

Auburn Vocational School District BOARD OF EDUCATION

Minutes of March 1, 2016

The March 1, 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

041-16 Approve Agenda

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the March 1, 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

042-16 Approve Minutes Last Meeting

A motion was made by Mr. Stefanko and seconded by Dr. Kolkowski to approve the minutes of the February 2, 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 – There was no Public Participation at this meeting.

Administrative Report

- a) ***“Save the Date”*** April 27, 2016 – Annual Partners of Education Dinner (All Boards’ Dinner)
6:15 pm – 9:00 pm @ Quail Hollow Resort Conference Center
- b) Skills USA Update of February 27th Regional Competition
- c) Easter Bunny Display – Great Lakes Mall, Mentor Ohio
Designed & Built by: Landscape Horticulture & Architecture Project Management students
- d) Invited to participate in the 18th Annual KidShow – Saturday, April 9th 10:00 am to 6:00 pm and Sunday, April 10th 12:00 pm to 5:00 pm

Executive Session - No Executive Session Scheduled

Facilities Committee Report - Meeting March 22, 2016 @ 4:00 pm

Student Achievement Report - Mrs. Brush presented the monthly update

Legislative Report – Mrs. Javins presented the monthly update

Recruitment Committee Report – Ms. Maggie Lynch presented a presentation to the Board Meeting March 16, 2016 @ 4:00 pm

Curriculum Committee Report – Cancelled – Combined with Recruitment

Finance Committee Report – Meeting April 19, 2016 @ 4:30 pm

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 January 31, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachments)

No Action Required.

043-16 Approve Resolution Accepting Rate and Amounts for FY2016-2017

A motion was made by Mr. Kent and seconded by Mrs. Javins to approve the Resolution Accepting the Amounts and Rates for 2016-2017 fiscal year as provided by the Lake County Auditor. The tax rates are the second step in the annual fiscal budgetary cycle after the approval of the board's approval of the Tax Budget in January of each year. It will serve as the basis for the county auditor to generate the "Official Certificate of Estimated Resources" upon which the Board will base its annual appropriation measure. (See Attachment Item #15)

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

044-16 Donations

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

The donation of four prunus X "snofozam" snow fountains from Lake County Nursery of Perry, Ohio. This donation is for our Landscape Horticulture program.

A monetary donation of \$10,000 from the Kennametal Foundation of Latrobe, Pennsylvania.

The donation of Cardiac Monitors with charges and batteries, Suction Machine X3, splints and assorted EMS supplies from Howland Fire Department, Warren, Ohio. These supplies will benefit our Adult Workforce Paramedic program, in exchange for 20 online Paramedic refresher courses, that must be used by December 31, 2016.

A monetary donation of \$450 from Leadership Lake County for the supplies that were used for the Putt Putt Golf Course.

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

045-16 Approve Records Retention Schedule (RC-2)

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the records retention schedule (RC-2) to be forwarded to the Ohio Historical Society and the Auditor of State. Once approved, records will be disposed of in accordance with the records retention schedule. (See Attachment Item #17)

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.

046-16 Approve School Safety Emergency Response System

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to approve the onsite and license for the 2015-2016 school safety emergency response system not to exceed the amount \$3,750.00.

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

Nays: None
Abstain: Dr. Kolkowski
 Mr. Walter declared the motion passed

047-16 Human Resources

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the following adult workforce education staff for the 2015-2016 school year. One - Year Limited Contracts.

Carol Brafford	Geauga One-Stop	\$18.00
Edward Koziol	Firefighter Instructor	\$30.00
Adam White	Firefighter Instructor	\$30.00

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

048-16 Adjourn

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to adjourn the meeting at 7:50 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 #14

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
January 31, 2016

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Current Fund Balance	Unencumbered Fund Balance
001	General Fund	\$ 4,109,324.93	\$ 387,914.66	\$ 4,634,486.14	\$ 570,723.48	\$ 4,932,151.99	\$ 3,811,659.08	\$ 736,518.62	\$ 3,075,140.46	
002	Bond Retirement	-	-	-	-	-	(67,814.41)	-	(67,814.41)	
003	Permanent Improvement Fund	\$ 1,477.10	-	-	-	-	1,477.10	-	1,477.10	
004	Building	-	-	-	(181,242.13)	-	-	616,319.33	(616,319.33)	
006	Food Service	\$ 261.22	\$ 8,828.35	\$ 140,470.79	\$ 14,926.73	\$ 125,171.79	\$ 15,560.22	\$ 29,411.96	(13,851.74)	
009	USSF	\$ 10,196.82	-	-	-	-	10,196.82	-	10,196.82	
011	Rotary	\$ 91,779.53	-	\$ 11,094.48	\$ 2,788.62	\$ 14,880.66	\$ 87,993.35	\$ 11,330.04	\$ 76,663.31	
012	Adult Education	\$ 202,998.73	\$ 126,310.12	\$ 1,008,332.64	\$ 145,354.19	\$ 972,723.39	\$ 238,007.98	\$ 143,776.43	\$ 94,231.55	
014	Rotary Internal Service Fund	\$ 2,389.53	\$ 136.63	\$ 628.81	-	\$ 937.39	\$ 2,080.95	\$ 821.33	\$ 1,798.45	
018	Principal Fund	\$ 1,550.67	-	\$ 25,000.00	\$ 11,178.15	\$ 14,259.36	\$ 12,291.31	\$ 821.33	\$ 11,469.98	
019	Trust Fund-Camp Discovery	\$ 141,249.52	-	\$ 473,709.24	\$ 591.33	\$ 114,278.12	\$ 500,680.64	\$ 11,324.54	\$ 489,356.10	
022	Scholarships	\$ 13,168.19	\$ 2,000.00	\$ 54,983.09	\$ 255.39	\$ 53,107.00	\$ 15,044.28	-	\$ 15,044.28	
024	Employee Self Insurance Fund	\$ 4,589.10	-	\$ 30,000.00	\$ 1,148.87	\$ 4,668.81	\$ 29,920.29	\$ 29,920.29	\$ 79.71	
031	Underground Storage Tank Fund	-	-	-	-	-	-	-	-	
200	Student Activity Fund	\$ 83,858.68	\$ 4,160.76	\$ 35,004.31	\$ 1,762.67	\$ 24,009.29	\$ 94,853.70	\$ 16,696.44	\$ 78,157.26	
451	Data Communication Fund	-	-	\$ 900.00	-	-	\$ 900.00	-	\$ 900.00	
501	ABLE Literacy Fund	-	\$ 19,793.22	\$ 99,079.03	\$ 8,324.83	\$ 107,403.86	\$ (8,324.83)	\$ 6,562.14	\$ (14,886.97)	
524	VEPD Secondary and Adult Fund	-	\$ 3,057.20	\$ 154,767.60	\$ 14,129.78	\$ 168,897.38	\$ (14,129.78)	\$ 52,029.89	\$ (66,159.67)	
573	Title V Innovative Grants	-	-	-	-	-	-	-	-	
584	Drug Free Grant Fund	-	-	-	-	-	-	-	-	
590	Improving Teacher Quality	-	\$ 861.70	\$ 3,411.29	-	\$ 3,506.04	\$ (94.75)	-	\$ (94.75)	
599	Miscellaneous Fed Grants (REAP)	-	-	-	-	-	-	-	-	
	Grand Totals	\$ 4,662,244.02	\$ 555,319.19	\$ 6,671,867.42	\$ 589,941.91	\$ 6,603,809.49	\$ 4,730,301.95	\$ 1,654,913.80	\$ 3,075,388.15	

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
 13/1/18

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	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	\$ 4,892,151.99	\$ 570,723.48	\$ 736,518.62	\$ 3,944,651.17	58.97%
002	Bond Retirement	\$ 475,696.00	\$ -	\$ 475,696.00	\$ 67,814.41	\$ -	\$ -	\$ 407,881.59	14.26%
003	Permanent Improvement	\$ 1,477.10	\$ -	\$ 1,477.10	\$ -	\$ -	\$ -	\$ 1,477.10	0.00%
004	Construction	\$ 1,330,000.00	\$ -	\$ 1,330,000.00	\$ -	\$ (181,242.13)	\$ 616,319.33	\$ 713,680.67	0.00%
006	Luncheon Fund	\$ 244,124.00	\$ -	\$ 244,124.00	\$ 125,171.79	\$ 14,928.73	\$ 29,411.96	\$ 89,540.25	63.32%
009	Uniform School Supply Fund	\$ 10,196.82	\$ -	\$ 10,196.82	\$ -	\$ -	\$ -	\$ 10,196.82	0.00%
011	Customer Service Fund	\$ 102,874.01	\$ -	\$ 102,874.01	\$ 14,880.66	\$ 2,798.62	\$ 11,330.04	\$ 76,663.31	25.48%
012	Adult Education Fund	\$ 1,801,627.58	\$ 24,056.27	\$ 1,825,683.85	\$ 972,723.39	\$ 145,354.19	\$ 143,776.43	\$ 709,184.03	61.16%
014	Rotary Internal Service Fund	\$ 1,488.45	\$ 1,519.89	\$ 3,008.34	\$ 837.39	\$ -	\$ 282.50	\$ 1,798.45	40.42%
018	Prinpal Fund	\$ 26,550.67	\$ -	\$ 26,550.67	\$ 14,259.36	\$ 11,178.15	\$ 821.33	\$ 11,489.98	56.90%
019	Other Grants	\$ 505,004.46	\$ 108,719.74	\$ 613,724.20	\$ 114,278.12	\$ 591.33	\$ 11,324.54	\$ 488,121.54	0.00%
022	Scholarships	\$ 75,385.19	\$ 3,128.00	\$ 78,523.19	\$ 53,107.00	\$ 255.39	\$ -	\$ 25,416.19	67.63%
024	Employee Benefits	\$ 34,589.10	\$ -	\$ 34,589.10	\$ 4,688.81	\$ 1,148.87	\$ 29,840.58	\$ 79.71	99.77%
200	Student Activities	\$ 118,862.99	\$ -	\$ 118,862.99	\$ 24,009.29	\$ 1,762.67	\$ 16,696.44	\$ 78,157.28	34.25%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 279,989.33	\$ -	\$ 279,989.33	\$ 107,403.86	\$ 8,324.83	\$ 6,562.14	\$ 166,023.33	40.70%
524	VEPD Secondary and Adult	\$ 324,702.62	\$ -	\$ 324,702.62	\$ 168,897.38	\$ 14,129.76	\$ 52,029.89	\$ 103,775.35	68.04%
590	Improving Teacher Quality	\$ 3,506.04	\$ -	\$ 3,506.04	\$ 3,506.04	\$ -	\$ -	\$ -	100.00%
599	REAP	\$ 33,000.00	\$ -	\$ 33,000.00	\$ -	\$ -	\$ -	\$ 33,000.00	0.00%
	Grand Total	\$ 14,385,250.78	\$ 736,389.28	\$ 15,121,640.04	\$ 6,603,809.48	\$ 589,941.91	\$ 1,654,913.80	\$ 6,862,916.75	54.62%

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
January 31, 2016

C

	Monthly Comparison				Avg Chg	Annual Comparison				Remain 2016	Budget Expended	
	Jan FY14	Jan FY15	Jan FY16			Actual 2014	Actual 2015	Budget 2016				
Revenue												
Real Estate	\$ 2,504,430	\$ 2,527,735	\$ 2,743,062		\$	\$ 4,618,415	\$ 5,398,396	\$ 5,361,862	\$ 2,618,800	51%		
Commercial	\$ 361,398	\$ 142,695	\$ -		\$	\$ 750,712	\$ 399,421	\$ -	\$ -	#DIV/0!		
Tangible Personal (PU)	\$ 2	\$ -	\$ 202,999		\$	\$ 368,464	\$ -	\$ 398,000	\$ 195,001	51%		
Gen Tan & Exempt	\$ -	\$ -	\$ -		\$	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Foundation	\$ 1,102,342	\$ 1,148,745	\$ 1,177,664		\$	\$ 1,911,053	\$ 1,976,358	\$ 1,980,000	\$ 802,336	59%		
PU Reimb	\$ 4,359	\$ 4,359	\$ -		\$	\$ 4,359	\$ -	\$ -	\$ -	#DIV/0!		
Tang Tx Rep/Casino	\$ -	\$ -	\$ -		\$	\$ 65,858	\$ -	\$ -	\$ -	#DIV/0!		
Homestead & Rollback	\$ 395,293	\$ 406,322	\$ 395,068		\$	\$ 765,170	\$ 817,295	\$ 652,660	\$ 257,592	61%		
Other	\$ 121,428	\$ 90,865	\$ 106,188		\$	\$ 222,674	\$ 243,693	\$ 226,650	\$ 120,462	47%		
Subtotal	\$ 4,489,252	\$ 4,320,721	\$ 4,624,981		\$	\$ 8,706,705	\$ 8,835,163	\$ 8,619,172	\$ 3,994,191	54%		
Expense												
Salaries	\$ 2,640,160	\$ 2,661,451	\$ 2,377,656	-4.9%	\$	\$ 4,459,423	\$ 4,531,297	\$ 4,329,389	\$ 1,951,733	(+) Good		
Benefits	\$ 984,415	\$ 925,954	\$ 929,386	-2.8%	\$	\$ 1,640,421	\$ 1,636,795	\$ 1,747,135	\$ 817,749	53%		
Services	\$ 784,254	\$ 865,208	\$ 649,971	-7.3%	\$	\$ 1,222,975	\$ 1,506,175	\$ 1,495,581	\$ 845,610	43%		
Supplies	\$ 247,228	\$ 317,517	\$ 279,919	8.3%	\$	\$ 481,936	\$ 470,293	\$ 514,145	\$ 234,226	54%		
Equipment	\$ 429,181	\$ 333,883	\$ 146,779	-39.1%	\$	\$ 321,888	\$ 262,034	\$ 232,741	\$ 85,962	63%		
Student House	\$ -	\$ -	\$ -		\$	\$ 82,689	\$ -	\$ -	\$ -	#DIV/0!		
Land Purchase	\$ -	\$ -	\$ -		\$	\$ 60,507	\$ -	\$ -	\$ -	#DIV/0!		
Roof Replacement+Weld	\$ -	\$ -	\$ -		\$	\$ 110,951	\$ -	\$ -	\$ -	#DIV/0!		
Parking Lot	\$ (106,331)	\$ 77,314	\$ 348,532		\$	\$ -	\$ -	\$ 400,000	\$ 51,468	87%		
Other	\$ 26,228	\$ -	\$ 85,944		\$	\$ 153,060	\$ 161,285	\$ 185,290	\$ 99,346	46%		
Subtotal	\$ 5,005,135	\$ 5,181,327	\$ 4,818,187		\$	\$ 8,533,850	\$ 8,567,879	\$ 8,904,281	\$ 4,086,094	54%		
Revenue/Expense (Operating Balance)	\$ (515,883)	\$ (860,606)	\$ (\$193,206)		\$	\$ \$172,855	\$ \$267,284	\$ (\$285,109)				
Other Uses												
Advances Returned	\$ 21,200	\$ 436,799	\$ 9,503		\$	\$ 190,883	\$ 456,805	\$ 200,000	\$ -			
Sale of Student House	\$ -	\$ -	\$ -		\$	\$ -	\$ -	\$ 295,775	\$ -			
Repay Construction Loan	\$ -	\$ -	\$ -		\$	\$ 480,122	\$ -	\$ 534,041	\$ -			
Advances Out	\$ 565,000	\$ -	\$ -		\$	\$ 565,000	\$ 9,503	\$ 100,000	\$ 75,000			
Transfers	\$ 962,561	\$ 434,033	\$ 113,964		\$	\$ 907,500	\$ 905,906	\$ 75,000	\$ -			
Subtotal	\$ (1,506,361)	\$ \$2,766	\$ (\$104,461)		\$	\$ (\$1,761,739)	\$ (\$458,604)	\$ (\$213,266)				
Beginning Cash	\$ 4,148,013	\$ 3,908,529	\$ 3,994,466		\$	\$ 5,889,532	\$ 4,300,648	\$ 4,109,328	\$ 4,109,328			
Ending Cash	\$ 3,867,282	\$ 3,442,804	\$ 3,811,658		\$	\$ 4,300,648	\$ 4,109,328	\$ 3,610,953	\$ 3,610,953			
Encumbrances	\$ 837,674	\$ 670,675	\$ 736,519		\$	\$ 90,995	\$ 598,965	\$ 100,000	\$ -			

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

Date: 02/01/2016
Time: 10:25 am

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

Page: 1
(CHECKBY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
042690	C	01/05/2016	Payroll	999999	RECONCILED: 01/29/2016		212,114.81
042691	W	01/08/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED: 01/11/2016		24,042.55
042692	W	01/08/2016	SCHOOL EMPLOYERS RETIRE- MENT SYSTEM	007727	RECONCILED: 01/25/2016		9,678.25
042693	W	01/08/2016	NCS PEARSON, INC	012139	RECONCILED: 01/11/2016		72.82
042694	W	01/08/2016	LBL PRINTING	013500	RECONCILED: 01/11/2016		163.25
042695	W	01/08/2016	OHIO ACTE	000682	RECONCILED: 01/19/2016		390.00
042696	W	01/08/2016	BURMAN COMPANY, INC.	000482	RECONCILED: 01/11/2016		380.96
042697	W	01/08/2016	AT&T	000171	RECONCILED: 01/13/2016		1,304.35
042698	W	01/08/2016	HARVEY ATHLETIC DEPT. C/O CREATIVE ADVERTISING & ART	040125			175.00
042699	W	01/08/2016	CITY OF P.VILLE UTIL.	000215	RECONCILED: 01/15/2016		664.48
042700	W	01/08/2016	COLD HARBOR BUILDING CO.	040097	RECONCILED: 01/11/2016		5,037.67
042701	W	01/08/2016	PEOPLE & WAGONER, LTD.	012424	RECONCILED: 01/14/2016		5,043.20
042702	W	01/08/2016	HAMLEY'S FLOREST	008345	RECONCILED: 01/14/2016		46.00
042703	W	01/08/2016	AUBURN CAREER CENTER	000499	RECONCILED: 01/11/2016		1,011.90
042704	W	01/08/2016	UNITED WAY OF LAKE COUNTY	001064	RECONCILED: 01/11/2016		1,196.00
042705	W	01/08/2016	PLATTENBURG AND ASSOC., INC.	040994	RECONCILED: 01/11/2016		3,920.16
042706	W	01/08/2016	LOWE'S COMPANIES, INC.	011038	RECONCILED: 01/13/2016		178.67
042707	W	01/08/2016	CRILE ROAD HARDWARE	000551	RECONCILED: 01/11/2016		551.67
042708	B	01/08/2016	WILL CORRAL	041089	RECONCILED: 01/13/2016		600.00
042709	B	01/08/2016	GREAT LAKES TRUCK DRIVING SCHOOL	008207	RECONCILED: 01/11/2016		6,934.39
042710	B	01/08/2016	MICHELLE CERNY	041044	RECONCILED: 01/19/2016		60.50
042711	B	01/15/2016	RICHARD HAYDEN	040940	RECONCILED: 01/19/2016		373.94
042712	L	01/15/2016	GREAT LAKES TRUCK DRIVING SCHOOL	008207	RECONCILED: 01/19/2016		639.84
042713	W	01/15/2016	ACTIVE PLUMBING SUPPLY CO.	000304	RECONCILED: 01/19/2016		6,826.00
042714	W	01/15/2016	OPERA	040651			200.00
042715	W	01/15/2016	WILLO TRANSPORTATION	012426	RECONCILED: 01/20/2016		188.00
042716	W	01/15/2016	DP TECHNOLOGY CORP	040404	RECONCILED: 01/20/2016		600.00
042717	W	01/15/2016	OHIO ACTE	000682	RECONCILED: 01/29/2016		750.00
042718	W	01/15/2016	CLEMSON PORTABLE RESTROOMS	012953	RECONCILED: 01/22/2016		70.00
042719	W	01/15/2016	SAM'S CLUB	008469	RECONCILED: 01/19/2016		98.22
042720	W	01/15/2016	PROJECT LOVE	011157	RECONCILED: 01/19/2016		8,334.00
042721	W	01/15/2016	RIVERSIDE LOCAL SCHOOLS	000214	RECONCILED: 01/21/2016		170.00
042722	W	01/15/2016	SPEE-D-METALS	001679	RECONCILED: 01/20/2016		130.00
042723	W	01/15/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	000746	RECONCILED: 01/21/2016		5,343.64
042724	W	01/15/2016	PMF RENTAL	041084	RECONCILED: 01/20/2016		495.24
042725	W	01/15/2016	GORDON FOOD SERVICE	008479	RECONCILED: 01/20/2016		3,260.63
042726	W	01/15/2016	SAM LANDSCAPING INC	013502	RECONCILED: 01/22/2016		3,640.00
042727	W	01/15/2016	UNITED PARCEL SERVICE	002108	RECONCILED: 01/20/2016		20.63
042728	W	01/15/2016	THYSSENKRUPP ELEVATOR CORP.	011792	RECONCILED: 01/19/2016		1,337.21
042729	W	01/15/2016	JANITORIAL SERVICES INC.	013804	RECONCILED: 01/19/2016		19,578.25
042730	W	01/15/2016	AT&T	000171	RECONCILED: 01/19/2016		144.31
042731	W	01/15/2016	STEVENS SECURITY SYSTEMS INC	001931	RECONCILED: 01/20/2016		656.85
042732	W	01/15/2016	OHIO DEPT OF JOB & FAMILY SERVICES	001877	RECONCILED: 01/21/2016		715.09
042733	W	01/15/2016	AT&T	000171	RECONCILED: 01/20/2016		495.21
042734	W	01/15/2016	KEVIN ELECTRONICS	000702	RECONCILED: 01/21/2016		54.75
042735	W	01/15/2016	JEAN BRUSH	004059	RECONCILED: 01/21/2016		120.75

(Multi-bank check)

Date: 02/01/2016
Time: 10:25 am

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

Page: 2
(CHECKPT)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
042736	W	01/15/2016	GEOFFREY KENT	040796	RECONCILED:01/22/2016		79.35
042737	W	01/15/2016	BRIAN KOLKOWSKI	013357	RECONCILED:01/29/2016		120.06
042738	W	01/15/2016	SUSAN CULOTTA	041090	RECONCILED:01/29/2016		140.76
042739	W	01/15/2016	ERIK WALTER	040650	RECONCILED:01/29/2016		44.16
042740	W	01/15/2016	ROGER MILLER	012737	RECONCILED:01/22/2016		195.27
042741	W	01/15/2016	PAUL STERANKO	013680	RECONCILED:01/22/2016		40.25
042742	W	01/15/2016	KEN KLIMA	008806	RECONCILED:01/22/2016		284.63
042743	W	01/15/2016	MARY JAVINS	012736	RECONCILED:01/19/2016		125.58
042744	W	01/15/2016	MARY WHEILER	040895	RECONCILED:01/19/2016		273.24
042745	W	01/15/2016	KEN BLAIR	001201	RECONCILED:01/20/2016		46.23
042746	W	01/15/2016	KELLY WANERK	041016	RECONCILED:01/27/2016		43.47
042747	W	01/15/2016	OHIO FCCLA	002745	RECONCILED:01/22/2016		1,100.00
042748	W	01/15/2016	OHIO SCHOOL BOARD ASSOCIATION	000786	RECONCILED:01/22/2016		2,707.00
042749	W	01/15/2016	OSBA LEGAL ASSISTANCE FUND	007645	RECONCILED:01/22/2016		250.00
042750	W	01/15/2016	MATTHEW BENDER & CO., INC.	000065	RECONCILED:01/19/2016		1,140.77
042751	W	01/15/2016	GENERAL PEST CONTROL CO.	011210	RECONCILED:01/21/2016		103.75
042752	W	01/15/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:01/19/2016		1,771.10
042753	W	01/15/2016	COMDOC INC.	008170	RECONCILED:01/21/2016		1,713.63
042754	W	01/15/2016	GRAINGER	000466	RECONCILED:01/19/2016		228.69
042755	W	01/15/2016	VENDNET	041091	RECONCILED:01/19/2016		35.00
042756	W	01/15/2016	ASHTABULA COUNTY ESC	013100	RECONCILED:01/21/2016		35.00
042757	W	01/15/2016	EDWARD KOZIOI	040937	RECONCILED:01/29/2016		36.80
042758	W	01/15/2016	FIRST COMMUNICATIONS	010610	RECONCILED:01/20/2016		94.97
042759	W	01/15/2016	LAKE HEALTH	004099	RECONCILED:01/19/2016		440.00
042760	W	01/15/2016	JOHNSTONE SUPPLY	013078	RECONCILED:01/20/2016		2,781.53
042761	W	01/15/2016	POCKET NURSE ENTERPRISES, INC.	010331	RECONCILED:01/19/2016		52.88
042762	W	01/15/2016	GEORGE D. BROWN	040740	RECONCILED:01/19/2016		224.26
042763	W	01/15/2016	BETH CUENI	008445	RECONCILED:01/19/2016		139.26
042764	W	01/15/2016	A GERALD ALLEN	040907	RECONCILED:01/19/2016		139.15
042765	W	01/15/2016	JANENE ISHEE	010194	RECONCILED:01/19/2016		75.90
042766	W	01/15/2016	A MARGARET LYNCH	011104	RECONCILED:01/19/2016		489.50
042767	W	01/15/2016	A SANDY RANCK	014011	RECONCILED:01/19/2016		38.39
042768	W	01/15/2016	BORDEN DAIRY COMPANY	000154	RECONCILED:01/19/2016		213.66
042769	W	01/15/2016	ADVANCED GAS & WELDING	013407	RECONCILED:01/19/2016		2,079.50
042770	C	01/21/2016	SOLUTIONS LLC	999999	RECONCILED:01/29/2016		231,529.66
042771	W	01/25/2016	PAYROLL	000480	RECONCILED:01/27/2016		26,543.14
042772	W	01/25/2016	STATE TEACHERS RETIREMENT	007727	RECONCILED:01/25/2016		9,808.72
042773	W	01/22/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	040669	RECONCILED:01/27/2016		1,785.45
042774	W	01/22/2016	TYCO INTEGRATED SECURITY LLC	000570	RECONCILED:01/29/2016		70.00
042775	W	01/22/2016	MAJOR WASTE DISPOSAL	001526	RECONCILED:01/29/2016		255.39
042776	W	01/22/2016	MCGRAW-HILL SCHOOL EDUC SERVICES, INC	001141	RECONCILED:01/29/2016		311.35
042777	W	01/22/2016	TECHNOLOGIES, INC. PREMIER PAINT	008412	RECONCILED:01/29/2016		321.47
042778	W	01/22/2016	SYSCO FOOD SERVICES OF CLEVELAND IRON MOUNTAIN	011058	RECONCILED:01/27/2016		116.50

Date: 02/01/2016
 Time: 10:25 am

AUBURN VOCATIONAL SCHOOL DISTR
 SORT BY CHECK NUMBER
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 ALL CHECKS SELECTED

Page: 3
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
042779	W	01/22/2016	LAKE CRY DEPT OF JOB & FAMILY	013530	RECONCILED:01/27/2016		130.31
042780	W	01/22/2016	SOCIETY FOR HUMAN RESOURCE	010067	RECONCILED:01/29/2016		190.00
042781	W	01/22/2016	MANAGEMENT GENE PRACHEK & SON	000640	RECONCILED:01/29/2016		935.25
042782	W	01/22/2016	FIRE EQUIPMENT, INC.	000631	RECONCILED:01/29/2016		1,574.15
042783	W	01/22/2016	AUTOMOTIVE SUPPLY, INC.	000171	RECONCILED:01/27/2016		128.73
042784	W	01/22/2016	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:01/27/2016		399.00
042785	W	01/22/2016	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED:01/29/2016		825.92
042786	W	01/22/2016	LINCOLN ELECTRIC CO.	000984	RECONCILED:01/25/2016		790.54
042787	W	01/22/2016	DUBICK FIXTURE & SUPPLY, INC.	012277	RECONCILED:01/28/2016		5,100.00
042788	W	01/22/2016	ILLUMINATING COMPANY	000925	RECONCILED:01/25/2016		911.08
042789	W	01/22/2016	HOME DEPOT CREDIT SERVICES	010207	RECONCILED:01/29/2016		271.91
042790	W	01/22/2016	DEPT 32-2502458767 CINTAS CORPORATION	000532	RECONCILED:01/29/2016		320.00
042791	W	01/22/2016	LOCATON 259-T90 COMDOC INC.	008170	RECONCILED:01/29/2016		628.10
042792	W	01/22/2016	GRAINGER	000466	RECONCILED:01/25/2016		607.47
042793	W	01/22/2016	WHITEHOUSE CONSTRUCTION CO.	041039	RECONCILED:01/25/2016		154,091.98
042794	W	01/28/2016	WEX BANK	010639	RECONCILED:01/29/2016		261.13
042795	W	01/28/2016	FIRSTMERT BANKCARD CENTER	010092	RECONCILED:01/29/2016		613.90
042796	W	01/28/2016	ILLUMINATING COMPANY	000925	RECONCILED:01/29/2016		162.91
042797	W	01/28/2016	FIRSTMERT BANKCARD CENTER	010092	RECONCILED:01/29/2016		118.45
042798	W	01/28/2016	ASHLAND UNIVERSITY-ROOM	004400	RECONCILED:01/29/2016		1,395.00
042799	W	01/28/2016	ATTN: CARLA COON FIRSTMERT BANKCARD CENTER	010092	RECONCILED:01/29/2016		40.00
042800	W	01/28/2016	BURMAX COMPANY, INC.	000482	RECONCILED:01/29/2016		123.28
042801	W	01/28/2016	SCHOOL INSURANCE CONSULTANTS	013047	RECONCILED:01/25/2016		3,000.00
042802	W	01/28/2016	AMY RYAN	041013	RECONCILED:01/25/2016		150.00
042803	W	01/28/2016	ORWELL NATURAL GAS	012805	RECONCILED:01/29/2016		309.74
042804	W	01/28/2016	WKRY	012341	RECONCILED:01/29/2016		1,250.00
042805	W	01/28/2016	ICE CREAM SPECIALTIES & BAKERY	013154	RECONCILED:01/29/2016		89.21
042806	W	01/28/2016	ALFRED NICKLES BAKERY INC	001071	RECONCILED:01/29/2016		75.15
042807	W	01/28/2016	GORDON FOOD SERVICE	008479	RECONCILED:01/29/2016		955.15
042808	W	01/28/2016	LAKE COUNTY DEVELOPMENT	001101	RECONCILED:01/29/2016		125.00
042809	W	01/28/2016	COUNCIL	040244	RECONCILED:01/29/2016		650.00
042810	W	01/28/2016	CHARLES den HEIJER CPA, INC.	040813	RECONCILED:01/29/2016		2,553.81
042811	W	01/28/2016	O'REILLY AUTOMOTIVE, INC	000290	RECONCILED:01/29/2016		9,926.00
042812	W	01/28/2016	SKILLS USA INC.	013984	RECONCILED:01/29/2016		2,000.00
042813	W	01/28/2016	ATTN: MEMBERSHIP DEPT. RWS EDUCATION, LLC	000414	RECONCILED:01/29/2016		1,590.15
042814	W	01/28/2016	21ST CENTURY MEDIA - OHIO	000600	RECONCILED:01/29/2016		1,822.68
042815	W	01/28/2016	DAMNCHAM, INC.	000631	RECONCILED:01/29/2016		606.57
042816	W	01/28/2016	AUTOMOTIVE SUPPLY, INC.	040250	RECONCILED:01/29/2016		432.00
042817	W	01/28/2016	SCREENVISION DIRECT	001206	RECONCILED:01/29/2016		641.89
042818	W	01/28/2016	S & H UNIFORMS	040904	RECONCILED:01/29/2016		2,000.00
042819	W	01/28/2016	STUDIOWEB.COM	001256	RECONCILED:01/29/2016		62.75
042820	W	01/28/2016	SUNRISE SPRINGS WATER CO.	000658	RECONCILED:01/29/2016		270.00
042821	W	01/28/2016	OHIO LANDSCAPE ASSOC.	010578	RECONCILED:01/29/2016		710.00
042822	W	01/28/2016	MENTOR ABEA CHAMBER OF COMMERCE MARIANNA	000541	RECONCILED:01/29/2016		553.89

Date: 02/01/2016
Time: 10:25 am

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

Page: 4
(CHERRY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
042823	W	01/28/2016	KELVIN ELECTRONICS	000702			26.85
042824	W	01/28/2016	MICRO CENTER A/R	004017			359.96
042825	W	01/28/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	000746			725.00
042826	W	01/28/2016	GRAINGER	000466			1,330.00
042827	W	01/28/2016	OACE	004073			300.00
042828	W	01/28/2016	SYSCO FOOD SERVICES OF CLEVELAND	008412			431.56
042829	W	01/28/2016	WESTERN RESERVE OFFICE SUPPLY	001065			575.71
042830	W	01/28/2016	DOMINION EAST OHIO	004003			1,497.13
042831	W	01/28/2016	JASON GARDNER	011806			83.51
042832	W	01/28/2016	A DEE STARR-KURTZ	008279			117.54
042833	W	01/28/2016	A ROBIN NUNES	040164			120.59
042834	W	01/28/2016	A JESSICA SZOKA	040905			52.00
042835	W	01/28/2016	A WILLIAM SHAW	040739			41.69
042836	W	01/28/2016	A ADVANCED GAS & WELDING SOLUTIONS LLC	013407			769.15
042837	W	01/28/2016	BORDEN DAIRY COMPANY	000154			208.49
042838	B	01/28/2016	BENJAMIN FOSS	041092			270.00
042839	B	01/28/2016	ROBERT HARDMAN	041079			60.50
912015	M	01/06/2016	SERS	900926			2,248.33
973606	M	01/08/2016	MEMO ONLY	900663			3,039.26
973607	M	01/08/2016	BANK ONE/MEMO/MEDICARE	900950			954.59
973640	M	01/01/2016	Workers Comp	999998			6,865.26
973695	M	01/25/2016	LAKE COUNTY SCHOOLS COUNCIL	900663			3,320.78
973696	M	01/25/2016	BANK ONE/MEMO/MEDICARE	900693			23.25
973697	M	01/25/2016	BANK ONE/MEMO/FICA	900950			1,041.98
973698	M	01/22/2016	Workers Comp	999996			100,789.35
990709	M	01/27/2016	AIG Valic/Memo/Severance	999994			1,148.87
			MEMO ONLY				
			MEDICAL MUTUAL OF OHIO				

V VOIDED CHECKS	0	CHECK TOTALS	0.00
R RECONCILED CHECKS	107	CHECK TOTALS	782,856.35
W WARRANT CHECKS	141	CHECK TOTALS	369,613.75
M MEMO CHECKS	9	CHECK TOTALS	119,431.67
B REFUND CHECKS	7	CHECK TOTALS	8,939.17
I INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T TRANSFER CHECKS	0	CHECK TOTALS	0.00
D DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C PAYROLL CHECKS	2	CHECK TOTALS	443,644.47
MISSING CHECKS	0	CHECK TOTALS	
** TOTAL CHECKS (LESS VOIDED)	159	** TOTAL NET	941,629.06
*** TOTAL CHECKS WRITTEN	159	*** GRAND TOTALS	941,629.06

Auburn Career Center
Bank Reconciliation
January 31, 2016

E

First Merit Checking	\$ 93,352.17
Huntington (Main Depository)	\$ 2,270,142.16
O/S checks - a/p	\$ (47,602.29)
O/S checks - p/r	\$ (3,590.24)
Payroll Accum (O/S)-Checks NI	\$ (197.90)
Deposit in Transit	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	2,312,790.90
Health Care Deductible Pool - Huntington	\$ 29,920.29
Star Ohio	\$ 887,798.28
Net Available Cash	\$ 3,230,509.47
Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$ 1,499,792.48
Total Investments	\$ 1,499,792.48
Balance per bank	\$ 4,730,301.95
Balance per books	\$ 4,730,301.95
	\$ -

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 #15

*Approve Resolution
Accepting Rates and
Amounts for FY 2016-2017*

SCHEDULE A										
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES (Including Geauga Co)										
FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation				Amount Approved By Budget Commission Inside 10 Mill Limitation				County Auditor's Estimate of Tax Rate to Be Levied	
	Column II				Column IV				Outside 10 Mill Limit	Inside 10 Mill Limit
									V	VI
General Fund	3	426	137	00					1.50	
Bond Retirement Fund										
Emergency Levy										
Library Fund										
Permanent Improvement										
Fund										
Fund										
TOTAL	3	426	137	00					1.50	

SCHEDULE B							
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES							
FUND					Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy <small>(Carry to Schedule A, Column II)</small>	
General Fund: Levy authorized by voters in 1968 not to exceed ____ years					1.50	3	426 137 00
General Fund: Levy authorized by voters on not to exceed ____ years							
General Fund: Levy authorized by voters on not to exceed ____ years							
General Fund: Levy authorized by voters on not to exceed ____ years							
General Fund: Levy authorized by voters on not to exceed ____ years							
Emergency Levy Fund: Levy authorized by voters on not to exceed ____ years							
Emergency Levy Fund: Levy authorized by voters on not to exceed ____ years							
Emergency Levy Fund: Levy authorized by voters on not to exceed ____ years							
Emergency Levy Fund: Levy authorized by voters on not to exceed ____ years							
Emergency Levy Fund: Levy authorized by voters on not to exceed ____ years							
Library Fund: Levy authorized by voters on not to exceed ____ years							
Library Fund: Levy authorized by voters on not to exceed ____ years							
Permanent Improvement Fund: Levy authorized by voters on not to exceed ____ years							
Permanent Improvement Fund: Levy authorized by voters on not to exceed ____ years							



Attachment Item #17

Approve Records Retention Schedule (RC-2)



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 100 E. 17th Avenue
 Columbus, Ohio 43211-2497

Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit
Auburn Vocational School District

(local government entity)	Sherry L. Williamson	(unit) Treasurer	3/1/16
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Auburn Vocational School District

440-358-8006

Records Commission	Concord Twp.	(telephone number) 44077	Lake
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: swilliamson@auburncc.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

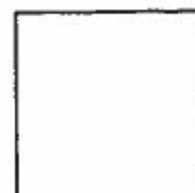
Date

Section D: Auditor of State

Signature

Date

**Please Note: The State Archives retains RC-2 forms permanently.
 It is strongly recommended that the Records Commission retain a permanent copy of this form**



AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
1000	<u>BOARD AND ADMINISTRATIVE RECORDS</u>		
1101	Minutes Treasurer	Permanent	
1101.1	Audio Tapes Treasurer	2 Years	
1102	Blue Prints, Plans, Maps Business Office & Secretary	Permanent	
1103	Deeds, Easements, Leases Treasurer	Permanent	
1104	Board Policy Books and Other Adopted Policies Superintendent & Secretary	1 Year After Superseded	
1105	Administrative Regulations Superintendent & Secretary	1 Year After Superseded	
1106	Court Decisions Treasurer	Permanent	
1107	Claims and Litigation Treasurer	Permanent	
1201	Elections Treasurer	10 Years	
1202	Record Disposal Forms (RC-3) Treasurer	10 Years	
1203	Bargaining Agreements Treasurer	10 Years After Expiration	
1204	Budget Policy Files Treasurer	5 Years	
1301	Worker's Compensation Claims Treasurer	10 Years After Financial Payment Made	
1302	Bank Depository Agreements Treasurer	4 Years After Completion	
1303	Organization Reports Treasurer	2 Years**	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
1304	Board Meeting Notes Treasurer	1 Year	
1305	Agendas Treasurer	1 Calendar Year **	
1401	Adopted Courses of Study Superintendent & Secretary	Until Superseded	
1402	Adopted Special Education Programs Superintendent & Secretary	Until Superseded	
1403	Adopted Special Programs Superintendent & Secretary	Until Superseded	
20	<u>EMPLOYEE FILES</u>		
	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)		
2101	Certified Active Employees Asst. Supt., Personnel & Secretary	Permanent	
2102	Classified Active Employees Asst. Supt., Personnel & Secretary	Permanent	
2103	Certificated Inactive Employees Asst. Supt., Personnel & Secretary	Permanent****	
2104	Classified Inactive Employees Asst. Supt., Personnel & Secretary	Permanent****	
2	Civil Rights, Civil Services, and Disciplinary Reports Asst. Supt., Personnel & Secretary	Permanent****	
2107	Retirement Letters	Permanent****	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
	Asst. Supt., Personnel & Secretary		
2108	Substitute Records Asst. Supt., Personnel & Secretary	25 Years	
2301	Employee Contracts Treasurer	4 Years After Termination From Employment	
2302	Professional Conference Applications Asst. Supt., Personnel & Secretary	2 Years **	
2303	Irregular Employee Contracts (Substitutes, etc.) Treasurer	4 Years After Contract Expires	
2304	Unemployment Claims Treasurer	5 Years	
2305	Unemployment Treasurer	5 Years	
2306	Applications (Not Hired) Asst. Supt., Personnel & Secretary	2 Years**	
2307	Schedules of Employees Asst. Supt., Personnel & Secretary	Fiscal Year Plus 2 years	
2308	Student Helper Applications Asst. Supt., Personnel & Secretary	2 Years	
2309	Teacher Personnel Reports (Internal) Asst. Supt., Personnel & Secretary	Fiscal Year Plus 1 Year	
2310	I-9 Immigration Verification Forms Asst. Supt., Personnel & Secretary	Termination of Employment Plus 1 Year	
2401	Job Description	Retain until superceded or obsolete	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
	Asst. Supt., Personnel & Secretary		
3000	<u>STUDENT RECORDS</u>		
3101	Student Record Folders Bldg. Secretary Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspension/Expulsions Home Schooled Student Records	Permanent***	
3	Office Record Card (K-9) Bldg. Secretary	Permanent***	
3103	Cosmetology Records (Vocational) Voc. Secy	Permanent***	
3201	Health/Medical Records Nurse/Bldg. Secretary Visual Screening Hearing Screening Immunization Records	7 Years After Graduation	
3202	Discipline Records Bldg. Secretary Letters to Parents Office Discipline	1 Year After Student Leaves School	
3203	Psychological Records (Restricted) Special Ed. Secretary/Nurse	Permanent***	
3	Child Abuse/Neglect Bldg. Secretary Referral Letters	7 years after Graduation	
3301	Teacher Grade Books/Records Bldg. Secy	3 Years**	

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
3302	Pre-School Screening Profiles Bldg. Secy	3 Years	
3303	Age And Schooling Records (Work Permits) Bldg. Secy	3 Years	
3304	Accident Reports Nurse/Bldg. Secy	5 Years Provided No Action Pending	
3305	Individual Education Plan (IEP) Bldg. Secretary Special Ed. Secy	Permanent	
3306	Free/Reduced Price Lunch Application Bldg. Secy	4 Years	
3401	Emergency Information Bldg. Secy	Until Superceded	
3402	Court orders on guardianship or parental rights/responsibilities Bldg. Secy	Until Superceded	
4000	<u>BUILDING RECORDS</u>		
4202	Tornado and Fire Drill Records Bldg. Secy	1 Year*	
4203	Building Health Inspections Bldg. Secy	2 Years*	
4301	Student Activity Records Bldg. Secy Pay-In Forms Pay-Out Forms Account Forms/District Budget Forms Requisitions Purchase Orders Ticket Sale Reports	2 Years**	
4302	Receipts/Deposits Slips Bldg. Secy	4 Years**	
4	Budget/Appropriation Records Bldg. Secy	4 Years**	
4304	Requisitions/Purchase Orders Bldg. Secy	10 Years**	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
4401	Textbook Inventories Building Secretary	Until Superseded	
4402	Supplies Inventory Building Secretary	Until Superseded	
4403	Student Handbooks Building Secretary	Until Superseded	
5000	<u>CENTRAL DEPARTMENTAL RECORDS</u> <u>Administrative Offices</u>		
5201	School Calendars Supt. Secretary	5 Years	
5301	Repair, Installation, and Maintenance Records Business Office & Secretary	4 Years**	
5302	Prevailing Wage Records Business Office & Secretary	4 Years**	
5303	Rental Information (Use of Facilities) Business Office & Secretary	4 Years**	
5304	Work Orders Business Office & Secretary	4 Years**	
5305	Environmental Reports And Data (asbestos, etc.) Business Office & Secretary	4 Years**	
5306	Vandalism Reports Business Office & Secretary	4 Years**	
5307	Student Activity Purpose Clauses Business Office & Secretary	4 Years**	
5308	Sales Potential Forms (Student Activities) Business Office & Secretary	4 Years**	
5309	Bids and Specifications (Unsuccessful) Business Office & Secretary	1 Year**	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
5310	Bids and Specifications (Successful) Business Office & Secretary	4 Years After Completion of Project**	
5311	Contractor Files (Resolutions, Additions, Drawings, etc.) Business Office & Secretary	Until Project Complete, if No Action Pending**	
5401	Preventive Maintenance Reports Business Office & Secretary	Fiscal Year Plus 2 Year	
5402	Warranty/Guarantee Business Office & Secretary	Life/Warrant of Equipment	
5403	Plant and Equipment Inventory Business Office & Secretary	Until Superseded**	
5404	Textbook/Workbook Inventory Curriculum Dir. & Secretary	Until Superseded**	
5405	Supplies Inventory Business Office & Secretary	Until Superseded**	
	<u>Special Education Department</u>		
5221	Special Education Special Ed. Secretary Tutoring Reports	10 Years	
5222	Individual Educational Plan (IEP) Special Ed. Secretary	Permanent	

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
5223	Psychological Records (Restricted) Special Ed. Secretary <u>Transportation Department</u>	Permanent***	
5340	Driver Physical Transportation Secretary	2 Years After Termination	
5341	Fuel Consumption Data Transportation Secretary	4 Years**	
5342	Transportation Records Transportation Secretary	4 Years**	
5343	Field Trip Forms and Volunteer Driver Forms Transportation Secretary	Fiscal Year Plus 2 Years	
5441	Accident Reports Transportation Secretary	3 Years Provided No Action Pending	
5442	Vehicle Registration Business Office & Secretary	Life of Vehicle	
5443	Vehicle License Business Office & Secretary	1 Year After Termination	
5445	Driver Certifications Transportation Secretary	1 Year After Termination	
5446	Supplies Inventory Transportation Secretary	Until Superseded**	
5447	Vehicle Defect Report Transportation Secretary	Life of Vehicle	

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
<u>Food Service Department</u>			
5561	Food Service Records Cafeteria Supervisor Menus Food Production Milk Sold Students Served	4 Years**	
5562	Lunchroom Records Cafeteria Supervisor Cash Register Tapes Cashier's Daily Reports	4 Years**	
5563	Lunchroom Reports (Free and Reduced) Cafeteria Supervisor	4 Years**	
5564	Inventories Cafeteria Supervisor	Until Superceded**	
5565	Lunchroom License Cafeteria Supervisor	1 Year After Expiration	
6000	<u>FINANCIAL RECORDS</u>		
6101	Annual Financial Reports Treasurer Appropriation Ledgers Budget Ledgers Revenue Ledgers Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	5 Years**	
6102	Activity Fund Cash Journal and Ledger Treasurer	5 Years**	
6103	Bond Register Treasurer	20 Years After Issue Expires	

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
6104	Securities Treasurer	Permanent***	
6201	Investment Ledger Treasurer	5 Years**	
6202	Foundation Distribution Treasurer	5 Years**	
6203	Tax Settlements (Semi-Annual) and Advances Treasurer	5 Years**	
6204	Budgets (Annual) Treasurer	5 Years**	
6205	Insurance Policies Treasurer	15 Years After Expiration Provided All Claims Settled	
6206	Contracts Treasurer	15 Years After Expiration	
6207	Bonds and Coupons Treasurer	Until Redeemed**	
6208	Accounts Payable Ledgers Treasurer	5 Years**	
6209	Account Receivable Ledgers Treasurer	5 Years**	
6210	Budget Work Papers Treasurer	5 Years**	
6211	Vouchers, Invoices and Purchase Orders Treasurer	10 Years**	
6212	State Program Files Aux. Services, DPPF, Adult Vocational Excess Lottery, Data Processing, Public/Private Grants, etc.	Treasurer 10 Years **	
6213	Federal Program Files Title I, II, III, IV-B IV-C, & VI-B; Chapter 1, 2;	Treasurer 10 Years**	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
	Drug Free, etc.		
6214	Travel Expenses Vouchers Treasurer	10 Years**	
6215	Tax Anticipation Notes Treasurer (Records Borrowing Against Future Tax Collections)	10 Years**	
6216	State Reimbursement Settlement Sheets Treasurer	5 Years**	
6217	Unemployment Claims Treasurer	5 Years	
6218	Employee Bonds, Board Member Bonds Treasurer	5 Years	
6219	Certificate of Estimated Resources Treasurer	15 Years After Expiration	
6220	Appropriation Resolutions Treasurer	5 Years	
6222	Tax Appointments (Semi-annual) Treasurer	5 Years	
6301	Canceled Checks and Bank Settlements Treasurer	4 Years**	
6302	Publication Notice Treasurer	4 Years**	
6303	Tuition Fees and Payments Treasurer	4 Years**	
6304	School Finance (S.F.) Treasurer Monthly Statements	4 Years**	
6305	Investment Records (May Include Individual Record of Investments, Bank Confirmation, Wire Transfers, Copy of CD, etc.) Treasurer	4 Years**	
6306	Travel Expense Reports Treasurer	10 Years**	

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent***
7103	Monthly Payroll Reports Leave Usage And Accumulation, Retirement Service, etc.	Treasurer	Permanent***
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 Years
7301	W-2's, W-4's (Employer Copy)	Treasurer	6 Years and Current**
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	6 Years and Current**
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 Years and Current**
7304	City Income Tax (Monthly/Annual)	Treasurer	6 Years And Current**
7305	School Income Tax (Monthly/annual)	Treasurer	6 Years and Current**
7306	Payroll Reports Reports Used for Each Payroll – Computer Generated	Treasurer	4 Years**
7307	Payroll Update Listing	Treasurer	4 Years**
7308	Payroll Calculations	Treasurer	4 Years**
7309	State Teachers System And School Employees	Treasurer	Permanent***

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
	Retirement System Waivers		
7310	State Employees Retirement System (SERS) Treasurer	4 Years**	
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 Years**	
7312	Annuity Reports Treasurer	4 Years**	
7313	Benefit Folders/Reports Treasurer	4 Years**	
7314	Employee Request and/or Authorization For Leave Forms (Sick, Vacation, Personal, or Other Leave) Treasurer	4 Years**	
7315	Deduction Reports Voluntary Payroll Deductions Treasurer	4 Years**	
7316	Employee Vacation/Sick Leave Records Treasurer	4 Years**	
7317	Time Sheets Treasurer	6 Years**	
7318	Overtime Authorization Treasurer	6 Years	
7319	Employee Insurance Bills Medical Dental Life Treasurer	4 Years**	
7323	Paycheck Register Treasurer	4 Years**	
7324	Payroll Bank Statement Treasurer	4 Years**	
74	Deduction Authorization Treasurer	Until Superseded or Employee Terminated	
8000	REPORTS		

AUBURN JOINT VOCATIONAL SCHOOLS DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
8201	State Audit Reports Treasurer	5 Years	
8202	#59, #659 and #4502 Treasurer	5 Years	
8203	#25 and #625 Treasurer	5 Years	
8204	School Finance (S.F.) Reports – Annual Treasurer	5 Years	
8205	Special Education (S.E.) Reports – Annual SpEd Secy Supt Secy	7 Years	
8206	Vocation Education (V.E.) Reports – Annual Voc Secy Supt Secy	5 Years	
8207	Ohio Common Core Data (OCCD) Reports Supt Secy	5 Years	
8208	Drivers Education Reports Treasurer	5 Years	
8209	Ohio Department of Education (ODE) Reports Bldg. Secy	5 Years	
8211	Civil Rights Reports Supt Secy	Permanent***	
8212	Title IX Reports Supt Secy	10 Years	
8213	SM-1 & SM-2 (Annual and Quarterly) Treasurer	10 Years	
8214	State Minimum Standards Supt Secy	10 Years	
8301	Personnel State Reports (Currently SF-1, CS-1) Personnel Secy	4 Years**	
8302	Worker's Comp Wage Reports (C. Auditor) Treasurer	5 Years	
8303	Bank Balance Certification (Co. Auditor) Treasurer	5 Years	
8304	Transportation Reports Transp. Secy	4 Years**	

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

Schedule Number	Record title and description	Retention Period	For use by Auditor of State or OHS-LGRP
9000	<u>OTHER</u>		
9101	Personnel Directory Supt Secy	10 Years	
9102	Employment Record Supt Secy (By Grade and Building)	Permanent***	
9202	School Calendars Supt Secy	5 Years	
9203	Building, Boiler, Business Office Maintenance Reports & Secretary	2 Years*	
9402	Employee Handbooks Supt Secy	Until Superceded	
9403	Directives, Standards, All Secretaries Laws for Local, State and Federal Governmental Agencies	Until Superceded	
9404	Attendance Records	Until Superceded	



Attachment Item #18

*Approve School Safety
Emergency Response
System*


NaviGate
Prepared®



School Safety Emergency Response System

For Our Kids... When Seconds Count

NaviGate Prepared® is a proven emergency response system that uses cloud-based technology to assist and prepare school officials and first responders for crisis situation – giving immediate, eyes-on access to critical information.

**Call Lists, Maps & Floor Plans, Virtual Binders,
Live Video Feeds, Drill Logs, Safety Plans
and NaviGate Flipcharts & Respond Apps**

Anytime, Anywhere Access

*Ohio Attorney General
Compliance: Provides schools
with a vehicle to be compliant with
O.R.C. 3313.536 (HB422) and
recommendations from the Ohio
Attorney General's School Safety
Task Force.*

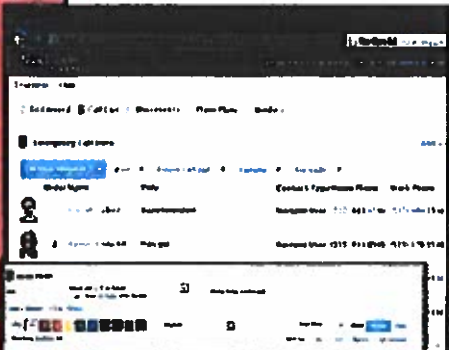
Absolutely nothing is more important than the safety and well-being of your students and staff. Use NaviGate Prepared® to provide your school the tools necessary to respond to an emergency situation as effectively as possible.



Proven Technology for Safer Schools

NaviGate Prepared® by Lauren Innovations | www.navigateprepared.com | info@navigateprepared.com | 866.861.7400

Call Lists



Virtual Binder



360° Images



Drill Logs



Maps & Floor Plans



First Responder Portal



Safety Plan Wizard



NaviGate Flipcharts App
Emergency mobile flipcharts at your fingertips – with or without internet connection.

NaviGate Respond App
Easily access class rosters to quickly account for students in an emergency or drill



The Power Of NaviGate Prepared Is Tailored For All Schools

Regardless of school size or design, this emergency response system is a valuable and affordable tool for enhancing emergency preparedness and response in a crisis situation.

Secure schools' critical safety information in an easily accessible cloud environment.

Provide eyes-on access to emergency operation plans, floor plans, call lists, and even live video feeds.

Organize safety information in a single location that can be easily maintained/reviewed by staff and first responders for accuracy and preparedness.

Connect To First Responders Give Them The Tools They Need

- Directly connect your documents, images, floor plans, call lists, security cameras and virtual binders to your local 911 center and fire and police departments
- Help meet your local 'Right-to-Know' reporting requirements for notifying authorities of chemicals and hazardous materials in your facility.
- Allow improved planning and table-top exercises with your internal and external first responders.

We Get You Started OnSite Implementation Service

- Photographs of selected key areas (example: chemical storage areas, labs, mechanical rooms)
- Photographs of classrooms and other areas using photos and 360° images
- Uploading floor plans, color-coding spaces, attaching photographs
- Attaching icons of selected shut-off valves (example: electric, gas, water) and life-safety item locations (example: AEDs, areas of rescue, cameras, fire pulls, fire extinguishers)

Pricing

NaviGate Prepared Initial Year
Pricing is Based Per Building Includes 1st Year License and OnSite Implementation Service

Elementary School: \$3,250
 Middle School/Jr. High: \$3,750
 High School/Tech Center: \$4,250

Travel/Activation:
\$500 Per Building

Annual License Renewal

\$750 Per Building

Floor Plan Service

Need new floor plans? Let our specialists create digital floor plans by using mobile mapping technology during their OnSite Visit.

** Mobile Mapping prices only reflect pricing if done during OnSite Implementation.

Elementary School: \$500
 Middle School/Jr. High: \$750
 High School/Tech Center: \$1,000



NaviGate Prepared®
 By Lauren Innovations
 www.navigateprepared.com
 info@navigateprepared.com
 866.861.7400



Designed for K-12 schools, NaviGate Prepared® is a crisis preparedness and emergency response system that assists and prepares school officials and first responders before, during and after a crisis. Using advanced, cloud-based technology, it securely organizes emergency preparedness plans and associated information in one easy-to-maintain location and provides first responders immediate, eyes-on access – from any Web-authorized device – to this information.

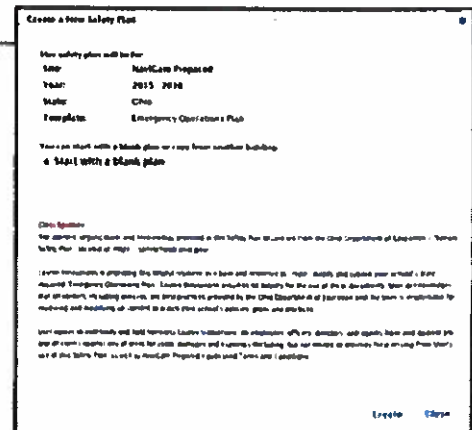
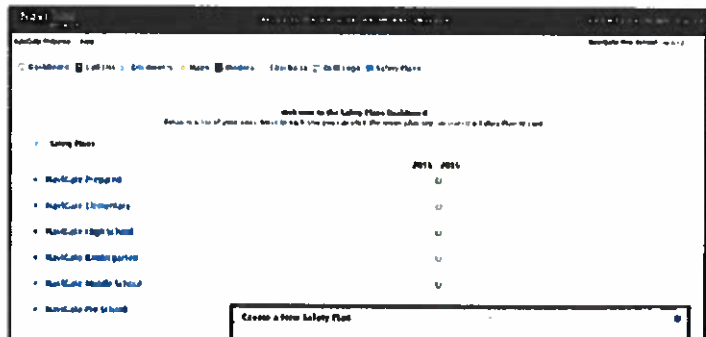
- Contact Information & Call Lists
- Maps/Floor Plans & 360-Degree Images
- Documents & Virtual Binders
- Crisis Preparedness & Emergency Flipcharts
- Integrate Floor Plans/Reunification Procedures
- Access Live Security Camera Feeds
- Quickly Locate Key Resources

New Feature: Safety Plans

NaviGate Prepared's safety plans feature is uniquely designed to assist schools with safety plan development and submission by making the process to complete and submit plans simple and easy.

Allowing school administrators to efficiently create and manage school safety plans, the feature takes required plan information and places it in an easy-to-use software. The software allows you to:

- Follow a step-by-step questionnaire to complete plan
- Start, stop and save information anytime
- View helpful hints to answer questions
- Copy information from one building safety plan to another
- Track plan development progress for each building
- Create plan PDFs and download them to your desktop
- Print plans
- Track district-wide plans year-to-year



Proven Technology for Safer Schools

Learn more about this new feature or schedule a demo today!

866.861.7400 • info@navigateprepared.com • www.navigateprepared.com



Lauren Innovations
 2228 Reiser Ave. S.E.
 New Philadelphia, OH 44663
 866.861.7400
 330.339.1515 fax
 www.NaviGatePrepared.com

Quote Date: 12/15/15

Expiration Date: 2/15/15

Sales Agent: Thom Jones

Quote Number: 4297

School District: Auburn Career Center, 8140 Auburn Road, Concord TWP, OH 44077

NOTE: The quote is dependent on the district providing clean and accurate floor plans. If the NaviGate Prepared Mobile Mapping Service is needed to produce floor plans, it will be an additional: \$500 per elementary school, \$750 per middle school, and \$1,000 per high school.

Service Description		Qty	Price
NaviGate Prepared OnSite and License	Elementary School (\$3,250.00 per school)	0	\$0.00
NaviGate Prepared OnSite and License	Middle Schools/Jr. High Schools (\$3,750.00 per school)	0	\$0.00
NaviGate Prepared OnSite and License	High School (\$4,250.00 per school) OSC 1,000 off Includes Onsite and License License \$750 + Onsite \$2,500 = \$3,250	1	\$3,250.00
NaviGate Prepared OnSite Travel/Activation	Travel/Activation Expense (500.00 per bldg) 1 X \$500 = \$500	1	\$500.00
NaviGate Prepared OnSite Travel/Activation	License: \$750 + OnSite \$2,500 + Travel/Activation \$500 = \$3,750	1	\$3,750.00
	<i>Annual License Renewal: \$750 per building beginning in Year 2 and all recurring years 1 x \$750 = \$750</i>		
Year 1 Total	First Year TOTAL		\$3,750.00

NOTE: Service to be paid in full. Sales tax added where applicable.

IMPORTANT INFORMATION referenced in the NaviGate Prepared Information and Description sheets for OnSite Implementation Services

- The OnSite Implementation Specialist (the "Specialist") is not an architect or a structural or mechanical engineer. He or she will only work with those key areas of the buildings – and on the uploaded floor plans, will only attach icons to depict those valves, shut-offs, and life-safety item locations – that District personnel select and specifically point out to the Specialist during the onsite walk-through. It is imperative that the District provide someone knowledgeable about the critical infrastructure, layout, and safety-related details of the building to accompany the Specialist during the onsite visit to each building. At the conclusion of the GoToMeeting® status review after completion of the Implementation Services, the District will have ten (10) days to give Lauren Innovations written notice of any problems or concerns regarding the Implementation Services that the District wishes to discuss. Thereafter, and after Lauren addresses any problems or concerns that have been timely raised, the District will be deemed to have accepted Lauren's performance of the Implementation Services and to have released Lauren from any further obligations or liability for such services.

DO NOT QUALIFY APPLICATIONS - 2016 DEMOGRAPHIC OVERVIEW - By School

as of 2/29/16

Program	Berkshire	Cardinal	Chardon	Euclid	Fairport	Harvey	Kenston	Kirtland	Madison	Mentor	Newbury	Perry	Riverside	Wickliffe	Other	TOTAL
Advanced Manufacturing																
Allied Health Technology			1	3	1					1			1			2
Architecture & Project Mgmt.																5
Automotive Collision Repair			1										1			1
Automotive Technology											1					1
Business Mgmt. Technology											1					2
Computer Networking																
Construction		1														1
Cosmetology			2	4						3			1			10
Culinary Arts			1													2
Electrical Engineering Prep						1										
Emergency Medical Services																
HVAC Heating Ventilation A/C																
Industrial Maintenance																
Interactive Multimedia Tech.													1			1
Internet Support and Services																
Internet Programming & Dev.																
Landscape Horticulture																
Maintenance and Environ.																
Patient Care Technician				1						2						4
Sports Medicine				3		2										5
Teaching Professions Pathway																
Welding										3						3
TOTAL 2016, as of 2/5/16	1	5	11	1	2	1	1	1	11	1	1	6				40
40/338 = 7% DNO																
93% OF APPLICATIONS DO QUALIFY																

POLICIES/PO1115.11

Auburn JVS Bylaws & Policies

5113 - ADMISSION OF STUDENTS ENROLLING THROUGH OPEN ENROLLMENT

The Board of Education shall operate the Auburn Career Center for the benefit of school aged youth who are resident to the member Districts. Out of District students will be admitted only if existing openings cannot be filled by resident students from the above described Districts. Students from a contiguous or noncontiguous VEPD will be permitted access to programs not offered in the home VEPD. Students accessing the Auburn Career Center as a result of the open enrollment process shall be given second priority in program registration.

Application for Admission:

- A. Applications from students as a result of our open enrollment policy shall not be considered for admission to the Auburn Career Center until April 1st.
- B. The number of openings in the vocational school for students enrolled as a result of our open enrollment policy shall be determined annually by the enrollment in the program after March 15th. The Board may exercise its discretion in limiting the number of open enrollment students and/or specific programs where open enrollment students are eligible to enroll.

Programs and program size:

The number of programs and program size shall be determined by the Board Superintendent in accordance with District policies, state regulations, and in consultation with participating District Superintendents.

Program size shall be determined by the following:

- A. Enrollment in occupational specific programs shall have a maximum enrollment of twenty-four (24) students. (Exception: Cosmetology and Tech Prep programs - 20)
- B. The District shall not be required to enroll students through an open enrollment policy if such enrollment will require the employment of additional staff.
- C. The District shall not be required to provide any services or adapt facilities for open enrolled students that are not already provided by the District to meet the needs of the currently enrolled student body.
- D. Enrollment in programs shall be subject to an agreement of the participating District to provide transportation to and from the District.
- E. Students enrolled from another VEPD will need to arrange their own transportation to and from Auburn Career Center.
- F. Open enrollment applicants may be rejected if the racial balance of the participating District or the vocational school would be negatively impacted.
- G. Once admitted and completing the first year of a program, a student shall be automatically accepted to the level two year of the program if s/he wishes to continue. No student shall be displaced because of the application of another student.

- H. All students enrolled through the open enrollment policy shall be expected to meet the qualifications described for students from member Districts.
- I. Any student enrolled through the open enrollment procedures shall be afforded the same rights, privileges, and responsibilities of resident students from member Districts.

R.C. 3313.98

Adopted 4/5/93

Revised 11/94

Revised 7/7/98

Auburn JVS Administrative Guidelines

5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN-ENROLLMENT

The Board of Education shall operate the schools of this District for the benefit of resident youth in the Career Center and eligible for attendance in the District in accordance with the policy of the Board.

Consideration will be given to out-of-district joint vocational students only if existing openings cannot be filled by member District students seeking admission. Out-of-district joint vocational students will be given second priority in program registration. Previously-enrolled joint vocational students shall have priority over new students seeking admission.

Application for Admission

- A. Applications from out-of-district students will not be considered until May 1st.
- B. The number of openings in a particular program will be determined.
- C. Other enrollment factors being equal, out-of-district students will be accepted on the basis of the date of receipt of the application.

Program Size

The number of programs and program size shall be determined by the Executive Director in accordance with District policies and State regulations.

The District shall not be required to provide any services or adapt facilities not already provided by the District to meet the needs of an out-of-district career tech student.



Achievement

Technical Skill Attainment measures the proportion of students passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical program.

Technical Skill Attainment.....	A
75.1%.....	
Assessment Participation Rate.....	97.0%
JVSD Technical Skill Attainment.....	75.1%



Graduation Rate

This grade measures the proportion of career-technical education concentrators who graduate from high school within 4 and 5 years.

Graduation Rates.....	C
88.8% of students graduated in 4 years.....	
93.9% of students graduated in 5 years.....	B
JVSD Graduation Rates.....	
88.7% of students graduated in 4 years.....	
93.9% of students graduated in 5 years.....	



Prepared For Success

These measures answer the question - Are students who graduate from our district ready for college or a career? There are many ways to show that graduates are prepared.

Dual Enrollment.....	97.9%
Advanced Placement Participation.....	1.0%
Honors Diploma.....	1.0%
JVSD Dual Enrollment.....	99.3%
JVSD Advanced Placement Participation.....	1.1%
JVSD Honors Diploma.....	0.7%

Industry Credentials by Remediation Fee



Post-Program Outcomes

Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school.

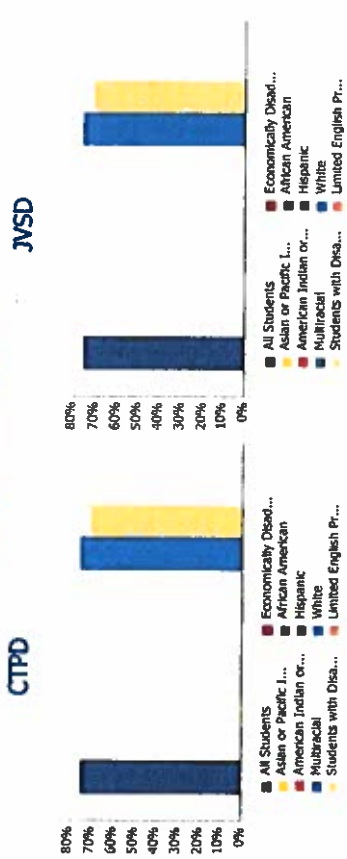
Industry credentials measures the proportion of students earning industry credentials or certificates before they leave high school, or in the first six months after leaving school.

Post-Program Placement.....	A
95.7%.....	
Industry-Recognized Credentials.....	Coming
88.5%.....	in 2017

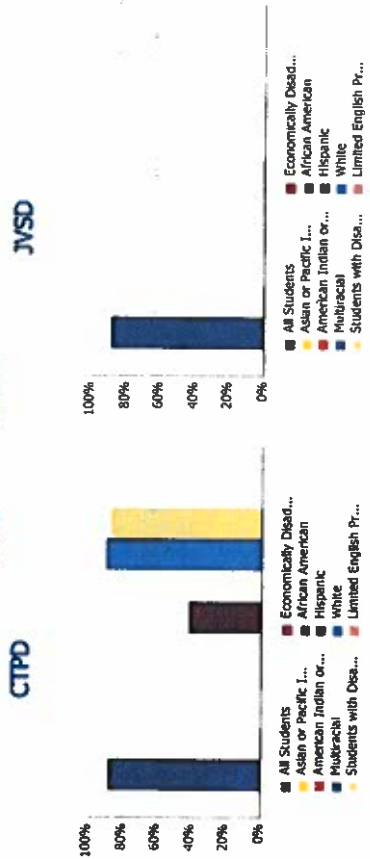
Status Known Rate.....	96.9%
JVSD Post-Program Placement.....	95.6%
JVSD Industry Credentials.....	89.7%

More Details of Measures

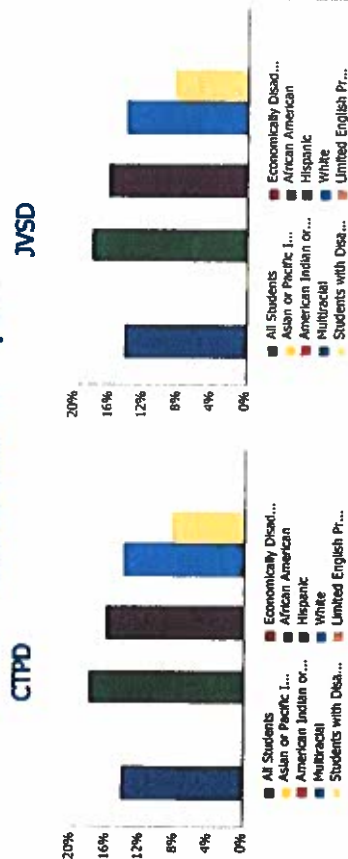
Technical Skill Attainment



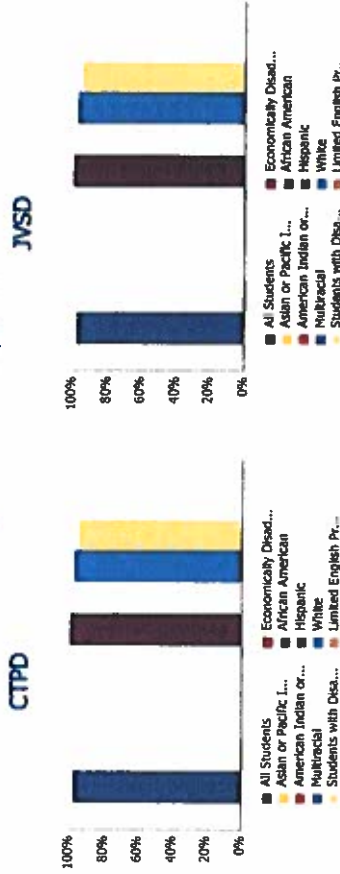
Single Year Grad Rate



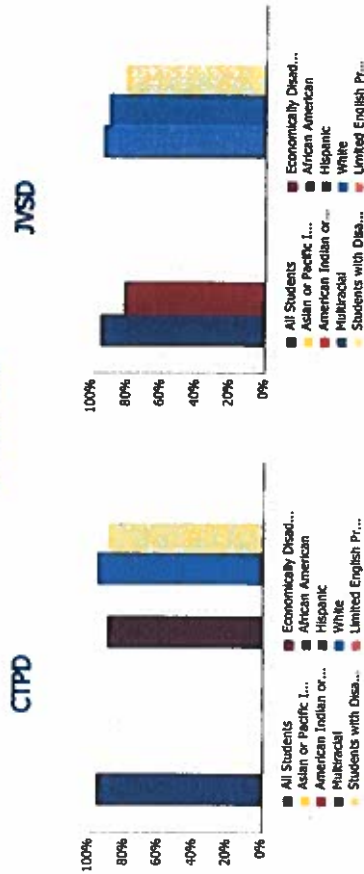
Nontraditional Participation



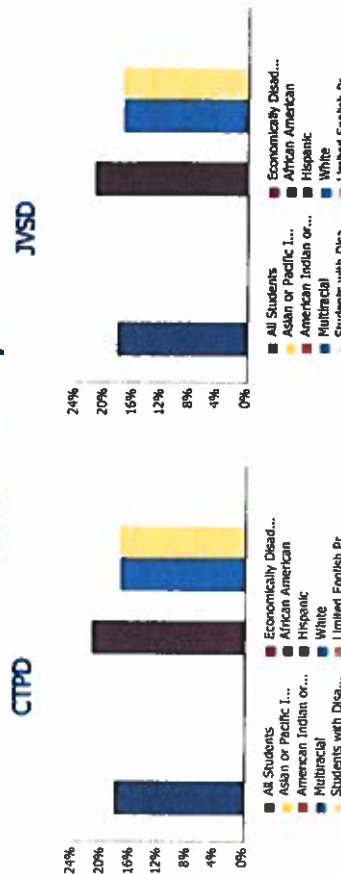
Secondary School Completion



Placement



Nontraditional Completion



Students reflected on this Report Card completed at least half of their Career-Technical Education Program and were enrolled in the second half. These students are commonly referred to as Career-Tech Concentrators. The exception to this is the nontraditional participation feature in the Federal Accountability Results component. This measure reflects male students participating in Career-Technical programs traditionally dominated by females, and vice versa.

Districts and Schools

The following districts, community schools, and STEM schools are associated with this Career-Technical Planning District:

- Berkshire Local
- Cardinal Local
- Chardon Local
- Fairport Harbor Exempted Village
- Kenston Local
- Kirtland Local
- Madison Local
- Newbury Local
- Painesville City Local
- Perry Local
- Riverside Local
- Summit Academy Community School - Painesville

How Career-Tech Report Card Grades Are Determined

Technical Skill Attainment

The Technical Skill Attainment rate reflects the proportion of students who passed the technical tests in their Career-Tech program. Only students who took tests are included in the passage rate.

- A = 80.0 - 100.0%
- B = 70.0 - 79.9%
- C = 60.0 - 69.9%
- D = 55.0 - 59.9%
- F = 0.0 - 54.9%

This grade also reflects the testing participation rate. Districts who test a high proportion of their students receive a grade increase, while those who test a low proportion of their students receive a grade decrease.

Grade increase for Test Participation Rate > 70%
Grade decrease for Test Participation Rate < 50%

4-Year Graduation Rate

The 4-Year graduation rate applied to the class of 2013 who graduated within four years, i.e. students who entered the 9th grade in 2009 and graduated by 2013.

- A = 93.0 - 100.0%
- B = 89.0 - 92.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

5-Year Graduation Rate

The 5-Year graduation rate applied to the class of 2012 who graduated within five years, i.e. students who entered the 9th grade in 2008 and graduated by 2013.

- A = 95.0 - 100.0%
- B = 90.0 - 94.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

Post-Program Placement

The Post-Program Placement Rate reflects the proportion of students who left school in 2013 and, in the subsequent months after leaving, were employed, in the military, in an apprenticeship, or enrolled in postsecondary education or advanced training. Only students who responded to surveys six to nine months after leaving school are included in this rate.

- A = 93.0 - 100.0%
- B = 89.0 - 92.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

The Post-Program grade also considers the proportion of students who were surveyed. This is called the "Status Known Rate". The Post-Program grade is increased by one letter grade for Career-Technical Planning Districts with high Status Known Rates, and decreased by one letter grade for Career-Technical Planning Districts with low Status Known Rates.

Status Known Rate 95.0%-100.0% = Post-Program Placement Grade Increased One Letter Grade

Status Known Rate 85.0%-94.9% = No Change in Post-Program Placement Grade

Status Known Rate 0.0% -84.9% = Post-Program Placement Grade decreased One Letter Grade

Data shown on the 2013-2014 report card are from the Class of 2013.



Achievement

Technical Skill Attainment measures the proportion of students passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical program.

Technical Skill Attainment	A
71.0%	
Assessment Participation Rate	78.5%
JVSD Technical Skill Attainment	71.0%



Prepared For Success

These measures answer the question - Are students who graduate from our district ready for college or a career? There are many ways to show that graduates are prepared.

Dual Enrollment	97.2%
Advanced Placement Participation	0.0%
Honors Diploma	1.3%
JVSD Dual Enrollment	98.3%
JVSD Advanced Placement Participation	0.0%
JVSD Honors Diploma	1.0%



Graduation Rate

This grade measures the proportion of career-technical education concentrators who graduate from high school within 4 and 5 years.

Graduation Rates	A
95.3% of students graduated in 4 years	
93.5% of students graduated in 5 years	B



Post-Program Outcomes

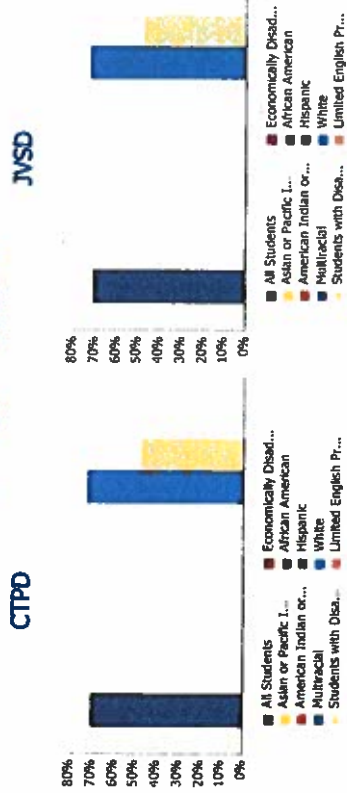
Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school.

Industry credentials measures the proportion of students earning industry credentials or certificates before they leave high school, or in the first six months after leaving school.

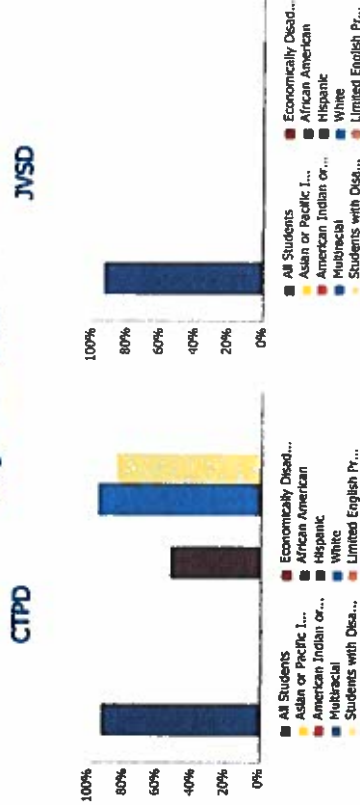
Post-Program Placement	97.4%	A
Industry-Recognized Credentials	35.6%	Coming in 2015
Status Known Rate	95.4%	
JVSD Post-Program Placement	97.4%	
JVSD Industry Credentials	35.6%	

More Details of Measures

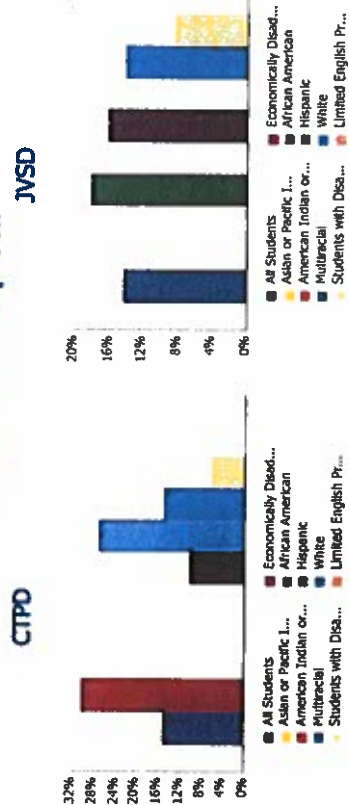
Technical Skill Attainment



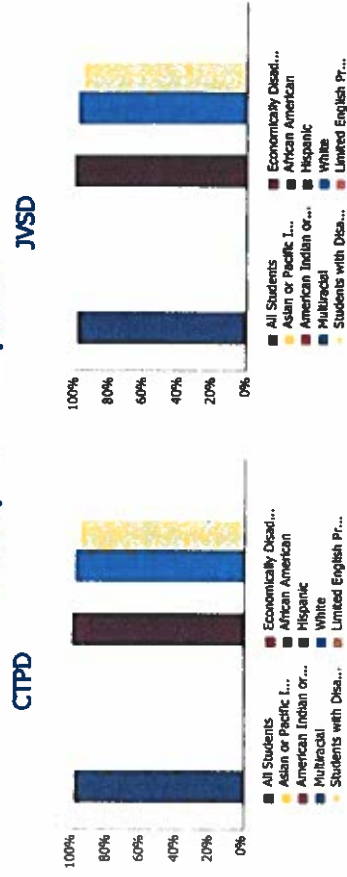
Single Year Grad Rate



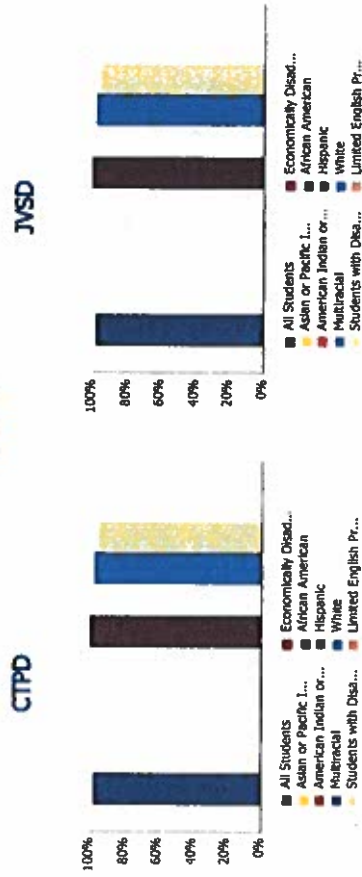
Nontraditional Participation



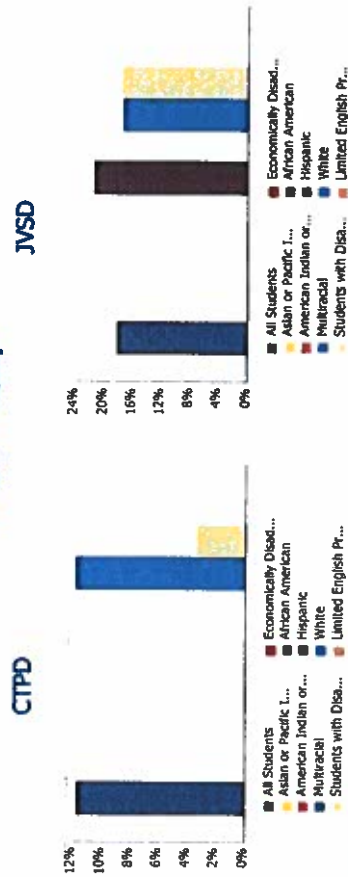
Secondary School Completion



Placement



Nontraditional Completion



How Career-Tech Report Card Grades Are Determined

Technical Skill Attainment

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- B = 70.0 - 79.9%
- C = 60.0 - 69.9%
- D = 55.0 - 59.9%
- F = 0.0 - 54.9%

This grade also reflects the testing participation rate. Districts who test a high proportion of their students receive a grade increase, while those who test a low proportion of their students receive a grade decrease.

- Grade increase for Test Participation Rate > 70.0%
- Grade decrease for Test Participation Rate < 50.0%

Post-Program Placement

The Post-Program Placement Rate reflects the proportion of students who left school in 2012 and, in the subsequent months after leaving, were employed, in the military, in an apprenticeship, or enrolled in postsecondary education or advanced training. Only students who responded to surveys six to nine months after leaving school are included in this rate.

- A = 93.0 - 100.0%
- B = 89.0 - 92.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

The Post-Program grade also considers the proportion of students who were surveyed. This is called the "Status Known Rate". The Post-Program grade is increased by one letter grade for Career-Technical Planning Districts with high Status Known Rates, and decreased by one letter grade for Career-Technical Planning Districts with low Status Known Rates.

- Status Known Rate 95.0% - 100.0% = Post-Program Placement Grade Increased One Letter Grade
- Status Known Rate 85.0% - 94.9% = No Change in Post-Program Placement Grade
- Status Known Rate 0.0% - 84.9% = Post-Program Placement Grade decreased One Letter Grade

4-Year Graduation Rate

The 4-Year graduation rate applied to the class of 2012 who graduated within four years, i.e. students who entered the 9th grade in 2008 and graduated by 2012.

- A = 93.0 - 100.0%
- B = 89.0 - 92.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

5-Year Graduation Rate

The 5-Year graduation rate applied to the class of 2011 who graduated within four years, i.e. students who entered the 9th grade in 2007 and graduated by 2012.

- A = 93.0 - 100.0%
- B = 89.0 - 92.9%
- C = 84.0 - 88.9%
- D = 79.0 - 83.9%
- F = 0.0 - 78.9%

Students reflected on this Report Card completed at least half of their Career-Technical Education Program and were enrolled in the second half. These students are commonly referred to as Career-Tech Concentrators. The exception to this is the nontraditional participation feature in the Federal Accountability Results Component. This measure reflects male students participating in Career-Technical programs traditionally dominated by females, and vice versa.

2012-2013 Career-Technical Planning District Report Card

Auburn JVSD Career-Technical Planning District

The Career-Technical Planning District Report Card shows performance in the following five components. In this Career-Technical Planning District (CTPD), a Joint Vocational School District (JVSD) serves as the lead district. On this report card, the Joint Vocational School District data is shown, in addition to data for the entire Career-Technical Planning District. Grades are issued for the Career-Technical Planning District as a whole.

350 Concentrators

Member Districts: Auburn JVSD, Berkshire Local, Cardinal Local, Chardon Local, Fairport Harbor Exempted Village, Kenston Local, Kirtland Local, Madison Local, Newbury Local, Painesville City Local, Perry Local, Riverside Local



Achievement

Technical Skill Attainment measures the proportion of students passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical program.

CTPD Technical Skill Attainment.....83.9%
JVSD Technical Skill Attainment..... 83.9%



Prepared for Success

Dual Enrollment measures the proportion of career-technical education students earning credit in courses that qualify for postsecondary credit, including AP, IB, PSEO, and CTE courses offering articulated college credit.

CTPD Dual Enrollment.....40.7%
JVSD Dual Enrollment..... 39.7%



Graduation

This grade measures the proportion of career-technical education concentrators who graduate from high school within 4 and 5 years.

CTPD Students graduated in 4 years.....93.6% **A**
JVSD Students graduated in 4 years 93.5%
CTPD Students graduated in 5 years.....92.7% **B**
JVSD Students graduated in 5 years 92.8%



Post Program Outcomes

Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the 6 months after leaving school.

Industry Credentials measures the proportion of students earning industry credentials or certificates before they leave high school, or in the first 6 months after leaving school.

CTPD Post-Program Placement.....95.4% **A**
JVSD Post-Program Placement 95.9%
CTPD Industry Credentials..... 17.3%
JVSD Industry Credentials 18.2%



Financial Data

The percentage spent for classroom instructional purposes:

Auburn Joint Vocational School District.....	61.5%
Statewide average of all public schools.....	68.8%
Average of comparison group.....	66.0%
Rank in comparison group for highest percent spent for classroom instructional purposes:.....	7 out of 7

The percentage spent for nonclassroom purposes:

Auburn Joint Vocational School District.....	38.5%
Statewide average of all public schools.....	31.2%
Average of comparison group.....	34.0%
Rank in comparison group for highest percent spent for classroom instructional purposes:.....	1 out of 7

Students reflected on this report card completed at least half of their Career-Technical Education program and were enrolled in the second half. These students are commonly referred to as Career-Tech Concentrators.

The exception to this is the Nontraditional Participation measure, in the Federal Accountability Results component. This measure reflects male students participating in Career-Technical programs traditionally dominated by females, and vice versa.

How Career-Tech Report Card Grades Are Determined

4-Year Graduation Rate

The 4-year graduation rate applied to the Class of 2011 who graduated within four years, i.e. students who entered the 9th grade in 2008 and graduated by 2011.

A = 93.0 – 100.0%
B = 89.0 – 92.9%
C = 84.0 – 88.9%
D = 79.0 – 83.0%
F = 0.0 – 78.9%

5-Year Graduation Rate

The 5-year graduation rate applied to the Class of 2010 who graduated within five years, i.e. students who entered the 9th grade in 2007 and graduated by 2011.

A = 95.0 – 100.0%
B = 90.0 – 94.9%
C = 84.0 – 88.9%
D = 79.0 – 83.0%
F = 0.0 – 78.9%

Post-Program Placement

The Post-Program Placement rate reflects the proportion of students who left school in 2011 and in the subsequent months after leaving were employed, in the military, in an apprenticeship or enrolled in postsecondary education or advanced training.

Only students who responded to surveys six to nine months after leaving school are included in this rate.

A = 93.0 – 100.0%
B = 89.0 – 92.9%
C = 84.0 – 88.9%
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The Post-Program Placement grade also considers the proportion of students who were surveyed. This is called the "Status Known Rate." The Post-Program Placement grade is increased by one letter grade for Career-Technical Planning Districts with high Status Known Rates, and decreased by one letter grade for Career-Technical Planning Districts with low Status Known Rates.

Status Known Rate 95% – 100% = Post-Program Placement Grade Increased One Letter Grade
Status Known Rate 85% – 94.9% = No Change in Post-Program Placement Grade
Status Known Rate 0.0 – 84.9% = Post-Program Placement Grade Decreased One Letter Grade
The Status Known Rate for Auburn JVSD Career-Technical Planning District is 92.2%.