an inclusive model which means they seldom pull the students out of the classroom for small group instruction. They both use a curriculum that is accessible for all learners, including those learners with special needs. West G does not have an ED unit since their philosophy is to have co-teaching, rather than pulling students out. They both utilize Gateway, Metzenbaum, Twinkle, Sparkle, and Geauga Achieve.

WEST G

West G uses a coteaching model at the middle and high school. They strive to provide a continuum of services for students with special needs, including push-in and pull-out. They provide vocational programming for students with special needs. They use both CEVEC and Geauga County to provide vocational opportunities for students.

TRANSITION PLANS

BERKSHIRE WEST G

Both districts have well-developed transition plans for merging with us. They both would like to have joint professional development for all of our teachers next year. They both would like to develop plans for our students to start to get to know each other next year. Both districts have discussed ways we could share services next year to not only save money, but to make the transition smoother for staff and students. I felt both superintendents are committed to making our Newbury students feel welcome.

Ballot Plans

BERKSHIRE

Berkshire has no plans to go on the ballot for new monies.

WEST G

West G will be on the ballot for a renewal in May or November, 2019. Possible bond issue in May, 2020.

SOCIAL-EMOTIONAL HEALTH

BERKSHIRE

WEST G

Both districts have an elementary guidance counselor in each of their elementary buildings. The number of guidance counselors are similar to student ratios in the middle and high schools. Both districts use PBIS. Both districts are affiliated with the same social agencies as we are with the exception of Family Pride. Family Pride has a presence in Berkshire, but not West G. Neither district offers the Social-Emotional class we offer our elementary students.

TRANSPORTATION

BERKSHIRE

WEST G

Both districts are interested in retaining our bus drivers. Neither district could give me the amount of time our students would ride on buses to get to their districts, but they both said our students would not be added to their current routes. That means the bus rides for our students would not be longer due to picking up other students in Burton or Chesterland, etc.

HANDOUT H - FINANCIAL INFORMATION

Financial Information

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
NEWBURY					
Beginning Balance	\$4,749,572	\$4,824,747	\$3,697,577	\$1,357,528	-\$1,497,447
Revenue	\$9,454,435	\$8,152,116	\$7,000,836	\$6,982,050	\$6,993,241
Expenditures	-\$9,379,260	-\$9,279,286	-\$9,340,885	-\$9,837,025	-\$10,145,409
Ending Balance with \$1,356,536 Levy		\$4,382,221	\$3,345,466	\$1,793,662	\$55,486
Ending Balance with \$1,200,000 Levy		\$4,303,217	\$3,116,070	\$1,413,887	\$585,622
Ending Balance with Two Renewals		\$4,987,862	\$5,104,009	\$4,704,997	\$4,008,508
Ending Balance without Renewals		\$3,697,577	\$1,357,528	-\$1,497,447	-\$4,649,615
BERKSHIRE/NEWBURY					
Beginning Balance	\$4,204,225	\$4,207,559	\$4,123,428	\$4,783,417	\$4,583,658
Revenue	\$17,301,628	\$21,881,368	\$24,100,829	\$23,622,034	\$23,666,399
Expenditures	-\$17,298,294	-\$21,965,499	-\$23,440,840	-\$23,821,793	-\$24,340,812
Ending Balance	\$4,207,559	\$4,123,428	\$4,783,417	\$4,583,658	\$3,909,245
Berkshire w/o Newbury ending balance		\$4,123,279	\$3,805,091	\$3,069,968	\$2,061,087
WEST					
GEAUGA/NEWBURY					
Beginning Balance	\$15,452,900	\$14,653,186	\$16,273,962	\$13,950,909	\$9,905,518
Revenue	\$25,791,471	\$29,193,718	\$32,077,955	\$31,171,939	\$31,140,144
Expenditures	-\$26,591,185	-\$27,572,942	-\$34,401,008	-\$35,217,330	-\$36,595,849
Ending Balance	\$14,653,186	\$16,273,962	\$13,950,909	\$9,905,518	\$4,449,813
West G w/o Newbury ending balance		\$13,181,399	\$10,754,283	\$7,161,354	\$2,392,489