



Auburn Vocational School District BOARD OF EDUCATION

Minutes of June 7, 2016

The June 7, 2016 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

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

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

075-16 Approve Agenda

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the June 7, 2016 agenda.

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

Nays: None
Mr. Walter declared the motion passed

076-16 Approve Minutes Last Meeting

A motion was made by Mrs. Javins and seconded by Mr. Kent to approve the minutes of the May 3, 2016 Board meeting.

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

Nays: None
Mr. Walter declared the motion passed

Public Participation – Several Adult Welding students from the night class attended the meeting to address concerns of the program with the Board. Mike Buchanan & Tyler Barclay spoke on behalf of the welding students.

Administrative Report

- a) Student Harassment Report, Mr. Jeff Slavkovsky
- b) High School Ceremony
- c) Scholarship Awards for 2015-2016 School Year
- d) Auction of 8339 Raleigh Place, Concord Twp., OH 44077 ~ June 8, 2016 Open house
11:00 am – 1 pm with auction @ 1pm
- e) Auburn Board of Education tour 8339 Raleigh Place following Board meeting
- f) ABL Recognition Ceremony ~ June 23, 2016 at 6:30 pm
Auburn Career Center, Presentation Center

Facilities Committee Report – Ms. Maggie Lynch presented an update to the Board

Student Achievement Report - Mrs. Brush requested that the information be sent electronically to the Board

Legislative Report – No Report

Recruitment Committee Report –Ms. Maggie Lynch presented an enrollment update

Curriculum Committee Report – Combined with Recruitment

Finance Committee Report – No Report

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending April 30, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachments)

No Action Required

077-16 Approve Healthcare Premiums

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve the healthcare Premium rates for 2016-2017 as approved by the Lake County School Healthcare Consortium and outlined in the Lake County Schools Council Health Care Benefit program spreadsheet. Employees not on Standard Plan 2 pay the difference (See Attachment Item #14)

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

Nays: None
Mr. Walter declared the motion passed.

078-16 Approve for Unanticipated Transfers and Adjustment of Appropriations

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to amend the Certificate of Estimated Resources and adjust appropriations, as needed on June 30, 2016, and transfer to any other fund as necessary in order to avoid an operating deficit on June 30, 2016.

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

Nays: None
Mr. Walter declared the motion passed

079-16 Approve Temporary Appropriations FY 16-17

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve Temporary Appropriations for FY17 at 85% of the FY16 expenditures. The Permanent Appropriations will be presented to the board for approval at the September, 2016 regular board meeting.

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

Nays: None
Mr. Walter declared the motion passed

080-16 Approve Removal of Inventory

A motion was made by Mr. Miller and seconded by Mr. Klima at approve the removal of inventory on the following items. These items are out-dated, broken and unable to be fixed. The HP laptops were recycled through Highland Computer Systems. These are the following tag numbers being removed from inventory: 12013, 12011, 12012, 12009, 12019, 12024, 12016, 12025, 12015, 12018, 12023, 12007, 12020, 12010, 12014 and 12027.

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

Nays: None
Mr. Walter declared the motion passed

081-16 Approve Bid for Cleaning Services

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve the contract for the cleaning services from GCA Service Group of Cleveland, Ohio. Contract to start July 1, 2016 through June 30, 2020, total contract bid will be in the amount of \$779,482.63. (See Attachment Item #18)

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

Nays: None
Mr. Walter declared the motion passed

082-16 Human Resources

A motion was made Mrs. Javins and seconded by Mr. Kent to approve

A. Approve Adult Workforce Education Staff for 2015-2016

Employ the following staff for the 2015-2016 school year.

Ken Johnson	Adult Welding Instructor	\$30.00/hourly
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B. Approve Adult Workforce Education Staff for 2016-2017

Employ the following staff for the 2016-2017 school year.

Ken Johnson	Adult Welding Instructor	\$30.00/hourly
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C. Approve Unpaid Medical Leave

Approve unpaid medical leave for Mrs. Cindy Johnson from May 25, 2016 to May 27, 2016.

D. Approve Resignations

Approve the resignation from Ms. Lisa Tassone, Kitchen Helper, effective May 31, 2016.

Approve the resignation from Ms. Veronica Hido, School Receptionist, effective May 31, 2016.

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

Nays: None
 Mr. Walter declared the motion passed

083-16 Approve Extended Work Days 2015-2016 School Year

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve not to exceed a twenty-four (24) day extended work day for Mrs. Michelle Rodewald for the 2015-2016 school year ending July 31, 2016. Daily rate of \$364.07 equals a total amount of \$8,737.56.

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

Nays: None
 Mr. Walter declared the motion passed

084-16 Approve Resolution Adopting a Calamity Day Alternative Make-up Plan by Auburn Vocational School District Board of Education for the 2016-2017 School Year

A motion was made by Mr. Miller and seconded by Mr. Stefanko to approve the adopting of a Calamity Day Alternative Make - up Plan for the 2016-2017 School Year as follows:

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

WHEREAS, Section 3313.482 authorized a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Auburn Vocational School District Board of Education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

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

1. This plan is submitted, pursuant to approval of the board of education, prior to August 1.
2. This plan includes the written consent of the teacher's employee representative as designated under division (B) of Section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.
3. Not later than November 1 of the 2016-2017 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher's class.
4. The teacher shall designate the order in which the lessons are to be posted on the district's web portal (*Blackboard*) or web site.
5. Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
6. As soon as practicable after an announced school closure authorized under section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.

7. Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
8. Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.

The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.

9. The board of education hereby authorizes “blizzard bags,” which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. “Blizzard Bags” shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the Superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two weeks after the date of the school closing for which the “blizzard bag” lessons are assigned.

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

Nays: None
 Mr. Walter declared the motion passed

085-16 Approve Community Reinvestment Area Tax Incentives

A motion was made by Mrs. Javins and seconded by Mr. Klima to approve the community reinvestment area tax incentives submitted by County of Geauga and P&G Capital. These are Community Reinvestment Area (CRA) tax abatement requests for proposed new construction projects in the Burton Storage. See Attachment Item #22)

Roll Call: **Ayes:** None

Nays: Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Stefanko, Mr. Walter, Mrs. Wanyek and Mrs. Wheeler

Abstain: Mr. Miller
Mr. Walter declared the motion failed

086-16 Approve CISCO Support Quote

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the 14 - month CISCO maintenance quote for coverage starting May 15, 2016 through June 30, 2017 in the amount of \$20,212.67. This cost would cover software application support and upgrades for all cisco switches, routers, access points, wireless controller, phone system and virtual infrastructure, as well as minor and major updates for our licensed feature set. This infrastructure hosts shared resources such as networking & wireless access, phone systems, email, citrix and file sharing with Auburn Career Center, iStem, Lake County Educational Service Center, LEAF and ABLE. As well as a variety of specialty applications dedicated to Auburn Career Centers high school and adult programs.

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

Nays: None
Mr. Walter declared the motion passed

087-16 Approve Textbook & Workbook for Sports Medicine, Allied Healthcare, Patient Care Technician and Emergency Medical Services

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve Medical Terminology, 3rd Edition textbook and Medical Terminology for the Healthcare Professions, 8th Edition workbook for the sports medicine, Allied Healthcare, Patient Care Technician and Emergency Medical Services programs. (See Attachment #24)

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

Nays: None
Mr. Walter declared the motion passed

088-16 Approve Textbook for Business Management Technician, Allied Healthcare and Patient Care Technician

A motion was made by Dr. Kolkowski and seconded by Mr. Miller to approve Century 21 Accounting textbook for the accounting portion of the Business Management Technician program. (See Attachment #25) Also to approve the textbook Basics of the US Health Care System for the Allied Healthcare and Patient Care Technician programs. (See Attachment #26)

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

Nays: None
Mr. Walter declared the motion passed

089-16 Approve Contracted Service Agreement with LEAF

Recommendation to approve the LEAF Contracted Services Agreement for the 2016-2017 school year. This organization provides services that assist student and families in college searches for obtaining financial aid and do not charge the client fees. It also tracks students through post-secondary. The cost of an advisor in the school for this school year will be \$48/hour. It is estimated the district will utilize 135 hours at total cost of \$6,480.00. (See Attachment Item #27)

Recommendation failed due to lack of motion from the board.

090-16 Executive Session

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to enter into executive session at 8:29 p.m. following a roll call for the following purpose:

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

- Pursuant to Ohio Revised Code Section 121.22(G)(3), I hereby recommend that the Board make a motion to adjourn to executive session to meet with Board Legal Counsel to discuss disputes involving the Board and/or the School District that are the subject of pending or imminent court action.

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

Nays: None
Mr. Walter declared the motion passed

Return to public session at 9:14 p.m.

091-16 Adjourn

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to adjourn the meeting at 9:15 p.m.

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

Nays: None
Mr. Walter declared the motion passed



Treasurer



Board President

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



Attachment Item #6A

Student Harassment Report



Harassment/Bullying Summary

Type of Harassment	1/2016-6/2016	8/2015 - 12/2015	1/2015 - 6/2015	8/2014 - 12/2014	8/2013 - 12/2013	1/2013 - 5/2013	8/2012 - 12/2012	1/2012 - 6/2012	8/2011 - 12/2011	1/2011 - 5/2011	12/15/2010	09/10'
Bullying- Verbal	0	0	0	0	1	1	0	2	1	7	16	19
Bullying - Physical	0	0	0	0	0	1	0	0	0	4	2	9
Bullying - Cyberbullying	0	0	0	0	0	0	0	1	0	2	1	2
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	1	1	0	3	3	0
Bullying - Verbal & Electronic	0	0	0	0	0	0	1	1	2	0	1	0
Intimidation	0	0	0	0	0	3	0	0	0	1	0	0
Harassment	3	1	0	0	1	0	3	0	1	2	0	1
TOTAL	3	1	0	0	2	5	5	5	4	19	23	31



Attachment Item #6C

Scholarship Awards for 2015-2016 School Year



2015-2016 Scholarship Awards

American Red Cross, Blood Drive-Scholarship Award

The American Red Cross has created a scholarship initiative to encourage an increase in blood donor donations through school-sponsored Blood Drives. Our recipient this year will receive a \$500 award.

The recipient is: ***Lauren Weisenbach, a Patient Care Technician student from Chardon High School.*** She plans to study nursing at Lakeland Community College.

CATA Scholarships

Auburn's Career and Technical Association, the Employee's Association, is giving two \$500 scholarships.

This year's recipients are: ***Alec Viz an Internet Programming & Development student from Berkshire High School.*** Alec is planning to attend The Ohio State University and will study Computer Science.

Thomas Topalian an Information Support & Services student from Berkshire High School. Tom plans to attend Hiram College; and will study Computer Science.

Mildred Dennis Teacher Education Scholarship

Mildred Dennis was a Business Education Teacher at Auburn Career Center. This year she will award a \$1000.00 scholarship.

This year recipient is: ***Erica Wayts, a Teaching Professions Pathway student from Riverside High School.*** Erica plans to major in Early Childhood Education at Youngstown State University.

Betty Dennis Memorial Medical Scholarship

The Betty Dennis Memorial Scholarship will award a \$1000.00 scholarship to an Auburn student pursuing a career in the medical field.

The recipient this year is ***Diana Flores, an Allied Health Technology student from Harvey High School.*** Diana will attend Kent State University-Geauga to study nursing.

Jodi Blankenship Memorial Scholarship.

This scholarship is given in memory of Jodi Blankenship who was a graduate of Auburn Career Center's Culinary Arts Program. The recipient of this \$500 scholarship.

The recipient is: ***Samantha Smith, a Culinary Arts student from Riverside High School.*** Samantha plans to attend Cuyahoga Community College.

SkillsUSA Scholarship

This scholarship is awarded to two outstanding students who participated in Auburn's SkillsUSA chapter, each will receive a \$500 scholarship.

This year's recipients are: ***Victoria Babcock, an Allied Health Technology from Riverside High School.*** Victoria will study nursing at The University of Akron

Abigail Brandewiede, a Cosmetology student from Harvey High School. Abigail will study English at Kent State University - Geauga.

Medical Mutual of Ohio Scholarship

\$500 is awarded to: ***Gina Hohlfeld, a Patient Care Technician Student from Newbury High School.*** Gina plans to attend Lakeland Community College.

Chagrin Valley Rotary Club

This \$1,950 scholarship is awarded to ***Ryan Hummer, an Automotive Collision Repair student from Kenston High School.*** Ryan will attend The PowerSport Institute - Ohio Technical College in the V-Twin Technology program.

Chardon Lions Club Scholarship

Is presented to two students, each will receive a \$500 scholarship.

Lauren Weisenbac, a Patient Care Technician students from Chardon High School, Lauren plans to study nursing at Lakeland Community College.

Allyson Gutowski, a Patient Care Technician students from Chardon High School, Allyson will major in Pre-Med Biology at Kent State University.

Drug Free Clubs of America – Allstate Insurance Scholarship

This \$500 scholarship, sponsored by Allstate Insurance agent, Gabe Cicconetti.

The recipient is: ***Max Wolf, a Construction student from Harvey High School.*** Max plans to major in Business and Marketing at Lakeland Community College.

Kiwanis Club of Kirtland - Auburn Career Center Scholarship is Dr. Bailey

Kiwanis Club of Kirtland is presenting a \$1,000 scholarship to: ***Katarina Hrgic, a Patient Care Technician student from Kirtland High School.*** Katarina plans to major in Pre-Med biology at Kent State University.

Knights of Columbus, Wickliffe Council 5405

Is awarding \$200 to ***Max Wolf, a Construction student from Harvey High School.*** Max will Ohio attend Lakeland Community College.

The Daniel Parmertor Memorial Fund Scholarship presented by the family of Daniel Parmertor

The family presented a scholarship to *Callahan O'Brien, an Interactive MultiMedia Technology student from Harvey High School* and *Brandon Monty an Interactive MultiMedia Technology student from Riverside High School.*

Russell King Jr. Scholarship presented by One Life (formerly Rock 4 Russell), a group giving back to the community

One Life presents to *Duncan O'Brien, an Advanced Manufacturing student from Harvey High School* and *Shawn Flannery, a Sports Medicine student from Newbury High School.*



Attachment Item #13

- *Render Financial Reports*

Auburn Career Center
Cash Fund Balance Report
April 30, 2016

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,109,324.93	\$ 368,131.10	\$ 8,349,171.61	\$ 549,953.47	\$ 6,803,040.40	\$ 5,655,456.14	\$ 541,397.47	\$ 5,114,058.67
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (67,814.41)	\$ -	\$ (67,814.41)
003	Permanent Improvement Fund	\$ 1,477.10	\$ -	\$ -	\$ -	\$ -	\$ 1,477.10	\$ -	\$ 1,477.10
004	Building	\$ -	\$ 254.34	\$ 560.46	\$ 65,358.60	\$ 185,758.50	\$ (185,198.04)	\$ 131,365.31	\$ (316,563.35)
006	Food Service	\$ 261.22	\$ 11,308.35	\$ 173,608.56	\$ 17,651.68	\$ 193,124.99	\$ (19,255.21)	\$ 11,210.16	\$ (30,465.37)
009	USSF	\$ 10,196.82	\$ -	\$ -	\$ -	\$ -	\$ 10,196.82	\$ -	\$ 10,196.82
011	Rotary	\$ 91,779.53	\$ 3,164.39	\$ 21,720.42	\$ 4,156.68	\$ 25,700.23	\$ 87,799.72	\$ 10,419.36	\$ 77,380.36
012	Adult Education	\$ 202,398.73	\$ 134,271.90	\$ 1,401,036.34	\$ 183,964.37	\$ 1,367,392.87	\$ 236,042.20	\$ 80,715.26	\$ 155,326.94
014	Rotary Internal Service Fund	\$ 2,389.53	\$ 213.35	\$ 1,223.03	\$ -	\$ 3,175.97	\$ 436.59	\$ 282.50	\$ 154.09
018	Principal Fund	\$ 1,550.67	\$ -	\$ 25,000.00	\$ 995.81	\$ 17,435.87	\$ 9,114.80	\$ 2,464.04	\$ 6,650.76
019	Trust Fund-Camp Discovery	\$ 141,249.52	\$ 6,544.00	\$ 482,753.24	\$ 1,839.29	\$ 125,025.97	\$ 498,976.79	\$ 21,024.29	\$ 477,952.50
022	Scholarships	\$ 13,168.19	\$ 500.00	\$ 55,483.09	\$ -	\$ 53,107.00	\$ 15,544.28	\$ -	\$ 15,544.28
024	Employee Self Insurance Fund	\$ 4,589.10	\$ -	\$ 30,000.00	\$ 2,401.42	\$ 19,103.41	\$ 15,485.69	\$ 15,405.98	\$ 79.71
031	Underground Storage Tank Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	Student Activity Fund	\$ 83,858.68	\$ 24,704.97	\$ 64,518.48	\$ 12,774.72	\$ 48,048.60	\$ 100,328.56	\$ 35,746.47	\$ 64,582.09
451	Data Communication Fund	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ -	\$ 28,971.87	\$ 179,119.05	\$ 16,860.16	\$ 189,616.35	\$ (10,497.30)	\$ 18,977.38	\$ (29,474.68)
524	VEPD Secondary and Adult Fund	\$ -	\$ 11,192.79	\$ 224,303.60	\$ 4,585.33	\$ 226,235.93	\$ (1,932.33)	\$ 98,276.31	\$ (100,208.64)
573	Trile V Innovative Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
584	Drug Free Grant Fund	\$ -	\$ -	\$ 3,411.29	\$ -	\$ 3,411.29	\$ -	\$ -	\$ -
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ (3,978.72)	\$ -	\$ -	\$ 7,993.91	\$ (7,993.91)
Grand Totals		\$ 4,662,244.02	\$ 589,257.06	\$ 11,013,709.17	\$ 858,362.81	\$ 9,329,791.79	\$ 6,346,161.40	\$ 975,278.44	\$ 5,370,882.96

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
 4/30/16

B

Fund	Dec Description	FYTD Appropriated	Carryover	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,014,356.40	\$ 598,965.38	\$ 9,613,321.78	\$ 6,803,040.40	\$ 67,814.41	\$ 541,397.47	\$ 2,268,863.91	76.40%
002	Bond Retirement	\$ 475,696.00	-	\$ 475,696.00	-	-	-	\$ 407,881.59	14.28%
003	Permanent Improvement	\$ 1,477.10	-	\$ 1,477.10	-	-	-	\$ 1,477.10	0.00%
004	Construction	\$ 1,330,000.00	-	\$ 1,330,000.00	\$ 185,758.50	\$ 65,358.60	\$ 131,365.31	\$ 1,012,876.19	0.00%
006	Luncheon Fund	\$ 244,124.00	-	\$ 244,124.00	\$ 193,124.99	\$ 17,651.68	\$ 11,210.16	\$ 39,788.85	83.70%
009	Uniform School Supply Fund	\$ 10,196.82	-	\$ 10,196.82	-	-	-	\$ 10,196.82	0.00%
011	Customer Service Fund	\$ 113,489.95	-	\$ 113,489.95	\$ 25,760.23	\$ 4,156.68	\$ 10,419.36	\$ 77,380.36	31.82%
012	Adult Education Fund	\$ 1,801,827.58	\$ 24,056.27	\$ 1,825,883.85	\$ 1,367,392.87	\$ 183,964.37	\$ 80,715.26	\$ 377,775.72	79.31%
014	Rotary Internal Service Fund	\$ 2,092.67	\$ 1,519.89	\$ 3,612.56	\$ 3,175.97	-	\$ 282.50	\$ 154.09	95.73%
018	Principal Fund	\$ 26,550.67	-	\$ 26,550.67	\$ 17,435.87	\$ 995.81	\$ 2,464.04	\$ 6,650.76	74.95%
019	Other Grants	\$ 506,239.02	\$ 108,719.74	\$ 614,958.76	\$ 125,025.97	\$ 1,839.29	\$ 21,024.29	\$ 488,908.50	0.00%
022	Scholarships	\$ 75,395.19	\$ 3,128.00	\$ 78,523.19	\$ 53,107.00	-	-	\$ 25,416.19	67.63%
024	Employee Benefits	\$ 34,589.10	-	\$ 34,589.10	\$ 19,103.41	\$ 2,401.42	\$ 15,405.98	\$ 79.71	99.77%
200	Student Activities	\$ 148,377.16	-	\$ 148,377.16	\$ 48,048.60	\$ 12,774.72	\$ 35,746.47	\$ 64,582.09	56.47%
451	School Net Connectivity	\$ 1,800.00	-	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-	-	100.00%
501	ABLE Literacy Fund	\$ 279,989.33	-	\$ 279,989.33	\$ 189,616.35	\$ 16,860.16	\$ 18,977.38	\$ 71,395.60	74.50%
524	VEPD Secondary and Adult	\$ 337,104.71	-	\$ 337,104.71	\$ 226,235.93	\$ 4,585.33	\$ 98,276.31	\$ 12,592.47	96.26%
590	Improving Teacher Quality	\$ 3,506.04	-	\$ 3,506.04	\$ 3,411.29	-	-	\$ 94.75	97.30%
599	REAP	\$ 32,571.00	-	\$ 32,571.00	-	\$ (3,978.72)	\$ 7,993.91	\$ 24,577.09	24.54%
	Grand Total	\$ 14,439,392.74	\$ 738,389.28	\$ 15,175,782.02	\$ 9,329,791.79	\$ 858,382.81	\$ 975,278.84	\$ 4,870,711.79	\$ 67.90%

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

Auburn Career Center
 Monthly History Comparison-General Fund
 April 30, 2016

C

	Monthly Comparison				Annual Comparison		Budget 2016	Remain 2015	Budget Expended
	Apr FY14	Apr FY15	Apr FY16	Actual 2014	Actual 2015				
Revenue									
Real Estate	\$ 5,082,016	\$ 5,398,396	\$ 4,612,462	\$ 4,618,415	\$ 5,398,396	\$ 4,481,187	\$ (131,275)	103%	
Commercial	\$ 361,398	\$ 399,421	\$ 880,675	\$ 750,712	\$ 399,421	\$ 880,675	\$ (0)	100%	
Tangible Personal (PU)	\$ 143,591	\$ -	\$ 412,393	\$ 368,464	\$ -	\$ 398,000	\$ (14,393)	104%	
Gen Tan & Exempt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Foundation	\$ 1,604,206	\$ 1,631,430	\$ 1,703,038	\$ 1,911,053	\$ 1,976,358	\$ 1,980,000	\$ 276,962	86%	
PU Reimb	\$ 4,359	\$ 4,359	\$ -	\$ 4,359	\$ -	\$ -	\$ -	#DIV/0!	
Tang Tx Repl/Casino	\$ -	\$ -	\$ -	\$ 65,858	\$ -	\$ -	\$ -	#DIV/0!	
Homestead & Rollback	\$ 399,652	\$ 600,120	\$ 584,368	\$ 765,170	\$ 817,295	\$ 652,660	\$ 68,292	90%	
Other	\$ 190,673	\$ 109,078	\$ 146,732	\$ 222,674	\$ 243,693	\$ 226,650	\$ 79,918	65%	
Subtotal	\$ 7,785,895	\$ 8,142,804	\$ 8,339,668	\$ 8,706,705	\$ 8,835,163	\$ 8,619,172	\$ 279,504	97%	
Expense									
Salaries	\$ 3,738,070	\$ 3,800,614	\$ 3,404,228	\$ 4,459,423	\$ 4,531,297	\$ 4,329,389	\$ 925,161	79%	
Benefits	\$ 1,391,511	\$ 1,384,278	\$ 1,326,486	\$ 1,640,421	\$ 1,636,795	\$ 1,747,135	\$ 420,649	76%	
Services	\$ 1,056,312	\$ 1,176,402	\$ 925,976	\$ 1,222,975	\$ 1,506,175	\$ 1,495,581	\$ 569,605	62%	
Supplies	\$ 360,031	\$ 428,784	\$ 357,841	\$ 481,936	\$ 470,293	\$ 514,145	\$ 156,304	70%	
Equipment	\$ 462,032	\$ 356,328	\$ 152,225	\$ 321,888	\$ 262,034	\$ 232,741	\$ 80,516	65%	
Student House	\$ -	\$ -	\$ -	\$ 82,689	\$ -	\$ -	\$ -	#DIV/0!	
Land Purchase	\$ -	\$ -	\$ -	\$ 60,507	\$ -	\$ -	\$ -	#DIV/0!	
Roof Replacement+Weld	\$ (106,331)	\$ -	\$ 348,532	\$ 110,951	\$ -	\$ -	\$ 51,468	87%	
Parking Lot	\$ 105,516	\$ 155,487	\$ 165,232	\$ 153,060	\$ 161,285	\$ 185,290	\$ 20,058	89%	
Other	\$ 7,007,141	\$ 7,301,893	\$ 6,680,520	\$ 8,533,850	\$ 8,567,879	\$ 8,904,281	\$ 2,223,761	75%	
Subtotal	\$ 7,785,895	\$ 8,142,804	\$ 8,339,668	\$ 8,706,705	\$ 8,835,163	\$ 8,619,172	\$ 279,504	97%	
Revenue/Expense (Operating Balance)	\$ 778,754	\$ 840,911	\$ 1,659,148	\$ 172,855	\$ 267,284	\$ (285,109)			
Other Uses									
Advances Returned	\$ 25,559	\$ 456,805	\$ 9,503	\$ 190,883	\$ 456,805	\$ 200,000	\$ 295,775		
Sale of Student House	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 534,041	\$ 100,000		
Repay Construction Loan	\$ 565,000	\$ -	\$ -	\$ 480,122	\$ 9,503	\$ 100,000	\$ 75,000		
Advances Out	\$ 972,561	\$ 433,484	\$ 122,517	\$ 907,500	\$ 905,906	\$ -	\$ -		
Transfers	\$ (1,512,002)	\$ 223,221	\$ (113,014)	\$ (1,761,739)	\$ (458,604)	\$ (3213,266)			
Subtotal	\$ (1,512,002)	\$ 223,221	\$ (113,014)	\$ (1,761,739)	\$ (458,604)	\$ (3213,266)			
Beginning Cash	\$ 4,971,091	\$ 4,583,205	\$ 5,837,281	\$ 5,889,532	\$ 4,300,648	\$ 4,109,328	\$ 3,610,953		
Ending Cash	\$ 5,156,278	\$ 5,164,876	\$ 5,655,459	\$ 4,300,648	\$ 4,109,328	\$ 3,610,953	\$ 100,000		
Encumbrances	\$ 726,902	\$ 643,806	\$ 541,397	\$ 90,995	\$ 598,965	\$ 100,000			

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

Date: 05/02/2016
Time: 9:09 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 04/01/2016 AND 04/30/2016
ALL CHECKS SELECTED

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
042741	W	01/15/2016	PAUL STEFANKO	013680	VOID: 04/06/2016		40.25
042746	W	01/15/2016	KELLY WANYSK	041016	VOID: 04/06/2016		43.47
043200	C	04/05/2016	PAYROLL	999999	RECONCILED: 04/29/2016		218,585.08
043201	W	04/04/2016	BRUCE HIGH PERFORMANCE TRANS	010436	RECONCILED: 04/05/2016		2,653.00
043202	W	04/08/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED: 04/12/2016		24,622.91
043203	W	04/08/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED: 04/25/2016		9,978.65
043204	B	04/06/2016	GREAT LAKES TRUCK DRIVING SCHOOL	008207	RECONCILED: 04/11/2016		2,311.36
043205	B	04/06/2016	CHAD AZZANO	041114	RECONCILED: 04/12/2016		2,429.55
043206	B	04/06/2016	JACOB HOLDER	041035	RECONCILED: 04/11/2016		145.00
043207	B	04/06/2016	RICHARD NEMETH	041065	RECONCILED: 04/12/2016		63.00
043208	B	04/06/2016	MATTHEW SIMMONS	041014	RECONCILED: 04/08/2016		1,350.00
043209	W	04/13/2016	THYSSENKRUPP ELEVATOR CORP.	011792	RECONCILED: 04/18/2016		1,337.21
043210	W	04/13/2016	COMDOC INC.	008170	RECONCILED: 04/15/2016		116.00
043211	W	04/13/2016	VAN NESS	008024	RECONCILED: 04/15/2016	1	377.44
043212	W	04/13/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED: 04/18/2016		1,771.10
043213	W	04/13/2016	PRECIOUS CARGO TRANSPORTATION	013744	RECONCILED: 04/19/2016		445.00
043214	W	04/13/2016	PACIFIC TELEMANAGEMENT SERVICES	040344	RECONCILED: 04/19/2016		153.00
043215	W	04/13/2016	MATCO TOOLS TECH ED CUSTOMER SERVICE	040770	RECONCILED: 04/15/2016		2,620.80
043216	W	04/13/2016	PAINESVILLE CITY LOCAL BOARD OF EDUCATION	000295	RECONCILED: 04/19/2016		215.70
043217	W	04/13/2016	TOLEDO POS AND NETWORKING LLC	040269	RECONCILED: 04/18/2016		800.00
043218	W	04/13/2016	CENTRAL RESTAURANT PRODUCTS	007205	RECONCILED: 04/19/2016		1,932.33
043219	W	04/13/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	000746	RECONCILED: 04/19/2016		369.60
043220	W	04/13/2016	MCMASTER-CARR SUPPLY CO. PERCEPTIONOLOGY, LLC	010826	RECONCILED: 04/18/2016		1,040.52
043221	W	04/13/2016	DONALD WAYNE MCLEOD OHIO ACTE	040598	RECONCILED: 04/27/2016		200.00
043222	W	04/13/2016	AT&T	000682	RECONCILED: 04/26/2016		445.00
043223	W	04/13/2016	AT&T	000171	RECONCILED: 04/19/2016		1,252.87
043224	W	04/13/2016	PMF RENTAL	041084	RECONCILED: 04/15/2016		210.00
043225	W	04/13/2016	TYCO INTEGRATED SECURITY LLC	040669	RECONCILED: 04/15/2016		1,861.59
043226	W	04/13/2016	LINCOLN ELECTRIC CO.	000171	RECONCILED: 04/15/2016		145.13
043227	W	04/13/2016	APPLE COMPUTER INC.	000984	RECONCILED: 04/15/2016		1,597.25
043228	W	04/13/2016	LOWE'S COMPANIES, INC.	000974	RECONCILED: 04/18/2016		758.00
043229	W	04/13/2016	O'REILLY AUTOMOTIVE, INC	011038	RECONCILED: 04/18/2016	1	48.49
043230	W	04/13/2016	CDW GOVERNMENT, INC.	040813	RECONCILED: 04/21/2016		2,813.82
043231	W	04/13/2016	HIO FCCIA	011547	RECONCILED: 04/18/2016		2,566.69
043232	W	04/13/2016	ASAP SANITARY SERVICES	002745	RECONCILED: 04/20/2016		270.00
043233	W	04/13/2016	SYSCO FOOD SERVICES OF CLEVELAND	041115	RECONCILED: 04/15/2016		140.00
043234	W	04/13/2016	LAKE GEAUGA COMPUTER ASSOC. REFRIGERATION SALES CORP.	008412	RECONCILED: 04/19/2016		1,238.06
043235	W	04/13/2016	SHERWIN WILLIAMS	001697	RECONCILED: 04/15/2016		7,013.25
043236	W	04/13/2016	ACCOUNTS RECEIVABLE DEPT. DATA RECOGNITION CORPORATION	000056	RECONCILED: 04/19/2016		249.02
043237	W	04/13/2016	CHAGRIN VALLEY AUTO PARTS CITY OF P-VILLE UTIL.	000334	RECONCILED: 04/19/2016		746.30
043238	W	04/13/2016		007104	RECONCILED: 04/18/2016		613.75
043239	W	04/13/2016		000240	RECONCILED: 04/15/2016		76.55
043240	W	04/13/2016		000215	RECONCILED: 04/19/2016		672.24

Date: 05/02/2016
Time: 9:09 am

AUBURN VOCATIONAL SCHOOL DISTR
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ALL CHECKS SELECTED

Page: 2
(CHECKY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043241	W	04/13/2016	GENERAL PEST CONTROL CO.	011210	RECONCILED: 04/20/2016		103.75
043242	W	04/13/2016	MSC INDUSTRIAL SUPPLY CO. INC.	007489	RECONCILED: 04/19/2016		977.75
043243	W	04/13/2016	LAKE COUNTY SHERIFF'S OFFICE	011385	RECONCILED: 04/18/2016		74,483.25
043244	W	04/13/2016	HAWLEY'S FLORIST	008345	RECONCILED: 04/18/2016		45.00
043245	W	04/13/2016	MCMASTER-CARR SUPPLY CO.	010826	RECONCILED: 04/18/2016		243.52
043246	W	04/13/2016	JOHNSTONE SUPPLY	013078	RECONCILED: 04/15/2016		1,077.43
043247	W	04/13/2016	ELECTRONIX EXPRESS	007251	RECONCILED: 04/22/2016		207.96
043248	W	04/13/2016	CRILE ROAD HARDWARE	000551	RECONCILED: 04/20/2016		448.04
043249	W	04/13/2016	LAUREN INNOVATIONS	041093	RECONCILED: 04/15/2016		3,750.00
043250	W	04/13/2016	KELLY WANYSK	041016			43.47
043251	W	04/13/2016	PAUL STEFANKO	013680	RECONCILED: 04/18/2016		40.25
043252	W	04/13/2016	AUTOMOTIVE SUPPLY, INC.	000631	RECONCILED: 04/26/2016		535.62
043253	W	04/13/2016	CINTAS CORPORATION	000532	RECONCILED: 04/18/2016		4,242.98
043254	W	04/13/2016	LOCATON 259-T90	002108	RECONCILED: 04/18/2016		27.95
043255	W	04/13/2016	UNITED PARCEL SERVICE	000532	RECONCILED: 04/18/2016		52.00
043256	W	04/13/2016	CINTAS CORPORATION				
			LOCATON 259-T90				
			WILLIAM SHAW	040739	RECONCILED: 04/14/2016		249.41
043257	W	04/13/2016	SANDY RANCK	014011	RECONCILED: 04/14/2016		30.75
043258	W	04/13/2016	BETH CUENI	008445	RECONCILED: 04/14/2016		168.15
043259	W	04/13/2016	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED: 04/14/2016		2,061.00
043260	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043261	W	04/15/2016	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED: 04/19/2016		399.00
043262	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043263	W	04/15/2016	MICRO CENTER A/R	004017	RECONCILED: 04/18/2016		279.60
043264	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043265	W	04/15/2016	AT&T	000171	RECONCILED: 04/19/2016		586.84
043266	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043267	W	04/15/2016	SAM'S CLUB	008469	RECONCILED: 04/20/2016		531.48
043268	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043269	W	04/15/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 04/15/2016		190.00
043270	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		75.00
043271	W	04/15/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 04/15/2016		75.00
043272	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		707.32
043273	W	04/15/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 04/15/2016		75.00
043274	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/28/2016		12,307.30
043275	W	04/15/2016	SCREENVISION DIRECT	001188	RECONCILED: 04/28/2016		75.00
043276	W	04/15/2016	TREASURER, STATE OF OHIO	040250	RECONCILED: 04/20/2016		432.00
043277	W	04/15/2016	WKKY	001188	RECONCILED: 04/28/2016		75.00
043278	W	04/15/2016	TREASURER, STATE OF OHIO	012341	RECONCILED: 04/18/2016		75.00
043279	W	04/15/2016	21ST CENTURY MEDIA - OHIO	000414	RECONCILED: 04/28/2016		1,250.00
043280	W	04/15/2016	TREASURER, STATE OF OHIO	001188	RECONCILED: 04/18/2016		75.00
043281	W	04/15/2016	COLD HARBOR BUILDING CO.	001188	RECONCILED: 04/18/2016		1,200.00
043282	W	04/15/2016	TREASURER, STATE OF OHIO	040097	RECONCILED: 04/18/2016		75.00
043283	W	04/15/2016	COLD HARBOR BUILDING CO.	040097	RECONCILED: 04/18/2016		2,375.00
043284	W	04/15/2016	COUNTY TREASURERS EDUCATIONAL FUND	008104	RECONCILED: 04/20/2016		75.00
043285	C	04/19/2016	Payroll	999999	RECONCILED: 04/29/2016		214,281.90
043286	W	04/25/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED: 04/25/2016		24,304.34

(Multi-Bank check)

Date: 05/02/2016
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AUBURN VOCATIONAL SCHOOL DISTR
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ALL CHECKS SELECTED

Page: 3
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043287	W	04/25/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:04/25/2016		9,620.74
043288	W	04/21/2016	DAVID P RICHARDS	007918	RECONCILED:04/25/2016	1	100.00
043289	W	04/21/2016	FIRST COMMUNICATIONS	010610	RECONCILED:04/26/2016		112.52
043290	W	04/21/2016	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED:04/22/2016		50.00
043291	W	04/21/2016	JANITORIAL SERVICES INC.	013804	RECONCILED:04/26/2016		17,120.00
043292	W	04/21/2016	FISDAP	013929	RECONCILED:04/26/2016		1,110.00
043293	W	04/21/2016	BURMAX COMPANY, INC.	000482	RECONCILED:04/25/2016		271.29
043294	W	04/21/2016	MSC INDUSTRIAL SUPPLY CO. INC.	007489	RECONCILED:04/26/2016		145.77
043295	W	04/21/2016	LEAF	001519	RECONCILED:04/29/2016		250.00
043296	W	04/21/2016	STEVENS SECURITY SYSTEMS INC	001931	RECONCILED:04/26/2016		78.00
043297	W	04/21/2016	JOHN D. PREUBER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED:04/27/2016		10,261.60
043298	W	04/21/2016	JOHNSTONE SUPPLY	013078	RECONCILED:04/26/2016		478.91
043299	W	04/21/2016	CHANNING BETE CO., INC.	000413	RECONCILED:04/29/2016		408.75
043300	W	04/21/2016	PEOPLE & WAGONER, LTD.	012424	RECONCILED:04/25/2016		2,158.00
043301	W	04/21/2016	LEASE FLOORING	041117	RECONCILED:04/26/2016		980.00
043302	W	04/21/2016	DAN LEASE	000414	RECONCILED:04/25/2016		1,500.00
043303	W	04/21/2016	21ST CENTURY MEDIA - OHIO	000194	RECONCILED:04/25/2016		31.69
043304	W	04/21/2016	TREASURER, STATE OF OHIO	008479	RECONCILED:04/25/2016		3,326.20
043305	W	04/21/2016	GORDON FOOD SERVICE	001071	RECONCILED:04/27/2016		108.70
043306	W	04/21/2016	ALFRED NICKLES BAKERY INC	041035	RECONCILED:04/26/2016		183,383.50
043307	W	04/21/2016	WHITEHOUSE CONSTRUCTION CO.	013632	RECONCILED:04/22/2016		26.49
043308	W	04/21/2016	JEFF SLAVKOVSKY	010194	RECONCILED:04/22/2016		118.80
043309	W	04/21/2016	JANENE ISHEE	040907	RECONCILED:04/22/2016		83.16
043310	W	04/21/2016	GERALD ALLEN	041012	RECONCILED:04/22/2016		167.07
043311	W	04/21/2016	MARY STEE	013407	RECONCILED:04/22/2016		1,238.37
043312	W	04/21/2016	ADVANCED GAS & WELDING SOLUTIONS LLC	000154	RECONCILED:04/22/2016		159.92
043313	W	04/29/2016	BORDEN DAIRY COMPANY U S POSTAL SERVICE	007745	RECONCILED:04/22/2016		2,500.00
043314	W	04/29/2016	CMRS-POC	010770			470.03
043315	W	04/29/2016	IDENTISYS, INC.	007945		1	289.31
043316	W	04/29/2016	PARTIE GROUP	007944		1	484.50
043317	W	04/29/2016	LOSELY NURSERY	007083		1	235.00
043318	W	04/29/2016	OH ASSOC. OF SECONDARY SCHOOL ADMINISTRATORS	010092			211.73
043319	W	04/29/2016	FIRSTMERIT BANKCARD CENTER	000925	RECONCILED:04/29/2016		1,227.65
043320	W	04/29/2016	ILLUMINATING COMPANY	001284		1	7,536.13
043321	W	04/29/2016	BFG SUPPLY CO., LLC	011318		1	2,406.41
043322	W	04/29/2016	BALL HORTICULTURE CO.	040901			129.90
043323	W	04/29/2016	GREAT COURSES	001931			578.85
043324	W	04/29/2016	STEVENS SECURITY SYSTEMS INC MAJOR WASTE DISPOSAL SERVICES, INC	000570			70.00
043325	W	04/29/2016	YARDMASTER INC.	008148			1,218.50
043326	W	04/29/2016	DAWNCHAM, INC.	000600		1	673.50
043327	W	04/29/2016	COTTAGE GARDENS	041042		1	621.25
043328	W	04/29/2016	GRIMES HORTICULTURE, INC.	008014			7.98
043329	W	04/29/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:04/29/2016		1,111.98

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043330	W	04/29/2016	GENE PTACHEK & SON FIRE EQUIPMENT, INC.	000640			118.80	
043331	W	04/29/2016	LINCOLN ELECTRIC CO. LOCATION CARPET CO.	000984			412.10	
043332	W	04/29/2016	DISCOUNT SCHOOL SUPPLY	010408			1,588.24	
043333	W	04/29/2016	TYCO INTEGRATED SECURITY LLC	007447			123.07	
043334	W	04/29/2016	APO PUMPS & COMPRESSORS INC.	040669			43.11	
043335	W	04/29/2016	HARTMAN PUBLISHING, INC.	011591			3,076.33	
043336	W	04/29/2016	CIRCUIT SPECIALISTS INC	012899			43.55	
043337	W	04/29/2016	AT&T	011459			648.00	
043338	W	04/29/2016	DOMINION EAST OHIO	000171			132.25	
043339	W	04/29/2016	AUBURN CAREER CENTER	004003			2,083.56	
043340	W	04/29/2016	SANDY RANCK	000499			570.28	
043341	W	04/29/2016	ADVANCED GAS & WELDING	014011			8.62	
043342	W	04/29/2016	SOLUTIONS LLC	013407			1,165.00	
043343	B	04/29/2016	CRYSTAL JACOBS	041029			405.00	
043344	B	04/29/2016	KYLE HUNLEY	041126			2,644.50	
043345	B	04/29/2016	NATHAN HOFFMAN	041123			1,350.00	
043346	B	04/29/2016	BRANDON COOPER	041124			1,350.00	
043347	B	04/29/2016	DANIEL LALITTO	041125			3,841.63	
043348	B	04/29/2016	CHARDON UNITED METHODIST CHURCH	040981			100.00	
043349	B	04/29/2016	CHURCH OF THE HOLY ANGELS	041127			400.00	
043350	B	04/29/2016	ST HELEN CATHOLIC CHURCH	041128			306.63	
903016	M	04/07/2016	SERS	900926			2,250.98	
974105	M	04/08/2016	MEMO ONLY	900663			3,119.70	
974106	M	04/08/2016	BANK ONE/MEMO/MEDICARE	900950			983.68	
974112	M	04/01/2016	FLEX SAVE	999992			157.60	
			MZ: 04 2W 8317					
974113	M	04/01/2016	LAKE COUNTY SCHOOLS COUNCIL	999998			84,981.62	
974199	M	04/25/2016	BANK ONE/MEMO/MEDICARE	900663			3,057.25	
974200	M	04/25/2016	BANK ONE/MEMO/PTCA	900693			23.25	
974201	M	04/25/2016	Workers Comp	900950			964.31	
990712	M	04/27/2016	MEDICAL MUTUAL OF OHIO MEMO ONLY	999994			2,401.42	
V VOIDED CHECKS							2	83.72
R RECONCILED CHECKS							113	881,548.04
W WARRANT CHECKS							138	470,962.54
M MEMO CHECKS							9	97,939.81
B REFUND CHECKS							13	16,696.67
I INVESTMENT CHECKS							0	0.00
T TRANSFER CHECKS							0	0.00
D DISTRIBUTION CHECKS							0	0.00
C PAYROLL CHECKS							2	432,866.98
MISSING CHECKS							0	
*** TOTAL CHECKS (LESS VOIDED)							160	1,018,382.28
*** TOTAL CHECKS WRITTEN							162	1,018,466.00
*** GRAND TOTALS								

Auburn Career Center
Bank Reconciliation
April 30, 2016

E

First Merit Checking	\$ 179,623.69
Huntington (Main Depository)	\$ 3,801,216.93
O/S checks - a/p	\$ (39,039.40)
O/S checks - p/r	\$ (692.41)
Payroll Accum (O/S)-Checks NI	\$ (240.75)
Deposit in Transit	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	3,941,555.06
Health Care Deductible Pool - Huntington	\$ 15,485.69
Star Ohio	\$ 888,767.71
Fifth - Third Construction Investment - Interest Only	\$ 560.46
Net Available Cash	\$ 4,846,368.92
Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$ 1,499,792.48
Total Investments	\$ 1,499,792.48
Balance per bank	\$ 6,346,161.40
Balance per books	\$ 6,346,161.40
	\$ -

Investments Report

F

Institution	Maturity Date	Date Placed	Amount
First Merit CD	5/17/2016	11/19/2014	\$ 252,155.68
Tri State CDARS	5/27/2016	2/26/2015	\$ 505,951.71
First Merit CD	1/4/2016	7/8/2015	\$ 500,000.00
Tri State CDARS	8/10/2016	8/10/2015	\$ 241,685.09
			\$1,499,792.48



Attachment Item #14

Approve Healthcare Premiums

Lake County Schools Council Health Care Benefits Program
7/1/2016-6/30/2017 Monthly Premium Equivalent Rates
Auburn Career Center

Product	Benefit Plan	Enrollment as of 2/29/2016			7/1/2015-6/30/2016			7/1/2016-6/30/2017			Change from Prior Period \$	%
		Single	Family	Total	Single	Family	Annual	Single	Family	Annual		
Medical	Standard Plan 1	1	0	1	\$395.01	\$1,007.26	\$4,740.12	\$410.81	\$1,047.56	\$4,929.72	\$189.60	4.0%
	Standard Plan 2	18	42	60	\$450.72	\$1,149.28	\$676,592.64	\$468.75	\$1,195.25	\$703,656.35	\$27,063.71	4.0%
	Standard Plan 3	1	4	5	\$487.06	\$1,247.94	\$65,457.84	\$506.54	\$1,291.61	\$68,075.79	\$2,617.95	4.0%
	Bronze Plan	0	0	0	\$377.76	\$963.16	\$0.00	\$392.86	\$1,001.70	\$0.00	\$0.00	
Rx	Standard Plan 1	1	0	1	\$120.03	\$305.94	\$1,440.36	\$124.83	\$318.18	\$1,497.97	\$57.61	4.0%
	Standard Plan 2	18	42	60	\$128.82	\$328.36	\$193,318.56	\$133.97	\$341.49	\$201,049.08	\$7,730.52	4.0%
	Standard Plan 3	1	4	5	\$160.38	\$408.80	\$21,546.96	\$166.80	\$425.15	\$22,408.84	\$861.88	4.0%
TOTAL - Med+Rx	Standard Plan 1	1	0	1	\$515.04	\$1,313.20	\$6,180.48	\$535.64	\$1,365.74	\$6,427.70	\$247	4.0%
	Standard Plan 2	18	42	60	\$679.54	\$1,477.64	\$869,911.20	\$602.72	\$1,536.74	\$904,705.43	\$34,794	4.0%
	Standard Plan 3	1	4	5	\$647.44	\$1,650.74	\$87,004.80	\$673.34	\$1,716.76	\$90,484.63	\$3,480	4.0%
	Bronze Plan	0	0	0	\$377.76	\$963.16	\$0.00	\$392.86	\$1,001.70	\$0.00	\$0	
Dental	MMO	15	55	70	\$33.40	\$85.04	\$62,138.40	\$33.40	\$85.04	\$62,138.40	\$0	0.0%
Vision	VSP	16	55	71	\$7.04	\$15.17	\$11,363.88	\$7.04	\$15.17	\$11,363.88	\$0	0.0%
Life	Basic Life and AD&D			76	Volume	Rate	Annual	Volume	Rate	Annual	\$0.00	0.0%
					\$4,250,000.00	\$0.14	\$7,140.00	\$4,250,000.00	\$0.140	\$7,140.00	\$0.00	0.0%
Annual Total						\$1,043,738.76			\$1,082,260.04		\$38,521	3.69%

Optional Life (100% Employee Paid)			
Age Band	Rate/\$1000	Age Band	Rate/\$1000
<30	\$0.06	50 - 54	\$0.32
30 - 34	\$0.07	55 - 59	\$0.51
35 - 39	\$0.09	60 - 64	\$0.87
40 - 44	\$0.11	65 - 69	\$1.60
45 - 49	\$0.17	70+	\$2.44
Dependent Life			per employee \$2.95



Attachment Item #18

- Approve Bid for Cleaning Services*

CLEANING COMPANY YEARLY COST - 7/1/16-6/30/17 YEARLY COST - 7/1/17-6/30/18 YEARLY COST - 7/1/18-6/30/19 YEARLY COST - 7/1/19-6/30/20 WINTER/SUMMER BREAK CLEANING TOTAL CONTRACT BID BID BOND

GCA Services Group	\$ 189,121.00	\$ 192,903.42	\$ 196,761.49	\$ 200,696.72	INCLUDED	\$ 779,482.63	Y
Kellemeyer Bergensons Services	\$ 149,873.00	\$ 149,873.00	\$ 157,426.00	\$ 157,426.00	\$ 196,149.00	\$ 810,747.00	Y
Janitorial Services, Inc.	\$ 192,888.00	\$ 192,888.00	\$ 195,780.00	\$ 195,780.00	\$ 41,332.00	\$ 818,668.00	Y



Attachment Item #22

Approve Community Reinvestment Area Tax Incentives



GEAUGA COUNTY BOARD OF COMMISSIONERS

Walter M. Claypool Blake A. Rear Ralph Spidalieri

COMMUNITY & ECONOMIC DEVELOPMENT

470 Center Street • Building 1A • Chardon, Ohio 44024

Anita Stocker, *Director*

Joni Stusek, *Program Administrator*

May 16, 2016

Ms. Margaret Lynch, Superintendent
Auburn Career Center
8140 Auburn Road
Concord Township, Ohio 44077

Dear Ms. Lynch:

Enclosed is an application submitted by PG Capital LLC./EEI Acquisition Corp. dba Engineered Endeavors Inc. (EEI). This is a CRA tax abatement request for EEI's proposed project to relocate from Newbury to Burton Township. This is a move predicated only on the need to significantly expand their physical plant. Currently EEI is leasing a building from Kinetico in Newbury Township. Kinetico needs the space for their expansion and has requested that EEI relocate by December, 2018. EEI plans to construct a 60,000 sf building on industrially zoned property in Burton Township. This facility will be a sufficient size to allow the business to grow and meet the current and future demand for its products.

In compliance with ORC §5709.83 a copy of EEI's application for tax abatement must be forwarded to the affected Boards of Education along with notice of the meeting date on which the local government will review the proposals. Because the CRA exemption request is for 100% abatement for 10 years, the Auburn Career Center must approve and accept by resolution the terms of the CRA exemption. Additionally there is a mandatory review period of 45 business days before the Board of County Commissioners may hold a public session to review the CRA exemption projects. That session date would be 9:00am on July 5th.

However Auburn Career Center can waive the 45 day review period to accommodate EEI and their expansion plans by signing this letter and returning it to this office. If you choose to do so the County's meeting date will be moved forward.

Please contact me if you have any questions or concerns.

Sincerely,

Anita Stocker, Director

Enc: Application
 CRA draft agreement
Cc: David Goodman, Director Ohio Development Services Agency

Auburn Career Center agrees to waive the 45 day comment period for the benefit of EEI

X _____
Margaret Lynch

Superintendent
Title



b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Yes X No

c. If yes, state the locations from which employment positions or assets will be **relocated** and the location to where the employment positions or assets will be located:

Move FROM 10975 Kinsman Road, Newbury, OH 44065
Move TO 15175 Kinsman Road, Burton, OH 44021

d. State the enterprise's current employment level:

Full-time: 47 Part-Time: 2 Temporary F/T: Temporary P/T:

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

10975 Kinsman Road, Newbury, OH 44065 – 49 employees

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?

49 Team Members: (2) Engineers, (4) CAD Drafters, (5) Sales people, (4) Acctg., (2) Sourcing, (4) Operations, (20) Welders, (3) Quality, (3) Shipping, (2) Shop Supervisors. The value of fixed assets on 3/31/16 Financial Statement is \$1,126,696.

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?
Yes No X

b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes No X

c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?
Yes No X

d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets). N/A

6. Project Description (include square footage): Construction of a 51,600 Sq. Ft. Building Office (5,000 Sq. Ft. & Shop (46,600 Sq. Ft.))

7. Project will begin 8/1, 2016 and be completed 1/31, 2017 provided a tax exemption is provided.

8. a. Estimate the number of **new** employees the property owner will cause to be created at the facility that is the project site (Itemize jobs by employer, full-time or part-time and permanent or temporary):

Employer Name: EI Acquisition Corporation (Operating Company)

Perm F/T: 20 Perm P/T: _____ Temp F/T: _____ Temp P/T: _____

b. State the time frame of this projected hiring: 3 years.

c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees):
2017 - 7, 2018 - 7, 2019 - 6

9. a. Estimate the amount of annual payroll such **new** employees will add annually:

Perm F/T:\$ 48K Perm P/T:\$ _____ Temp F/T:\$ _____ Temp P/T:\$ _____

b. Indicate separately the amount of **existing** annual payroll relating to any job retention claim resulting from the project: \$ 2,500,000.

10. Estimate the amount to be invested by the enterprise to establish, expand, renovate or occupy the facility:

A. Land:	\$	500,000
B. Additions/New construction:	\$	2,500,000
C. Improvements to Land:	\$	850,000
D. Machinery & equipment:	\$	650,000
E. Furniture & fixtures:	\$	-0-
F. Inventory:	\$	-0-
Total New Project Investment:	\$	<u>4,500,000</u>

11. a. Business requests the following tax exemption incentives: 100 % for 10 years covering only the real property as described above. Option: To pay annually 50% of the Berkshire LSD's forgiven levy amount based on the Auditor's appraised value of the new building as payment in lieu for the term of the abatement.

b. Business's reasons for requesting tax incentives:

P & G Capital, LLC's tenant EI Acquisition has been experiencing growth over the past few years. To keep up with this demand we needed to move to a facility that maximizes our

team's productivity. The total investment in land, building, sewer line extension and equipment is projected to be \$4.5M and we will grow our team from 47 full time employees to 67 employees in (3) years. In order to afford this significant investment the company needs the approximate \$300K of property tax abatement.

Submission of this application expressly authorizes Geauga County to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

P & G Capital, LLC
Name of Property Owner


Signature

5/16/16
Date

Gerry Truax / Member
Typed Name and Title

* A copy of this proposal will be forwarded by the Geauga County to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** This application will be attached to Final Community Reinvestment Area Agreement as Exhibit A



Attachment Item #24

- Approve Textbook & Workbook for Sports Medicine, Allied Healthcare, Patient Care Technician and Emergency Medical Services



Proposal: New Textbook for Sports Medicine Allied Healthcare, Patient Care Technician and EMS

Textbook

Ehrlich Ann, and Schroeder Carol L, *Introduction to Medical Terminology, 3rd edition*. Delmar, Cengage Learning, 2014.

Ehrlich Ann, and Schroeder Carol L, Ehrlich Laura and Schroeder Katrina. *Workbook to accompany Medical Terminology for the Healthcare Professions, 8th edition*. Cengage Learning, 2017

Rational for Purchase

The proposed book is replacement book that Lakeland Community College currently uses for Medical Terminology. Student will also have access to supplemental online materials. This will take the place of The Language of Medicine.



Attachment Item #25

- Approve Textbook for Business Management Technician



Proposal: New Textbook for Business Management Tech. Accounting

Textbook

Author(s), Name of book, Edition#, Publishing information, year of copy write, print or ebook.

Gilbertson, Lehman, Passalacqua,
Name: "Century 21 Accounting" General Journal 10th Ed.,
Cengage Learning published 2014,
eBook and Aplia online working papers

ISBN: 10: 0-8400-6553-1

ISBN: 13: 978-0-8400-6553-7

Rational for Purchase

The proposed book would be an exceptional foundation of information for the Business Management Technology students. The Century 21 Accounting General Journal text contains critical thinking and technology along with QuickBooks and Excel applications. The text also has Automated Accounting Online to introduce students to computerized accounting.

This past year, I used the 7th edition of this textbook that was published in 2000. I liked the textbook but was not able to purchase a companion workbook because of the date. It also did not offer the online resource that this current textbook. I had to make copies of the working papers for students to use in the lessons.



Attachment Item #26

Approve Textbook for
Allied Healthcare and
Patient Care Technician



Proposal: New Textbook for AHT and PCT

Textbook

Basics of the US Health Care System by Niles, Nancy, 2015 print book.

Rational for Purchase

The proposed book would be an exceptional foundation of information for the health care students. The *Basics of the U.S., Health Care System* contains information about health care that is necessary for students to understand in order to begin their health care career. It is a book is to meet the requirement for College Credit Plus and is being adopted by AHT and PCT for all students.



Attachment Item #27

- Approve Contracted Service Agreement with LEAF



May 27, 2016

Ms. Margaret Lynch
Auburn Career Center
8221 Auburn Road
Concord, OH 44077

Re: LEAF Advisory Services and General Update

Dear Ms. Lynch:

I wanted to provide you and your Board with some data regarding the effect of not providing college access advising for Auburn seniors in the 2015-16 school year and an opportunity to consider contracting with LEAF for the 2016-17 school year. We recognize the financial choices you and your Board must make in providing quality services to your students.

Recap of 2015-2016 School Year

Without the ability to see students at Auburn, our success rate for the students from your associate school districts was lower on average but did vary by district. In total, we did not meet one-on-one with 78 (28% of Auburn's seniors) at their home schools due to scheduling issues. Riverside was impacted the highest with 43 of their Auburn seniors not receiving our services. At some schools, we were able to connect with all of their Auburn seniors, but that had a ripple-effect decreasing the number of second meetings with other students.

College Access for 2016-17 School Year

For LEAF College Access Advisory Services in the 2016-17 school year, enclosed are a Contract Services Agreement and an invoice for those services. We recommend 135 hours based on our advisors' experience in your school, your junior class size and historical data. The hourly cost for these LEAF services is \$48/hour, which is a 4.3% increase over the previous three years.

Career Advising

We are seeking grants and business support to offset the cost to provide career advising services that augment what Auburn is already doing. In a separate communication, you will be receiving more information about what we believe we can provide next school year. This service will be made available only to districts that purchase our College Access Advisory Services.

Financial Sustainability

We continue to pursue financial sustainability by seeking donations, sponsorships, and additional operating grants. We also are exploring revenue-generating options that will offset a portion of our need for grants and donations.

Executive Director Change

In June, David K. Munson will be assuming the role of LEAF executive director. Dave is currently employed as a high school engineering teacher. Prior to teaching, Dave did fund development work for United Way of Lake County and the Great Lakes Science Center. There will be transition period during which I will introduce Dave to the districts.

We appreciate the opportunity to serve your students. Please feel free to call me at (440) 358-8046 if you have any questions.

Sincerely,

David L. Cowen
Executive Director

Enclosures: Contract Services Agreement, Invoice
cc: Jeff Slavkovsky (Letter) and Sherry Williamson (Letter, Invoice)

8221 Auburn Road
Concord, OH 44077
O 440.358.8045
F 440.358.8022
www.leaf-ohio.org

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Executive Director

David L. Cowen

CONTRACTED SERVICES AGREEMENT
2016-17 School Year



This agreement is between Lake/Geauga Educational Assistance Foundation (LEAF), a nonprofit career and college access advising agency, located at 8221 Auburn Rd, Concord, Ohio 44077 and Auburn Career Center, located at 8221 Auburn Road, Concord, OH for contracted financial aid advisory services for the 2016-2017 school year as described below.

The total number of hours for your school is 135. The current advisor hourly rate is \$48.00 resulting in a total cost of \$6480.

During the available time, LEAF will provide, as requested by the School, the following:

- Advise students and families regarding the financial aid process
- Explain all forms of financial aid
- A timeline of tasks that should be accomplished each year
- Newsletters to each grade level sent to the home address
- Group programs for grades 9, 10 and 11
- Assist with financial aid applications (FASFA, CSS profile)
- Provide scholarship information and assist in searches
- An informational website: www.leaf-ohio.org
- Tools to assist in college searches
- Fee waivers to eligible students for college application and testing fees
- Explain institutional financial aid award letters and Student Aid Report
- Assist with the verification process and financial aid appeal cases
- Financial Aid Night for families and students
- Track students through post-secondary education

LEAF provides these services at no charge to students/families. LEAF will provide School with complete program statistics for your district by June 30, 2017.

School will provide the LEAF advisor:

- With an adequate, private location with access to telephone and Internet;
- Student ACT/SAT scores as they become available;
- Updated copies of grade point average rosters throughout the year as they become available;
- Access to students on an individual and group basis; and
- Directory information for download: name, address, phone number and birthdate

Please sign and date both copies of this contract, retain one for your records and return one to LEAF in the enclosed envelope by May 29, 2016.

Lake/Geauga Educational Assistance Foundation

Auburn Career Center

David L. Cowen 4/25/2016
Signature Date

Signature Date

David L. Cowen
Name

Name

Executive Director
Title

Title

8221 Auburn Road
Concord, OH 44077