

**Auburn Vocational School District
BOARD OF EDUCATION**

Minutes of May 3, 2022

The May 3, 2022 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

The following members were present:

Mrs. Brush	Mr. Fazekas	Mr. Miller	Mr. Walter
Mr. Cahill	Mr. Kent	Mrs. Rayburn	Mrs. Wheeler
Dr. Culotta	Miss Maruschak	Mr. Stefanko	

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

66-22 Approve Agenda & Addendum

A motion was made by Mr. Kent seconded by Mr. Stefanko to approve the May 3, 2022 agenda and addendum.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

67-22 Approve Minutes of the Regular Meeting on April 5, 2022 and Special Meeting on March 30, 2022

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the minutes of the April 5, 2022 Regular Board meeting and March 30, 2022 Special Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Public Participation – None

Auburn Career Center's Board President, Erik Walter read the attached letter from The Career and Technical Association regarding their concerns of increasing class sizes. (Attachment #7)

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, 2022 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

68-22 Approve Five-Year Forecast

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the FY2022-2026 Five-Year Forecast. The forecast and assumptions were sent to the Board electronically and they are believed to represent the most probable scenario for the forecast period. Raises have not been assumed but steps and educational advancement continue to be estimated. Foundation funding has been projected based on the current state aid estimates provided by the Department of Education and the Office of Budget and Management for FY 2022 and FY 2023. (Attachment #9)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

69-22 Approve Settlement Agreement

A motion was made by Mrs. Brush and seconded by Mrs. Wheeler to approve the Settlement Agreement, Final Release, Discharge and Covenant Not to Sue agreement between Auburn Career Center and Atlantic Emergency Solutions in consideration of the agreements described herein and to settle all pending legal disputes. (Attachment #10)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

70-22 Human Resources

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

71-22 Approve 2022-2023 Adult Workforce Student Calendar

A motion was made by Mr. Cahill and seconded by Dr. Culotta to approve the 2022-2023 Adult Workforce Student Calendar. (Attachment #12)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

72-22 Approve Consent Agenda

A motion was made by Mr. Kent and seconded by Mr. Miller to approve items 14a – 14b as a consent agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

73-22 Contract/Affiliation Agreement

A motion was made by Mrs. Brush and seconded by Mr. Miller to approve the following contract and/or affiliation agreement:

a. Business Partnership Affiliation Agreements

Caliber Collision Eaton Corporation Unwind Hair Lounge & Spa

b. Joint Fiscal Shared Service Agreement

Shared service agreement (“Agreement”) is entered into by and between the Fairport Harbor Exempted Village School District Board of Education (“Fairport Harbor”), Auburn Vocational School District Board of Education (“Auburn”), Sherry Williamson (“Williamson”), Victoria DePasquale (“DePasquale”), and Carrie McVicker (“McVicker”). (Attachment #14b)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

74-22 Adopt, Revise and Reject Proposed Policy Amendments

A motion was made by Mr. Fazekas and seconded by Mrs. Brush to adopt, revise, and reject the following polices. (Attachment #15)

Board Policy	Policy	Adopt/Revise/Reject
1217	Weapons	Adopt/Revise
1417	Holiday	Adopt/Revise
2271	College Credit Plus Program	Adopt/Revise
5112	Admission Requirements	Adopt/Revise
5113	Inter-District Open Enrollment	Adopt/Revise
5772	Weapons	Adopt/Revise
6110	Grant Funds	Adopt/Revise
6114	Cost Principles - Spending Federal Funds	Adopt/Revise
6325	Procurement - Federal Grants/Funds	Adopt/Revise
6423	Use of Credit Cards	Adopt/Revise
7217	Weapons	Adopt/Revise
8500	Food Services	Adopt/Revise
1216	Staff Dress and Grooming	Reject
5511	Dress and Grooming	Reject

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

75-22 Approve Superintendent and Treasurer to Engage with an Architectural Firm and Construction Manager

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve the Superintendent and Treasurer to engage with an Architectural Firm and Construction Manager to design a new Public Safety facility that will house high school and adult classrooms, labs, as well as board offices and meeting space.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

76-22 Approve Treasurer to Engage with Approved Bond Counsel and Municipal Advisor

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve that the Treasurer engage with Auburn Career Center Board approved Bond Counsel and the Municipal Advisor to secure financing for the Public Safety facility.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

77-22 Approve Superintendent and Treasurer to Begin Negotiations with the ESC of the Western Reserve

A motion was made by Mr. Kent and seconded by Mr. Stefanko to approve the Superintendent and Treasurer to begin negotiations with the ESC of the Western Reserve, contingent upon an approved construction project that includes board office and meeting space, to lease additional office space in the Technology Learning Center located on the Auburn Campus.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

78-22 Approve ABM Industry Groups, LLC Service Agreement

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve a three-year service agreement between Auburn Vocational School District and ABM Industry Groups, LLC amend to extend term, which extended term shall commence as of July 1, 2022 thru June 30, 2025. (Attachment #16D)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

79-22 Adjourn

A motion was made by Mr. Kent and seconded by Mr. Cahill to adjourn the meeting at 7:04 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #7

*Career & Technical
Association Letter*

Career and Technical Association of Auburn Career Center
8140 Auburn Road
Concord Twp., Ohio 44077

Auburn Career Center Board of Education
8221 Auburn Road
Concord Twp., Ohio 44077

05/03/2022

Dear President Erik L. Walter,

It is the want of this organization that this letter be shared with your fellow board members privately at the next meeting of your board and submitted for the record.

This membership has discussed and would like to convey the following concerns regarding the recent decision of your board to increase the classroom limit size of all Auburn High School programs from the current 20 pupils to 24.

In no particular order:

- 1) This decision has real safety concerns for that of our students as well as our staff, especially for our heavy trades, EMS and Cosmetology programs.
- 2) This decision was made without any input from Auburn stakeholders; that is the faculty and staff directly affected by this increase in enrollment.
- 3) This decision has the outward appearance of being retaliatory in response to an unsuccessful mediation.
- 4) This decision was not formally made known to the staff until several days after it was voted on at the board meeting in question.
- 5) This decision offers little to no compensation (monetarily or otherwise) to those directly affected.

We would appreciate if you and your board would kindly take these concerns into consideration moving forward. We ask also that in the future such decisions are clearly, timely, and transparently made to the staff.

Thank you for your time and attention,

Career and Technical Association of Auburn Career Center

**Auburn
Career Center**



Attachment Item #8

Render Financial Reports

Auburn Career Center
Bank Reconciliation
 March 31, 2022

Dollar Bank - Main Depository	\$ 10,126,223.66
Huntington	\$ 38,405.16
O/S checks - a/p	\$ (18,661.25)
O/S checks - p/r	\$ (3,323.22)
Payroll Items in Transit (Akron Withholding)	\$ (396.42)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	10,142,784.93
Health Care Deductible Pool - Dollar	\$ 12,090.64
Flexible Spending Account - Dollar	\$ -
Star Ohio	\$ 107,641.98
Net Available Cash	\$ 10,262,517.55
Investments:	
Wells Fargo Financial	\$ 2,512,562.68
Total Investments	\$ 2,512,562.68
Balance per bank	\$ 12,775,080.23
Balance per books	\$ 12,777,088.37
+/- FSA Monthly Deduction Adjustment	\$ (2,008.14)
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,512,562.68

Auburn Career Center
Monthly History Comparison-General Fund
March 31, 2022

	Monthly Comparison			Avg C/Dg	Annual Comparison			Remain 2022	Budget Expended
	March FY20	March FY21	March FY22		Actual 2020	Actual 2021	Budget 2022		
Revenue									
Real Estate	\$ 6,108,914	\$ 6,275,926	\$ 6,601,516		\$ 6,057,261	\$ 6,279,207	\$ 6,272,585	\$ (328,931)	105%
Tangible Personal (FPO)	\$ 293,143	\$ 368,468	\$ 377,333		\$ 356,021	\$ 368,468	\$ 378,492	\$ 1,159	100%
Foundation	\$ 1,705,107	\$ 1,651,311	\$ 1,996,184		\$ 2,240,061	\$ 2,230,339	\$ 2,327,520	\$ 331,336	86%
Homestead & Rollback	\$ 427,173	\$ 428,063	\$ 447,300		\$ 847,989	\$ 868,255	\$ 878,439	\$ 431,139	51%
Other	\$ 433,992	\$ 185,035	\$ 421,278		\$ 616,144	\$ 468,247	\$ 567,334	\$ 146,056	74%
Subtotal	\$ 8,968,329	\$ 8,908,802	\$ 9,843,611		\$ 10,117,477	\$ 10,214,516	\$ 10,424,370	\$ 580,759	94%
EXPENSE									
Salaries	\$ 3,123,852	\$ 2,940,017	\$ 2,961,340	-2.6%	\$ 4,114,072	\$ 3,894,760	\$ 4,121,674	\$ 1,160,334	72%
Benefits	\$ 1,464,251	\$ 1,354,861	\$ 1,335,578	-4.4%	\$ 1,877,308	\$ 1,763,190	\$ 1,996,405	\$ 660,827	67%
Purchased Services	\$ 1,138,263	\$ 918,432	\$ 1,009,385	-4.7%	\$ 1,507,668	\$ 1,350,495	\$ 1,391,010	\$ 381,625	73%
Supplies	\$ 470,465	\$ 462,238	\$ 454,825	-1.7%	\$ 558,910	\$ 566,140	\$ 641,437	\$ 186,612	71%
Capital Outlay/Equipment	\$ 328,518	\$ 202,295	\$ 176,859	-25.5%	\$ 327,649	\$ 206,831	\$ 200,000	\$ 23,141	88%
Other	\$ 133,128	\$ 129,901	\$ 136,645		\$ 137,985	\$ 131,774	\$ 135,727	\$ (918)	101%
Subtotal	\$ 6,558,477	\$ 6,007,745	\$ 6,074,632		\$ 8,523,592	\$ 7,913,190	\$ 8,486,253	\$ 2,411,621	72%
Revenue/Expense (Operating Balance)	\$ 2,309,852	\$ 2,901,057	\$ 3,768,979		\$ 1,593,885	\$ 2,301,326	\$ 1,938,117		
Other Uses									
Advances Returned	\$ 54,637	\$ 226,876	\$ 247,614		\$ 56,816	\$ 230,637	\$ 255,965		
Advances Out	\$ 11,480	\$ 17,819	\$ -		\$ 227,074	\$ 256,783	\$ 42,000		
Transfers	\$ 785,040	\$ 94,649	\$ 162,640		\$ 1,422,160	\$ 864,223	\$ 1,015,936		
Subtotal	\$ (741,883)	\$ 114,408	\$ 84,974		\$ (1,592,418)	\$ (890,370)	\$ (801,971)		
Beginning Cash	\$ 6,278,004	\$ 8,697,121	\$ 9,877,464		\$ 7,687,177	\$ 9,021,876	\$ 7,886,480		
Ending Cash	\$ 8,042,026	\$ 9,490,988	\$ 11,740,433		\$ 6,475,523	\$ 7,886,480	\$ 9,022,626		
Encumbrances	\$ 782,854	\$ 822,987	\$ 635,866		\$ 251,671	\$ 95,885			

This is an unaudited financial report.

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	PYTD Appropriated	Prior Year Encumbrance	PYTD Expendable	PYTD Expended	MTTD Expended	Encumbrance	PYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 9,397,492.05	\$ 95,884.88	\$ 9,493,376.93	\$ 6,237,272.04	\$ 712,869.69	\$ 635,865.94	\$ 2,620,238.95
Code 004 BUILDING	\$ 758,196.05	\$ 0.00	\$ 758,196.05	\$ 65,684.08	\$ 0.00	\$ 0.00	\$ 692,511.97
Code 006 FOOD SERVICE	\$ 228,294.47	\$ 1,148,291.48	\$ 1,376,585.95	\$ 925,701.46	\$ 17,383.50	\$ 373,902.02	\$ 76,982.47
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 165,700.00	\$ 0.00	\$ 165,700.00	\$ 102,090.73	\$ 12,003.46	\$ 13,456.83	\$ 50,152.44
Code 011 ROTARY-SPECIAL SERVICES	\$ 26,475.32	\$ 0.00	\$ 26,475.32	\$ 7,497.61	\$ 0.00	\$ 113.28	\$ 18,864.43
Code 012 ADULT EDUCATION	\$ 15,191.71	\$ 0.00	\$ 15,191.71	\$ 2,261.95	\$ 155.34	\$ 0.00	\$ 12,929.76
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,702,858.40	\$ 43,405.16	\$ 1,746,263.56	\$ 1,451,503.26	\$ 171,298.95	\$ 292,135.13	\$ 2,625.17
Code 018 PUBLIC SCHOOL SUPPORT	\$ 673.82	\$ 494.39	\$ 1,168.21	\$ 490.68	\$ 0.00	\$ 0.00	\$ 677.53
Code 019 OTHER GRANT	\$ 93,127.78	\$ 1,040.00	\$ 94,167.78	\$ 45,993.36	\$ 4,685.38	\$ 45,568.10	\$ 2,606.32
Code 022 DISTRICT CUSTODIAL	\$ 59,059.62	\$ 13,700.00	\$ 72,759.62	\$ 3,687.44	\$ 941.38	\$ 15,976.51	\$ 53,095.67
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 14,713.09	\$ 2,600.00	\$ 17,313.09	\$ 1,500.00	\$ 0.00	\$ 1,100.00	\$ 14,713.09
Code 070 CAPITAL PROJECTS	\$ 17,396.54	\$ 0.00	\$ 17,396.54	\$ 27,497.07	\$ 4,025.63	\$ 12,089.67	\$ (22,190.20)
Code 200 STUDENT MANAGED ACTIVITY	\$ 5,526.12	\$ 11,263.89	\$ 16,790.01	\$ 34,187.64	\$ 5,461.00	\$ 0.00	\$ (17,397.63)
Code 467 Student Wellness and Success Fund	\$ 80,640.22	\$ 60.00	\$ 80,700.22	\$ 32,864.04	\$ 7,940.09	\$ 20,767.73	\$ 27,068.45
Code 501 ADULT BASIC EDUCATION	\$ 0.00	\$ 10,880.00	\$ 10,880.00	\$ 612.50	\$ 0.00	\$ 10,267.50	\$ 0.00
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 387,496.19	\$ 15,823.05	\$ 403,319.24	\$ 202,533.04	\$ 19,560.62	\$ 8,687.20	\$ 192,099.00
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 59,672.05	\$ 0.00	\$ 59,672.05	\$ 1,470.04	\$ 0.00	\$ 26,600.00	\$ 31,602.01
	\$ 512,132.91	\$ 123,136.39	\$ 635,269.30	\$ 508,255.49	\$ 41,032.70	\$ 75,039.53	\$ 51,974.28

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	YTD Appropriated	Prior Year Incumbance	YTD Expendable	YTD Expended	MTD Expended	Encumbrance	YTD Unencumbered
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 503,733.70	\$ 97,285.09	\$ 601,018.79	\$ 482,422.52	\$ 39,094.78	\$ 99,595.66	\$ 19,000.61
Grand Total	\$ 14,028,380.04	\$ 1,563,864.33	\$ 15,592,244.37	\$ 10,133,524.95	\$ 1,036,452.52	\$ 1,631,165.10	\$ 3,827,554.32

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 7,886,479.67	\$ 2,575,838.17	\$ 10,091,225.03	\$ 712,869.69	\$ 6,237,272.04	\$ 11,740,432.66	\$ 635,865.94	\$ 11,104,566.72
		\$ 7,886,479.67	\$ 2,575,838.17	\$ 10,091,225.03	\$ 712,869.69	\$ 6,237,272.04	\$ 11,740,432.66	\$ 635,865.94	\$ 11,104,566.72
Code 002 BOND RETIREMENT									
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	0.00	19,764.75	(19,764.75)	0.00	(19,764.75)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	0.00	11,817.00	(11,817.00)	0.00	(11,817.00)
002-9213	Bond Retirement Fund \$ 6 million Bond	0.00	0.00	0.00	0.00	3,472.00	(3,472.00)	0.00	(3,472.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	0.00	22,395.93	(22,395.93)	0.00	(22,395.93)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	0.00	8,234.40	(8,234.40)	0.00	(8,234.40)
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,684.08	\$ (65,684.08)	\$ 0.00	\$ (65,684.08)
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	87,294.38	10,000.00	90,000.09	0.00	100,312.00	76,982.47	0.00	76,982.47
004-9021	\$1.3 MILLION BOND APPR 12/1/20	1,199,291.48	0.00	0.00	17,383.50	825,389.46	373,902.02	373,902.02	0.00
		\$ 1,286,585.86	\$ 10,000.00	\$ 90,000.09	\$ 17,383.50	\$ 925,701.46	\$ 450,884.49	\$ 373,902.02	\$ 76,982.47
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	0.00	16,669.11	160,944.56	12,003.46	102,090.73	58,853.83	13,456.83	45,397.00
		\$ 0.00	\$ 16,669.11	\$ 160,944.56	\$ 12,003.46	\$ 102,090.73	\$ 58,853.83	\$ 13,456.83	\$ 45,397.00
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	20,437.82	700.00	6,037.50	0.00	7,497.61	18,977.71	113.28	18,864.43
		\$ 20,437.82	\$ 700.00	\$ 6,037.50	\$ 0.00	\$ 7,497.61	\$ 18,977.71	\$ 113.28	\$ 18,864.43
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	4,223.11	1,554.89	10,968.60	155.34	2,261.95	12,929.76	0.00	12,929.76
		\$ 4,223.11	\$ 1,554.89	\$ 10,968.60	\$ 155.34	\$ 2,261.95	\$ 12,929.76	\$ 0.00	\$ 12,929.76
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	379,339.52	269,459.13	1,445,101.98	143,585.95	1,423,790.26	400,651.24	289,225.13	111,426.11
012-922S	ADULT EDUCATION - SHORT TERM CERT.	0.00	0.00	30,750.00	27,713.00	27,713.00	3,037.00	2,910.00	127.00
		\$ 379,339.52	\$ 269,459.13	\$ 1,475,851.98	\$ 171,298.95	\$ 1,451,503.26	\$ 403,688.24	\$ 292,135.13	\$ 111,553.11
Code 014 ROTARY-INTERNAL SERVICES									
014-0000	Rotary - Sales Tax	1,168.21	0.00	0.00	0.00	490.68	677.53	0.00	677.53
		\$ 1,168.21	\$ 0.00	\$ 0.00	\$ 0.00	\$ 490.68	\$ 677.53	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	37,567.78	0.00	56,600.00	4,685.38	45,993.36	48,174.42	45,568.10	2,606.32
		\$ 37,567.78	\$ 0.00	\$ 56,600.00	\$ 4,685.38	\$ 45,993.36	\$ 48,174.42	\$ 45,568.10	\$ 2,606.32

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	M/D Received	FYTD Received	M/D Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	\$ 41,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,000.00	\$ 13,700.00	\$ 27,300.00
019-914R	ROBOT DONATIONS	6,759.62	0.00	0.00	941.38	3,687.44	3,072.18	2,276.51	795.67
019-9919	LUBRIZOL FOUNDATION GRANT	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
Code 022 DISTRICT CUSTODIAL		\$ 72,759.62	\$ 0.00	\$ 0.00	\$ 941.38	\$ 3,687.44	\$ 69,072.18	\$ 15,976.51	\$ 53,095.67
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	0.00	0.00	5,012.91	0.00	0.00	5,012.91	0.00	5,012.91
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	7,266.67	0.00	0.00	0.00	1,500.00	5,766.67	1,100.00	4,666.67
Code 024 EMPLOYEE BENEFITS SELF INS.		\$ 12,377.23	\$ 0.00	\$ 5,012.91	\$ 0.00	\$ 1,500.00	\$ 15,890.14	\$ 1,100.00	\$ 14,790.14
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	8,747.29	0.00	22,190.20	4,025.63	18,847.82	12,089.67	12,089.67	0.00
024-9001	EMPLOYEE DEDUCTION - FLEXIBLE SPENDING	8,649.25	0.00	0.00	0.00	8,649.25	0.00	0.00	0.00
Code 070 CAPITAL PROJECTS		\$ 17,396.54	\$ 0.00	\$ 22,190.20	\$ 4,025.63	\$ 27,497.07	\$ 12,089.67	\$ 12,089.67	\$ 0.00
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	16,790.01	0.00	72,555.62	5,461.00	34,187.64	55,157.99	0.00	55,157.99
Code 200 STUDENT MANAGED ACTIVITY		\$ 16,790.01	\$ 0.00	\$ 72,555.62	\$ 5,461.00	\$ 34,187.64	\$ 55,157.99	\$ 0.00	\$ 55,157.99
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	722.00	0.00	0.00	0.00	99.95	622.05	0.00	622.05
200-907A	INT MULTIMEDIA II	0.00	0.00	1,375.00	0.00	0.00	1,375.00	0.00	1,375.00
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	400.00	429.83
200-912A	AUTO TECHNOLOGY I & II	2,197.73	0.00	150.00	0.00	0.00	2,347.73	0.00	2,347.73
200-915A	LANDSCAPE HORT	38,497.56	0.00	11,709.00	7,060.43	28,044.23	22,162.33	16,355.45	5,806.88
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	2,154.12	0.00	0.00	0.00	1,400.00	754.12	0.00	754.12
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-930A	MBA / DECA	1,190.63	0.00	0.00	347.50	843.50	347.13	1,410.57	(1,063.44)

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-940A	CULINARY ARTS I & II	\$ 193.74	\$ (1,862.50)	\$ 1,647.65	\$ 239.20	\$ 677.63	\$ 1,163.76	\$ 1,224.50	\$ (60.74)
200-945A	TEACHING PROF PATHWAYS I & II	0.00	0.00	1,559.00	0.00	890.00	669.00	160.00	509.00
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,235.43	0.00	0.00	0.00	0.00	1,235.43	0.00	1,235.43
200-985A	AUTOMOTIVE COLLISION REPAIR #2	640.30	25.00	25.00	0.00	511.10	154.20	67.21	86.99
200-990A	SKILLS USA	15.00	0.00	1,646.42	292.96	387.63	1,273.79	250.00	1,023.79
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	901.49	28.00	1,444.59	0.00	10.00	2,336.08	400.00	1,936.08
200-992B	COSMETOLOGY #2 / MALVICINO JR & SR	1,023.86	0.00	(1,023.86)	0.00	0.00	0.00	500.00	(500.00)
200-995A	PATIENT CARE TECHNICIAN JR & SR	264.70	0.00	0.00	0.00	0.00	264.70	0.00	264.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	2,317.00	0.00	480.00	0.00	0.00	2,797.00	0.00	2,797.00
Code 451 DATA COMMUNICATION FUND		\$ 61,687.42	\$ (1,809.50)	\$ 19,012.80	\$ 7,940.09	\$ 32,864.04	\$ 47,836.18	\$ 20,767.73	\$ 27,068.45
451-9022	DATA COMMUNICATION FUND	0.00	900.00	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00
Code 467 Student Wellness and Success Fund		\$ 0.00	\$ 900.00	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 1,800.00	\$ 0.00	\$ 1,800.00
467-9020	STUDENT WELLNESS AND SUCCESS	10,880.00	0.00	0.00	0.00	612.50	10,267.50	10,267.50	0.00
Code 501 ADULT BASIC EDUCATION		\$ 10,880.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 612.50	\$ 10,267.50	\$ 10,267.50	\$ 0.00
501-921A	ABLE GRANT FY-2021	15,823.05	0.00	30,783.46	0.00	46,606.51	0.00	0.00	0.00
501-922A	ASPIRE - FY 22	0.00	19,415.29	136,372.91	19,560.62	155,926.53	(19,553.62)	8,687.20	(28,240.82)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND		\$ 15,823.05	\$ 19,415.29	\$ 167,156.37	\$ 19,560.62	\$ 202,533.04	\$ (19,553.62)	\$ 8,687.20	\$ (28,240.82)
508-9021	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	0.00	0.00	1,470.04	0.00	1,470.04	0.00	26,600.00	(26,600.00)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 0.00	\$ 0.00	\$ 1,470.04	\$ 0.00	\$ 1,470.04	\$ 0.00	\$ 26,600.00	\$ (26,600.00)
524-921Q	VEPD SECONDARY FY21	107,767.24	0.00	119,638.03	0.00	227,405.27	0.00	0.00	0.00
524-921R	ADULT VEPD - FY21	15,369.15	0.00	15,347.43	0.00	30,716.58	0.00	0.00	0.00
524-922Q	VOC ED: CARL D. PERKINS - 1984	0.00	97,887.14	183,993.43	39,245.22	223,238.65	(39,245.22)	74,514.53	(113,759.75)
524-922R	VOC ED: CARL D. PERKINS - 1984	0.00	3,787.48	25,107.51	1,787.48	26,894.99	(1,787.48)	525.00	(2,312.48)

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 599 MISCELLANEOUS FED. GRANT FUND		\$ 123,136.39	\$ 101,674.62	\$ 344,086.40	\$ 41,032.70	\$ 508,255.49	\$ (41,032.70)	\$ 75,039.53	\$ (116,072.23)
599-920C	CARES ACT	\$ 88,285.09	\$ 0.00	\$ 325,448.59	\$ 39,094.78	\$ 457,107.21	\$ (43,373.53)	\$ 99,595.66	\$ (142,969.19)
599-921C	CARES ACT - FY21	9,000.00	0.00	16,315.31	0.00	25,315.31	0.00	0.00	0.00
		\$ 97,285.09	\$ 0.00	\$ 341,763.90	\$ 39,094.78	\$ 482,422.52	\$ (43,373.53)	\$ 99,595.66	\$ (142,969.19)
Grand Total		\$ 10,043,937.32	\$ 2,994,401.71	\$ 1,036,452.52	\$ 10,133,524.95	\$ 12,777,088.37	\$ 1,631,165.10	\$ 11,145,923.27	12,866,676.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
29711	56295	ACCOUNTS_PA	YABLE	3/4/2022	AUBURN CAREER CENTER	499	RECONCILED	3/7/2022		\$ 27,840.00
29727	56303	ACCOUNTS_PA	YABLE	3/9/2022	AMERICAN EXPRESS	40915	RECONCILED	3/14/2022		155.00
29759	56304	ACCOUNTS_PA	YABLE	3/9/2022	AT&T	41770	RECONCILED	3/14/2022		195.12
29748	56305	ACCOUNTS_PA	YABLE	3/9/2022	CITY OF P-VILLE UTIL.	215	RECONCILED	3/15/2022		887.65
29726	56306	ACCOUNTS_PA	YABLE	3/9/2022	DOMINION ENERGY OHIO	4003	RECONCILED	3/15/2022		4,356.04
29754	56307	ACCOUNTS_PA	YABLE	3/9/2022	GRAINGER	466	RECONCILED	3/14/2022		824.77
29758	56308	ACCOUNTS_PA	YABLE	3/9/2022	NEW DAIRY OP-PO,	42186	RECONCILED	3/14/2022		577.30
29763	56309	ACCOUNTS_PA	YABLE	3/9/2022	U S POSTAL SERVICE	7745	RECONCILED	3/15/2022		2,500.00
29739	56310	ACCOUNTS_PA	YABLE	3/9/2022	JOHNSON CONTROLS FIRE PROTECTION LP	40669	RECONCILED	3/17/2022		268.11
29747	56311	ACCOUNTS_PA	YABLE	3/9/2022	MCMMASTER-CARR SUPPLY CO.	10826	RECONCILED	3/14/2022		360.49
29751	56312	ACCOUNTS_PA	YABLE	3/9/2022	ILLUMINATING COMPANY	925	RECONCILED	3/11/2022		15.06
29755	56313	ACCOUNTS_PA	YABLE	3/9/2022	VERIZON WIRELESS	41745	RECONCILED	3/16/2022		133.84
29756	56314	ACCOUNTS_PA	YABLE	3/9/2022	CHARTER COMMUNICATIONS	13042	RECONCILED	3/17/2022		84.91
29733	56315	ACCOUNTS_PA	YABLE	3/9/2022	MCGOWN & MARKLING CO, L.P.A	12253	RECONCILED	3/11/2022		5,440.18
29744	56316	ACCOUNTS_PA	YABLE	3/9/2022	UNITED PARCEL SERVICE	2108	RECONCILED	3/15/2022		100.00
29737	56317	ACCOUNTS_PA	YABLE	3/9/2022	MILLSTONE MANAGEMENT GROUP INC	42351	RECONCILED	3/10/2022		17,043.50
29735	56318	ACCOUNTS_PA	YABLE	3/9/2022	COUNTY TREASURERS	8104	RECONCILED	3/16/2022		100.00
29734	56319	ACCOUNTS_PA	Check	3/9/2022	LAKE COUNTY	1435	RECONCILED	3/14/2022		963.63

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Yard Date	Amount
29741	56320	YABLE ACACCOUNTS_PA	Check	3/9/2022	DEPARTMENT PACIFIC ONESOURCE INC	41552	RECONCILED	3/14/2022		\$ 17,496.00
29732	56321	YABLE ACACCOUNTS_PA	Check	3/9/2022	LAKE COUNTY LANDSCAPE	41427	RECONCILED	3/15/2022		10,140.00
29729	56322	YABLE ACACCOUNTS_PA	Check	3/9/2022	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	3/14/2022		2,104.35
29728	56323	YABLE ACACCOUNTS_PA	Check	3/9/2022	BENCO DENTAL CO	41892	RECONCILED	3/14/2022		888.58
29761	56324	YABLE ACACCOUNTS_PA	Check	3/9/2022	SCREENVISION DIRECT	40250	RECONCILED	3/16/2022		432.00
29765	56325	YABLE ACACCOUNTS_PA	Check	3/9/2022	MADEWELL & SON DRYWALL 1	7705	RECONCILED	3/16/2022		1,252.00
29740	56326	YABLE ACACCOUNTS_PA	Check	3/9/2022	CLEVELAND PLUMBING SUPPLY CO	7888	RECONCILED	3/10/2022		243.00
29736	56327	YABLE ACACCOUNTS_PA	Check	3/9/2022	MILLCRAFT PAPER COMPANY	176	RECONCILED	3/14/2022		347.50
29764	56328	YABLE ACACCOUNTS_PA	Check	3/9/2022	SIMSUSHARE	42355	RECONCILED	3/22/2022		125.00
29725	56329	YABLE ACACCOUNTS_PA	Check	3/9/2022	MANUFACTURI NG SKILL STANDARDS	40085	RECONCILED	3/18/2022		225.00
29750	56330	YABLE ACACCOUNTS_PA	Check	3/9/2022	SNAP ON INDUSTRIAL	1266	RECONCILED	3/15/2022		460.54
29745	56331	YABLE ACACCOUNTS_PA	Check	3/9/2022	FUCLID GLASS & DOOR, INC.	11291	RECONCILED	3/15/2022		5,461.00
29762	56332	YABLE ACACCOUNTS_PA	Check	3/9/2022	EDUTECH GROUP LLC	42335	RECONCILED	3/15/2022		32,500.00
29746	56333	YABLE ACACCOUNTS_PA	Check	3/9/2022	PRINT MANAGEMENT PARTNERS	10816	RECONCILED	3/15/2022		4,800.00
29752	56334	YABLE ACACCOUNTS_PA	Check	3/9/2022	MENTOR LUMBER & SUPPLY CO	834	RECONCILED	3/11/2022		2,035.36
29760	56335	YABLE ACACCOUNTS_PA	Check	3/9/2022	WILLOWBEND NURSERIES, LLC	42423	RECONCILED	3/16/2022		1,142.10
29749	56336	YABLE ACACCOUNTS_PA	Check	3/9/2022	GAZETTE NEWSPAPERS	11455	RECONCILED	3/11/2022		25.00
29753	56337	YABLE ACACCOUNTS_PA	Check	3/9/2022	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	3/15/2022		199.75
29742	56338	ACACCOUNTS_PA	Check	3/9/2022	HCI/BUCKEYE	41917	RECONCILED	3/15/2022		3,190.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29731	56339	YABLE	PA	3/9/2022	EDUCATIONAL SYSTEMS	42420	RECONCILED	3/14/2022		\$ 573.00
29757	56340	YABLE	PA	3/9/2022	NORTH COAST TWO-WAY RADIO INC	1017	RECONCILED	3/10/2022		775.75
29738	56341	YABLE	PA	3/9/2022	CHANEY ELECTRONICS INC	8479	RECONCILED	3/14/2022		1,369.62
29730	56342	YABLE	PA	3/9/2022	GORDON FOOD SERVICE OHIO ACTE	10400	RECONCILED	3/14/2022		450.00
29743	56343	YABLE	PA	3/9/2022	USI	42417	RECONCILED	3/18/2022		836.00
29789	56344	YABLE	PA	3/11/2022	GENERAL PEST CONTROL CO.	11210	RECONCILED	3/22/2022		210.75
29811	56345	YABLE	PA	3/11/2022	ABBA EXPRESS INC.	12708	RECONCILED	3/15/2022		665.00
29794	56346	YABLE	PA	3/11/2022	BOB SUMEREL TIRE CO INC	41909	RECONCILED	3/15/2022		66.24
29818	56347	YABLE	PA	3/11/2022	AIR FORCE ONE, INC	41756	RECONCILED	3/15/2022		21,914.00
29819	56348	YABLE	PA	3/11/2022	AT&T	171	RECONCILED	3/15/2022		944.12
29817	56349	YABLE	PA	3/11/2022	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	3/18/2022		5,116.21
29814	56350	YABLE	PA	3/11/2022	NEW DAIRY OPCO,	42186	RECONCILED	3/14/2022		223.85
29774	56351	YABLE	PA	3/11/2022	PREMIER PAINT	1141	RECONCILED	3/16/2022		4,371.78
29830	56352	YABLE	PA	3/11/2022	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	3/16/2022		10,779.50
29810	56353	YABLE	PA	3/11/2022	FIRST QUALITY POWER PLACE	755	RECONCILED	3/15/2022		200.27
29783	56354	YABLE	PA	3/11/2022	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	3/14/2022		100.03
29797	56355	YABLE	PA	3/11/2022	GEAUGA GROWTH PARTNERSHIP, INC	40116	RECONCILED	3/23/2022		3,000.00
29802	56356	YABLE	PA	3/11/2022	HEMLY TOOL SUPPLY INC.	8616	RECONCILED	3/15/2022		190.71
29826	56357	YABLE	PA	3/11/2022	HOLA OHIO	42235	RECONCILED	3/18/2022		2,650.00
29773	56358	YABLE	PA	3/11/2022	FOOD FOR	8777	RECONCILED	3/18/2022		875.40

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29813	56359	YABLE ACCOUNTS_PA	Check	3/11/2022	THOUGHT INC GORDON FOOD SERVICE	8479	RECONCILED	3/15/2022		\$ 2,578.07
29827	56360	YABLE ACCOUNTS_PA	Check	3/11/2022	GRAINGER	466	RECONCILED	3/15/2022		2,889.90
29805	56361	YABLE ACCOUNTS_PA	Check	3/11/2022	BUNZL DISTRIBUTION MIDCENTRAL LAKE COUNTY SHERIFF'S OFFICE	7024	RECONCILED	3/16/2022		367.15
29824	56362	YABLE ACCOUNTS_PA	Check	3/11/2022	LINCOLN ELECTRIC CO. MAJOR WASTE DISPOSAL	11385	RECONCILED	3/23/2022		42,272.50
29798	56363	YABLE ACCOUNTS_PA	Check	3/11/2022	MOSS ENTERPRISES NICHOLS PAPER & SUPPLY, CO	984	RECONCILED	3/14/2022		2,942.74
29820	56364	YABLE ACCOUNTS_PA	Check	3/11/2022	MENTOR LUMBER & SUPPLY CO	570	RECONCILED	3/25/2022		80.00
29803	56365	YABLE ACCOUNTS_PA	Check	3/11/2022	LOWE'S COMPANIES, INC.	42404	RECONCILED	3/22/2022		34,000.00
29812	56366	YABLE ACCOUNTS_PA	Check	3/11/2022	PAINTERS SUPPLY	41932	RECONCILED	3/15/2022		1,719.36
29829	56367	YABLE ACCOUNTS_PA	Check	3/11/2022	QUADIENT FINANCE USA INC	834	RECONCILED	3/15/2022		853.98
29800	56368	YABLE ACCOUNTS_PA	Check	3/11/2022	SPEED- METALS WILLO TRANSPORTATI ON	11038	RECONCILED	3/16/2022		132.73
29809	56369	YABLE ACCOUNTS_PA	Check	3/11/2022	RAJULAND SOUND SYSTEM	42143	RECONCILED	3/17/2022		1,231.36
29807	56370	YABLE ACCOUNTS_PA	Check	3/11/2022	COAEMSP	42223	RECONCILED	3/15/2022		206.99
29806	56371	YABLE ACCOUNTS_PA	Check	3/11/2022	AUBURN CAREER CENTER	1679	RECONCILED	3/16/2022		270.00
29791	56372	YABLE ACCOUNTS_PA	Check	3/11/2022	ALLIANCE FOR WORKING	12426	RECONCILED	3/16/2022		2,235.00
29787	56373	YABLE ACCOUNTS_PA	Check	3/11/2022		1063	RECONCILED	3/16/2022		16,975.00
29780	56374	YABLE ACCOUNTS_PA	Check	3/11/2022		499	RECONCILED	3/14/2022		822.50
29784	56375	YABLE ACCOUNTS_PA	Check	3/11/2022		42430	RECONCILED	3/16/2022		1,050.00
29831	56376	YABLE ACCOUNTS_PA	Check	3/11/2022		8469	RECONCILED	3/17/2022		208.70
29790	56377	YABLE ACCOUNTS_PA	Check	3/11/2022		40448	RECONCILED	3/18/2022		35.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29815	56378	ACACCOUNTS_PA YABLE	Check	3/11/2022	TOGETHER WEX BANK	41338	RECONCILED	3/16/2022		\$ 189.66
29801	56379	ACACCOUNTS_PA YABLE	Check	3/11/2022	POSTER COMPLIANCE CENTER	10771	RECONCILED	3/14/2022		218.63
29828	56380	ACACCOUNTS_PA YABLE	Check	3/11/2022	CINTAS CORPORATION OAFP	532	RECONCILED	3/16/2022		97.52
29821	56381	ACACCOUNTS_PA YABLE	Check	3/11/2022	MAKER GEAR LLC	11256	OUTSTANDING			335.00
29816	56382	ACACCOUNTS_PA YABLE	Check	3/11/2022	GAZETTE NEWSPAPERS	42371	RECONCILED	3/14/2022		488.00
29832	56383	ACACCOUNTS_PA YABLE	Check	3/11/2022	O'REILLY AUTOMOTIVE, INC	11455	RECONCILED	3/15/2022		175.00
29769	56384	ACACCOUNTS_PA YABLE	Check	3/11/2022	CREDIT CARD OPERATION	40813	RECONCILED	3/22/2022		1,527.29
29771	56385	ACACCOUNTS_PA YABLE	Check	3/11/2022	MANUFACTURI NG SKILL STANDARDS	41906	RECONCILED	3/14/2022		5,128.13
29796	56386	ACACCOUNTS_PA YABLE	Check	3/11/2022	NATIONAL TECHNICAL HONOR SOCIETY	40085	RECONCILED	3/18/2022		550.00
29768	56387	ACACCOUNTS_PA YABLE	Check	3/11/2022	MARZEN EQUIPMENT SERVICES, LLC	10949	RECONCILED	3/14/2022		1,910.00
29823	56388	ACACCOUNTS_PA YABLE	Check	3/11/2022	BURMAX COMPANY, INC.	41375	RECONCILED	3/16/2022		465.79
29808	56389	ACACCOUNTS_PA YABLE	Check	3/11/2022	SALESCENTRI C	13024	RECONCILED	3/17/2022		1,257.71
29788	56390	ACACCOUNTS_PA YABLE	Check	3/11/2022	COURTNEY COMPANY	482	RECONCILED	3/15/2022		272.14
29785	56391	ACACCOUNTS_PA YABLE	Check	3/11/2022	SYSCO FOOD SERVICES OF CHAGRIN VALLEY AUTO PARTS	41930	RECONCILED	3/21/2022		340.00
29778	56392	ACACCOUNTS_PA YABLE	Check	3/11/2022	BFG SUPPLY CO, LLC	8412	RECONCILED	3/14/2022		3,830.71
29779	56393	ACACCOUNTS_PA YABLE	Check	3/11/2022	VIVIANI FAMILY LIMITED SIEVERS	240	RECONCILED	3/14/2022		136.64
29792	56394	ACACCOUNTS_PA YABLE	Check	3/11/2022	1284	RECONCILED	3/14/2022			5,858.43
29825	56395	ACACCOUNTS_PA YABLE	Check	3/11/2022	11774	RECONCILED	3/14/2022			2,022.06
29770	56396	ACACCOUNTS_PA Check	Check	3/11/2022	1931	RECONCILED	3/14/2022			8.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29822	56397	YABLE	ACCOUNTS_PA	3/11/2022	SECURITY SYSTEMS INC	551	RECONCILED	3/14/2022		\$ 133.95
29782	56398	YABLE	ACCOUNTS_PA	3/11/2022	CRILE ROAD HARDWARE	304	RECONCILED	3/14/2022		677.23
29786	56399	YABLE	ACCOUNTS_PA	3/11/2022	ACTIVE PLUMBING SUPPLY CO.	13500	RECONCILED	3/14/2022		1,049.58
29793	56400	YABLE	ACCOUNTS_PA	3/11/2022	B&H PHOTO-VIDEO	8659	RECONCILED	3/14/2022		143.50
29804	56401	YABLE	ACCOUNTS_PA	3/11/2022	OHIO SCHOOLS COUNCIL	812	RECONCILED	3/14/2022		3,673.00
29781	56402	YABLE	ACCOUNTS_PA	3/11/2022	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	3/14/2022		2,588.77
29776	56403	YABLE	ACCOUNTS_PA	3/11/2022	D & S DIVERSIFIED TECHNOLOGIE S	12857	RECONCILED	3/16/2022		234.00
29795	56404	YABLE	ACCOUNTS_PA	3/11/2022	ESC OF THE WESTERN RESERVE	41901	RECONCILED	3/14/2022		1,936.43
29777	56405	YABLE	ACCOUNTS_PA	3/11/2022	ADVANCED GAS & WELDING	13407	RECONCILED	3/14/2022		725.31
29772	56406	YABLE	ACCOUNTS_PA	3/11/2022	RE MICHEL COMPANY INC	12295	RECONCILED	3/14/2022		605.96
29775	56407	YABLE	ACCOUNTS_PA	3/11/2022	JOHNSTONE SUPPLY	13078	RECONCILED	3/14/2022		1,016.24
29799	56408	YABLE	ACCOUNTS_PA	3/11/2022	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	3/14/2022		1,204.76
29834	56409	YABLE	ACCOUNTS_PA	3/15/2022	UNITED WAY OF LAKE COUNTY	1064	OUTSTANDING			292.96
29851	56418	YABLE	ACCOUNTS_PA	3/30/2022	CREDIT CARD OPERATION	41906	OUTSTANDING			251.50
29854	56419	YABLE	ACCOUNTS_PA	3/30/2022	AT&T	171	OUTSTANDING			508.29
29853	56420	YABLE	ACCOUNTS_PA	3/30/2022	CHARDDON OIL CO.	8287	RECONCILED	3/31/2022		39.27
29850	56421	YABLE	ACCOUNTS_PA	3/30/2022	VERIZON WIRELESS	41745	OUTSTANDING			76.84
29852	56422	YABLE	ACCOUNTS_PA	3/30/2022	SPRINT	41733	OUTSTANDING			335.14
29849	56423	YABLE	ACCOUNTS_PA	3/30/2022	HUNTINGTON NATIONAL BANK	10092	RECONCILED	3/31/2022		2,873.06

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29855	56424	ACCCOUNTS_PA YABLE	Check	3/30/2022	SKILLS USA OHIO	675	OUTSTANDING			\$ 2,250.00
\$ 356,522.49										
Default Payment Type:	Electronic									
29837		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	Workers Comp	900950	RECONCILED	3/26/2022		997.35
29767		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	FLEX SAVE	999992	RECONCILED	3/12/2022		100.00
29722		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	Workers Comp	900950	RECONCILED	3/12/2022		972.15
29723		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	SCHOOL EMPLOYEES RETIRE-STATE	7727	RECONCILED	3/12/2022		7,809.57
29838		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	TEACHERS RETIREMENT	480	RECONCILED	3/26/2022		27,274.76
29841		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	SERS	900926	RECONCILED	3/26/2022		2,007.82
29720		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	3/12/2022		3,368.64
29839		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	SCHOOL EMPLOYEES RETIRE-BANK ONE/MEMO/FICA	7727	RECONCILED	3/26/2022		7,748.42
29724		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	BANK ONE/MEMO/FICA	900693	RECONCILED	3/12/2022		15.50
29856		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	3/26/2022		4,025.63
29721		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	STATE TEACHERS RETIREMENT	480	RECONCILED	3/12/2022		26,543.10
29766		0 ACCOUNTS_PA YABLE	Electronic	3/10/2022	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	3/12/2022		112,042.39
29840		0 ACCOUNTS_PA YABLE	Electronic	3/25/2022	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	3/26/2022		3,448.75
29833		0 ACCOUNTS_PA YABLE	Electronic	3/11/2022	SERS	900926	RECONCILED	3/12/2022		2,032.83

\$ 198,386.91
\$ 554,909.40

Type: REFUND
 Default Payment Type: Check

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29712	56296	REFUND	Check	3/7/2022	DIANN FINZEL	42425	RECONCILED	3/15/2022		\$ 100.00
29713	56297	REFUND	Check	3/7/2022	TAYLOR ADAMS	42428	RECONCILED	3/11/2022		45.00
29714	56298	REFUND	Check	3/7/2022	MICHAEL KUZMA	42419	RECONCILED	3/8/2022		100.00
29715	56299	REFUND	Check	3/7/2022	MARIANNA WALTERMIRE	41482	VOID		3/7/2022	127.79
29716	56300	REFUND	Check	3/7/2022	JENNA RADCLIFFE	41815	RECONCILED	3/9/2022		1,775.00
29717	56301	REFUND	Check	3/7/2022	KANNON BARCIKOWSKI	42426	RECONCILED	3/18/2022		600.00
29718	56302	REFUND	Check	3/7/2022	AUBURN CAREER CENTER	499	RECONCILED	3/9/2022		127.00
29835	56410	REFUND	Check	3/15/2022	AFLAC	42433	RECONCILED	3/23/2022		78.00
29842	56411	REFUND	Check	3/29/2022	MARIANNA WALTERMIRE	41482	OUTSTANDING			127.79
29843	56412	REFUND	Check	3/29/2022	JEREMY PISHEK	42449	OUTSTANDING			45.22
29844	56413	REFUND	Check	3/29/2022	KURT PRINCIC	42435	OUTSTANDING			855.00
29845	56414	REFUND	Check	3/29/2022	TAMMY DONLEY	42442	OUTSTANDING			25.00
29846	56415	REFUND	Check	3/29/2022	GRETA BONNE	42434	OUTSTANDING			26.00
29847	56416	REFUND	Check	3/29/2022	ESC OF THE WESTERN RESERVE	41901	RECONCILED	3/30/2022		70.00
29848	56417	REFUND	Check	3/29/2022	FAMILY, CAREER AND COMMUNITY	13669	OUTSTANDING			2,000.00
Type: PAYROLL										
Default Payment Type:										
29719	0	PAYROLL		3/10/2022	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/12/2022		216,024.21
29836	0	PAYROLL		3/25/2022	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/26/2022		221,618.55
Grand Total										\$ 437,642.76
										\$ 998,653.96

AUBURN CAREER CENTER - LAKE COUNTY
Schedule Of Revenue, Expenditures and Change in Fund Balances
Actual and Forecasted Operating Fund

	ACTUAL			FORECASTED				
	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026
Revenue:								
1 010 General Property Tax (Real Estate)	5,781,135	6,057,261	6,279,207	6,605,096	6,615,427	6,615,758	6,616,089	6,616,419
1 020 Tangible Personal Property Tax	370,973	356,021	368,467	377,333	377,333	377,333	377,333	377,333
1 030 Income Tax	-	-	-	-	-	-	-	-
1 035 Unrestricted Grants-in-Aid	2,234,842	2,146,051	2,136,332	1,896,839	1,954,491	1,954,491	1,954,491	1,954,491
1 040 Restricted Grants-in-Aid	94,023	94,010	94,007	331,644	331,644	331,644	331,644	331,644
1 045 Restricted Federal Grants-in-Aid	-	-	-	-	-	-	-	-
1 050 Property Tax Allocation	830,183	847,989	868,255	902,825	907,339	911,876	916,436	921,018
1 060 All Other Revenues	239,048	290,459	354,538	241,020	243,430	245,864	248,323	250,806
1 070 Total Revenues	9,550,204	9,791,792	10,100,808	10,354,757	10,429,665	10,436,967	10,444,315	10,451,712
Other Financing Sources:								
2 010 Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2 020 State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2 040 Operating Transfers-In	-	-	-	-	-	-	-	-
2 050 Advances-In	189,419	59,844	230,637	247,614	103,649	100,000	100,000	100,000
2 060 All Other Financing Sources	301,913	322,657	113,709	310,259	1,500	1,500	1,500	1,500
2 070 Total Other Financing Sources	491,332	382,500	344,345	557,873	105,149	101,500	101,500	101,500
2 080 Total Revenues and Other Financing Sources	10,041,536	10,174,293	10,445,153	10,912,630	10,534,814	10,538,467	10,545,815	10,553,212
Expenditures:								
3 010 Personnel Services	4,028,581	4,114,072	3,894,760	4,002,226	4,322,719	4,404,950	4,488,825	4,574,379
3 020 Employees' Retirement/Insurance Benefits	1,784,586	1,877,308	1,763,190	1,785,991	2,029,002	2,165,579	2,323,366	2,495,826
3 030 Purchased Services	1,542,845	1,507,668	1,350,495	1,452,810	1,546,450	1,623,773	1,704,962	1,790,210
3 040 Supplies and Materials	492,966	558,910	566,140	681,940	805,537	839,514	881,490	925,584
3 050 Capital Outlay	251,690	327,649	206,831	326,000	458,200	300,000	300,000	300,000
3 060 Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4 010 Principal-All (History Only)	-	-	-	-	-	-	-	-
4 020 Principal-Notes	-	-	-	-	-	-	-	-
4 030 Principal-State Loans	-	-	-	-	-	-	-	-
4 040 Principal-State Advancements	-	-	-	-	-	-	-	-
4 050 Principal-HB 264 Loans	-	-	-	-	-	-	-	-
4 055 Principal-Other	-	-	-	-	-	-	-	-
4 060 Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4 300 Other Objects	133,098	137,985	131,775	135,727	139,799	143,993	148,313	152,762
4 500 Total Expenditures	8,233,767	8,523,592	7,913,191	8,384,694	9,301,708	9,477,809	9,846,955	10,238,740
Other Financing Uses								
5 010 Operating Transfers-Out	1,121,528	1,422,160	864,223	1,030,497	1,159,337	1,163,599	1,162,322	1,170,505
5 020 Advances-Out	178,129	227,074	256,783	103,649	100,000	100,000	100,000	100,000
5 030 All Other Financing Uses	0	0	0	0	0	0	0	0
5 040 Total Other Financing Uses	1,299,657	1,649,234	1,121,006	1,134,147	1,259,337	1,263,599	1,262,322	1,270,505
5 050 Total Expenditures and Other Financing Uses	9,533,424	10,172,826	9,034,197	9,518,841	10,561,044	10,741,408	11,109,277	11,509,245
6 010 Excess of Rev & Other Financing Sources over (under) Expenditures and Other Financing Uses	508,112	1,466	1,410,956	1,393,789	-26,231	-202,941	-563,462	-956,033
Cash Balance July 1 - Excl Proposed Renewal/ Replacement and New Levies								
7 010	5,965,943	6,474,055	6,475,521	7,886,478	9,280,267	9,254,036	9,051,095	8,487,633
7 020 Cash Balance June 30	6,474,055	6,475,521	7,886,478	9,280,267	9,254,036	9,051,095	8,487,633	7,531,600
8 010 Estimated Encumbrances June 30	121,717	251,671	95,885	150,000	150,000	150,000	150,000	150,000
Reservation of Fund Balance								
9 010 Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9 020 Capital Improvements	-	-	-	-	-	-	-	-
9 030 Budget Reserve	-	-	-	-	-	-	-	-
9 040 DPIA	-	-	-	-	-	-	-	-
9 045 Fiscal Stabilization	-	-	-	-	-	-	-	-
9 050 Debt Service	-	-	-	-	-	-	-	-
9 060 Property Tax Advances	-	-	-	-	-	-	-	-
9 070 Bus Purchases	-	-	-	-	-	-	-	-
9 080 Subtotal	-	-	-	-	-	-	-	-
10 010 Fund Balance June 30 for Certification of Appropriations	6,352,338	6,223,850	7,790,593	9,130,267	9,104,036	8,901,095	8,337,633	7,381,600
Rev from Replacement/Renewal Levies								
11 010 Income Tax - Renewal	-	-	0	0	0	0	0	0
11 020 Property Tax - Renewal or Replacement	-	-	0	0	0	0	0	0
11 300 Cumulative Balance of Replacement/Renewal Levies	-	-	0	0	0	0	0	0
12 010 Fund Balance June 30 for Certification of Contracts, Salary and Other Obligations	6,352,338	6,223,850	7,790,593	9,130,267	9,104,036	8,901,095	8,337,633	7,381,600
Revenue from New Levies								
13 010 Income Tax - New	-	-	0	0	0	0	0	0
13 020 Property Tax - New	-	-	0	0	0	0	0	0
13 030 Cumulative Balance of New Levies	-	-	0	0	0	0	0	0
14 010 Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15 010 Unreserved Fund Balance June 30	6,352,338	6,223,850	7,790,593	9,130,267	9,104,036	8,901,095	8,337,633	7,381,600

Comments: See accompanying notes for assumptions.

Auburn Career Center



Five Year Forecast Assumptions FY22-26 (Summary) Submitted May 2022

The District:

Auburn Career Center is officially a Vocational School District within the definition of Ohio Revised Code and is comprised of ten participating districts in Lake and Geauga County. Those districts include: Berkshire, Cardinal, Chardon, Kenston, Fairport, Kirtland, Madison, Painesville City, Riverside and Perry Local.

Overview:

This financial forecast for the general operating fund is prepared according to the requirements legislated by HB412 and the district has prepared financial forecasts as a routine for many years and believes it is a valuable management tool. This forecast is an estimate of the most probable financial position, results of operations and changes in financial position for the five-year period. "Most probable" means that the assumptions have been evaluated by management and that the forecast is based upon management's judgment of the most likely set of conditions and its most likely course of action. "Most probable" is not used in a mathematical or statistical sense.

Summary Notes:

Revenue:

Geauga and Lake County completed the sexennial tax value updates in 2017 and 2018 respectively. The triennial updates for Geauga and Lake County were completed in 2020 and 2021 respectively. Therefore, the next full reappraisal will be 2023 for Geauga County and 2024 for Lake County. In FY2021, we realized an increase in tax collections due to the completion of the triennial update in Geauga County. Geauga's residential property increase equated to an average of 10.15% per Auditor Walden. Therefore, for FY2022, I have applied the same percentage for Lake County. Additionally, the Newbury property tax loss has been projected in the forecast beginning with tax collections received in the first half of 2022. Based on trend, projections are calculated at a 95% collection rate.

- HB59 removed property rollback reimbursement on any new levies approved in November, 2013 and thereafter. However, local tax collections will offset on any new levies.

- Foundation levels in FY2022 are projected at the current funding levels provided by the Ohio Department of Education and the Office of Budget and Management. Also, shown in this line item are casino revenue and open enrollment adjustments/transfers.
- Governor DeWine's Fiscal Year 2022-2023 Executive Budget was released February 1, 2021. Upon its passage in July, 2021, the Office of Budget and Management originally committed to an October timeline in which districts would be provided the actual state funding allocations; however, this is still an ongoing process today due to the complexities that have arisen during the implementation of the ***Fair School Funding Plan***. The ***Fair School Funding Plan*** is a system for funding schools that can be broken down into three main components: the base cost; the state and local share; and additional targeted assistance/categorical aid. HB110 approved only two years of what is expected to be a six year phase in.
- Therefore, state funding levels in FY2022-FY2023 are projected pursuant to simulations provided as well as the current funding settlements from the Ohio Department of Education.
- Additionally, the budget bill moved the Student Wellness funding from fund 467 into the general fund. It is deemed restricted funding and is shown in Line 1.040 of the forecast.
- Adult Workforce continues to excel and we are seeing continued growth in programming. The balance still owed to the general fund at the end of FY2021 was \$855,000. The five year forecast reflects a payback schedule of \$100,000 per year for FY2022-FY2026. However, this is analyzed at the end of each fiscal year to determine if the transfer of additional funds are feasible. The \$100,000 per year will continue to be assumed beyond FY2026 and, until such time the advances have been totally repaid to the general fund.
- All other revenues are projected to realize a 1% increase each year. Due to economic declines, interest rates have plummeted; therefore, interest income has been projected to decrease 50%.
- Line 2.060 includes revenue from the sale of the "*unfinished*" FY2020 student house and the vacant lot east of the house. The proceeds received from the house was \$245,342.40 and the vacant lot was \$63,407.30 totaling \$308,749.70. FY2023 and beyond no longer reflects this source of revenue as the district is no longer building homes effective the 2020-2021 school year.

Expense:

- FY2022 salaries are showing a 3% increase compared to FY2021. FY2023 reflects the initial projections of additional staff due to the recent enrollment policy

change. The remaining years assume only step and educational advancements that is projected at 2%.

- FY2022 estimates reflect a 3.5% increase in healthcare premiums. FY2023 and all remaining years are projected with a 10% increase. These estimates have been supplied by the Lake County School Council based on current industry standards. FY2023 also reflects the corresponding increase in benefits due to the recent enrollment policy change
- In March, 2022, Lake County School Council approved a third healthcare premium holiday. The forecast reflects half of the reduction in June, 2022 and the remaining in July, 2022.
- Purchased Services have realized an 8% increase when compared to FY2021. I would attribute this to high inflationary increases and supply chain issues. Additionally, FY2023-FY2026 reflect a 5% inflationary increase and the initial projections of additional services due to the recent enrollment policy change.
- Supplies have realized a 20% increase when compared to FY2021. I would attribute this to high inflationary increases and supply chain issues, as well. Additionally, FY2023-FY2026 reflect a 5% inflationary increase and the initial projections of additional instructional supplies due to the recent enrollment policy change.
- Capital Outlay estimates have been increased to \$300,000 per year for technology maintenance, and equipment purchases. The increase is necessary based on the trend we have seen over the last several years. Additionally, FY2023 reflects anticipated classroom improvements and technology due to the recent enrollment policy change. We continue to use the Perkins grant for program equipment upgrades; however, these funds continue to be reduced resulting in the need to shift the burden back to the general fund.
- Other objects include expenditures such as liability insurance, county auditor fees, state auditor fees, membership dues and other miscellaneous expenditures. Projections reflect a 3% increase to the previous year's total expenditure.
- Debt will continue to be paid from the general fund for the two roof replacement projects totaling \$5.1 million in bond issues which included \$1.060 million for HB264 energy improvements. Debt repayment for the Industrial Arts Facility is also included for a \$600,000 bond issue. Debt repayment for the \$1.745 million bond issuance for the B-wing roof replacement and TLC parking lot replacement. Debt repayment for the \$1.3 million bond issuance for the Horticulture parking lot, main building window replacement, an outside classroom, other miscellaneous furnishing and equipment. The following tables reflect the debt repayment schedule and maturity:

FISCAL YR.	TOTAL PRINCIPAL/INTEREST
2022	\$758,196

2023	\$748,085
2024	\$752,599
2025	\$751,545
2026	\$758,924

BOND	MATURITY
\$2,800,000	6/1/2026
\$2,300,000	6/1/2027
\$ 600,000	6/1/2027
\$1,300,000	6/1/2030
\$1,745,000	12/1/2033

- Additionally, line 5.010 and 5.020 include projections of transfers to the Capital Improvement fund, Principal fund and Food Service.

**Auburn
Career Center**



Attachment Item #10

*Approve Settlement
Agreement*

**SETTLEMENT AGREEMENT, FINAL RELEASE, DISCHARGE, AND
COVENANT NOT TO SUE**

This Settlement Agreement, Final Release, Discharge, and Covenant Not to Sue ("Agreement") is entered into by and between Atlantic Emergency Solutions ("AES") and the Auburn Vocational School District Board of Education, its members, officers, employees, and agents (collectively, "Board") (collectively, "Parties"), and, in consideration of the agreements described herein and to settle all pending legal disputes between the Parties, the Parties agree that:

1. For all services rendered by AES to the Board to date, the total amount that was ever due to AES by the Board was **Seventh Thousand Three Hundred Thirty-Five Dollars and Twelve Cents (\$7,335.12)** as evidenced by the amended invoice attached hereto and incorporated herein as Exhibit 1 and which hereby amends Invoice 10292MC and Invoice 10517MC.
2. For all services rendered by AES to the Board to date, the Board has already paid AES the total amount of **Three Thousand Two Hundred Twenty-Seven Dollars and Twenty-Nine Cents (\$3,227.29)**.
3. For all services rendered by AES to the Board to date, the total remaining amount due to AES by the Board is **Four Thousand One Hundred Seven Dollars and Eighty-Three Cents (\$4,107.83)**, which shall be paid to AES by the Board within thirty (30) calendar days of execution of this Agreement.
4. No other amounts are due to AES by the Board.
5. The Parties, as well as the Parties' respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities, hereby mutually release and discharge, and covenant not to sue, the other party, as well as their respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities from the beginning of time up to and including the date of this Agreement, with respect to any and all claims, demands, actions, causes of actions, and/or suits at law and/or equity and/or whatever kind of nature, now known to the Parties and from continuing effects therefrom.
6. This Agreement shall not set a precedent in any other matter between the Parties and shall not be referred to by any party in any other matter unrelated to this Agreement.
7. This Agreement and the consideration for it involves the resolution of disputed claims and that no presumption or construction shall be made in favor of or against any party based on the authorship of this Agreement.
8. The only consideration for signing this Agreement are the terms stated above; no other promises and/or agreements of any kind have been made to cause the Parties to execute this Agreement; the Parties fully understand the meaning and intent of this Agreement, including, but not limited to, its final and binding effect; and the Parties executed this Agreement freely and voluntarily, after the opportunity for explanation, review, and approval by legal counsel.

9. This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.
10. Any person signing this Agreement for a party represents and warrants that such person has the express authority to sign this Agreement for that party and to bind that party to this Agreement. Any person signing this Agreement further agrees to hold the opposing party harmless for any costs or consequences of the absence of actual authority to sign this Agreement.

THIS AGREEMENT HAS BEEN ENTERED INTO FOLLOWING OPPORTUNITY FOR FULL DISCUSSION, DISCLOSURE, AND CONSULTATION WITH LEGAL COUNSEL. AS A RESULT OF A FULL UNDERSTANDING OF THE CONTENTS OF THIS AGREEMENT, THE PARTIES VOLUNTARILY AND WITHOUT DURESS ENTER INTO THIS AGREEMENT.

[Signature Page to Follow]

FOR ATLANTIC EMERGENCY SOLUTIONS:



 Will Bascom - Chief Operating Officer

4-7-22

 Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

 Erik L. Walter, Board President*

 Date

 Dr. Brian Bontempo, Superintendent*

 Date

 Sherry Williamson, Treasurer*

 Date

*This Agreement has no legal effect absent Board action.
 Board Resolution No. _____

[Treasurer Certificates to Follow]

**AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

We certify that the Auburn Vocational School District Board of Education has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Auburn Vocational School District Board of Education to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Erik L. Walter, Board President

Dr. Brian Bontempo, Superintendent

Sherry Williamson, Treasurer

CUSTOMER #: 70108
 UNIT# 3841

10517MC



INVOICE

McConnelsville Service Center
 5255 N. State Route 60 NW
 McConnelsville, OH 43756
 (740) 962-4328
 www.atlanticemergency.com

AUBURN VOCATIONAL SCHOOL DIST
 8221 AUBURN RD
 CONCORD TWP., OH 44077-9723
 HOME:440-357-7542 CONT:440-357-7542
 BUS: CELL:

DUPLICATE 2
 PAGE 1

SERVICE ADVISOR: 1145 KEVIN CARNEY

COLOR	YEAR	MAKE/MODEL	VIN	JOB NUMBER	MILEAGE IN / OUT	TAG	
	95	E-ONE E-ONE PUMPER	4EN3AAA86S1004801		1/1	TE-1	
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
17FEB21 DL		17FEB2021	17:00 06MAY21	PER KEVIN		CHG	07APR22
R.O. OPENED	READY	OPTIONS: STK:3851-01					
12:07 06APR21	10:04 07APR22						

LINE OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
-------------	------	------	-------	------	-----	-------

A STEAM CLEAN
 100 GENERAL MAINTENANCE
 1192 C50 250.08 250.08
 PARTS: 0.00 LABOR: 250.08 OTHER: 0.00 TOTAL LINE A: 250.08
 1 Customer requested pressure washing Pressure washed the ladder and turntable. Regreased the ladder cables and greased the ladder shaft.

B** FUEL GAUGE
 100 GENERAL MAINTENANCE
 1192 CP 0.00 0.00
 1 405788 FUEL GAUGE 0.00 0.00
 1 RFRT FREIGHT 0.00 0.00
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE B: 0.00
 1 Fuel Gauge was broken Replaced fuel gauge, verified new gauge workes

C** INTERCOM
 100 GENERAL MAINTENANCE
 1147 CP 0.00 0.00
 1192 CP 0.00 0.00
 1 460040 INTERCOM 3 BASE STATION 0.00 0.00
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE C: 0.00

D** HYDRAULIC CYLINDER
 100 GENERAL MAINTENANCE
 1145 CP 118.12 118.12
 1193 CP 1595.00 1595.00
 1 WO-24508 REMAN-HD BOOM CYLINDER 118.12 118.12
 1 WO-24509 REMAN-HD BOOM CYLINDER 1595.00 1595.00
 PARTS: 3190.00 LABOR: 118.12 OTHER: 0.00 TOTAL LINE D: 3308.12

Disclaimer of Warranties
 The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items. All goods returned must be accompanied by this invoice. No Returns on Non Stock Parts/Equip.

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
LESS INSURANCE	
SALES TAX	
PLEASE PAY THIS AMOUNT	

Repairs properly completed and checked by:

Authorized Signature

CUSTOMER #: 70108
 UNIT# 3841

10517MC



INVOICE

McConnelsville Service Center
 5255 N. State Route 60 NW
 McConnelsville, OH 43756
 (740) 962-4328
 www.atlanticemergency.com

AUBURN VOCATIONAL SCHOOL DIST
 8221 AUBURN RD
 CONCORD TWP., OH 44077-9723
 HOME: 440-357-7542 CONT: 440-357-7542
 BUS: CELL:

DUPLICATE 2
 PAGE 2

SERVICE ADVISOR: 1145 KEVIN CARNEY

COLOR	YEAR	MAKE/MODEL	VIN	JOB NUMBER	MILEAGE IN / OUT	TAG	
	95	E-ONE E-ONE PUMPER	4EN3AAA86S1004801		1/1	TE-1	
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
17FEB21 DD		17FEB2021	17:00 06MAY21	PER KEVIN		CHG	07APR22
R.O. OPENED	READY	OPTIONS: STK:3851-01					
12:07 06APR21	10:04 07APR22						

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

E** HELP WITH INSTALL
 R-RLIFTCYL R&R Lift Cylinder Each
 1123 CPA
 1193 CPA
 PARTS: 0.00 LABOR: 374.63 OTHER: 0.00 TOTAL LINE E: 374.63

F** Pump Performance Test
 PUMP-TEST Pump Performance Test
 1193 CP
 PARTS: 0.00 LABOR: 175.00 OTHER: 0.00 TOTAL LINE F: 175.00

WE'D LIKE TO KNOW HOW WE'RE DOING.
 PLEASE TAKE A MOMENT FOR A SURVEY:
 WWW.ATLANTICEMERGENCY.COM/SURVEY

 PLEASE REMIT PAYMENT TO:
 12351 RANDOLPH RIDGE LANE
 MANASSAS, VA 20109

Disclaimer of Warranties

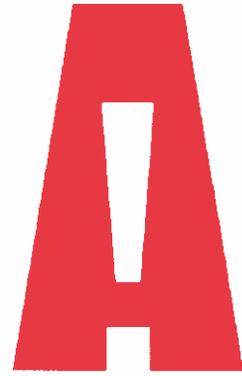
The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items. All goods returned must be accompanied by this invoice. No Returns on Non Stock Parts/Equip.

DESCRIPTION	TOTALS
LABOR AMOUNT	917.83
PARTS AMOUNT	3190.00
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	0.00
TOTAL CHARGES	4107.83
LESS INSURANCE	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	4107.83

Repairs properly completed and checked by:

Authorized Signature

**Auburn
Career Center**



Attachment Item #12

*Approve 2022-2023 Adult
Workforce Student
Calendar*

DRAFT

**Auburn Vocational School District
2022-2023 Adult Workforce Student Calendar**

**Auburn
Career Center**

August 22						
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 22						
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 22						
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 22						
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 22						
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 23						
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 23						
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 23						
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 23						
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 23						
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 23						
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 23						
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					

Holiday No School

Classes Begin

High School Events - No Evening Classes

DRAFT

Adult Workforce Department

Important Dates to Remember

September 5th ~ Labor Day ~ No School

September 17th ~ Constitution Day

October ~ Student/Parent/Teacher Conferences ~ No School

October 14th ~ NEOEA Day ~ No School

November 23rd -25th ~ Thanksgiving Break ~ No School

December ~ Sophomore/Parent & Community Open House ~ No School

December 21st - January 2nd ~ Winter Break ~ No School

January 16th ~ MLK Day ~ No School

February 20th ~ President's Day ~ No School

March ~ Community Open House ~ No School

March 20th - 24th ~ Spring Break ~ No School

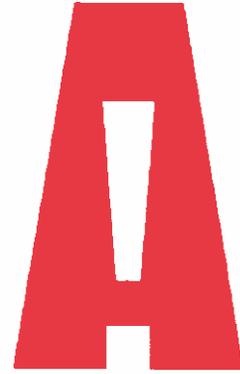
April 7th & 10th ~ Break ~ No School

May 29th ~ Memorial Day ~ No School

June 19th ~ Juneteenth Day ~ No School

July 4th ~ Independence Day ~ No School

**Auburn
Career Center**



Attachment Item #14B

Consent Agenda:

*Joint Fiscal Shared Service
Agreement*

AMENDED JOINT FISCAL SHARED SERVICES AGREEMENT

This amended fiscal shared services agreement ("Agreement") is entered into by and between the Fairport Harbor Exempted Village School District Board of Education ("Fairport Harbor"), Auburn Vocational School District Board of Education ("Auburn"), Sherry Williamson ("Williamson"), Victoria DePasquale ("DePasquale"), and Carrie McVicker ("McVicker") (collectively, "Parties").

WHEREAS R.C. 3313.222 and applicable laws permit the boards of education of two or more school districts to, by agreement, jointly appoint a treasurer to act as the treasurer of each district and compensate the treasurer in accordance with the terms of such agreement.

WHEREAS R.C. 3313.17 and applicable laws permit the boards of education of two or more school districts to, by agreement, share fiscal services.

WHEREAS the Parties executed an original fiscal shared services agreement that commenced on **July 1, 2020**, and nothing in this Agreement shall supersede the terms and conditions of the original fiscal shared services agreement other than that this Agreement shall amend the original fiscal shared services agreement effective **July 1, 2022**.

WHEREAS Williamson is currently appointed and employed by Auburn in the position of Treasurer under an employment agreement pursuant to R.C. 3313.22, R.C. 3313.24, and applicable laws.

WHEREAS DePasquale is currently employed by Auburn in the position of Assistant Treasurer/Payroll under an employment agreement pursuant to R.C. 3319.081 and applicable laws.

WHEREAS McVicker is currently employed by Auburn in the position of Treasurer Assistant/Accounts Payable under an employment agreement pursuant to R.C. 3319.081 and applicable laws.

WHEREAS Fairport Harbor desires to appoint Williamson to continue in the position of Treasurer of Fairport Harbor pursuant to R.C. 3313.222 and applicable laws on a month-to-month basis under this Agreement effective **July 1, 2022**.

WHEREAS Fairport Harbor desires to continue to receive fiscal services including, but not limited to, the services of Williamson, DePasquale, and McVicker, from Auburn pursuant to R.C. 3313.17 and applicable laws on a month-to-month basis commencing **July 1, 2022**, for an invoice amount of **\$11,767.07** per month, the total of which shall be paid, in full, to Auburn by Fairport Harbor no later than thirty (30) calendar days before such fiscal services are provided to Fairport Harbor (e.g., payment for July 2022 services is due no later than June 1, 2022).

WHEREAS Auburn desires to provide fiscal services including, but not limited to, the services of Williamson, DePasquale, and McVicker, to Fairport Harbor pursuant to R.C. 3313.17 and applicable laws on a month-to-month basis commencing **July 1, 2022**, for an invoice amount of

\$11,767.07 per month, the total of which shall be paid, in full, to Auburn by Fairport Harbor no later than thirty (30) calendar days before such fiscal services are provided to Fairport Harbor (e.g., payment for July 2022 services is due no later than June 1, 2022).

WHEREAS Williamson desires to both serve as the Treasurer of Fairport Harbor and provide fiscal services to Fairport Harbor under a supplemental contract with Auburn on a month-to-month basis commencing **July 1, 2022**, in the total amount of **\$5,177.083333** per month, rounding to the nearest cent/penny/hundredth, to be paid by Auburn and provided that Williamson remains an employee of Auburn only. Both Williamson and Auburn desire for this Agreement to serve as such a supplemental contract between Williamson and Auburn, which shall immediately terminate upon termination of this Agreement.

WHEREAS DePasquale desires to provide fiscal services to Fairport Harbor under a supplemental contract with Auburn on a month-to-month basis commencing **July 1, 2022**, in the total amount of **\$2,260.41666** per month, rounding to the nearest cent/penny/hundredth, to be paid by Auburn and provided that DePasquale remains an employee of Auburn only. Both DePasquale and Auburn desire for this Agreement to serve as such a supplemental contract between DePasquale and Auburn, which shall immediately terminate upon termination of this Agreement.

WHEREAS McVicker desires to provide fiscal services to Fairport Harbor under a supplemental contract with Auburn on a month-to-month basis commencing **July 1, 2022**, in the total amount of **\$1,427.08333** per month, rounding to the nearest cent/penny/hundredth, to be paid by Auburn and provided that McVicker remains an employee of Auburn only. Both McVicker and Auburn desire for this Agreement to serve as such a supplemental contract between McVicker and Auburn, which shall immediately terminate upon termination of this Agreement.

WHEREAS as employees of Auburn only, Williamson, DePasquale, and McVicker only owe a fiduciary obligation to Auburn and, as a result, Fairport Harbor is solely responsible, at Fairport Harbor's own cost, for employing any necessary individuals to address any potential incompatibility, conflict-of-interest, and/or ethical issues that may prevent Williamson, DePasquale, and/or McVicker from providing fiscal services to Fairport Harbor.

WHEREAS Fairport Harbor and Auburn desire for this Agreement to immediately terminate, without notice, should Fairport Harbor failure to tender payment, in full, to Auburn, as set forth in this Agreement.

WHEREAS Fairport Harbor and Auburn desire for this Agreement to immediately terminate, without notice, should Williamson refuse, at any time and for any reason, to provide fiscal services as set forth in this Agreement.

WHEREAS this Agreement sets forth the complete agreement of the Parties and shall not be varied or amended except in writing signed by the Parties and pursuant to properly adopted board resolutions. The Parties agree that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this

Agreement or any amendments or exhibits hereto as this Agreement has been jointly drafted by the Parties.

WHEREAS, if any portion of this Agreement is deemed to be illegal due to a conflict with state or federal law, the remainder of this Agreement shall remain in full force and effect.

WHEREAS this Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.

WHEREAS the Parties represent and warrant that this Agreement is the result of a full and otherwise fair faith bargaining over its terms following a full and otherwise fair opportunity to have legal counsel for the Parties review this Agreement and to verify that the terms and provisions of this Agreement are reasonable and enforceable. The Parties acknowledge that the Parties have read and understand the foregoing provisions and that such provisions are reasonable and enforceable. This Agreement has been jointly drafted by the Parties.

WHEREAS the notice requirements of R.C. 121.22, R.C. 3313.16, and applicable laws were complied with for all meetings of Fairport Harbor and Auburn.

WHEREAS Fairport Harbor and Auburn find and determine that all formal actions of Fairport Harbor and Auburn concerning and relating to the adoption of this Agreement were taken in open meetings of Fairport Harbor and Auburn and that all deliberations of Fairport Harbor and Auburn that resulted in such formal actions were in meetings open to the public in compliance with the law.

WHEREAS this Agreement shall be in full force and effect immediately upon its adoption by both Fairport Harbor and Auburn.

NOW THEREFORE BE IT RESOLVED THAT, the Fairport Harbor Exempted Village School District Board of Education hereby agrees to and enters into this Agreement pursuant to the terms and conditions set forth in this Agreement.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, the Auburn Vocational School District Board of Education hereby agrees to and enters into this Agreement pursuant to the terms and conditions set forth in this Agreement.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, Sherry Williamson hereby agrees to and enters into this Agreement pursuant to the terms and conditions set forth in this Agreement.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, Victoria DePasquale hereby agrees to and enters into this Agreement pursuant to the terms and conditions set forth in this Agreement.

**FAIRPORT HARBOR EXEMPTED VILLAGE SCHOOL DISTRICT
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

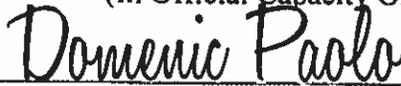
We certify that the Fairport Harbor Exempted Village School District Board of Education has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Fairport Harbor Exempted Village School District Board of Education to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.



Thomas Fazekas, Board President
(In Official Capacity Only)



Sherry Williamson, Treasurer/Chief Fiscal Officer
(In Official Capacity Only)



Dr. Domenic Paolo, Superintendent/Chief Executive Officer
(In Official Capacity Only)

**AUBURN VOCATIONAL SCHOOL DISTRICT
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

We certify that the Auburn Vocational School District Board of Education has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Auburn Vocational School District Board of Education to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Erik L. Walter, Board President
(In Official Capacity Only)

Sherry Williamson

Sherry Williamson, Treasurer/Chief Fiscal Officer
(In Official Capacity Only)

Dr. Brian Bontempo, Superintendent/Chief Executive Officer
(In Official Capacity Only)

**Auburn
Career Center**



Attachment Item #15

*Resolution Adopting,
Revising, and Rejecting
Proposed Policy
Amendments*

1217 - WEAPONS

The Board prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school- sponsored event, or in a Board-owned vehicle.

The term “weapon” ~~means~~ includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. ~~and explosives.~~

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member shall also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by the Superintendent as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
- C. theatrical props used in appropriate settings; and
- D. starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Superintendent. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

May 3, 2022 Proposed Amendments © Neola 2022 - All Rights Reserved

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

1417 - HOLIDAY

Superintendent, Treasurer, and Administrators

The Superintendent, Treasurer, and Administrators employed on an eleven or twelve month basis, whether salaried or compensated on an hourly or per diem basis, are entitled to a minimum of the following holidays for which they shall be paid their regular salary or their regular rate of pay, provided each such employee accrued earnings on his next preceding and his next following scheduled work days before and after such holiday or was properly excused from attendance at work on either or both of those days:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Administrators employed on a nine or ten month basis, whether salaried or compensated on an hourly or per diem basis, are entitled to a minimum of the following holidays for which they shall be paid their regular salary or their regular rate of pay, provided each such employee accrued earnings on his next preceding and next following scheduled work days before and after such holiday or was properly excused from attendance at work on either or both of those days:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Regular Administrators employed less than nine months shall be entitled to a minimum of those holidays enumerated in this policy which fall during the Administrator's time of employment.

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2271 – COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university (institute of higher education or IHE) and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and must either be remediation-free in one (1) of the assessments established under R.C. 3345.061(F) or meet an alternative remediation-free eligibility option as defined by the Chancellor of Higher Education in consultation with the Superintendent of Public Instruction. Students who participated in the College Credit Plus program before September 30, 2021 and who qualified to participate in accordance with prior law by scoring within one (1) of the required assessments and having a cumulative high school grade point average of at least 3.0, or alternatively receiving a recommendation from a school counselor, principal, or career-technical program advisor, may remain eligible to participate.

In addition, under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an underperforming student. If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program and notify the underperforming student, his/her parents, and each IHE in which the student is enrolled of his/her status. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in the Program while on probation:

- A. The student shall only enroll in one (1) college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of “D” or “F” or for which the student received no credit.
- C. If the student had registered for more than one (1) college course for the next term prior to being placed on probation, the student shall request each IHE in which s/he is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.
1. If a student elects to remain enrolled in one (1) course for the next term, s/he shall inform the IHE of the course in which the student would like to remain enrolled.
 2. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student’s cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless s/he is declared to be an underperforming student again.
- E. If a student takes a course after being placed on probation and such course does not raise the student’s cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in the College Credit Plus Program, s/he will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her parents, and each IHE in which the student is enrolled of his/her dismissal. The ineligible student and his/her parents shall also be notified that the student shall not take any college courses through the Program following his/her dismissal.

If the student had registered for more than one (1) college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which s/he is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her dismissal from the Program, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one (1) term of dismissal a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one (1) or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to the College Credit Plus Program on probation, the student must meet the academic progress criteria as determined by the Superintendent.

If the student fails to demonstrate academic progress as defined above, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit may appeal the decision to the Superintendent. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;

- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final and s/he shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six (6) through eleven (11) and their parents. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program.

The Board shall deny high school credit for the College Credit Plus Program courses, any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as the College Credit Plus Program credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (College Credit Plus Program) at the time the expulsion is imposed. This notice shall indicate the date the

expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the Chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry of a student's transcript and other records of his/her participation in a College Credit Plus Program.

5112 – ADMISSION REQUIREMENTS OF HIGH SCHOOL AGED STUDENTS ENROLLING THROUGH MEMBER SCHOOL DISTRICTS

The Board of Education (“Board”) believes that the vocational programs of the ~~District Auburn Career Center~~ should be available to as many qualified and interested young people as existing resources will allow.

Students who are considered to be bona fide residents of communities or areas which are part of the taxing area of ~~the the Auburn Career Center District~~ may participate.

Programs and program size:

The number of programs and program size shall be determined by the Board Superintendent in accordance with Board policies, state regulations, and applicable laws.

Enrollment in occupational specific programs shall have a maximum enrollment of twenty-four (24) students as determined by the sole discretion of the Board Superintendent only.

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5113 - ADMISSION OF HIGH SCHOOL AGED STUDENTS ENROLLING THROUGH OPEN ENROLLMENT

The Board of Education ("Board") shall operate the Auburn Career Center for the benefit of school aged youth who are bona fide residents of communities or areas which are part of the taxing area of the Auburn Career Center – i.e., Member Districtsresident to the member Districts.

School aged youth who are not residents to a Member District, Out-of-District students will be admitted **only if existing openings cannot be filled by resident students from the the above describedMember Districts**. Students from a contiguous or noncontiguous CTPD will be permitted access to programs not offered in the home CTPD or Compact. Students accessing the Auburn Career Center as a result of the open enrollment process shall be given the same priority in program registration.

Programs and program size:

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

Program size shall be determined by the following:

- A. Enrollment in occupational specific programs shall have a maximum enrollment of twenty-four (240) students as determined by the sole discretion of the Board Superintendent only.
- B. Enrollment in programs shall be subject to an agreement of the participating Non-Member District to provide transportation to and from the Auburn Career Center~~the District~~.
- C. Students enrolled from another Career Tech Planning District ~~CTPD~~ will need to arrange their own transportation to and from the Auburn Career Center.
- D. All students enrolled through the open enrollment policy shall be expected to meet the same qualifications ~~described~~ for students from the Mmember Districts.

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5772 - WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” ~~means~~ includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. ~~and explosives.~~

Policy exceptions include:

- A. items pre-approved by the building principal/program manager as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition shall never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal/program manager. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Board Policy 5610, and Board Policy 5610.01.

The Superintendent shall refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy shall be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefits students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

- B. The Superintendent shall present proposals with budgets exceeding \$5,000.00 to the Board for approval.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding. Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The Center shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.
- F. The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

- 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
 - 3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
 - 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 - 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
 - F. Recordkeeping and written procedures to the extent requires by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:

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1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.
- H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

61142 - COST PRINCIPLES – SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- A. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.
- B. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- C. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- D. Be determined in accordance with generally accepted accounting principles.
- E. Be representative of actual cost, net of all applicable credits, or offsets.

The term applicable credits refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- F. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- G. Be adequately documented:
 - 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 - 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- H. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, Center staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except

with the prior written approval of the Federal awarding agency, or pass-through entity.

C.D. All federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

D.E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.

E.F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F.G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education (ODE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the Center makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (GAN). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., ODE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Treasurer/CFO shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Board Policy 6320.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Board Policy 1130, Board Policy 3113 and Board Policy 4113 – Conflict of Interest.

The District shall avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies.
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; or
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list continuously.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board shall not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$105,000 ~~(not to exceed \$105,000)~~. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources as determined appropriate by the Board ~~a minimum of three (3) adequate number of qualified sources.~~

C. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which shall exceed \$5025,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and

3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

4. Bids shall be solicited in accordance with the provisions of applicable laws and regulations and Board Policy 6320. Bids shall be solicited from a minimum of three (3) adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
5. The invitation for bids shall include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
6. All bids shall be opened at the time and place prescribed in the invitation for bids; bids shall be opened publicly.
7. A firm fixed price contract award shall be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
8. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from a minimum of three (3) adequate number of sources.

3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications- based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source;
2. the public exigency or emergency for the requirement shall not permit a delay resulting from competitive solicitation;
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
4. after solicitation of a number of sources, competition is determined to be inadequate.

F. Noncompetitive Purchases Through Educational Service Centers (Districts)

Under State law, the Board may enter into a contract with another educational service center ("District") that authorizes the other District to make purchases for supplies, materials, equipment, and services or the delivery of services on the Board's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding.

The Board may apply for approval from ODE to use a noncompetitive purchasing method to procure personnel-based services from another District only when the following criteria are met:

1. The other District posts a list of all services it provides including costs of these services on its website;
2. The other District has been designated as “high performing” by the Ohio Department of Education, and
3. ODE as the passthrough state entity has determined that the other District was substantially in compliance with all audit rules and guidelines during the most recent audit conducted by the Auditor of State.

The Treasurer/CFO will submit an application and any required documentation to ODE on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals ("RFP"s) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board

and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records shall include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

6423 - USE OF CREDIT CARDS

The Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The name of the Board shall appear on each District credit card and check related to a credit card account held by the District. A "credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant monies. The term expressly excludes any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal. Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).

The Treasurer/CFO shall be responsible for the initial issuance, reissuance, and cancellation of District credit cards and shall maintain written procedures and all appropriate records and reports regarding the District's credit card account(s). Records and reports will be maintained and made available for review in accordance with this policy and State law.

All officers and employees are required to immediately report lost or stolen credit cards or notice of a possible data breach involving a District credit card to their immediate supervisor and the Treasurer/CFO. The Treasurer/CFO will notify the entity that issued the credit card and request cancellation of the lost or stolen card as soon as practicable.

Subject to the discretion of the Board and the approval of the Superintendent, credit cards may be used for eligible goods and services including:

- A. transportation reservations and expenses;

- B. conference registrations;
- C. hotel reservation guarantees and expenses;
- D. reasonable meal expenses (both in-town and out-of-town), including a maximum gratuity of eighteen percent (18%), but excluding alcoholic beverages;
- E. purchases from vendors who do not accept purchase orders or vouchers, with prior approval from the Superintendent;
- F. safety and security reasons in connection with a student field trip, competition, and/or other activity or event, if monies are budgeted and deposited with the Treasurer/CFO in advance; and
- G. other purchases approved by the Superintendent on a case by-case basis.

The procedure for credit card issuance, credit card reissuance, credit card cancelation, and the process for reporting lost or stolen credit cards shall be as follows:

- A. **Credit Card Issuance:** To issue a District credit card to any employee, a formal written request shall be made to the Treasurer stating one or more of the reasons set forth in this policy as the purpose for the credit card usage.
- B. **Credit Card Reissuance:** To reissue a District credit card to any employee, a formal written request shall be made to the Treasurer stating whether the credit card has been lost, stolen, and/or possibly unauthorized used.
- C. **Credit Card Cancelation:** To cancel a District credit cards issued and/or reissued to any employee, the Treasurer/CFO shall make the proper notification to the credit card company.
- D. **Reporting Lost or Stolen Credit Cards:** Officers and employees are liable in person and upon official bond for any unauthorized use of credit cards and any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Treasurer/CFO immediately, who shall notify the Board.

The Board prohibits the use of debit card accounts except for the receipt of grant monies. Any officer or employee of the District who uses a debit card account for any other purpose is guilty of the criminal offense of misuse of credit cards.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Treasurer/CFO shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in policies may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution. Violations will also be reported to the applicable licensure board(s).

The Board authorizes the following employees to use District credit cards:

- A. Superintendent;
- B. Executive Director of Career and Technical Education;
- C. Treasurer;
- D. Executive Administrative Assistant;
- E. Treasurer Staff;
- F. Administrative Staff;
- G. Instructional Staff; and
- H. Business/Development/Marketing Staff.

Each request for use of a District credit card shall contain:

- A. date needed;
- B. date to be returned;
- C. purpose; and/or
- D. Purchase Order Number.

Upon receipt of a District credit card, employees shall:

- A. Inform merchants that the purchase is for “official School District business” and is not subject to State or local sales tax. However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
- B. Maintain credit cards in a secure fashion and prevent unauthorized charges to the account.

- C. Use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account.
- D. Maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices.
- E. Provide documentation of all purchases to the Treasurer/CFO in a timely manner to ensure prompt payment.
- ~~F. Immediately notify his/her immediate supervisor and the Treasurer/CFO if the card is lost or stolen, or if s/he becomes aware of a data breach which may involve the card.~~
- ~~G.F.~~ Refrain from allowing anyone else to use the credit card or account number.
- ~~H.G.~~ Refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

The officer or employee is liable in person and upon any official bond to reimburse the District the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy described herein.

After use, District credit cards are to be returned to the Treasurer/CFO along with appropriate receipt copies of all charges within two (2) business days upon completion of any approved use.

Employees, when possible, shall include an original cash register slip or other detailed receipt (i.e., a receipt from a restaurant itemizing all purchases made), in addition to the receipt copy of all charges. In addition, employees shall include, shipping documents and receipts received with the merchandise.

Employees shall specify on the back of the receipt the following information:

- A. a brief description of the school-related purpose of the purchase; and
- B. the names and affiliation of each attendee if a purchase is made on behalf of a group of individuals.

Failure to return District credit cards and/or receipts within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

If an employee reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.

The Treasurer/CFO will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's office.

The Treasurer/CFO will monitor the credit card account(s) and reconcile all credit card accounts on a monthly basis.

The Treasurer/CFO shall file a report with the Board annually, detailing all rewards received based on the use of District's credit card account.

7217 - WEAPONS

The Board prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term “weapon” ~~means~~ includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. ~~and explosives.~~

The Superintendent shall immediately refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

- A. weapons under the control of State or Federal agents authorized to carry deadly weapons who are acting within the scope of their duties or law enforcement agents; ~~law enforcement personnel;~~
- B. weapons carried by security personnel or other designated staff employed by the Governing Board who are qualified under State law to carry a weapon in a school safety zone while on active duty;
- C. handguns in the possession of a person who has a valid concealed handgun license or who is an ~~active-duty~~ active-duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;
- ~~weapons carried by an on-duty security officer employed by the Board;~~
- D. objects indistinguishable from a firearm used during school safety trainings;
- E. items indistinguishable from a firearm approved by a Superintendent or designee as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- F. theatrical props used in appropriate settings; and

A.G. starter pistols used in appropriate sporting events.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

8500 – FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, and/or Food Service Supervisor, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students without disabilities who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required. While the request must specify the medical or other special dietary need that restricts the student's diet (i.e., precludes the student's consumption of cow's milk), medical certification may not be required.

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer/CFO. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

Bad debt incurred through the inability to collect meal payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;

- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1200, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost-share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction unless the classroom is also used to serve meals to students is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.