

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

### **Minutes of May 2, 2017**

The May 2, 2017 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

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

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

#### **071-17 Approve Agenda and Addendum**

A motion was made by Mr. Kent and seconded by Dr. Kolkowski to approve the May 2, 2017 agenda and addendum.

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

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

#### **072-17 Approve Minutes of Special Board Meeting on March 21, 2017**

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the minutes of the March 21, 2017 Special Board meeting.

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

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

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

### **Administrative Reports**

- Senior Ceremony ~ May 24, 2017 at 12:15 pm Lakeland Community College, Athletic Fitness Center
- ABLE Recognition Ceremony ~ June 22, 2017 at 6:30 pm Auburn Career Center, Presentation Center
- Teachers Last Day ~ May 26, 2017

### **Facilities Committee Report – No Report**

### **Student Achievement Report – Mrs. Jean Brush – monthly update**

### **Legislative Report – Mrs. Mary Javins presented monthly update**

### **Recruitment/Curriculum Subcommittee Report– Meeting May 31, 2017 @ 4:00 pm**

### **Finance Committee Report – Mrs. Sherry Williamson presented financial update**

### **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 March 31, 2017 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (See Attachments Item#12)

### **No Action Required.**

### **073-17      Approve Sheakley Workers' Compensation Group Retrospective Rating Program**

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve Sheakley Workers' Compensation group retrospective rating program for the January 1, 2018 to December 31, 2018 rate year.

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

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

#### 074-17      **Approve Removal of Inventory**

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to approve the removal of inventory on the following items. These items are outdated, broken and/or unable to fix.

<b>Description</b>	<b>Tag Number</b>	<b>Location</b>
French Fry Freezer	10925	Cafeteria
Temp Taker	13149	Cafeteria

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

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

#### 075-17      **Approve FA Solutions, LLC Services Agreement**

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the services agreement with FA Solutions, LLC. They will provide Auburn Career Center Adult Workforce Education Department with financial aid servicing and support. (See Attachment Item #15)

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

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

#### 076-17      **Approve Donation**

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the following donation from Techo-Bloc Corporation of Waterloo, Indiana of the following materials estimated amount of \$18,340.00 in supplies for Landscape Horticulture program.

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

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

**077-17 Approve Resolution to Abolish Non-Teaching Positions**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the resolution to abolish non-teaching positions.

**WHEREAS**, the Auburn Joint Vocational School District Board of Education (“Board”) adopted Board Policy 4131 (“Reduction in Staff”) pursuant to R.C. 3319.172 (“Reasonable Reductions in Nonteaching Employees”).

**WHEREAS**, Board Policy 4131, R.C. 3319.172, and Article XIV of the Master Agreement between the Board and the Career and Technical Association (“Master Agreement”) permit the Board to proceed in achieving a reduction in Career and Technical Association (“CATA”) nonteaching staff by abolishing CATA R.C. 3319.081 nonteaching positions in accordance with the recommendation of Superintendent Brian Bontempo (“Superintendent”).

**WHEREAS**, Board Policy 4131, R.C. 3319.172, and Article XIV of the Master Agreement permit the Board to proceed in achieving a reduction in the CATA nonteaching staff by abolishing CATA R.C. 3319.081 nonteaching positions due to financial reasons affecting the Auburn Joint Vocational School District.

**WHEREAS**, pursuant to Board Policy 4131, R.C. 3319.172, and Article XIV of the Master Agreement, the Superintendent has recommended and is recommending that the Board achieve a reduction in the CATA nonteaching staff at this May 2, 2017 regularly-scheduled Board meeting by **abolishing the following CATA R.C. 3319.081 nonteaching positions**, effective **June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Part-time Kitchen Assistant, and
2. Part-time Kitchen Assistant.

**NOW THEREFORE BE IT RESOLVED**, that pursuant to Board Policy 4131, R.C. 3319.172, and Article XIV of the Master Agreement, the Board (1) hereby accepts the Superintendent’s abolishment recommendations and (2) hereby **abolishes the following CATA R.C. 3319.081 nonteaching positions**, effective **June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Part-time Kitchen Assistant, and
2. Part-time Kitchen Assistant.

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

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

**078-17      Approve Resolution to Abolish Teaching Positions and Suspend Teaching Contracts**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the resolution to abolish teaching positions and suspend teaching contracts.

**WHEREAS**, the Auburn Joint Vocational School District Board of Education (“Board”) adopted Board Policy 3131 (“Reduction in Staff”) pursuant to R.C. 3319.17 (“Reduction in Number of Teachers”).

**WHEREAS**, Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement between the Board and the Career and Technical Association (“Master Agreement”) permit the Board to proceed in achieving a reduction in Career and Technical Association (“CATA”) teaching staff by abolishing CATA R.C. 3319.08 teaching positions in accordance with the recommendation of Superintendent Brian Bontempo (“Superintendent”).

**WHEREAS**, Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement permit the Board to proceed in achieving a reduction in CATA teaching staff by abolishing CATA R.C. 3319.08 teaching positions due to financial reasons affecting the Auburn Joint Vocational School District.

**WHEREAS**, notice was issued to Mary “Liz” Stief – prior to the May 2, 2017 regularly-scheduled Board meeting – that the Superintendent intended to recommend that the Board abolish the CATA R.C. 3319.08 teaching position of Career Development and suspend Mary “Liz” Stief’s CATA R.C. 3319.08 teaching contract, effective June 30, 2017, at this May 2, 2017 regularly-scheduled Board meeting.

**WHEREAS**, pursuant to Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement, the Superintendent recommends that the Board achieve a reduction in CATA teaching staff at this May 2, 2017 regularly-scheduled Board meeting by **abolishing the following CATA R.C. 3319.08 teaching positions, effective June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Career Development,
2. Business Partnership Coordinator,
3. Enrollment Specialist, and
4. Teacher Assistant.

**WHEREAS**, pursuant to Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement, the Superintendent has recommended and is recommending that the Board – after giving preference first, within each teaching field affected, to CATA teachers on continuing contracts – achieve a reduction in the CATA teaching staff at this May 2, 2017 regularly-scheduled Board meeting by **suspending the following CATA**

**R.C. 3319.08 teaching contracts**, effective **June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Mary “Liz” Stief (Career Development).

**NOW THEREFORE BE IT RESOLVED**, that pursuant to Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement, the Board (1) hereby accepts the Superintendent’s abolishment recommendations and (2) hereby **abolishes the following CATA R.C. 3319.08 teaching positions**, effective **June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Career Development,
2. Business Partnership Coordinator,
3. Enrollment Specialist, and
4. Teacher Assistant.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that pursuant to Board Policy 3131, R.C. 3319.17, and Article XIV of the Master Agreement, the Board (1) hereby accepts the Superintendent’s suspension recommendations; (2) hereby determines that the selection for layoff occurred after giving preference first, within each teaching field affected, to CATA teachers on continuing contracts; and (3) hereby **suspends the following CATA R.C. 3319.08 teaching contracts**, effective **June 30, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Mary “Liz” Stief (Career Development).

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

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

**079-17 Approve Resolution to Abolish Exempt Teaching Positions In Part & Suspend Exempt Teaching Contracts In Part**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the resolution to abolish exempt teaching positions in part and suspend exempt teaching contracts in part.

**BOARD RESOLUTION TO ABOLISH EXEMPT R.C. 3319.08 TEACHING POSITIONS IN PART AND SUSPEND EXEMPT R.C. 3319.08 TEACHING CONTRACTS IN PART**



**WHEREAS**, the Auburn Joint Vocational School District Board of Education (“Board”) adopted Board Policy 3131 (“Reduction in Staff”) pursuant to R.C. 3319.17 (“Reduction in Number of Teachers”).

**WHEREAS**, Board Policy 3131 and R.C. 3319.17 permit the Board to proceed in achieving a reduction in exempt teaching staff by abolishing exempt R.C. 3319.08 teaching positions in accordance with the recommendation of Superintendent Brian Bontempo (“Superintendent”).

**WHEREAS**, Board Policy 3131 and R.C. 3319.17 permit the Board to proceed in achieving a reduction in exempt teaching staff by abolishing exempt R.C. 3319.08 teaching positions due to financial reasons affecting the Auburn Joint Vocational School District.

**WHEREAS**, notice was issued to Jennifer Reese – prior to the May 2, 2017 regularly-scheduled Board meeting – that the Superintendent intended to recommend that the Board abolish the exempt R.C. 3319.08 teaching position of Career Resources Coordinator in part by 0.5 – i.e., from a full-time (1.0) position to a half-time (0.5) position – and suspend Jennifer Reese’s exempt R.C. 3319.08 teaching contract in part by 0.5 – i.e., from a full-time (1.0) contract to a half-time (0.5) contract – effective July 31, 2017, at this May 2, 2017 regularly-scheduled Board meeting.

**WHEREAS**, notice was issued to Mary Ann Kerwood – prior to the May 2, 2017 regularly-scheduled Board meeting – that the Superintendent intended to recommend that the Board abolish the exempt R.C. 3319.08 teaching position of ABLE/GED Coordinator in part by 0.5 – i.e., from a full-time (1.0) position to a half-time (0.5) position – and suspend Mary Ann Kerwood’s exempt R.C. 3319.08 teaching contract in part by 0.5 – i.e., from a full-time (1.0) contract to a half-time (0.5) contract – effective July 31, 2017, at this May 2, 2017 regularly-scheduled Board meeting.

**WHEREAS**, pursuant to Board Policy 3131 and R.C. 3319.17, the Superintendent recommends that the Board achieve a reduction in exempt teaching staff at this May 2, 2017 regularly-scheduled Board meeting by **abolishing the following exempt R.C. 3319.08 teaching positions in part by 0.5** – i.e., from a full-time (1.0) position to a half-time (0.5) position – effective **July 31, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Career Resources Coordinator, and
2. ABLE/GED Coordinator.

**WHEREAS**, pursuant to Board Policy 3131 and R.C. 3319.17, the Superintendent may, on a case-by-case basis, in lieu of suspending a contract in whole, suspend a contract in part, so that an individual is required to work a percentage of the time the employee otherwise is required to work under the contract and receives a commensurate percentage of the full compensation the employee otherwise would receive under the contract.

**WHEREAS**, pursuant to Board Policy 3131 and R.C. 3319.17, the Superintendent has recommended and is recommending that the Board – after giving preference first, within each pay classification affected, to exempt teaching employees under continuing contracts and then to exempt teaching employees on the basis of seniority – achieve a reduction in the exempt teaching staff at this May 2, 2017 regularly-scheduled Board meeting by **suspending the following exempt R.C. 3319.08 teaching contracts in part by 0.5** – i.e., from a full-time (1.0) contract to a half-time (0.5) contract – effective **July 31, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Jennifer Reese (Career Resources Coordinator), and
2. Mary Ann Kerwood (ABLE/GED Coordinator).

**NOW THEREFORE BE IT RESOLVED**, that pursuant to Board Policy 3131 and R.C. 3319.17, the Board (1) hereby accepts the Superintendent's abolishment recommendations and (2) hereby **abolishes the following exempt R.C. 3319.08 teaching positions in part by 0.5** – i.e., from a full-time (1.0) position to a half-time (0.5) position – effective **July 31, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Career Resources Coordinator, and
2. ABLE/GED Coordinator.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that pursuant to Board Policy 3131 and R.C. 3319.17, the Board (1) hereby accepts the Superintendent's suspension recommendations; (2) hereby determines that the selection for layoff occurred after giving preference first, within each pay classification affected, to exempt teaching employees under continuing contracts and then to exempt teaching employees on the basis of seniority; and (3) hereby **suspends the following exempt R.C. 3319.08 teaching contracts in part by 0.5** – i.e., from a full-time (1.0) contract to a half-time (0.5) contract – effective **July 31, 2017**, due to financial reasons affecting the Auburn Joint Vocational School District:

1. Jennifer Reese (Career Resources Coordinator), and
2. Mary Ann Kerwood (ABLE/GED Coordinator).

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

**Nays:** None

Mr. Walter declared the motion passed



**080-17      Approve Nonrenewal Employee Contract**

A motion was made by Mr. Sedivy and seconded by Mr. Klima to approve to non-renew Mrs. Cindy Coin, Administrative Assistant, effective July 31, 2017.

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

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

**081-17      Approve Part-Time Enrollment Specialist Position**

A motion was made by Mrs. Wheeler and seconded by Dr. Kolkowski to approve to post/hire for a part-time enrollment specialist position for the 2017-2018 school year.

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

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

**082-17      Approve Part-Time Career Development Position**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve to post/hire for a part-time career development position for the 2017-2018 school year.

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

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

### 083-17 Approve Program Instructor's Extra Time

A motion was made by Dr. Kolkowski and seconded by Mr. Sedivy to approve the following instructors extra time.

<i><b>Instructor Name</b></i>	<i><b>Program</b></i>	<i><b>Amount</b></i>	<i><b>Topic Covered/Purpose</b></i>
Stacy Allen	PBIS	\$213.60	Assist with Incoming Student Interviews
Brandi Holland	Cosmetology	\$209.36	Incoming Student Interviews
Justine Malvicino	Cosmetology	\$162.76	Incoming Student Interviews
Tom Welk	Automotive Technology	\$186.40	Incoming Student Interviews
Ginny Gontero	Sports Medicine Instructor	\$178.43	Incoming Student Interviews
Jared Rogge	Welding	\$129.92	Incoming Student Interviews

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

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

### 084-17 Approve Extended Work Days 2016-2017 School Year

A motion was made by Dr. Kolkowski and seconded by Mrs. Wheeler to approve the extended workdays for the following staff for the 2016-2017 school year:

Dan Crail, Guidance Counselor	up to 2 days
Barbara Gordon, Enrollment Specialist	up to 30 days
Dawn Bubonic, Public Relations/Marketing	up to 10 days
Michelle Rodewald, Business Partnership Coordinator	up to 12 days
Brandi Holland, Cosmetology Instructor	up to 5 days
Justine Malvicino, Cosmetology Instructor	up to 5 days

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

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

**085-17 Approve Extended Work Days 2017-2018 School Year**

A motion was made by Mrs. Wheeler and seconded by Mr. Sedivy to approve the extended workdays for the following staff for the 2017-2018 school year:

Dave Richards, Landscape Horticulture Instructor	up to 7 days
Dan Crail, Guidance Counselor	up to 3 days

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

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

**086-17 Approve Practical Nursing 2017-2018 Evening Program Calendar**

A motion was made by Mr. Stefanko and seconded by Mr. Klima to approve the practical nursing 2017-2018 evening program calendar. Classes will begin May 9, 2017. (See Attachment Item #26)

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

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

**087-17 Approve Continuing Contract**

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the continuing contract for Mrs. Stephanie Wiencek, Career Assessment Specialist per CATA agreement 11.2.1.

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

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

**088-17 Approve Adult Workforce Education Personnel**

A motion was made by Mr. Miller and seconded by Mrs. Javins to employ the following teachers/staff for the 2016/2017 school year.

Denise Dean	PN Faculty	\$30.00/hourly
Robin Finley	PN Faculty	\$30.00/hourly
Joyce Dick	PN Faculty	\$30.00/hourly
Christopher Pildner	EMS/Firefighter Instructor	\$30.00/hourly
Andrew Bickerstaff	Firefighter/Fire Inspector Instructor	\$30.00/hourly

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

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

**089-17 Approve Resolutions Regarding the Disposal of Personal Property**

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve resolutions regarding the disposal of personal property. (See Attachment Item#29)

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

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

**090-17 Approve Resolution Adopting a Calamity Day Alternative Make-up Plan by Auburn Vocational School District Board of Education for the 2017-2018 School Year**

A motion was made by Mr. Klima and seconded by Mr. Sedivy to approve resolution adopting a calamity day alternative make-up plan by Auburn Vocational School District Board of Education for the 2017-2018 school year.

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 adopt a plan 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 approve the following plan.

#### 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 adopted, 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 2017-2018 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, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

**Nays:** Dr. Kolkowski  
Mr. Walter declared the motion passed

**091-17      Approve Resolution for Sale of Auburn House 7070 Auburn Road, Concord Twp., OH 44077**

A motion was made by Mrs. Brush and seconded by Dr. Kolkowski to approve the following resolution.

Whereas, the house on Auburn Road is completed and the law requires a 30-day notice to be published prior to "sale at public auction" (ORC 3313.41), and

Whereas, the minimum bid is established at \$275,000 for the house, and the house has not sold at auction but only twice during the past nine years;

Therefore, be it resolved the Board of Education directs the Treasurer and the Superintendent to enter into contract with Mr. Thomas Seaman, Keller Williams, Real Estate Auctioneer of Pepperpike, Ohio; if the Auburn house is not sold at auction for minimum bid or above, and the house to be listed.

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

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



**092-17 Approve New Textbook for Sports Medicine**

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the following textbooks as part of the Sports Medicine program. (See Attachment Items #32)

**Junior Students**

Kraemer, William J., Steven J. Fleck, and Michael R. Deschenes. *Exercise Physiology: Integrating Theory and Application*. 2<sup>nd</sup> ed. Philadelphia: Wolters Kluwer, 2016. Print.

**Senior Students**

Bushman, Barbara Ann. *ACSM's Resources for the Personal Trainer*. 4<sup>th</sup> ed. Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins Health, 2014. Print.

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

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

**093-17 Approve Completion Certificates Criteria**

A motion was made by Mrs. Javins and seconded by Mr. Sedivy to approve the completion certificates exit criteria for the 2017-2018 school year. Students will be required to achieve at least one of the four levels to complete their career tech program at the end of the two years with Auburn. (Attachment Item #33)

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

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

**094-17 Approve Partnership Agreement with I-CAR**

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve the partnership agreement with I-CAR and Auburn Career Center regarding the school's participation in I-CAR's fixed training sites at CTE Schools program. This program is designed to provide fixed training locations to offer I-CAR training to the industry. (See Attachment Item #34)

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

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

**095-17 Approve Customized Training Agreements**

A motion was made by Mrs. Javins and seconded by Mr. Kent to approve the customized training agreements between Auburn Vocational School District and Visiting Angels. The Adult Workforce Department will provide customized training April 12<sup>th</sup> and 13<sup>th</sup>, 2017.

The Adult Workforce Department will also provide customized training for the Visiting Angels on an as needed basis from the date of execution of the customized training agreement until December 31, 2017.  
(See Attachment Item #35)

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

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

**096-17 Executive Session**

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to enter into executive session at 7:34 p.m. 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.

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

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

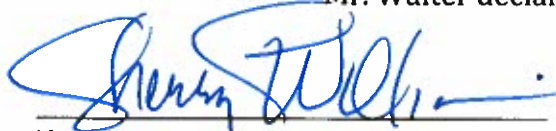
**Return to public session at 7:55 p.m.**

**097-17 Adjourn**

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to adjourn the meeting at 7:55 p.m.

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

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



Treasurer



Board President

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



## *Attachment Item #12*

# Render Financial Reports

**Auburn Career Center**  
**Cash Fund Balance Report**  
**March 31, 2017**

**A**

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,427,067.11	\$ 2,034,229.18	\$ 8,437,255.80	\$ 715,007.42	\$ 6,502,553.16	\$ 6,361,759.75	\$ 616,535.29	\$ 5,745,224.46
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ 62,751.69	\$ (62,751.69)	\$ -	\$ (62,751.69)
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 50,583.00	\$ 14,655.85	\$ 125,661.86	\$ -	\$ 130,605.58	\$ 45,639.28	\$ -	\$ 45,639.28
006	Food Service	\$ 2,738.07	\$ 8,637.70	\$ 155,962.81	\$ 20,358.68	\$ 167,620.70	\$ (8,919.82)	\$ 13,835.51	\$ (22,755.33)
009	USSF	\$ 10,196.82	\$ 315.00	\$ 7,771.00	\$ -	\$ 10,196.82	\$ 7,771.00	\$ 160.00	\$ 7,611.00
011	Rotary	\$ 91,779.53	\$ 1,758.63	\$ 10,771.72	\$ 12,790.46	\$ 42,911.64	\$ 59,639.61	\$ 15,412.20	\$ 44,227.41
012	Adult Education	\$ 136,667.16	\$ 105,460.64	\$ 1,212,918.32	\$ 126,040.63	\$ 1,242,729.06	\$ 106,856.42	\$ 92,322.13	\$ 14,534.29
014	Rotary Internal Service Fund	\$ 2,261.27	\$ 71.88	\$ 535.52	\$ -	\$ 1,775.36	\$ 1,021.43	\$ 1,500.00	\$ (478.57)
018	Principal Fund	\$ 3,261.00	\$ -	\$ 25,000.00	\$ 4,907.25	\$ 6,938.16	\$ 21,322.84	\$ 39,067.46	\$ (17,744.62)
019	Trust Fund-Camp Discovery	\$ 431,938.70	\$ 2,000.00	\$ 22,362.31	\$ 6,929.59	\$ 90,699.56	\$ 363,601.45	\$ 22,962.02	\$ 340,639.43
022	District Agency	\$ 14,544.28	\$ -	\$ 42,975.80	\$ -	\$ 42,309.13	\$ 15,210.95	\$ 1,666.65	\$ 13,544.30
024	Employee Self Insurance Fund	\$ 11,544.05	\$ -	\$ 18,455.95	\$ 4,010.60	\$ 19,652.59	\$ 10,347.41	\$ 10,347.41	\$ -
70	Capital Projects	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	\$ -	\$ 350,000.00
200	Student Activity Fund	\$ 80,204.69	\$ 1,079.80	\$ 34,395.27	\$ 17,514.02	\$ 69,745.72	\$ 44,854.24	\$ 14,123.47	\$ 30,730.77
451	Data Communication Fund	\$ -	\$ 900.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
501	ABLE Literacy Fund	\$ 2,505.38	\$ 21,829.42	\$ 143,482.24	\$ 24,387.90	\$ 171,975.63	\$ (25,988.01)	\$ 7,638.17	\$ (33,626.18)
524	VEPD Secondary and Adult Fund	\$ -	\$ 6,389.87	\$ 180,411.88	\$ 43,599.84	\$ 224,011.72	\$ (43,599.84)	\$ 63,250.00	\$ (106,849.84)
584	Drug Free Grant Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
590	Improving Teacher Quality	\$ -	\$ 315.00	\$ 893.17	\$ 25.87	\$ 919.04	\$ (25.87)	\$ 175.00	\$ (200.87)
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ 26,496.47	\$ 12,787.31	\$ 39,283.78	\$ (12,787.31)	\$ 17,746.80	\$ (30,534.11)
	<b>Grand Totals</b>	\$ 5,265,291.06	\$ 2,197,642.97	\$ 10,797,150.12	\$ 988,359.57	\$ 8,826,689.34	\$ 7,235,751.84	\$ 916,742.11	\$ 6,319,009.73

This is an unaudited financial report.



**Auburn Career Center**  
**Appropriation Account Summary**  
3/31/17

**B**

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,332,151.07	\$ 59,426.01	\$ 9,391,577.08	\$ 6,502,563.16	\$ 715,007.42	\$ 616,535.29	\$ 2,272,478.63	75.80%
002	Bond Retirement	\$ 475,595.50	\$ -	\$ 475,595.50	\$ 62,751.69	\$ -	\$ -	\$ 412,843.81	13.19%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 56,318.67	\$ 50,583.00	\$ 106,901.67	\$ 130,605.58	\$ -	\$ -	\$ (23,703.91)	0.00%
006	Lunchroom Fund	\$ 232,470.07	\$ -	\$ 232,470.07	\$ 167,620.70	\$ 20,358.68	\$ 13,835.51	\$ 51,013.86	78.06%
009	Uniform School Supply Fund	\$ 17,967.82	\$ -	\$ 17,967.82	\$ 10,196.82	\$ -	\$ 160.00	\$ 7,611.00	0.00%
011	Customer Service Fund	\$ 102,551.25	\$ -	\$ 102,551.25	\$ 42,911.64	\$ 12,790.46	\$ 15,412.20	\$ 44,227.41	58.87%
012	Adult Education Fund	\$ 1,624,387.13	\$ 22,580.99	\$ 1,646,968.12	\$ 1,242,729.06	\$ 126,040.63	\$ 92,322.13	\$ 311,916.93	81.06%
014	Rotary Internal Service Fund	\$ 3,978.01	\$ 1,418.78	\$ 5,296.79	\$ 1,775.36	\$ -	\$ 1,500.00	\$ 2,021.43	61.84%
018	Principal Fund	\$ 25,750.00	\$ 2,511.00	\$ 28,261.00	\$ 6,938.16	\$ 4,907.25	\$ 39,067.46	\$ (17,744.62)	162.79%
019	Other Grants	\$ 442,238.70	\$ 4,700.00	\$ 446,938.70	\$ 90,699.56	\$ 6,929.59	\$ 22,962.02	\$ 333,277.12	0.00%
022	Scholarships	\$ 12,877.62	\$ 1,666.66	\$ 14,544.28	\$ 42,309.13	\$ -	\$ 1,666.65	\$ (29,431.50)	302.36%
024	Employee Benefits	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 19,652.59	\$ 4,010.60	\$ 10,347.41	\$ -	100.00%
70	Capital Projects	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 350,000.00	0.00%
200	Student Activities	\$ 114,302.93	\$ 237.00	\$ 114,539.93	\$ 69,745.72	\$ 17,514.02	\$ 14,123.47	\$ 30,670.74	73.22%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 267,211.56	\$ 2,505.38	\$ 269,716.94	\$ 171,975.63	\$ 24,387.90	\$ 7,638.17	\$ 90,103.14	66.59%
524	VEPD Secondary and Adult	\$ 323,741.99	\$ -	\$ 323,741.99	\$ 224,011.72	\$ 43,599.84	\$ 63,250.00	\$ 36,480.27	88.73%
590	Improving Teacher Quality	\$ 1,243.07	\$ -	\$ 1,243.07	\$ 919.04	\$ 25.87	\$ 175.00	\$ 149.03	88.01%
599	REAP	\$ 58,991.00	\$ -	\$ 58,991.00	\$ 39,283.78	\$ 12,787.31	\$ 17,746.80	\$ 1,960.42	0.00%
	<b>Grand Total:</b>	<b>\$ 13,473,476.39</b>	<b>\$ 145,626.82</b>	<b>\$ 13,619,103.21</b>	<b>\$ 8,826,689.34</b>	<b>\$ 988,359.57</b>	<b>\$ 916,742.11</b>	<b>\$ 3,875,673.76</b>	<b>71.54%</b>

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



**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**March 31, 2017**

**C**

	Monthly Comparison				Avg Chg	Annual Comparison			Budget 2017 - Estimate	Remain 2017	Budget Expended
	March FY15	March FY16	March FY17	March FY17		Actual 2015	Actual 2016	Estimate			
<b>Revenue</b>											
Real Estate	\$ 4,737,436	\$ 4,608,807	\$ 5,118,784			\$ 4,618,415	\$ 5,398,396	\$ 4,481,187	\$ (637,597)		114%
Commercial	\$ 142,695	\$ 880,675	\$ 418,446			\$ 750,712	\$ 399,421	\$ 880,675	\$ 462,229		48%
Tangible Personal (PU)	\$ -	\$ 412,393	\$ 419,558			\$ 368,464	\$ -	\$ 398,000	\$ (21,558)		105%
Foundation	\$ 1,458,594	\$ 1,539,130	\$ 1,664,442			\$ 1,911,053	\$ 1,976,358	\$ 1,980,000	\$ 315,558		84%
PU Reimb	\$ 4,359	\$ -	\$ -			\$ 4,359	\$ -	\$ -	\$ -		#DIV/0!
Homestead & Rollback	\$ 410,681	\$ 395,068	\$ 391,647			\$ 765,170	\$ 817,295	\$ 652,660	\$ 261,013		60%
Other	\$ 101,014	\$ 135,463	\$ 365,492			\$ 222,674	\$ 243,693	\$ 226,650	\$ (138,842)		161%
<b>Subtotal</b>	<b>\$ 6,854,779</b>	<b>\$ 7,971,536</b>	<b>\$ 8,378,369</b>			<b>\$ 8,640,847</b>	<b>\$ 8,835,163</b>	<b>\$ 8,619,172</b>	<b>\$ 240,803</b>		97%
<b>Expense</b>											
Salaries	\$ 3,419,553	\$ 3,060,065	\$ 3,070,895		-5.1%	\$ 4,459,423	\$ 4,531,297	\$ 4,329,389	\$ 1,258,494		71%
Benefits	\$ 1,229,133	\$ 1,194,905	\$ 1,262,926		1.5%	\$ 1,640,421	\$ 1,636,795	\$ 1,747,135	\$ 484,209		72%
Purchased Services	\$ 1,076,901	\$ 870,107	\$ 832,079		-11.8%	\$ 1,222,975	\$ 1,506,175	\$ 1,495,581	\$ 663,502		56%
Supplies	\$ 386,965	\$ 340,937	\$ 352,200		-4.3%	\$ 481,936	\$ 470,293	\$ 514,145	\$ 161,945		69%
Capital Outlay/Equipment	\$ 350,052	\$ 148,876	\$ 293,976		20.0%	\$ 321,888	\$ 262,034	\$ 232,741	\$ (61,235)		126%
Summer Projects	\$ -	\$ -	\$ 83,221			\$ -	\$ -	\$ 400,000	\$ 400,000		0%
Parking Lot	\$ 121,884	\$ 165,196	\$ 131,287			\$ 153,060	\$ 161,285	\$ 185,290	\$ 54,003		71%
Other	\$ 6,584,488	\$ 6,128,618	\$ 6,026,584			\$ 8,279,703	\$ 8,567,879	\$ 8,904,281	\$ 2,960,918		68%
<b>Subtotal</b>	<b>\$270,291</b>	<b>\$1,842,918</b>	<b>\$ 2,351,786</b>			<b>\$361,144</b>	<b>\$267,284</b>	<b>(\$285,109)</b>			
<b>Revenue/Expense (Operating Balance)</b>											
<b>Other Uses</b>											
Advances Returned	\$ 456,805	\$ 9,503	\$ 58,884			\$ 190,883	\$ 456,805	\$ 200,000			
Advances Out	\$ -	\$ -	\$ -			\$ 565,000	\$ 9,503	\$ 100,000			
Transfers	\$ 444,535	\$ 124,465	\$ 475,977			\$ 907,500	\$ 905,906	\$ 75,000			
<b>Subtotal</b>	<b>\$ 12,270</b>	<b>\$ (114,962)</b>	<b>\$ (417,093)</b>			<b>\$ (151,617)</b>	<b>\$ (439,598)</b>	<b>\$ 225,000</b>			
Beginning Cash	\$ 3,564,667	\$ 4,236,186	\$ 5,042,537			\$ 5,889,532	\$ 6,099,059	\$ 5,926,745			
Ending Cash	\$ 4,583,205	\$ 5,837,281	\$ 6,361,759			\$ 6,099,059	\$ 5,926,745	\$ 5,866,636			
Encumbrances	\$ 644,900	\$ 536,390	\$ 616,535			\$ 90,995	\$ 598,965	\$ 100,000			

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

Date: 04/03/2017  
Time: 8:34 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017  
ALL CHECKS SELECTED

Page: 1  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
045052	B	03/02/2017	MICHAEL DUGAS	041322	RECONCILED: 03/07/2017		735.00
045053	B	03/02/2017	MITCHELL TENEROVE	041319	RECONCILED: 03/09/2017		25.00
045054	B	03/02/2017	ANDREW HARTMAN	041320	RECONCILED: 03/20/2017		25.00
045055	B	03/02/2017	BRENDEJA UPTON	041317	RECONCILED: 03/06/2017		198.25
045056	B	03/02/2017	BREONA PRINCE	041318	RECONCILED: 03/07/2017		2,376.25
045057	W	03/03/2017	MENTOR AREA CHAMBER OF COMMERCE	010578	RECONCILED: 03/28/2017		100.00
045058	W	03/03/2017	TREASURER, STATE OF OH DIVISION OF INDUSTRIAL COMP.	008101	RECONCILED: 03/14/2017		247.25
045059	W	03/03/2017	DAWNCHAM, INC.	000600	RECONCILED: 03/07/2017		1,606.46
045060	W	03/03/2017	PMF RENTAL	041084	RECONCILED: 03/08/2017		210.00
045061	W	03/03/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/03/2017	1	1,678.68
045062	W	03/03/2017	CHANNING BETE CO., INC.	000413	RECONCILED: 03/09/2017		814.22
045063	W	03/03/2017	FISDAP	013929	RECONCILED: 03/09/2017		630.00
045064	W	03/03/2017	CIRCUIT SPECIALISTS INC	011459	RECONCILED: 03/06/2017		897.00
045065	W	03/03/2017	CHANEY ELECTRONICS	001017	RECONCILED: 03/06/2017		931.75
045066	W	03/03/2017	HALLRICH INC.	041213	RECONCILED: 03/14/2017		574.00
045067	W	03/03/2017	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED: 03/07/2017		1,246.08
045068	W	03/03/2017	O'REILLY AUTOMOTIVE, INC	040813	RECONCILED: 03/09/2017		1,143.99
045069	W	03/03/2017	IRON MOUNTAIN INC	011058	RECONCILED: 03/10/2017		62.70
045070	W	03/03/2017	HALLE WEBB	041289	RECONCILED: 03/13/2017		5,348.98
045071	W	03/03/2017	AUTOMOTIVE EQUIPMENT INC				
045072	W	03/03/2017	BFG SUPPLY CO., LLC	001284	RECONCILED: 03/08/2017	1	693.10
			U S POSTAL SERVICE	007745	RECONCILED: 03/09/2017		2,500.00
			CMRS-POC				
045073	W	03/03/2017	JOHNSTONE SUPPLY	013078	RECONCILED: 03/07/2017		335.22
045074	W	03/03/2017	CENTRAL RESTAURANT PRODUCTS	007205	RECONCILED: 03/08/2017		599.84
045075	W	03/03/2017	WILLO TRANSPORTATION	012426	RECONCILED: 03/10/2017		1,676.00
045076	W	03/03/2017	RLOS POOLS LLC	041296	RECONCILED: 03/09/2017	1	748.99
045077	W	03/03/2017	PRECISE INC	041286	RECONCILED: 03/08/2017		190.00
045078	W	03/03/2017	AWARD EMBLEM	000051	RECONCILED: 03/09/2017		97.20
045079	W	03/03/2017	POSTER COMPLIANCE CENTER	010771	RECONCILED: 03/13/2017		237.00
045080	W	03/03/2017	21ST CENTURY MEDIA - OHIO	000414	RECONCILED: 03/17/2017		1,500.00
045081	W	03/03/2017	TYCO INTEGRATED SECURITY LLC	040669	RECONCILED: 03/08/2017		2,029.02
045082	W	03/03/2017	FAMOUS Enterprises	007286	RECONCILED: 03/06/2017		1,606.48
045083	W	03/03/2017	MASON STRUCTURAL STEEL INC.	007589	RECONCILED: 03/07/2017		1,250.00
045084	W	03/03/2017	MADEWELL & SON DRYWALL I	007705	RECONCILED: 03/09/2017		2,675.00
045085	W	03/03/2017	MARS ELECTRIC CO.	001230	RECONCILED: 03/06/2017		1,075.31
045086	W	03/03/2017	AUBURN CAREER CENTER	000499	RECONCILED: 03/06/2017		427.00
045087	W	03/03/2017	ILLUMINATING COMPANY	000925	RECONCILED: 03/06/2017		1,125.46
045088	W	03/03/2017	AT&T	000171	RECONCILED: 03/08/2017		133.84
045089	W	03/03/2017	CINTAS CORPORATION LOCATION 259-T90	000532	RECONCILED: 03/09/2017		2,750.68
045090	W	03/03/2017	PENNCARE	008957	RECONCILED: 03/07/2017		98.00
045091	W	03/03/2017	SALONCENTRIC	013024	RECONCILED: 03/13/2017		2,683.98
045092	W	03/03/2017	WEX BANK	010639	RECONCILED: 03/09/2017		572.49
045093	W	03/03/2017	PATRICIA I. KOSLO	040283	RECONCILED: 03/07/2017		3,000.00
045094	W	03/03/2017	POSTMASTER	000431	RECONCILED: 03/13/2017		225.00
045095	W	03/03/2017	AMERICA EXPRESS	040915	RECONCILED: 03/07/2017		1,177.05
045096	W	03/03/2017	MENTOR AREA CHAMBER OF COMMERCE	010578	RECONCILED: 03/28/2017		170.00
045097	W	03/03/2017	NOC COG ONE STOP	040653	RECONCILED: 03/15/2017		434.89

Date: 04/03/2017  
Time: 8:34 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017  
ALL CHECKS SELECTED

Page: 2  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
AREA 19							
045098	W	03/03/2017	TREASURER OF STATE OF OH	012144	RECONCILED:03/13/2017		61.50
045099	W	03/03/2017	ACCOUNTS RECEIVABLE OFFICE				
045100	W	03/03/2017	GARDINER	040409	RECONCILED:03/06/2017		203.98
045101	W	03/03/2017	HOME DEPOT CREDIT SERVICES	010207	RECONCILED:03/07/2017	1 (Multi-bank check)	4,679.44
			DEPT 32-2502458767				
045102	W	03/03/2017	CLEVELAND SPRAY BOOTH	013370	RECONCILED:03/06/2017		183.00
045103	W	03/03/2017	SPECIALISTS, INC.				
045104	W	03/03/2017	DOMINION EAST OHIO	004003	RECONCILED:03/08/2017		3,421.06
045105	W	03/03/2017	ILLUMINATING COMPANY	000925	RECONCILED:03/06/2017		186.87
045106	W	03/03/2017	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED:03/06/2017		1,352.43
045107	W	03/03/2017	OHIO FFA ASSOCIATION	002746	RECONCILED:03/09/2017	1	70.00
045108	W	03/03/2017	OHIO DECA	000815	RECONCILED:03/07/2017		1,769.00
045109	W	03/03/2017	COMDOC INC.	008170	RECONCILED:03/06/2017		1,938.75
045110	W	03/03/2017	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:03/07/2017		1,864.00
045111	W	03/03/2017	ALRO STEEL CORPORATION	041193	RECONCILED:03/06/2017		1,808.98
045112	W	03/03/2017	Payroll	999999	RECONCILED:03/31/2017		237,764.58
			STATE TEACHERS RETIREMENT	000480	RECONCILED:03/13/2017		25,693.58
			SCHOOL EMPLOYEES RETIRE-	007727	RECONCILED:03/13/2017		11,854.26
			MENT SYSTEM				
045113	W	03/10/2017	VERITIV OPERATING COMPANY	013596	RECONCILED:03/13/2017		1,038.80
045114	W	03/10/2017	CITY OF P'VILLE UTIL.	000215	RECONCILED:03/16/2017		667.12
045115	W	03/10/2017	CRILE ROAD HARDWARE	000551	RECONCILED:03/15/2017		421.32
045116	W	03/10/2017	LOWE'S COMPANIES, INC.	011038	RECONCILED:03/15/2017	1 (Multi-bank check)	933.35
045117	W	03/10/2017	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED:03/14/2017		269.25
045118	W	03/10/2017	SCREENVISION DIRECT	040250	RECONCILED:03/16/2017		1,056.00
045119	W	03/10/2017	WEISKOPF INDUSTRIES	000507	RECONCILED:03/21/2017		317.85
			CORPORATION				
045120	W	03/10/2017	APPLE COMPUTER INC.	000974	RECONCILED:03/15/2017		1,895.00
045121	W	03/10/2017	WITMER PUBLIC SAFETY GROUP INC	040883	RECONCILED:03/15/2017		1,177.63
045122	W	03/10/2017	PENNCARE	008957	RECONCILED:03/14/2017		175.00
045123	W	03/10/2017	AFO PUMPS & COMPRESSORS INC.	011591	RECONCILED:03/13/2017		702.00
045124	W	03/10/2017	GORDON FOOD SERVICE	008479	RECONCILED:03/14/2017		2,056.31
045125	W	03/10/2017	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:03/13/2017		1,771.10
045126	W	03/10/2017	PREMIER PAINT	001141	RECONCILED:03/13/2017		342.69
			TECHNOLOGIES, INC.				
045127	W	03/10/2017	PACIFIC TELEMANAGEMENT	040344	RECONCILED:03/14/2017		153.00
			SERVICES				
045128	W	03/10/2017	GRIMES HORTICULTURE, INC.	008014	RECONCILED:03/13/2017	1	259.94
045129	W	03/10/2017	KEN'S TRANSPORT	041094	RECONCILED:03/13/2017	1	350.00
045130	W	03/10/2017	SALLY BEAUTY SUPPLY CO.	000063	RECONCILED:03/13/2017		1,554.06
045131	W	03/10/2017	LAKE COUNTY DEPARTMENT	001435	RECONCILED:03/15/2017		936.40
			OF UTILITIES				
045132	W	03/10/2017	BURMAX COMPANY, INC.	000482	RECONCILED:03/13/2017		29.77
045133	W	03/10/2017	AUBURN CAREER CENTER	000499	RECONCILED:03/13/2017		921.55
045134	W	03/10/2017	HANDLEY'S FLORIST	008345	RECONCILED:03/13/2017		57.00
045135	W	03/10/2017	WAWLEY MAN INSULATION CO.	040632	RECONCILED:03/10/2017		1,344.30
045136	W	03/10/2017	CINTAS CORPORATION	000532	RECONCILED:03/15/2017		1,414.64
			LOCATION 259-T90				
045137	W	03/10/2017	MENTOR WHOLESAL LUMBER	000834	RECONCILED:03/14/2017		517.15
045138	W	03/10/2017	ASAP SANITARY SERVICES	041115	RECONCILED:03/14/2017		79.00
045139	W	03/10/2017	BFG SUPPLY CO., LLC	001284	RECONCILED:03/14/2017	1	2,347.92

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
045140	W	03/10/2017	EDUCATIONAL MANAGEMENT SERVICES INC	001227	RECONCILED: 03/15/2017		1,050.00
045141	W	03/10/2017	AT&T	000171	RECONCILED: 03/14/2017		154.31
045142	W	03/10/2017	REIDER'S	012171	RECONCILED: 03/14/2017		12.21
045143	W	03/10/2017	PENNCARE	008957	RECONCILED: 03/14/2017		3,426.80
045144	W	03/10/2017	DAYMARK SAFETY SYSTEMS	041325	RECONCILED: 03/13/2017		37.08
045145	W	03/10/2017	ITD FOOD SAFETY	040181	RECONCILED: 03/13/2017		706.26
045146	W	03/10/2017	BUCKEYE EDUCATIONAL SYSTEMS INC	000746	RECONCILED: 03/15/2017		42,145.00
045147	W	03/10/2017	ESCO INSTITUTE	011206	RECONCILED: 03/13/2017		660.00
045148	W	03/10/2017	WELLS FARGO INS SERVICES USA	040743	RECONCILED: 03/24/2017		871.00
045149	W	03/10/2017	SPEE-D-METALS	001679	RECONCILED: 03/13/2017		130.00
045150	W	03/10/2017	ALFRED NICKLES BAKERY INC	001071	RECONCILED: 03/14/2017		62.58
045151	W	03/10/2017	JOHNSTONE SUPPLY	013078	RECONCILED: 03/14/2017		123.62
045152	W	03/10/2017	JAMECO ELECTRONICS	000389	RECONCILED: 03/14/2017		679.62
045153	W	03/10/2017	WILLO TRANSPORTATION	012426	RECONCILED: 03/16/2017		1,392.00
045154	W	03/10/2017	AT&T	000171	RECONCILED: 03/14/2017		1,371.87
045155	B	03/17/2017	SEAN KLINGMAN	041326	RECONCILED: 03/20/2017		638.00
045156	B	03/17/2017	MIKE BARTON	041324	RECONCILED: 03/23/2017		638.00
045157	B	03/17/2017	MALIK BRADLEY	041203	RECONCILED: 03/21/2017		285.50
045158	B	03/17/2017	IVAN PINKCETT	041214	RECONCILED: 03/20/2017		1,718.50
045159	B	03/17/2017	LENIEL RAMIREZ	041201	RECONCILED: 03/20/2017		1,772.00
045160	B	03/17/2017	JEREMY PATCHIN	041023	RECONCILED: 03/20/2017		2,125.50
045161	B	03/17/2017	CHRISTOPHER WOOD	041212	RECONCILED: 03/20/2017		1,443.50
045162	C	03/22/2017	Payroll	999999	RECONCILED: 03/31/2017		226,832.01
045163	B	03/22/2017	ELLEN KOLESZAR	041329	RECONCILED: 03/31/2017		2,376.25
045164	B	03/22/2017	A-TECH	004082	RECONCILED: 03/31/2017		38,834.54
045165	W	03/24/2017	STATE TEACHERS RETIREMENT	000480	RECONCILED: 03/27/2017		25,065.09
045166	W	03/24/2017	SCHOOL EMPLOYEES RETIREMENT SYSTEM	007727	RECONCILED: 03/27/2017		10,296.80
045167	W	03/24/2017	RIVERSIDE LOCAL SCHOOLS	000214	RECONCILED: 03/27/2017		264.75
045168	W	03/24/2017	WITMER PUBLIC SAFETY GROUP INC	040883	RECONCILED: 03/28/2017		247.95
045169	W	03/24/2017	HALLRICH INC.	041213	RECONCILED: 03/28/2017		546.00
045170	W	03/24/2017	PLATINUM EDUCATIONAL GROUP	013338	RECONCILED: 03/29/2017		1,890.00
045171	W	03/24/2017	TOLEDO POS AND NETWORKING LLC	040269	RECONCILED: 03/30/2017		800.00
045172	W	03/24/2017	CENTRAL RESTAURANT PRODUCTS	007205	RECONCILED: 03/29/2017		1,280.00
045173	W	03/24/2017	FIRST COMMUNICATIONS	010610	RECONCILED: 03/28/2017		141.44
045174	W	03/24/2017	VIVIANI FAMILY LIMITED PARTNERSHIP	011774	RECONCILED: 03/28/2017		1,392.91
045175	W	03/24/2017	PEPPE & WAGONER, LTD.	012424	RECONCILED: 03/29/2017		2,257.00
045176	W	03/24/2017	LAKE CITY DEPT OF JOB & FAMILY	013530	RECONCILED: 03/29/2017		96.50
045177	W	03/24/2017	GAZETTE NEWSPAPERS	011455	RECONCILED: 03/27/2017		25.00
045178	W	03/24/2017	U S POSTAL SERVICE	007745	RECONCILED: 03/28/2017		1,500.00
045179	W	03/24/2017	CMRS-POC				
045180	W	03/24/2017	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED: 03/28/2017		399.00
045181	W	03/24/2017	ILLUMINATING COMPANY	000925	RECONCILED: 03/28/2017		23,592.08
045182	W	03/24/2017	CINTAS CORPORATION	000532	RECONCILED: 03/30/2017		1,620.00
045183	W	03/24/2017	LOCATION 259-T90				
045184	W	03/24/2017	IRON MOUNTAIN INC	011058	RECONCILED: 03/28/2017		90.42
045185	W	03/24/2017	HERMAN LOSELY & SON INC.	007944	RECONCILED: 03/28/2017		320.00
			AT&T	000171	RECONCILED: 03/28/2017		651.54
			CALLAHAN O'BRIEN	041327	RECONCILED: 03/28/2017		5.14

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045186	W	03/24/2017	ORWELL NATURAL GAS	012805	RECONCILED: 03/29/2017		44.56
045187	W	03/24/2017	SHEAKLEY UNISERVICE, INC.	040167	RECONCILED: 03/27/2017		529.00
045188	W	03/24/2017	MARGARET LYNCH	011104			57.19
045189	W	03/24/2017	DEE STARK-KURTZ A	008279	RECONCILED: 03/27/2017		10.00
045190	W	03/24/2017	JANENE ISHEE	010194	RECONCILED: 03/27/2017		105.93
045191	W	03/24/2017	ROBERTA WIDLITS A	013976	RECONCILED: 03/27/2017		77.04
045192	W	03/24/2017	CAROL BRAFFORD	041142	RECONCILED: 03/27/2017		188.32
045193	W	03/24/2017	BARB GORDON A	012964	RECONCILED: 03/27/2017		152.48
045194	W	03/24/2017	SALMAN FIRZADA	040649	RECONCILED: 03/27/2017		42.80
045195	W	03/24/2017	MICHELLE RODEWALD	011544	RECONCILED: 03/27/2017		264.37
045196	W	03/24/2017	JESSICA SZOKA	040905	RECONCILED: 03/27/2017		177.94
045197	W	03/24/2017	LOGICALIS, INC DEPARTMENT #172301	041009	RECONCILED: 03/27/2017		2,999.43
045198	W	03/24/2017	MSC INDUSTRIAL SUPPLY CO. INC.	007489	RECONCILED: 03/27/2017		823.40
045199	W	03/24/2017	BORDEN DAIRY COMPANY	000154	RECONCILED: 03/27/2017		618.06
045200	W	03/24/2017	NCS PEARSON, INC	012139	RECONCILED: 03/27/2017		4,078.20
045201	W	03/24/2017	CDW GOVERNMENT	011547	RECONCILED: 03/27/2017		1,886.47
045202	W	03/24/2017	COMMONWEALTH LUMBER	041122	RECONCILED: 03/27/2017		751.96
045203	W	03/24/2017	B&H PHOTO-VIDEO	008659	RECONCILED: 03/27/2017		2,922.06
045204	W	03/30/2017	REMITTANCE PROCESSING CENTER	002746		1	357.00
045205	W	03/30/2017	OHIO FFA ASSOCIATION	010092	RECONCILED: 03/30/2017		271.87
045206	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	040915			6,089.84
045207	W	03/30/2017	AMERICA EXPRESS	000225			830.70
045208	W	03/30/2017	HM RECEIVABLES CO LLC	007104			486.32
045209	W	03/30/2017	DATA RECOGNITION CORPORATION	040274			209.97
045210	W	03/30/2017	NORTH MADISON MINI STORAGE INC	040896		1	576.00
045211	W	03/30/2017	BUCKEYE RESOURCE INC	000214			350.75
045212	W	03/30/2017	RIVERSIDE LOCAL SCHOOLS	000219	RECONCILED: 03/31/2017		363.34
045213	W	03/30/2017	PERRY LOCALSCHOOLS	013927			678.94
045214	W	03/30/2017	LEE'S MACHINERY	000541			1,000.04
045215	W	03/30/2017	MARIANNA	013744			645.00
045216	W	03/30/2017	PRECIOUS CARGO TRANSPORTATION	008397			270.00
045217	W	03/30/2017	DECA IMAGES	011461			131.60
045218	W	03/30/2017	DIGI-KEY CORP. 1537298	004003			2,510.89
045219	W	03/30/2017	DOMINION EAST OHIO	040250			1,056.00
045220	W	03/30/2017	SCREENVISION DIRECT	012341	RECONCILED: 03/31/2017		1,250.00
045221	W	03/30/2017	WKY	000376			2,500.00
045222	W	03/30/2017	ACTE	013361			27.07
045223	W	03/30/2017	HUNTER EQUIPMENT SERVICE CO.	001284		1	6,037.22
045224	W	03/30/2017	BFG SUPPLY CO., LLC	041328			312.50
045225	W	03/30/2017	DICKINSON WRIGHT PLLC	041042			512.85
045226	W	03/30/2017	COTTAGE GARDENS	007053			132.66
045227	W	03/30/2017	JOHN D. FREUER & ASSOCIATES & ASSOCIATES INC	010826			414.86
045228	W	03/30/2017	MCMASTER-CARR SUPPLY CO.	041094	RECONCILED: 03/31/2017		200.00
045229	W	03/30/2017	KEN'S TRANSPORT	008163			284.05
045230	W	03/30/2017	IRRIGATION SUPPLY	007602			240.00
			DEMILTA SAND & GRAVEL, INC				

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
045231	W	03/30/2017	WILCO TRANSPORTATION	012426		1	464.00
045232	W	03/30/2017	PEOPLE & WAGGONER, LTD.	012424			540.00
045233	W	03/30/2017	AUTOMOTIVE SUPPLY, INC.	000631			1,635.49
045234	W	03/30/2017	SAM'S CLUB	008469	RECONCILED: 03/31/2017		225.24
045235	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/30/2017		83.69
045236	W	03/30/2017	COMMONWEALTH LUMBER	041122	RECONCILED: 03/31/2017		47.37
045237	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/30/2017		322.75
045238	W	03/30/2017	OHIO ACTE	000682			145.00
045239	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/30/2017		619.56
045240	W	03/30/2017	ILLUMINATING COMPANY	000925	RECONCILED: 03/31/2017		1,228.66
045241	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/30/2017		2,107.98
045242	W	03/30/2017	AUBURN CAREER CENTER	000499	RECONCILED: 03/30/2017		786.15
045243	W	03/30/2017	HAS FACTORY OUTLET	013302			3,329.17
045244	W	03/30/2017	NW 7968-08				4,691.50
045245	W	03/30/2017	SYSO FOOD SERVICES OF CLEVELAND	008412	RECONCILED: 03/31/2017		1,385.51
045246	W	03/30/2017	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 03/30/2017	(Multi-bank check)	20,773.60
045247	W	03/30/2017	GEAUGA CNTY EDUC. SERVICE CTR.	000871	RECONCILED: 03/31/2017		9,228.00
045248	W	03/30/2017	LAKE GEAUGA COMPUTER ASSOC.	001697	RECONCILED: 03/31/2017		427.00
045249	W	03/30/2017	PENNCARE	008957			25.87
045250	W	03/30/2017	JEFF SLAVKOVSKI	013632	RECONCILED: 03/31/2017		40.66
045251	W	03/30/2017	JENNIFER SIMKE	041330	RECONCILED: 03/31/2017		364.10
045252	W	03/30/2017	NCS PEARSON, INC	012139	RECONCILED: 03/31/2017		775.98
045253	W	03/30/2017	BEH PHOTO-VIDEO	008659			655.18
045254	W	03/30/2017	REMITTANCE PROCESSING CENTER	007489	RECONCILED: 03/31/2017		708.07
045255	W	03/30/2017	MSC INDUSTRIAL SUPPLY CO. INC.	041193	RECONCILED: 03/31/2017		1,191.48
045256	W	03/30/2017	ADVO STEEL CORPORATION	011547	RECONCILED: 03/31/2017		545.90
045257	W	03/30/2017	CDW GOVERNMENT	040941	RECONCILED: 03/31/2017		1,565.26
045258	W	03/30/2017	FRONTLINE TECHNOLOGIES GROUP	011447	RECONCILED: 03/31/2017		1,848.00
902037	M	03/20/2017	ELSEVIER	013407	RECONCILED: 03/31/2017		1,225.72
902177	M	03/20/2017	ADVANCED GAS & WELDING SOLUTIONS LLC	900926			1,294.54
903037	M	03/20/2017	SERS	900926			1,051.22
903177	M	03/20/2017	MEMO ONLY	900926			1,183.96
975843	M	03/01/2017	MEMO ONLY	999992			177.10
975844	M	03/01/2017	FLEX SAVE	999998			94,914.36
975853	M	03/10/2017	MZ: 04 2W 8317	900663			3,477.73
975854	M	03/10/2017	LAKE COUNTY SCHOOLS COUNCIL	900693			15.50
975855	M	03/10/2017	BANK ONE/MEMO/MEDICARE	900950			1,069.95
975909	M	03/24/2017	BANK ONE/MEMO/FICA	900663			3,244.03
975910	M	03/24/2017	Workers Comp	900693			15.50
975911	M	03/24/2017	BANK ONE/MEMO/MEDICARE	900950			1,020.75
990742	M	03/30/2017	BANK ONE/MEMO/FICA	999994			4,010.60
			Workers Comp				
			MEDICAL MUTUAL OF OHIO				
			MEMO ONLY				



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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
V	VOIDED CHECKS			0	CHECK TOTALS		0.00
R	RECONCILED CHECKS			174	CHECK TOTALS		832,539.36
W	WARRANT CHECKS			191	CHECK TOTALS		347,911.48
M	MEMO CHECKS			13	CHECK TOTALS		112,700.96
B	REFUND CHECKS			14	CHECK TOTALS		53,191.29
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		464,596.59
	MISSING CHECKS			0			
**	TOTAL CHECKS (LESS VOIDED)			220	** TOTAL NET		978,400.32
***	TOTAL CHECKS WRITTEN			220	*** GRAND TOTALS		978,400.32

**Auburn Career Center**  
**Bank Reconciliation**  
March 31, 2017

**E**

First Merit Checking	\$ 439,829.13
Huntington (Main Depository)	\$ 4,426,961.36
O/S checks - a/p	\$ (40,627.33)
O/S checks - p/r	\$ (239.19)
Payroll Accum (O/S)-Checks NI	\$ -
Deposit in Transit	\$ -
FLEX Saving Adjustment	
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	4,826,610.97
Health Care Deductible Pool - Huntington	\$ 10,347.41
Star Ohio	\$ 894,091.01
Fifth - Third Construction Investment - Interest Only	\$ 1,718.95
<b>Net Available Cash</b>	<b>\$ 5,732,768.34</b>
<b>Investments:</b>	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$1,502,983.50
<b>Total Investments</b>	<b>\$ 1,502,983.50</b>
<b>Balance per bank</b>	<b>\$ 7,235,751.84</b>
<b>Balance per books</b>	<b>\$ 7,235,751.84</b>
	\$ -

**Investments Report**

**F**

<b>Institution</b>	<b>Maturity Date</b>	<b>Date Placed</b>	<b>Amount</b>
First Merit CD	5/15/2017	5/16/2016	\$ 250,379.19
Tri State CDARS	5/25/2017	5/26/2016	\$ 508,856.12
First Merit CD	7/3/2017	1/4/2016	\$ 500,000.00
Tri State CDARS	8/10/2017	8/10/2015	\$ 243,748.19
			<b>\$1,502,983.50</b>



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## Auburn Career Center

Adult Workforce Education - Program Budget History Repo

Prepared - March 31, 2017

Receivable 2017																
Programs	FY17			FY16			FY15			FY14			FY13		FY12	
	Rev	Exp		Rev	Exp		Rev	Exp		Rev	Exp		Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$ 297,811	\$ 271,386	\$ 200,389	\$ 300,810	\$ 321,553	\$ 423,606	\$ 564,213	\$ 460,761	\$ 615,629	\$ 448,363	\$ 226,926	\$ 336,196				
STNA	-	-	-	-	-	-	-	-	-	-	638	\$ 13,477				
EMT Basic	\$ 32,021	\$ 35,730	\$ 43,506	\$ 32,321	\$ 35,475	\$ 40,429	\$ 32,139	\$ 27,781	\$ 19,519	\$ 19,032	\$ 8,803	\$ 17,423				
EMT Paramedic	\$ 161,656	\$ 87,280	\$ 83,059	\$ 161,656	\$ 126,059	\$ 107,532	\$ 78,437	\$ 51,916	\$ 50,170	\$ 48,779	\$ 50	\$ 6,041				
Cert	-	-	-	-	-	-	\$ 20,200	\$ 16,235	\$ 37,290	\$ 36,896	\$ 18,965	\$ 10,014				
Adult Education (Hrly Programs)	\$ 1,019	\$ 4,605	\$ 5,343	\$ 1,019	\$ 2,006	\$ 7,283	\$ 12,080	\$ 24,490	\$ 65,368	\$ 38,641	\$ 35,241	\$ 22,064				
Customized	\$ 38,069	\$ 601	\$ (374)	\$ 38,069	\$ 20,770	\$ 2,230	\$ 30,329	\$ 27,138	\$ 139,692	\$ 69,736	\$ 19,554	\$ 118,162				
HVAC Refrigeration	\$ 173,200	\$ 160,825	\$ 57,017	\$ 173,201	\$ 61,585	\$ 134,209	\$ 33,762	\$ 34,581	\$ 119,776	\$ 63,007	\$ 68,754	\$ 37,623				
Auto Body	-	-	-	-	-	-	\$ 16,693	-	-	\$ 150	\$ 187	-				
Ground Transportation Maintenance (Auto Tech)	\$ 69,027	\$ 35,916	\$ 36,257	\$ 69,027	\$ 35,629	\$ 50,242	\$ 40,292	\$ 36,684	\$ 39,788	\$ 40,687	\$ 50,962	\$ 26,959				
DC and AC Electronic Circuits (Electrical)	\$ 3,459	\$ 14,218	\$ 964	\$ 3,459	\$ 39,074	\$ 18,692	\$ 21,906	\$ 14,864	\$ 28,523	\$ 5,488	-	-				
Manufacturing Operations (Indust Maint)	\$ 75,085	\$ 41,925	\$ 27,670	\$ 75,085	\$ 24,918	\$ 43,781	\$ 5,538	\$ 29,837	\$ 9,230	\$ 527	-	-				
Structural Systems (Facilities Management & Bldg Tech)	\$ 32,194	\$ 52,023	\$ 23,267	\$ 32,194	\$ 15,795	\$ 32,427	\$ 26,736	\$ 41,100	\$ 26,632	\$ 14,027	\$ 18,973	-				
Manufacturing Capstone (Machine Trades)	\$ 81,854	\$ 90,329	\$ 24,057	\$ 82,323	\$ 19,644	\$ 102,384	\$ 21,240	\$ 94,815	\$ 7,188	\$ 35,164	\$ 2,033	\$ 1,777				
Gas Metal Arc Welding	\$ 154,057	\$ 88,936	\$ 82,903	\$ 154,057	\$ 77,886	\$ 99,047	\$ 76,369	\$ 139,692	\$ 69,736	\$ 69,518	\$ 20,493	\$ 17,391				
Firefighter I	\$ 62,333	\$ 73,822	\$ 68,169	\$ 64,391	\$ 41,293	\$ 77,077	\$ 57,407	\$ 40,843	\$ 58,422	\$ 20,681	\$ 37,377	\$ 48,668				
Truck Driving Training	\$ (820)	\$ 323	\$ -	\$ 20,577	\$ 13,473	-	-	-	-	-	-	-				
Total	\$ 1,180,965	\$ 957,921	\$ 652,227	\$ 1,208,188	\$ 835,159	\$ 1,385,692	\$ 884,366	\$ 1,373,632	\$ 959,454	\$ 1,143,973	\$ 1,000,021	\$ 529,499	\$ 686,002			
Program Profit/Loss			305,693		373,029		501,326		414,179		143,953		(126,503)			
Assessment	\$ 5,793	\$ 5,107	\$ 3,932	\$ 7,098	\$ 8,471	\$ 54,333	\$ 145,379	\$ 96,968	\$ 230,434	\$ 108,146	\$ 233,447	\$ 88,455	\$ 222,301			
Lifetime Learning/GED	\$ 9,047	\$ 10,654	\$ 107,876	\$ 9,047	\$ 113,495	\$ 10,757	\$ 100,832	\$ 8,180	\$ 99,846	\$ 4,996	\$ 76,840	\$ 3,350	\$ 65,135			
Adult Resale Uniform Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ 15,010	-	-	-	-	-	-			
One Stop	\$ 39,087	\$ 39,090	\$ 27,457	\$ 42,665	\$ 31,636	\$ 34,340	\$ 33,070	\$ 32,736	\$ 37,537	\$ 35,387	\$ 34,772	\$ 46,490	\$ 41,121			
Total	\$ 53,927	\$ 54,852	\$ 139,265	\$ 58,810	\$ 153,601	\$ 99,446	\$ 294,291	\$ 367,817	\$ 148,529	\$ 345,060	\$ 138,295	\$ 328,557				
ABLE Profit/Loss			(84,414)		(94,791)		(194,845)		(229,934)		(196,531)		(190,262)			
Front Office																
Revenue	\$ 274,135	\$ 200,146		\$ 275,408	\$ 434,447	\$ 300,207	\$ 291,240	\$ 288,117	\$ 256,274	\$ 325,400	\$ 267,228	\$ 317,306				
Salaries/Benefits		\$ 308,611		\$ 169,930	\$ 4,530	\$ 4,247	\$ 4,191	\$ -	\$ -	\$ -	\$ -	\$ -				
Services		\$ 121,263		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Supplies		\$ 12,553		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Equipment		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Miscellaneous	\$ 1,274	\$ 8,809		\$ 10,471	\$ 10,050	\$ 6,448	\$ 6,448	\$ 6,448	\$ 16,547	\$ 16,547	\$ 7,228	\$ 7,228				
Total	\$ 275,409	\$ 200,146	\$ 451,236	\$ 275,408	\$ 619,378	\$ 300,207	\$ 429,634	\$ 349,653	\$ 256,274	\$ 454,897	\$ 267,228	\$ 481,465				
Front Office Over/Under			(251,090)		(343,970)		(129,427)		(50,413)		(198,623)		(214,237)			
FYTD Advances Returned																
All Adult Workforce			(335,504)		(438,761)		(288,348)		(395,155)				(404,499)			
AYWE Long Term Loan Balance Owed to Gen Fund	\$ -	\$ -	\$ -	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000				
	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000	\$ 1,155,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000				



## *Attachment Item #15*

- Approve FA Solutions, LLC Services Agreement

## SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is entered into and effective as of the **28th March 2017**, ("Effective Date") by and between FA Solutions, LLC, and **Auburn Joint Vocational School District Board of Education** ("School"). In consideration of the covenants and agreements set forth in this Agreement, the parties agree as follows.

1. **Services.** FA Solutions will provide School with Financial Aid servicing and support as detailed in the description attached hereto as Exhibit A.

2. **Fees.** School agrees to pay FA Solutions the fees set forth on Exhibit A. FA Solutions will provide School an invoice on a monthly basis. School agrees to pay FA Solutions based on such invoice within fifteen (15) days of School's receipt of the invoice. Late payments by school shall be subject to late penalty fees of 5% per month. A payment is considered late if not received within 5 days of due date. If payment is greater than 30 days late, school understands that an interruption in service may occur.

3. **Term.** The Agreement shall be in effect from the Effective Date through **June 30, 2018** unless otherwise terminated by the mutual agreement of the parties, or insolvency of either party.

4. **Confidentiality.** All information, written or oral, that is designated as or should reasonably be understood to be, confidential ("Confidential Information"), shall be maintained as such by each party for the term of this Agreement and thereafter to the extent permissible under R.C. 121.22, R.C. 129.43, and any other applicable law. Confidential Information shall include, but not be limited to, any information that either party discloses, whether in writing, electronically or orally, to the other party, whether in tangible or intangible form. By way of example and not limitation, Confidential Information includes: (i) any information concerning a party's, its agents' or licensors' technology, such as systems, source code, databases, hardware, software, programs, applications, engine protocols, routines, models, displays and manuals, including, without limitation, the selection, coordination, and arrangement of the contents thereof; (ii) any information concerning a party's, its agents' or licensors' financial or business plans or operations; and (iii) any "nonpublic personal information" as defined in the Gramm Leach Bliley Act about any customer of a party. FA Solutions shall also not disclose the specific nature of financial aid services it will provide School under this Agreement without School's permission. School agrees to not share FA Solutions pricing and/or terms with any other party. Confidential Information of a party shall not be disclosed by the other party without written consent, or if required by law to be disclosed, without advance written notice to the other party. FA Solutions acknowledges that official action and deliberation regarding this Agreement will be taken in an open meeting and that its execution of this Agreement shall constitute advanced written notice of disclosure under this section.

5. **Limited Liability; Limitation on Actions.** School's remedy for FA Solutions failure to perform the Services in a timely and professional manner is to have such services re-performed by FA Solutions or to terminate this Agreement. Other than for intentional misconduct or fraud, FA Solutions maximum liability under this Agreement will be to compensate School for its actual damages sustained, up to and not to exceed the amount of the

fees paid by School hereunder. In no event will either party be liable for any special, consequential, indirect, exemplary or punitive damages arising out of this Agreement, even if advised of the possibility of such damages. Any action for the breach of any provisions of this Agreement shall be commenced within one (1) year after termination of Agreement.

**6. Notices.** All notices or communications required under this Agreement by one of the parties hereto to the other shall respectfully be addressed as follows:

**If to FA Solutions, LLC:**

Robert Wright

600 1st Ave. N. Suite 302 #12

St. Petersburg, FL 33701

Email: [rwright@getfasolutions.com](mailto:rwright@getfasolutions.com) , Phone: (813) 435-6227

**If to School:**

Andrea Tracy, Director of Adult Workforce Education

8140 Auburn Rd

Painesville, OH 44077

Email: [atracy@auburncc.org](mailto:atracy@auburncc.org) Phone: 440-358-8028

**7. Governing Law.** The parties hereto agree that it shall be construed, interpreted and applied in accordance with the laws of Ohio,

**8. Non-Solicitation.** School agrees that for a period of 6 months after any termination of FA Solutions agreement that it will not directly or indirectly: (a) induce or influence (or attempt to induce or influence) any person who is an employee of FA Solutions with whom School has had contact with in performance of the FA Solutions agreement, to terminate his/her relationship with FA Solutions, or to accept employment with School, (b) aid, assist or abet any third-party in any of the aforementioned activities. FA Solutions may pursue any and all remedies available to it and the pursuit of one remedy will not be deemed to exclude any other remedies, including, but not limited to recovery of damages and reasonable attorneys' fees.

**9. FERPA.** Pursuant to the Family Educational Rights Privacy Act, the parties acknowledge that FA Solutions shall perform an institutional service or function for which the School would otherwise use employees. As such, FA Solutions is under the direct control of the School with respect to the use and maintenance of education records and is subject to the requirements of 34 C.F.R. § 99.30(a) governing the use and disclosure of personally identifiable information from education records.

**10. Entire Agreement; Severability; Modification; Waiver.** This Agreement (including the Exhibits attached hereto and made a part hereof by this reference) is the entire and exclusive statement of the agreement and understanding between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. In the event a court of competent jurisdiction finds any of the provisions of this Agreement to be so broad as to be unenforceable or invalid for any other reason, it is the parties' intent that such invalid provisions be reduced in scope



or eliminated by the court, but only to the extent deemed necessary by the court to render the provisions of this Agreement reasonable and enforceable. This Agreement may be amended or modified only by a writing executed by both parties. The waiver or the failure of either party to exercise in any respect any right provided for herein shall not be.

**11. Force Majeure.** If by reason of a cause outside the reasonable control of a party, such party is unable in whole or in part to carry out any obligation hereunder, such party will not be in default during the continuance of such inability. In witness whereof, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**FA Solutions, LLC**

**Auburn Joint Vocational School  
District Board of Education**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Robert Wright  
Title: Managing Member

Name: Erik Walter  
Title: Board President

AUTHORIZED PURSUANT TO BOARD RESOLUTION NO. \_\_\_\_\_ \*

\* This Agreement has no binding legal effect absent the approval of the Board.



## EXHIBIT "A" TO SERVICES AGREEMENT

**ANTICIPATED COST BREAKDOWN:** FA Solutions proposes a flat-fee based pricing structure for the School. This structure allows for predictable billing with no surprise costs to the School for such things as multiple file reviews, which can be very common especially for students that have been selected for verification.

### Fees for financial aid processing service

\$1770 / mo

\$177.00/mo.	Flat fee if student FA applicants processed range is up to 170 students.
\$125.00/per file	One-time fee for any Financial Aid application processed in excess of 170 applicants

~~\$2,995~~ \$2495 One-time training and set up fee (discounted rate) due upon acceptance of agreement

**ADDITIONAL (OPTIONAL) SERVICES:** those selected are marked by an \*asterisk

- \*As an added benefit to this agreement, FA Solutions will offer optional discounted financial aid consulting if requested by school on an as-needed basis while servicing agreement is in force. The discounted rate will be \$95/hour instead of the normal rate of \$125/hr.
- File, transmit, and prepare annual Fiscal Operations Report and Application to Participate (FISAP), if applicable
- Provide support with compliance audits
- Review Policies and Procedures Manual
- **Student Advising Experience** - Financial Aid counseling and advising support via incoming/outgoing phone and email correspondence

### Services Include:

- **Multiple experienced financial aid advisors** available to answer incoming student financial aid inquiries.
- **Outbound phone and email correspondence to students** advising them of missing documents and other issues that may be causing financial aid delays – should experience faster processing of aid and enhanced overall student experience
- **Specialized Solution** designed to mirror the culture of the school, and ultimately enhance the student experience and financial aid processing turnaround times

### **Optional Services – Continued**

- File review audits – Back end file audits of existing financial aid files that are/were processed in-house at the school to verify accuracy and compliance
- SSCR Reporting
- Interim Staffing
- Verification Only (Stand-alone) Services

### **EXECUTING THE AGREEMENT & PAYMENT:**

- ➔ **Please scan and email a signed copy of the agreement to: [rwright@getfasolutions.com](mailto:rwright@getfasolutions.com)**
- ➔ **Please send payments to FA Solutions, LLC, at the following address:**

FA Solutions, LLC  
Attn: Accounts Receivable  
600 1st Ave. N  
Suite 302, #12  
Saint Petersburg, FL 33701

## **FA SOLUTIONS SCOPE OF WORK (SOW)**

**FA Solutions will assist School staff with the following duties/functions:**

### **Administration of Financial Aid:**

Initial file review to determine appropriate funding levels, and what additional documents would be required. The initial file review consists of but is not limited to the following:

- a. Receive verification documents
- b. Review verification documents according to what verification group student is selected for.
- c. C-Code resolution as applicable
- d. Review Needs Analysis calculations for any changes
- e. Make ISIR corrections as applicable
- f. Verify through NSLDS there are no loan defaults, bankruptcies, over awards, Pell LEU expenditure and Subsidized Usage Limit Applies (SULA)
- g. Verify through COD the Pell LEU expenditures and SULA usage
- h. Perform Professional Judgment, which would include correcting the Institution Student Information Record (ISIR) when applicable.
- i. Request from school when needed all supporting documents as it applies to special circumstances. This would include documents for but not limited to Professional Judgment documents, verification documents and citizenship requirements.

### **Award Process:**

- a. Award Pell according to EFC, enrollment status, COA and need
- b. Award direct loans according to grade level, enrollment status and need
- c. Award Plus loans as requested by the parents and in accordance with student eligibility.
- d. Generate award letters and send to students.

### **Disbursement Process:**

- a. Originate Pell
- b. Originate Direct Loans
- c. Pell and Direct Loans are then submitted using COD
- d. Submit individual Direct Loan adjustments when the student changes loan request(s)
- e. Process Pell and Direct Loan refunds when a student withdraws or loses eligibility.
- f. Import and export ED files daily
- g. Resolve and resubmit all electronic error reports for student disbursements and refunds.

### **Cash Management**

- a. Monitor disbursement dates to ensure that funds arrive in a timely manner
- b. Submit to school lists of eligible students before anticipated disbursement date to determine if the student(s) is still enrolled and institutionally eligible for the payment.
- c. Submit the school payment roster of disbursements submitted to COD for payment after it has been returned to FA Solutions representative.
- d. Reconcile all Title IV disbursements submitted to COD

### **Return of Title IV Process**

- a. School submits the withdrawal paperwork
- b. FA Solutions performs the R2T4 calculation according to the federal guidelines
- c. Submit results to the school to make appropriate refunds when applicable

### **Maintain accounting records for all programs for end of year close out and for annual audit**

- a. Pell Grant Reconciliation, which includes the annual Pell Closeout
- b. Direct Loan Reconciliation – which include the monthly reconciliation and annual Direct Loan closeout.

### **Federal Direct Student Loans (FDSL)**

1. Update and maintain Cost of Attendance budgets via FA Solutions / Regents FAMS
2. Complete and certify each loan including:
  - a. Setting up loan periods and disbursement dates. (Disbursement dates will be provided by the school)
3. Originate loan for institution including:
  - a. Calculating loan amount
  - b. Confirm electronic MPN on file
  - c. Establish loan origination record
  - d. Transmit electronic loan origination record to COD or manually update in COD if applicable
  - e. Reconcile loan records monthly
4. Provide student with disbursement notification



## **SCHOOL RESPONSIBILITIES**

1. Provide FA Solutions, LLC with all necessary and accurate documentation to carry out the assigned activities described in the Service Agreements
2. Inform FA Solutions, LLC of any changes in the status of School, including, but not limited to change of ownership, change of address, change of financial aid coordinator, addition of new programs, limitations imported by School's state licensing agency, accrediting commission, or the U. S. Department of Education
3. Provide FA Solutions, LLC with School's academic calendar, course offerings, tuition and fee structure, and other information needed to appropriately manage School's student financial assistance program
4. Follow all provisions of the U.S. Department of Education Program Participation Agreement and understand that final responsibility for proper management of Federal financial aid funds rests with School. Of particular importance to School is its requirement to have Internet capability and an email address to receive communications from the U.S. Department of Education. In addition, School is required to have the ability to communicate with NSLDS before sending requests for student aid to FA Solutions, LLC. School specifically has the responsibility to complete the Institutional Post-Secondary Education Data Systems report (IPEDS) and the annual Security and Crime Statistics reports. FA Solutions, LLC does not complete these reports
5. Provide FA Solutions, LLC with timely data concerning student progress, change of status, withdrawal, refunds made, changes of course or other information necessary to manage School's student financial assistance programs
6. Provide FA Solutions, LLC the necessary enrollment information (including changes in student enrollment), student start data, program(s) data, etc., necessary to process Title IV aid.
7. Follow all procedures associated with the U.S. Department of Education's Return to Title IV Funds Policy. It is understood that FA Solutions, LLC will perform the R2T4 calculation, and return the funds in G5 if applicable, with approval of school.
8. School's Chief Executive Officer should receive the Program Participation Agreement (PPA) and note School's specific responsibilities. The School is responsible for updates to the Program Participation Agreement and keeping it current.
9. School is responsible for maintaining their Net Price Calculator
10. School is required to maintain a comprehensive information security program.
11. School acknowledges and understands that FA Solutions will rely exclusively on the truth and accuracy of all student data received from School in performing the services required by this Agreement, and that the School's failure to provide true and accurate data may have a material adverse effect on FA Solutions' ability to perform the services contemplated hereunder.
12. School will be responsible for providing student data to FA Solutions through a document or process called an SBL (Student Batch Load). This can either be done manually, via a spreadsheet template that will be provided by FA Solutions, or the school can have a report generated by the school's student information system so that it can be provided on a more automated basis.

**EXHIBIT B TO**  
**SERVICES AGREEMENT**

The parties further agree as follows:

1. **Compliance with Laws:** FA Solutions will comply with all statutory provisions of or applicable to Title IV of the HEA, all regulatory provisions prescribed under that statutory authority, and all special arrangements, agreements, limitations, suspensions, and terminations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement to use any funds that FA Solutions administers under any Title IV, HEA program and any interest or other earnings thereon solely for the purposes specified in and in accordance with that program, to the extent that such compliance is required by applicable law or regulation and is related to the services to be performed by FA Solutions as defined in the Agreement.

The School acknowledges and agrees that it shall not have the right to enforce this provision or to seek contribution or indemnification from FA Solutions on the basis of this provision and that any rights to contribution or indemnity are hereby irrevocably waived except to the extent such rights are otherwise specifically provided for in this Agreement. No third party other than the Secretary of the U.S. Department of Education shall have the right to enforce this provision or to seek contribution or indemnification from FA Solutions on the basis of this provision and any third party's right to contribution and indemnification is hereby irrevocably waived.

2. **Referral to OIG:** To the extent required or permitted by applicable law or regulation, FA Solutions will refer to the Office of Inspector General of the U.S. Department of Education for investigation any information indicating there is reasonable cause to believe that the School might have engaged in fraud or other criminal misconduct in connection with the School's administration of any Title IV, criminal misconduct in connection with his or her application. Examples of the type of information that must be referred are—

- a. False claims by the School for Title IV, HEA program assistance;
- b. False claims of independent student status;
- c. False claims of citizenship;
- d. Use of false identities;
- e. Forgery of signatures or certifications;
- f. False statements of income; and
- g. Payment of any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid to any person or entity engaged in any student recruitment or admission activity or in making decisions regarding the award of Title IV, HEA program funds..

The School acknowledges and agrees that FA Solutions shall be entitled to make referrals of information, and to otherwise communicate and cooperate with the OIG with respect thereto, whenever FA Solutions has reasonable cause to believe that such information is or may be required to be referred under applicable law and regulations. FA Solutions shall not be liable to the School or any of its employees or agents, or any applicant, or any third party, as a result of or in connection with any such referral, whether or not it is ultimately determined that any fraud or misconduct in fact occurred.

3. **Joint and Several Liability:** FA Solutions will be jointly and severally liable with the School to the Secretary of the U.S. Department of Education for any violation by the servicer of any statutory provision of or applicable to Title IV of the HEA, any regulatory provision prescribed under that statutory authority, and any applicable special arrangement, agreement, or limitation entered into under the authority of statutes applicable to Title IV of the HEA. The School acknowledges and agrees that this provision is solely for the benefit of the Secretary of the U.S. Department of Education.

The School acknowledges and agrees that it shall not have the right to enforce this provision or to seek contribution or indemnification from FA Solutions on the basis of this provision and that any rights to contribution or indemnity are hereby irrevocably waived except to the extent such rights are otherwise specifically provided for in this Agreement. No third party other than the Secretary of the U.S. Department of Education shall have the right to enforce this provision or to seek contribution or indemnification from FA Solutions on the basis of this provision and any third party's right to contribution and indemnification is hereby irrevocably waived.

4. **Indemnification:** Subject to the limitations on liability otherwise set forth in this Agreement, the School shall indemnify and hold FA Solutions harmless from and against any and all claims, damages, losses, costs, fees and expenses made by third parties and incurred or sustained by FA Solutions (including reasonable attorneys' fees) arising out of or related to any breach by the School of any of any of its obligations, covenants or agreements set forth in this Agreement up to a maximum of \$50,000. Under no circumstances shall the School's obligation to indemnify and hold FA solutions harmless under this Agreement exceed \$50,000.

Subject to the limitations on liability otherwise set forth in this Agreement, FA Solutions shall indemnify and hold the School harmless from and against any and all claims, damages, losses, costs, fees and expenses made by third parties and incurred or sustained by the School (including reasonable attorneys' fees) arising out of or related to any breach by FA Solutions of any of any of its obligations, covenants or agreements set forth in this Agreement.

In the event that a claim is made against any party, it is the intent of School and FA Solutions to cooperate in the defense of the claim and to cause their insurers, if applicable, to do likewise. However, School and FA Solutions shall have the right to take any and all actions they deem necessary to protect their interests in the matter therein, provided that such actions are otherwise consistent with the terms and conditions of this Agreement.

The contractual indemnity provisions contained herein are intended to apply only to claims and liabilities to third parties that are not covered by or that exceed the policy limits of applicable insurance coverage, excluding deductibles and/or self-insured retentions, and as such, the indemnity provisions do not apply if the effect of any such provision would be to negate insurance coverage that would otherwise be available but for these contractual indemnity provisions. Nothing contained herein is intended or should be construed to (a) create any liability to or right of recovery or subrogation on the part of any insurance carrier or any other third party against either of the parties; or (b) affect the allocation of responsibilities among insurance carriers or other persons who may have responsibility for satisfaction of all or any part of any claim made against either party.

5. **Disbursements:** To the extent required by applicable law and solely in the event that FA Solutions disburses funds, including Title IV, HEA program funds, or delivers Federal Stafford Loan program proceeds to students, FA Solutions will (i) confirm the eligibility of the student before making that disbursement or delivering those proceeds (and such confirmation shall include any applicable information contained in the records required under 34 C.F.R. § 668.24) and (ii) calculate and return any unearned title IV, HEA program funds to the title IV, HEA program accounts and the student's lender, as appropriate, in accordance with the provisions of 34 C.F.R. §§ 668.21 and 668.22, and applicable program regulations. The School acknowledges and agrees that it shall not have the right to enforce this provision or to seek contribution or indemnification from FA Solutions on the basis of this provision and that any rights to contribution or indemnity are hereby irrevocably waived except to the extent such rights are otherwise specifically provided in this Agreement.
6. **Records:** If FA Solutions or the School terminates the contract, or if FA Solutions stops providing services for the administration of a Title IV, HEA program, goes out of business, or files a petition under the Bankruptcy Code, return to the School all—
  - a. Records in FA Solutions' possession pertaining to the School's participation in the program or programs for which services are no longer given, provided, however, that FA Solutions may retain copies of any records in its possession for any purpose, subject to applicable laws and regulations,
  - b. Education records in FA Solutions' possession, and
  - c. Funds, including Title IV, HEA program funds, received from or on behalf of the School or the School's students, for the purposes of the program or programs for which services are no longer provided.



## *Attachment Item #26*

- Approve Practical Nursing  
2017-2018 Evening  
Program Calendar



# Auburn Career Center

## Practical Nursing Evening Program

### 2017-2018

May 17						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 17						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 17						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 17						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 17						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1<sup>st</sup> Quarter 5/9/17-8/7/17  
 2<sup>nd</sup> Quarter 8/8/17-10/31/17  
 3<sup>rd</sup> Quarter 11/1/17-2/9/18  
 4<sup>th</sup> Quarter 2/12/18-5/9/18



**May**

9 ~ Classes Begin  
29 ~ No School ~ Memorial Day

**October**

13 ~ No School ~ NEOEA Day  
30-31 ~ Make Up Day

**March**

23 ~ Make Up Day  
26 ~ No School ~ Spring Break Begins

**June**

19 ~ Make Up Day

**November**

22-24 ~ No School ~ Thanksgiving Break

**April**

3 ~ Classes Resume

**July**

3-4 ~ No School ~ 4<sup>th</sup> of July

**December**

19-21 ~ Make Up Day  
22 ~ No School ~ Winter Break Begins

**May**

9 ~ Make Up Day  
10 ~ Completion Ceremony

**August**

7 ~ Make Up Day

**January**

3 ~ Classes Resume  
15 ~ No School ~ MLK Day

**September**

4 ~ No School ~ Labor Day  
18 ~ Make Up Day

**February**

8-9 ~ Make Up Day  
19 ~ No School ~ President's Day



## *Attachment Item #29*

- Approve Resolution  
Regarding the Disposal of  
Personal Property

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

The Auburn Vocational School District Board of Education ("Board") met in open session on the 2<sup>nd</sup> day of May 2017, with the following members present:

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

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

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

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

**WHEREAS**, the Board is in the possession of **one (1) CHICKEN COOP** that is no longer needed for use by the Board; and

**WHEREAS**, the **LEADERSHIP - ~~LAKE COUNTY~~** *Grange* has promised that, if the Board sells the **one (1) CHICKEN COOP** to the **LEADERSHIP - ~~LAKE COUNTY~~**, the **LEADERSHIP - LAKE COUNTY** will display the **one (1) CHICKEN COOP** in a public manner, distribute or post literature and information regarding the Board, and utilize its best efforts to directly or indirectly advertise and market information regarding the Board and its programs; and

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

**NOW BE IT HEREBY RESOLVED**, that the **one (1) CHICKEN COOP** is no longer needed for use by the Board; and

**NOW BE IT FURTHER RESOLVED**, that the sale of the **one (1) CHICKEN COOP** to the **LEADERSHIP – LAKE COUNTY** serves the public interest; and

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

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

**NOW BE IT FURTHER RESOLVED**, that the Board shall sell the **one (1) CHICKEN COOP** to the **LEADERSHIP – LAKE COUNTY** for one dollar each.

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

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

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

#### **TREASURER'S CERTIFICATION**

The foregoing is a true and correct excerpt from the minutes of the meeting on **MAY 2, 2017** of the Auburn Joint Vocational School District Board of Education showing the adoption of the Resolution hereinabove set forth.

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

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

The Auburn Vocational School District Board of Education ("Board") met in open session on the 2<sup>nd</sup> day of May 2017, with the following members present:

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

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

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

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

**WHEREAS**, the Board is in the possession of **two (2) PLAYHOUSES** that is no longer needed for use by the Board; and

**WHEREAS**, the **CHARDON ROTARY** has promised that, if the Board sells the **two (2) PLAYHOUSES** to the **CHARDON ROTARY**, the **CHARDON ROTARY** will display the **two (2) PLAYHOUSES** in a public manner, distribute or post literature and information regarding the Board, and utilize its best efforts to directly or indirectly advertise and market information regarding the Board and its programs; and

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

**NOW BE IT HEREBY RESOLVED**, that the **two (2) PLAYHOUSES** is no longer needed for use by the Board; and

**NOW BE IT FURTHER RESOLVED**, that the sale of the **two (2) PLAYHOUSES** to the **CHARDON ROTARY** serves the public interest; and



**NOW BE IT FURTHER RESOLVED**, that the Board affirms that the aggregate value of the **two (2) PLAYHOUSES** does not exceed ten thousand dollars and, accordingly, is not required to be sold at public auction in accordance with R.C. 3319.41; and

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

**NOW BE IT FURTHER RESOLVED**, that the Board shall sell the **two (2) PLAYHOUSES** to the **CHARDON ROTARY** for one dollar each.

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

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

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

#### **TREASURER'S CERTIFICATION**

The foregoing is a true and correct excerpt from the minutes of the meeting on **MAY 2, 2017** of the Auburn Joint Vocational School District Board of Education showing the adoption of the Resolution hereinabove set forth.

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





## *Attachment Item #32*

- Approve New Textbooks  
for Sports Medicine



## **Proposal: New Textbook for Sports Medicine Seniors (replacement book)**

### **Textbook**

Bushman, Barbara A. *ACSM's Resources for the Personal Trainer, 4<sup>th</sup> ed.* Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2014. Print.

### **Rational for Purchase**

The proposed book is an exceptional book that covers the fundamentals relating to sports medicine, exercise science and personal training. This is a recommended book used by Career Technical Schools educators teaching the concepts for the American College of Sports Medicine (ACSM) Certified Personal Trainer Exam (CPT). Along with this book comes an adaptive learning component for students in the mastery of the concepts presented.



## **Proposal: New Textbook for Sports Medicine Juniors (replacement book)**

### **Textbook**

Kraemer William J Fleck Steven J, Deschenes Michael R, *Exercise Physiology; Integrating Theory and Application, 2<sup>nd</sup> ed.* Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2016. Print.

### **Rational for Purchase**

The proposed book is a replacement book for junior level Sports Medicine students. This textbook explains and integrates the fundamental concepts of exercise science as it applies to the human body.



## *Attachment Item #33*

# Approve Completion Certificates Criteria

## Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over a two year period)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- ~~85% passage rate of all program competencies~~
- ~~Credential certificate or~~ Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

## Auburn ~~Basic~~ Distinction Certificate Requirements

- ~~95~~ 93% Attendance rate for two years at Auburn (no more than ~~18~~ 26 days over a two year period)
- Earned a ~~2.5~~ 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- ~~75% passage rate of all program competencies~~
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

## Auburn ~~Completion~~ Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- ~~75% passage rate of all program competencies~~
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

## Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

## **Auburn Career Center Completion Certificates Exit Criteria**

### **Auburn Honors Certificate Requirements**

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

### **Auburn Distinction Certificate Requirements**

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

### **Auburn Merit Certificate Requirements**

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

### **Auburn Completion Certificate Requirements**

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program





## *Attachment Item #34*

Approve Partnership  
Agreement with I-CAR



Inter-Industry Conference  
on Auto Collision Repair

INTERNATIONAL  
BOARD OF DIRECTORS

**CHAIR**

James Roach  
American Honda Motor Company

**VICE CHAIR**

Timothy O'Day  
Gerber Collision & Glass

**SECRETARY**

Mark Wolrol  
Tech-Cor

**TREASURER**

Chris Evans  
State Farm Insurance Companies

Gene Scambray  
Copart

*Member-At-Large*

Ron Vincenzi  
Oakland Auto Body,  
A Cooks Collision Company  
*Member-At-Large*

Mark Algie  
3M

Mark Allen  
Audi of America

Stacy Bartnik  
ITW Evercoat  
*Education Foundation Representative*

John Donley  
IAnet

John Eck  
General Motors Company

Jim Guthrie  
Car Crafters, Inc.

Tim Hession  
GEICO

Robert Hills  
Universal Technical Institute

Richard Perry  
Chief Automotive Technologies

Roy Schnepfer  
Butler's Collision Inc.

Randy Stabler  
Pride Collision Centers Inc.

Kyle Thompson  
USAA

Marcy Tieger  
Symphony Advisors LLC

Gary Wano  
GW & Son Auto Body, Inc.

Michele Wyatt  
Mutual of Omaha Insurance Company

**IMMEDIATE PAST CHAIR**

Joseph Laurentino  
National General Insurance Company

**CEO & PRESIDENT**

John S. Van Aalst

**SUSTAINING MEMBERS**

3M Automotive Aftermarket Division  
AkzoNobel Automotive &  
Aerospace Coatings Americas  
American Honda Motor Company  
FGA US LLC  
Sherwin-Williams Automotive Finishes  
State Farm Insurance Companies

Date: \_\_\_\_\_

Attention: \_\_\_\_\_

School Name: \_\_\_\_\_ (the "School")

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Re: I-CAR® Fixed Training Sites at CTE Schools Program

This letter of agreement ("Agreement") confirms the agreement between the Inter-Industry Conference on Auto Collision Repair ("I-CAR") and the "School" regarding the School's participation in I-CAR's Fixed Training Sites at CTE Schools Program. This program is designed to provide fixed training locations to offer I-CAR training to the industry. The School will allow I-CAR to use space at its location(s) to offer I-CAR courses to I-CAR's industry students and in exchange I-CAR will provide the School and its students with its Professional Development Program™—Education Edition ("PDP-EE") curriculum as set forth below.

1. School Obligations. The School will allow I-CAR and its personnel and students to access and use its facility and provide the spaces and equipment as set forth in Exhibit A. The School has and will maintain reasonable and customary insurance for the facility that is sufficient to cover liability that may arise based on the access to and use of the facility contemplated under this Agreement, including \$1M in coverage. The School will provide a copy of such insurance to I-CAR as Exhibit D. I-CAR's industry students are not enrolled at the School and the parties agree that I-CAR is not responsible for any acts or omissions of its industry students.

2. I-CAR Obligations. I-CAR will provide its PDP-EE curriculum to the School as outlined in I-CAR's PDP-EE Kick-Start Guide attached as Exhibit B and as follows:

a. PDP-EE Curriculum. I-CAR will license its PDP-EE curriculum to the School pursuant to I-CAR's standard license agreement attached as Exhibit C free of charge (a \$1,100 savings annually).

b. PDP-EE Student Start. I-CAR will allow School students to register for the PDP-EE course free of charge (a \$50 savings per student).

c. RTS Site Availability. I-CAR will make its RTS site available to the School, its instructors and post-student I-CAR "Platinum" level graduates during the term of this Agreement (a \$1,790 savings annually).

d. PDP-EE End of Course Exams. I-CAR will provide its PDP-EE End of Course Examinations to School students free of charge (a \$100 savings per student), including Platinum level for Platinum Pro Level® 1 non-structural technicians and Platinum Pro Level 1 refinish technicians.

e. Steel and/or Aluminum Welding Training. If the School uses the PDP-EE curriculum and provides I-CAR's Automotive Collision Repair Steel and/or Aluminum Welding course, it will also be able to offer the I-CAR (WCS03) steel welding training and/or the I-CAR (WCA03) aluminum welding training. The School's students will be allowed to apply for I-CAR WCS03 steel welding certification and/or for I-CAR WCA03 aluminum welding certification for \$235 (an \$860 savings per student).

f. Support Services. I-CAR will provide its PDP-EE curriculum support team services to the School free of charge.

3. Term. The initial term of this Agreement commences on the date it is countersigned by the School below ("Effective Date") and continues for a period of 12 months. The term will automatically renew for additional 1 year periods unless terminated by either party by giving 30 days written notice prior to expiration of the initial term or any renewal term.

4. Termination. I-CAR and the School may terminate at any time upon 30 days written notice to the School. Termination of this Agreement will cancel the School's license to the PDP-EE curriculum. Either party may terminate this Agreement if the other party commits a material breach of this Agreement and fails to cure such breach within 30 days after written notice specifying such breach.

5. General. This Agreement shall be governed by and construed in accordance with the laws of the state of Ohio. This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof, and supersedes any prior or contemporaneous agreement with respect to the subject matter of this Agreement.

Please confirm your agreement to the above by signing this letter where indicated below and returning an original signed copy with Exhibits A and D (Certificate of Insurance) to [schools@i-car.com](mailto:schools@i-car.com)

Any questions, please call the CTE hotline at 888-422-7211 or email: [schools@i-car.com](mailto:schools@i-car.com)

Sincerely,



John S. Van Alstyne  
CEO & President  
I-CAR

SCHOOL  
ACCEPTED AND AGREED:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**EXHIBIT A**  
**SCHOOL FACILITY**

School Facility Name and Location. \_\_\_\_\_

Facility Requirements; Access. The School will provide the following to I-CAR, free of charge.

- Classroom. Single classroom (25 person minimum capacity), including desk and/or table seating and chairs, working heat, air conditioning, electrical connections (including laptop plug and play setup option, screen, projector, speakers and password access for the School equipment and systems), rest room access and wireless Internet access.
- I-CAR Signage. I-CAR may place signage (including a banner and/or street sign) directing industry students to the classroom. I-CAR shall at all times remain the owner of all such signage and the School shall not move or revise any such signage without I-CAR's consent.
- Parking: The School will provide a minimum of 20 complementary parking spaces for I-CAR industry students and staff and any permits, passes or other items necessary to access and use such parking spaces.
- Security: The School will notify its security staff of I-CAR's presence and authorized use of the facility and provide any badges, passes, keys or other items necessary for I-CAR industry students and staff to access and use the facility at any time during or after regular school hours, free of charge. The School's process for access to the school and instructor and student identification is set forth below. I-CAR will not be responsible for any expenses relating to security or security personnel, including costs associated with security personnel opening or locking the facility for I-CAR.
- I-CAR Instructors/Staff Access Process (attach additional page if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I-CAR Industry Student Access Process (attach additional page if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[School to insert any clearance and sign-in processes and badges, etc. required for I-CAR instructors/staff and students to access the facility.]*

Lab/Shop Access.

- I-CAR may arrange for local vendors to meet at the School facility and the School in connection with its training courses. The access process set forth above for I-CAR instructors/staff will apply to any such local vendors.
- I-CAR, its instructors and students may access and use the School's shop lab to provide BLU01, refinish courses and for other purposes relating to its curriculum and courses.
- I-CAR may store a vehicle at the facility in a designated parking spot and may move the vehicle into the school shop for course instruction and student access and use as necessary.

Secure Storage Space. The School will provide a small locked closet for I-CAR's exclusive use to store its course-related materials and props.

**EXHIBIT B**

**I-CAR PDP-EE: KICK-START GUIDE**





# I-CAR® PDP-EE: KICK-START GUIDE

The I-CAR® Professional Development Program™ - Education Edition (PDP-EE) curriculum provides the **very latest in training** for you and your students. Upon successful completion of the program, your graduates will earn certificates documenting the industry-recognized **I-CAR Platinum™ designation!**

## PDP-EE SET-UP AND ANNUAL LICENSING

- Begin the set-up process by contacting the I-CAR Career & Technical School Hot-line: 888.422.7211 or email [Schools@I-CAR.com](mailto:Schools@I-CAR.com)
- Purchase the PDP-EE Curriculum Package for \$1,100, annually.
- I-CAR® Educator Support will contact you within 24-48 hours to begin the on-boarding process.
- After completing the set-up process, the full curriculum can be accessed through the PDP-EE Instructor Support Website (ISW).
- Complete the Educator Role ProLevel 1 training requirements while you begin to teach the PDP-EE to your students.

## STUDENT "STARTS": myI-CAR® STUDENT REGISTRATION

- Inform each of your students to go through new user registration for a myI-CAR account at [www.i-car.com](http://www.i-car.com). At this time, only your students that are brand new, first-year students pay a one-time fee of \$50.
- Fax a completed "Student Starts Order Form and Invoice" to 888.590.5086.
- I-CAR Educator Support enrolls your students in the required PDP-EE courses upon receipt of the form.
- Within the 5 business days following completion of processing the enrollment and payment form, students will have access to the online courses as well as live course support materials like objective worksheets, handouts and textbooks.

## TEACHING THE PDP-EE CURRICULUM

- Teach all PDP-EE course materials required during your one or two year program (found on the PDP-EE ISW).
- Students can locate all course materials in their individual myI-CAR accounts.



# I-CAR® PDP-EE Curriculum: Base Package

All classes listed below are included in the Base Package and must be taught for students to register for the

## STUDENT "GRADS": REGISTERING STUDENTS FOR END OF PROGRAM EXAMS

- Students are required to complete all online courses before access is allowed to the End of Program Exams.
- Instruct students to change their role in their myI-CAR account from "Student" to "Refinish Technician" and "Non-Structural Technician" roles.
- Complete the "End of Program Exam Order Form and Invoice" and fax to 888.590.5086.
- Student "Grad" fee for End of Program Exams: \$100/student includes both Non-Structural and Refinish ProLevel 1 exams.
- Students have access to the "End of Program Exams" within 5 business days after form and invoice are processed.
- The exam may be proctored. Be sure to follow your local and state requirements.
- Exam results are available to students immediately. Within seven days of completing exams, passing students are mailed their I-CAR Platinum certificates.
- Intro to Mechanical Systems Terminology – Part 2 (IMT02e)
  - Part 2 (ITM02e)
- Intro to Personal Safety (IPS00e)
  - Intro to Vehicle Construction Materials (ICM00e)
- Intro to Finishing and Corrosion Protection – Part 1 (IRC01e)
  - Intro to Vehicle Parts Terminology – Part 1 (IVT01e)
  - Intro to Vehicle Parts Terminology – Part 2 (IVT02e)

## NON-STRUCTURAL PROLEVEL® 1 *(Live and online classes)*

- Hazardous Materials, Personal Safety, and Refinish Safety (WKR01)
- Trim and Hardware (TRM02e) and (TRM03e)
- Non-Structural Supplement (EDS01) – (STS01)
- Bolted-On Part Replacement (EXT03e and EXT04e)
- Movable Glass (GLA01)
- Corrosion Protection (CPS01)
- Plastic and Composite Repair (PLA03)
- Lighting, Starting, and Charging Systems (LSC04e)
- Automotive Foams (FOM01)
- Advanced High-Strength Steel Overview (AHS01e)
- Vehicle Technology and Trends 2016 (NEW16)

## REFINISH PROLEVEL® 1 *(Live and online classes)*

- Hazardous Materials, Personal Safety, and Refinish Safety (WKR01)
- Refinish Supplement (EDS02) – (REF01e) and (REF02e)
- Detailing (REF04)
- Trim and Hardware (TRM03e)
- Corrosion Protection (CPS01)
- Waterborne products, Systems and Application (REF07)
- Hazardous Airborne Pollutant Reduction (HAP01e)
- Liquid and Solid Hazardous Waste Storage and Disposal Overview (HWD01e)
- Vehicle Technology and Trends (NEW16)

For more information please contact the I-CAR Career and Technical School Hotline at **888.422.7211** or email **Schools@I-CAR.com** to get started.

## **EXHIBIT C**

### **I-CAR PDP-EE CURRICULUM LICENSING AGREEMENT**

#### **Terms of Agreement:**

This agreement is by and between the Inter-Industry Conference on Auto Collision Repair ("I-CAR" or "Licensor"), and Licensee ("Licensee" or "You").

All I-CAR course curriculum material ("Curriculum Material") is the copyrighted intellectual property of I-CAR. Unauthorized reproduction or distribution of the Curriculum Material is expressly prohibited.

The Curriculum Material is licensed, not sold, to You by I-CAR for use only under the terms of this license, and I-CAR reserves all rights as to the use and ownership of the Curriculum Material. As Licensee, You are responsible for the installation, management, and operation of all electronic data and hardware devices on which the Curriculum Material is stored.

#### **Grant of License:**

Subject to your compliance with the terms of this agreement, I-CAR grants You permission to:

- 1) Copy the Curriculum Material to Licensee's Career and Technical Education ("CTE") School network system on a common storage device which is accessible by multiple computers only if there is a mechanism to prevent unauthorized access and prevent unauthorized copies of I-CAR Curriculum Material from being made. You are not authorized to place I-CAR Curriculum Material on any electronic forums, BBS, the Internet, the World Wide Web, or any other electronic area accessible to the public or unauthorized users.
- 2) Allow Licensee's students to directly access electronic and printed Curriculum Material contained in each I-CAR course for the sole purpose of providing instructional services to such students by Licensee. Distribution of Curriculum Material other than for instructional purposes by Licensee to its own students is strictly prohibited.

Under this agreement, except as provided above, You may not:

- 1) Copy or reproduce in any format all or any portion of I-CAR Curriculum Material other than to use it within Licensee's system for the purpose of teaching Licensee's students.
- 2) Modify, adapt, translate, or create derivative works based upon I-CAR Curriculum Material or any part thereof.
- 3) Rent, lease, loan, distribute, or sub-license all or any portion of I-CAR Curriculum Material.
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You agree to indemnify, defend and hold harmless I-CAR, its agents, officers, directors, members, employees, affiliates, successors and assigns from an against any action, claim, damage or liability, including reasonable costs and attorney's fees arising out of or relating to your breach of this

agreement, including the unauthorized use of the Curriculum Material by You, your employees or your students, or any damages caused by such unauthorized use of the Curriculum Material.

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In any lawsuit, action or proceeding to enforce the terms of this license, the prevailing party shall be entitled to all reasonable costs and attorney's fees. This license will be construed under the laws of the State of Illinois, except for that body of law dealing with conflicts of law. If any provision of this license shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of this license will remain in full force and effect. This agreement is the entire agreement between I-CAR and You relating to the Curriculum Material and replaces any previous agreement regarding the Curriculum Material. The Disclaimer, Limitation of Remedies and Damages section and the Indemnity section shall survive termination of this agreement.

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**EXHIBIT D**

**CERTIFICATE OF INSURANCE**

To be provided by the School.



## *Attachment Item #35*

# Approve Customized Training Agreements





### Customized Training Agreement

This Customized Training Agreement is entered into by and between the Auburn Vocational School District Board of Education, which operates the Auburn Career Center, ("the Board of Education" or "Auburn Career Center") and **Visiting Angels, 8451 Mentor Avenue, Mentor, OH 44060** ("the Organization") and outlines Customized Instruction to be provided by Auburn Career Center's Adult Workforce Education Department for current employees of the Organization.

Specifically, the parties agree that a customized **Homemaker Skills Validation Training** will be held for the following employee(s) of the Organization: **Visiting Angels**. The Class will be held at Auburn Career Center, 8140 Auburn Road, Concord, OH 44077 and will consist of **8 (Two 4 hours sessions)** hours.

The cost for this instruction will be \$100 per student with a minimum of 5 students to run the class. The class(es) will be held on **April 12, 2017** and **April 13, 2017** from **4:00 p.m.** until **8:00 p.m.** on both days. The Organization will have 5 students for this class and pay Auburn Career Center a total of \$500.00. This cost estimate for customized training and instruction is valid for only sixty (60) days beginning on **March 30, 2017**.

Instructor costs will be paid by Auburn Career Center, including wages, travel and mileage reimbursement, other instructor expenses, and course completion certifications.

**Practical Nursing Program Administrator, Sandra Ranck** ("Program Director"), will be responsible for coordination, supervision, and completion of all certification documents for attendees and payroll for instructors. She can be reached at: 440-358-8366.

Auburn Career Center shall have the exclusive and complete control of, title to, and ownership of copyright to all manuscripts, lectures, videotapes, recordings or other instructional tools in any way connected with the program/course offered by Auburn Career Center. Neither the company nor its employees may video or audio tape the course without prior written approval from the Director of Adult Workforce Education for Auburn Career Center, Andrea Tracy, and the Program Director.

ORGANIZATION:

AUBURN VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION:

*Visiting Angels*  
By: Mary Kay Bradman  
Representative

By: [Signature]  
Superintendent

March 31, 2017  
Date

4-7-17  
Date

By: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



### Customized Training Agreement

This Customized Training Agreement is entered into by and between the Auburn Vocational School District Board of Education, which operates the Auburn Career Center, ("the Board of Education" or "Auburn Career Center") and **Visiting Angels, 8451 Mentor Avenue, Mentor, OH 44060** ("the Organization") and outlines Customized Instruction to be provided by Auburn Career Center's Adult Workforce Education Department for current employees of the Organization.

Specifically, the parties agree that a customized **Homemaker Skills Validation Training** will be provided to employees of the Organization on an as needed basis from the date of execution of this Customized Training Agreement until December 31, 2017. The training will be held at Auburn Career Center, 8140 Auburn Road, Concord, OH 44077 and will consist of **Two 4 hours sessions** for a total of eight hours.

The cost for this training will be \$100 per student with a minimum of 5 students to run each training session. The training will be held on an as needed, basis and scheduled through the Practical Nursing Program Administrator, Sandra Rank. The Organization will be invoiced after the first session of each scheduled training and have 30 days from the day of invoice to pay for the training in full. This cost estimate for customized training and instruction is valid until **December 31, 2017**.

Instructor costs will be paid by Auburn Career Center, including wages, travel and mileage reimbursement, other instructor expenses, and course completion certifications.

**Practical Nursing Program Administrator, Sandra Rank** ("Program Director"), will be responsible for coordination, supervision, and completion of all certification documents for attendees and payroll for instructors. She can be reached at: 440-358-8366.

Auburn Career Center shall have the exclusive and complete control of, title to, and ownership of copyright to all manuscripts, lectures, videotapes, recordings or other instructional tools in any way connected with the program/course offered by Auburn Career Center. Neither the company nor its employees may video or audio tape the course without prior written approval from the Director of Adult Workforce Education for Auburn Career Center, Andrea Tracy, and the Program Director.

ORGANIZATION:

AUBURN VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION:

By: \_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Superintendent, In Official Capacity Only

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Board President, In Official Capacity Only

\_\_\_\_\_  
Date

AUTHORIZED PURSUANT TO BOARD  
RESOLUTION NO. \_\_\_\_\_ \*

\* This Agreement has no binding legal effect absent the  
approval of the Board.

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

The Auburn Vocational School District Board of Education ("Board") met in open session on the 2<sup>nd</sup> day of May 2017, with the following members present:

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

Board Member Mary Javins moved the adoption of the following resolution:

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

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

**WHEREAS**, the Board is in the possession of **one (1) CHICKEN COOP** that is no longer needed for use by the Board; and

**WHEREAS**, the **LEADERSHIP – GEAUGA COUNTY** has promised that, if the Board sells the **one (1) CHICKEN COOP** to the **LEADERSHIP – GEAUGA COUNTY**, the **LEADERSHIP – GEAUGA COUNTY** will display the **one (1) CHICKEN COOP** in a public manner, distribute or post literature and information regarding the Board, and utilize its best efforts to directly or indirectly advertise and market information regarding the Board and its programs; and

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

**NOW BE IT HEREBY RESOLVED**, that the **one (1) CHICKEN COOP** is no longer needed for use by the Board; and



**NOW BE IT FURTHER RESOLVED**, that the sale of the **one (1) CHICKEN COOP** to the **LEADERSHIP – GEAUGA COUNTY** serves the public interest; and

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

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

**NOW BE IT FURTHER RESOLVED**, that the Board shall sell the **one (1) CHICKEN COOP** to the **LEADERSHIP – GEAUGA COUNTY** for one dollar each.

Board Member Roger Miller seconded the motion.

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

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

#### **TREASURER'S CERTIFICATION**

The foregoing is a true and correct excerpt from the minutes of the meeting on **MAY 2, 2017** of the Auburn Joint Vocational School District Board of Education showing the adoption of the Resolution hereinabove set forth.



Treasurer, Board of Education  
Auburn Vocational School District