

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

### **Minutes of May 5, 2020**

The May 5, 2020 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

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

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

#### **073-20 Approve Agenda & Addendum**

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the May 5, 2020 agenda and addendum.

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

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

#### **074-20 Approve Minutes of Regular Meeting on April 7, 2020**

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the minutes of the April 7, 2020 Regular Board meeting.

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

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

**Public Participation - Suspended**

### **Administrative Report**

- Completion Ceremony ~ May 20, 2020 ~ Virtual Commencement Ceremony
- Teachers Last Day ~ May 29, 2020
- 2020 Aspire Recognition Ceremony ~ Postponed
- Summer Projects on Schedule
- Plant Sale Guidelines
- Additional June Meeting (9th, 16th)

### **075-20 Approve Special Board Meeting**

A motion was made by Dr. Culotta and seconded by Mr. Klima to approve a Special Board Meeting on June 9<sup>th</sup>, 2020 at 5:30 p.m.

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

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

### **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, 2020 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #7)

### **No Action Required.**

### **076-20 Approve Five-Year Forecast**

A motion was made by Dr. Culotta and seconded by Mr. Klima to approve the FY2020-2024 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. No contract raises have not been assumed but steps and educational advancement continue to be estimated. State Aid is projected pursuant to H.B. 166 which freezes FY2020 & FY2021 at the FY2019 funding level. Finally, the full Five-Year Facility Plan is not included due to lack of funding. It is possible that projects may be assumed as debt is paid down and the Forecast may be revised when such decisions are made. (Attachment Item #8)

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

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

**077-20 Approve Healthcare Benefits Program**

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the healthcare premium rates for 2020-2021 as approved by the Lake County School Healthcare Consortium and outlined in the Lake County Schools Council Health Care Benefit program spreadsheet. (Attachment Item #9)

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

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

**078-20 Approve Donations**

A motion was made by Mr. Sedivy and seconded by Mr. Klima to approve the following donations:

A monetary donation of \$57,900 to purchase 3-Skill Boss Machines from the Auburn Education Foundation, of Concord Twp., OH.

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

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

**079-20 Approve Removal of Inventory**

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve the removal of inventory on the following items on the attachment. These items are outdated, broken and/or unable to fix. (Attachment Item #11)

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

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

**080-20 Human Resources**

A motion was made by Mr. Miller 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 #12)

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

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

**081-20 Approve Vacation Carry Over**

A motion was made by Mrs. Brush and seconded by Mr. Miller to permit eligible 260-day employees the ability to transfer all unused vacation days at the conclusion of their 2019-2020 contract year to be used over the course of the next two contract years. No employee will be permitted to transfer more days at the conclusion of the 2020-2021 contact year than what was unused at the end of their 2019-2020 contact year. This one-time consideration is due to extenuating circumstances related to the COVID-19 Pandemic.

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

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

**082-20 Approve Removal of Sports Medicine Textbooks**

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the removal of all Sports Medicine program textbooks.

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

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

**083-20 Approve 2020-2021 Adult Workforce Student Calendar**

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the 2020-2021 Adult Workforce Student Calendar. (Attachment Item #15)

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

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

**084-20 Approve Public Safety Program Handbook**

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the public safety program handbook for the 2020-2021 school year. (Attachment Item #16)

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

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

**085-20 Approve Consent Agenda**

A motion was made by Mr. Sedivy and seconded by Mr. Kent to approve items 17a – 17d as a consent agenda.

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

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

**086-20 Contract/Affiliation Agreement**

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

- a. Contract for Services with ESC of the Western Reserve

The contract for services between ESC of the Western Reserve and Auburn Career Center agreement from August 1, 2020 through July 31, 2021. (Attachment Item #17A)

**b. ABM Industry Groups, LLC Services Agreement**

A one-year service agreement between Auburn Vocational School District and ABM Industry Groups, LLC as successor in interest to GCA Education Services, Inc. with no increase from FY2020. (Attachment Item #17B)

**c. LGCA Service Provider Contract Internet Service**

The LGCA Service Provider Contract Internet Service agreement during the 7/1/2020 to 6/30/2025 E-rate funding years as specified in the attached quote and contract. (Attachment Item #17C)

**d. Agreement with Condensed Curriculum International, Inc.**

The Educational Service Agreement HET eLearning Titles agreement between Condensed Curriculum International, Inc. and Auburn Career Center. (Attachment Item #17D)

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

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

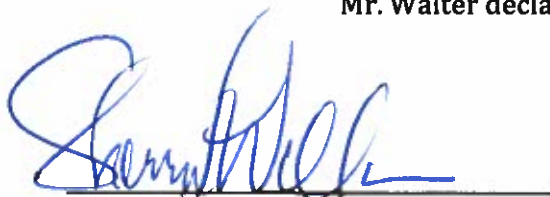
**Other:** The Board wants to thank Robert Cireddu and the IT Department for their assistance and patience with the virtual meeting process.

**087-20     Adjourn**

A motion was made by Mr. Miller and seconded by Mr. Klima to adjourn the meeting at 6:58 p.m.

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

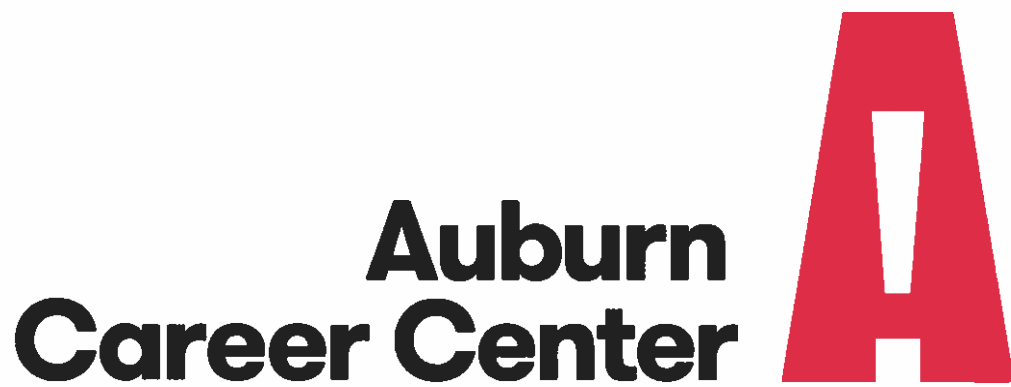
**Nays:** None  
Mr. Walter declared the motion passed



Treasurer



Board President



# *Attachment Item #7*

## *Render Financial Reports*

**Auburn Career Center**  
**Bank Reconciliation**  
03/31/2020

Dollar Bank - Main Depository	\$ 6,749,319.16
Huntington	\$ 12,830.51
O/S checks - a/p	\$ (15,140.42)
O/S checks - p/r	\$ (8,710.93)
Payroll Accum (O/S)-Checks NI	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>6,738,835.32</u>
Health Care Deductible Pool - Dollar	\$ 8,036.17
Flexible Spending Account - Dollar	\$ 9,158.32
Star Ohio	\$ 107,180.79
<b>Net Available Cash</b>	<b>\$ 6,863,210.60</b>
<b>Investments:</b>	
Wells Fargo Financial	\$ 2,413,928.36
<b>Total Investments</b>	<b>\$ 2,413,928.36</b>
Balance per bank	\$ 9,277,138.96
Balance per books	\$ 9,280,841.25
+/- FSA Monthly Deduction Adjustment	\$ (3,702.29)
	\$ 0.00

**Investments Report**

Institution	Amount
Wells Fargo	\$ 2,413,928.36



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	M/D Received	FYTD Received	M/D Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 001 GENERAL</b>								
<b>Code 002 BOND RETIREMENT</b>	\$ 6,474,056.44	\$ 2,380,365.40	\$ 9,022,966.87	\$ 616,343.39	\$ 7,454,997.08	\$ 8,042,026.23	\$ 782,854.44	\$ 7,259,171.79
<b>Code 004 BUILDING</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71,795.48	\$ (71,795.48)	\$ 0.00	\$ (71,795.48)
<b>Code 006 FOOD SERVICE</b>	\$ 1,093,230.30	\$ 4,583.33	\$ 90,000.00	\$ 0.00	\$ 1,117,447.88	\$ 65,782.42	\$ 0.00	\$ 65,782.42
<b>Code 009 UNIFORM SCHOOL SUPPLIES</b>	\$ 0.00	\$ 9,120.77	\$ 128,604.83	\$ 14,280.66	\$ 131,886.25	\$ (3,281.42)	\$ 18,698.49	\$ (21,979.91)
<b>Code 011 ROTARY-SPECIAL SERVICES</b>	\$ 22,101.11	\$ 275.00	\$ 10,592.50	\$ 0.00	\$ 24,170.51	\$ 8,523.10	\$ 0.00	\$ 8,523.10
<b>Code 012 ADULT EDUCATION</b>	\$ 1,207.21	\$ 3,086.59	\$ 21,492.01	\$ 2,469.34	\$ 32,529.35	\$ (9,830.13)	\$ 16,633.27	\$ (26,463.40)
<b>Code 014 ROTARY-INTERNAL SERVICES</b>	\$ 108,927.89	\$ 234,973.63	\$ 1,243,386.02	\$ 100,529.35	\$ 1,022,638.60	\$ 329,675.31	\$ 135,883.11	\$ 193,792.20
<b>Code 018 PUBLIC SCHOOL SUPPORT</b>	\$ 2,605.73	\$ 78.11	\$ 813.67	\$ 477.63	\$ 1,573.83	\$ 1,845.57	\$ 1,500.00	\$ 345.57
<b>Code 019 OTHER GRANT</b>	\$ 12,934.14	\$ 0.00	\$ 60,263.70	\$ 4,898.28	\$ 43,295.49	\$ 29,902.35	\$ 39,594.37	\$ (9,692.02)
<b>Code 022 DISTRICT AGENCY</b>	\$ 162,070.36	\$ 1,500.00	\$ 5,450.00	\$ 2,439.10	\$ 78,799.92	\$ 88,720.44	\$ 8,411.62	\$ 80,308.82
<b>Code 024 EMPLOYEE BENEFITS SELF INS.</b>	\$ 10,304.76	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 500.00	\$ 11,804.76	\$ 2,000.00	\$ 9,804.76
<b>Code 070 CAPITAL PROJECTS</b>	\$ 9,330.40	\$ 0.00	\$ 40,867.05	\$ 6,483.89	\$ 33,015.36	\$ 17,182.09	\$ 8,029.79	\$ 9,152.30
<b>Code 200 STUDENT MANAGED ACTIVITY</b>	\$ 304,345.32	\$ 0.00	\$ 700,000.00	\$ 0.00	\$ 313,556.13	\$ 690,789.19	\$ 679,992.00	\$ 10,797.19
<b>Code 451 DATA COMMUNICATION FUND</b>	\$ 79,290.07	\$ 1,388.99	\$ 31,500.65	\$ 10,368.22	\$ 49,415.21	\$ 61,375.51	\$ 26,850.90	\$ 34,524.61
<b>Code 467 Student Wellness and Success Fund</b>	\$ 0.00	\$ 900.00	\$ 4,300.00	\$ 0.00	\$ 0.00	\$ 4,300.00	\$ 0.00	\$ 4,300.00
<b>Code 499 MISCELLANEOUS STATE GRANT FUND</b>	\$ 0.00	\$ 0.00	\$ 45,449.95	\$ 0.00	\$ 2,500.00	\$ 42,949.95	\$ 8,600.00	\$ 34,349.95
<b>Code 501 ADULT BASIC EDUCATION</b>	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 2,500.00
	\$ 4,455.44	\$ 24,242.41	\$ 180,616.48	\$ 27,127.94	\$ 212,199.86	\$ (27,127.94)	\$ 6,863.74	\$ (33,991.68)

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MFD Received	FYD Received	MFD Expended	FYD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 524 VOC ED: CARL D. PERKINS - 1984								
	\$ 44,328.18	\$ 1,806.90	\$ 145,636.10	\$ 4,500.70	\$ 194,464.98	\$ (4,500.70)	\$ 190,004.98	\$ (194,505.68)
<b>Grand Total</b>	<b>\$ 8,329,187.35</b>	<b>\$ 2,662,321.13</b>	<b>\$ 11,736,439.83</b>	<b>\$ 789,918.50</b>	<b>\$ 10,784,785.93</b>	<b>\$ 9,280,841.25</b>	<b>\$ 1,925,916.71</b>	<b>\$ 7,354,924.54</b>

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type:</b>										
25516	51606	ACCOUNTS_PA Check	YABLE	3/3/2020	FA SOLUTIONS LLC	41342	RECONCILED	3/10/2020		\$ 1,788.00
25515	51607	ACCOUNTS_PA Check	YABLE	3/3/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	3/5/2020		2,880.28
25517	51608	ACCOUNTS_PA Check	YABLE	3/3/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	3/5/2020		2,528.36
25522	51609	ACCOUNTS_PA Check	YABLE	3/9/2020	ILLUMINATING COMPANY	925	RECONCILED	3/12/2020		225.25
25520	51610	ACCOUNTS_PA Check	YABLE	3/9/2020	AMERICAN EXPRESS	40915	RECONCILED	3/13/2020		8,471.59
25521	51611	ACCOUNTS_PA Check	YABLE	3/9/2020	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	3/20/2020		158.41
25554	51628	ACCOUNTS_PA Check	YABLE	3/10/2020	AT&T	171	RECONCILED	3/19/2020		2,652.78
25550	51629	ACCOUNTS_PA Check	YABLE	3/10/2020	CITY OF P'VILLE UTIL.	215	RECONCILED	3/16/2020		936.16
25539	51630	ACCOUNTS_PA Check	YABLE	3/10/2020	AUBURN CAREER CENTER	499	RECONCILED	3/11/2020		20.00
25559	51631	ACCOUNTS_PA Check	YABLE	3/10/2020	AUTOMOTIVE SUPPLY, INC.	631	RECONCILED	3/16/2020		604.30
25558	51632	ACCOUNTS_PA Check	YABLE	3/10/2020	ILLUMINATING COMPANY	925	RECONCILED	3/12/2020		1,105.06
25565	51633	ACCOUNTS_PA Check	YABLE	3/10/2020	APPLE COMPUTER INC.	974	RECONCILED	3/16/2020		598.00
25548	51634	ACCOUNTS_PA Check	YABLE	3/10/2020	BFG SUPPLY CO., LLC	1284	RECONCILED	3/16/2020		2,647.38
25545	51635	ACCOUNTS_PA Check	YABLE	3/10/2020	LAKE COUNTY DEPARTMENT	1435	RECONCILED	3/13/2020		1,133.91
25543	51636	ACCOUNTS_PA Check	YABLE	3/10/2020	DOMINION ENERGY OHIO	4003	RECONCILED	3/12/2020		3,544.25
25553	51637	ACCOUNTS_PA Check	YABLE	3/10/2020	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	3/13/2020		1,357.30
25568	51638	ACCOUNTS_PA Check	YABLE	3/10/2020	DEMILTA SAND & GRAVEL, INC	7602	RECONCILED	3/20/2020		120.00
25555	51639	ACCOUNTS_PA Check	YABLE	3/10/2020	GRIMES HORTICULTUR E, INC.	8014	RECONCILED	3/11/2020		193.68
25557	51640	ACCOUNTS_PA Check	YABLE	3/10/2020	IRRIGATION SUPPLY	8163	RECONCILED	3/19/2020		319.99

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25560	51641	ACCOUNTS_PA YABLE	Check	3/10/2020	VERIZON WIRELESS	10318	RECONCILED	3/16/2020		\$ 66.18
25542	51642	ACCOUNTS_PA YABLE	Check	3/10/2020	ESCO INSTITUTE	11206	RECONCILED	3/16/2020		297.51
25551	51643	ACCOUNTS_PA YABLE	Check	3/10/2020	GENERAL PEST CONTROL CO.	11210	RECONCILED	3/18/2020		204.75
25567	51644	ACCOUNTS_PA YABLE	Check	3/10/2020	LAKE COUNTY SHERIFF'S OFFICE	11385	RECONCILED	3/12/2020		30.00
25549	51645	ACCOUNTS_PA YABLE	Check	3/10/2020	CDW GOVERNMENT	11547	RECONCILED	3/11/2020		87.31
25563	51646	ACCOUNTS_PA YABLE	Check	3/10/2020	VIVIANI FAMILY LIMITED	11774	RECONCILED	3/12/2020		1,676.71
25572	51647	ACCOUNTS_PA YABLE	Check	3/10/2020	CAREERSAFE	12972	RECONCILED	3/18/2020		500.00
25566	51648	ACCOUNTS_PA YABLE	Check	3/10/2020	JOHNSTONE SUPPLY	13078	RECONCILED	3/13/2020		576.00
25541	51649	ACCOUNTS_PA YABLE	Check	3/10/2020	ADVANCED GAS & WELDING	13407	RECONCILED	3/11/2020		2,130.28
25571	51650	ACCOUNTS_PA YABLE	Check	3/10/2020	LBL PRINTING	13500	RECONCILED	3/11/2020		34.00
25552	51651	ACCOUNTS_PA YABLE	Check	3/10/2020	ASSESSMENT TECHNOLOGIE S	40285	RECONCILED	3/16/2020		1,496.00
25562	51652	ACCOUNTS_PA YABLE	Check	3/10/2020	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	3/16/2020		3,924.00
25547	51653	ACCOUNTS_PA YABLE	Check	3/10/2020	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	3/11/2020		4,671.70
25540	51654	ACCOUNTS_PA YABLE	Check	3/10/2020	ALRO STEEL CORPORATION	41193	RECONCILED	3/11/2020		1,164.95
25546	51655	ACCOUNTS_PA YABLE	Check	3/10/2020	GRADUATION SOLUTIONS LLC	41542	RECONCILED	3/16/2020		615.88
25561	51656	ACCOUNTS_PA YABLE	Check	3/10/2020	JAYSON PRODUCTS	41714	RECONCILED	3/16/2020		157.38
25569	51657	ACCOUNTS_PA YABLE	Check	3/10/2020	DONOMA SOFTWARE	41735	RECONCILED	3/13/2020		3,330.00
25564	51658	ACCOUNTS_PA YABLE	Check	3/10/2020	VERIZON WIRELESS	41745	RECONCILED	3/16/2020		45.07
25573	51659	ACCOUNTS_PA YABLE	Check	3/10/2020	AT&T	41770	RECONCILED	3/16/2020		182.01
25544	51660	ACCOUNTS_PA YABLE	Check	3/10/2020	ARROWHEAD SCIENTIFIC, INC	41773	RECONCILED	3/16/2020		425.28
25570	51661	ACCOUNTS_PA YABLE	Check	3/10/2020	CLN PORTABLE RESTROOM	41790	RECONCILED	3/16/2020		105.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25556	51662	ACCOUNTS_PA YABLE	Check	3/10/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	3/10/2020		\$ 7,963.47
25598	51663	ACCOUNTS_PA YABLE	Check	3/11/2020	MAJOR WASTE DISPOSAL	570	RECONCILED	3/20/2020		75.00
25599	51664	ACCOUNTS_PA YABLE	Check	3/11/2020	MADISON LOCAL SCHOOLS	10906	RECONCILED	3/13/2020		10,833.34
25589	51665	ACCOUNTS_PA YABLE	Check	3/11/2020	MALLEY'S CHOCOLATES	7330	RECONCILED	3/16/2020		1,440.00
25604	51666	ACCOUNTS_PA YABLE	Check	3/11/2020	MAHONING VALLEY MANUFATURER S COALITION	41938	RECONCILED	3/17/2020		723.00
25591	51667	ACCOUNTS_PA YABLE	Check	3/11/2020	MENTOR LUMBER & SUPPLY CO	834	RECONCILED	3/13/2020		3,158.54
25596	51668	ACCOUNTS_PA YABLE	Check	3/11/2020	PLATINUM EDUCATIONAL GROUP	13338	RECONCILED	3/19/2020		711.00
25606	51669	ACCOUNTS_PA YABLE	Check	3/11/2020	PARK PLACE TECHNOLOGIE S	41339	RECONCILED	3/16/2020		4,935.84
25584	51670	ACCOUNTS_PA YABLE	Check	3/11/2020	PENNCARE	8957	RECONCILED	3/13/2020		2,319.00
25580	51671	ACCOUNTS_PA YABLE	Check	3/11/2020	PREMIER PAINT	1141	RECONCILED	3/17/2020		243.58
25581	51672	ACCOUNTS_PA YABLE	Check	3/11/2020	R.E. MICHEL COMPANY INC	12295	RECONCILED	3/17/2020		371.86
25588	51673	ACCOUNTS_PA YABLE	Check	3/11/2020	SALONCENTRI C	13024	RECONCILED	3/16/2020		991.05
25582	51674	ACCOUNTS_PA YABLE	Check	3/11/2020	STATE CLEANING SOLUTIONS	12272	RECONCILED	3/16/2020		238.72
25585	51675	ACCOUNTS_PA YABLE	Check	3/11/2020	SHERWIN WILLIAMS	334	RECONCILED	3/16/2020		352.68
25583	51676	ACCOUNTS_PA YABLE	Check	3/11/2020	SCREENVISION DIRECT	40250	RECONCILED	3/20/2020		432.00
25601	51677	ACCOUNTS_PA YABLE	Check	3/11/2020	SC STRATEGIC SOLUTIONS	41786	RECONCILED	3/16/2020		9,154.13
25600	51678	ACCOUNTS_PA YABLE	Check	3/11/2020	SALLY BEAUTY SUPPLY CO.	63	RECONCILED	3/18/2020		122.90
25587	51679	ACCOUNTS_PA YABLE	Check	3/11/2020	ULINE	12731	RECONCILED	3/17/2020		353.44
25592	51680	ACCOUNTS_PA YABLE	Check	3/11/2020	SPEE-D-METALS	1679	RECONCILED	3/16/2020		444.00
25597	51681	ACCOUNTS_PA YABLE	Check	3/11/2020	SHOWTIME SOUND	41832	RECONCILED	3/16/2020		150.00
25594	51682	ACCOUNTS_PA	Check	3/11/2020	SIMS-LOHMAN	41116	RECONCILED	3/16/2020		9,642.60

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25586	51683	YABLE ACCOUNTS_PA Check	Check	3/11/2020	SYSCO FOOD SERVICES OF UNITED PARCEL SERVICE	8412	RECONCILED	3/13/2020		\$ 1,325.58
25602	51684	YABLE ACCOUNTS_PA Check	Check	3/11/2020	21ST CENTURY MEDIA - OHIO WILLO TRANSPORTATI ON	2108	RECONCILED	3/20/2020		3.84
25595	51685	YABLE ACCOUNTS_PA Check	Check	3/11/2020	BRIAN BONTEMPO	414	RECONCILED	3/17/2020		800.00
25590	51686	YABLE ACCOUNTS_PA Check	Check	3/11/2020	JASON GARDNER	12426	RECONCILED	3/18/2020		2,817.00
25605	51687	YABLE ACCOUNTS_PA Check	Check	3/11/2020	DENNIS C HARVEY	41373	RECONCILED	3/12/2020		82.28
25593	51688	YABLE ACCOUNTS_PA Check	Check	3/11/2020	ACTIVE PLUMBING SUPPLY CO.	11806	RECONCILED	3/12/2020		337.73
25603	51689	YABLE ACCOUNTS_PA Check	Check	3/11/2020	ALFRED NICKLES BAKERY INC	41173	RECONCILED	3/12/2020		49.68
25628	51709	YABLE ACCOUNTS_PA Check	Check	3/16/2020	AUBURN CAREER CENTER AT&T	304	RECONCILED	3/17/2020		1,369.48
25627	51710	YABLE ACCOUNTS_PA Check	Check	3/16/2020	BFG SUPPLY CO., LLC	1071	OUTSTANDING			62.40
25646	51711	YABLE ACCOUNTS_PA Check	Check	3/16/2020	CHARDON OIL CO.	499	RECONCILED	3/19/2020		4.25
25641	51712	YABLE ACCOUNTS_PA Check	Check	3/16/2020	COLLABORATIV E PARTNERS COUNTY TREASURERS'	171	RECONCILED	3/23/2020		500.32
25648	51713	YABLE ACCOUNTS_PA Check	Check	3/16/2020	CRILE ROAD HARDWARE	1284	RECONCILED	3/20/2020		75.41
25657	51714	YABLE ACCOUNTS_PA Check	Check	3/16/2020	ENVIROCHEMI CAL, INC	8287	RECONCILED	3/18/2020		340.02
25656	51715	YABLE ACCOUNTS_PA Check	Check	3/16/2020	ESC OF THE WESTERN RESERVE	41682	RECONCILED	3/23/2020		825.00
25643	51716	YABLE ACCOUNTS_PA Check	Check	3/16/2020	FIRE-SAFETY SERVICE, INC.	8104	RECONCILED	3/20/2020		100.00
25649	51717	YABLE ACCOUNTS_PA Check	Check	3/16/2020	GCA SERVICES GROUP	551	RECONCILED	3/19/2020		148.70
25640	51718	YABLE ACCOUNTS_PA Check	Check	3/16/2020	GORDON FOOD	41949	RECONCILED	3/18/2020		1,005.00
25635	51719	YABLE ACCOUNTS_PA Check	Check	3/16/2020		41901	RECONCILED	3/26/2020		145.00
25639	51720	YABLE ACCOUNTS_PA Check	Check	3/16/2020		40316	RECONCILED	3/23/2020		680.00
25645	51721	YABLE ACCOUNTS_PA Check	Check	3/16/2020		41167	RECONCILED	3/18/2020		16,724.73
25630	51722	YABLE ACCOUNTS_PA Check	Check	3/16/2020		8479	RECONCILED	3/20/2020		1,083.34



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25652	51723	ACCOUNTS_PA Check YABLE	Check	3/16/2020	SERVICE JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	3/20/2020		\$ 899.70
25632	51724	ACCOUNTS_PA Check YABLE	Check	3/16/2020	LAKE HEALTH	4099	RECONCILED	3/20/2020		324.00
25634	51725	ACCOUNTS_PA Check YABLE	Check	3/16/2020	LAKE COUNTY SHERIFF'S OFFICE	11385	RECONCILED	3/20/2020		40,589.50
25629	51726	ACCOUNTS_PA Check YABLE	Check	3/16/2020	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	3/19/2020		186.15
25650	51727	ACCOUNTS_PA Check YABLE	Check	3/16/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	3/18/2020		486.06
25655	51728	ACCOUNTS_PA Check YABLE	Check	3/16/2020	OHIO SCHOOLS COUNCIL	812	RECONCILED	3/17/2020		4,128.00
25633	51729	ACCOUNTS_PA Check YABLE	Check	3/16/2020	PORTAGE NOTEBOOKS LLC	41903	RECONCILED	3/17/2020		88.31
25642	51730	ACCOUNTS_PA Check YABLE	Check	3/16/2020	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	3/18/2020		795.00
25644	51731	ACCOUNTS_PA Check YABLE	Check	3/16/2020	SPRINT	41733	RECONCILED	3/19/2020		92.01
25637	51732	ACCOUNTS_PA Check YABLE	Check	3/16/2020	WASTE MANAGEMENT OF OHIO	734	RECONCILED	3/19/2020		1,059.50
25651	51733	ACCOUNTS_PA Check YABLE	Check	3/16/2020	WKKY	12341	RECONCILED	3/20/2020		204.00
25647	51734	ACCOUNTS_PA Check YABLE	Check	3/16/2020	21ST CENTURY MEDIA - OHIO	414	RECONCILED	3/20/2020		600.00
25638	51735	ACCOUNTS_PA Check YABLE	Check	3/16/2020	ADVANCED GAS & WELDING	13407	RECONCILED	3/17/2020		871.65
25631	51736	ACCOUNTS_PA Check YABLE	Check	3/16/2020	ALRO STEEL CORPORATION	41193	RECONCILED	3/17/2020		1,024.76
25636	51737	ACCOUNTS_PA Check YABLE	Check	3/16/2020	BORDEN DAIRY COMPANY	154	RECONCILED	3/17/2020		86.65
25653	51738	ACCOUNTS_PA Check YABLE	Check	3/16/2020	JEFF SLAVKOVSKY	13632	RECONCILED	3/17/2020		323.50
25654	51739	ACCOUNTS_PA Check YABLE	Check	3/16/2020	BRIAN BONTEMPO	41373	RECONCILED	3/17/2020		50.95
25660	51740	ACCOUNTS_PA Check YABLE	Check	3/19/2020	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	3/23/2020		140.78
25667	51741	ACCOUNTS_PA Check YABLE	Check	3/19/2020	FA SOLUTIONS LCC	41342	RECONCILED	3/26/2020		1,788.00
25661	51742	ACCOUNTS_PA Check YABLE	Check	3/19/2020	TOLEDO POS AND	40269	RECONCILED	3/27/2020		800.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25662	51743 ACCOUNTS_PA YABLE	Check		3/19/2020	NETWORKING LLC	11038	RECONCILED	3/23/2020		\$ 1,625.29
25666	51744 ACCOUNTS_PA YABLE	Check		3/19/2020	LOWE'S COMPANIES, INC.	41933	OUTSTANDING			50.94
25663	51745 ACCOUNTS_PA YABLE	Check		3/19/2020	CONCORD PANINI'S	41917	OUTSTANDING			4,200.00
25659	51746 ACCOUNTS_PA YABLE	Check		3/19/2020	HCI/BUCKEYE EDUCATIONAL SYSTEMS	7406	RECONCILED	3/23/2020		311.80
25665	51747 ACCOUNTS_PA YABLE	Check		3/19/2020	ZEPPE'S PIZZERIA	10092	RECONCILED	3/26/2020		30.40
25664	51748 ACCOUNTS_PA YABLE	Check		3/19/2020	HUNTINGTON NATIONAL BANK	41906	RECONCILED	3/23/2020		729.99
25658	51749 ACCOUNTS_PA YABLE	Check		3/19/2020	CREDIT CARD OPERATION	8469	RECONCILED	3/24/2020		1,103.73
25675	51750 ACCOUNTS_PA YABLE	Check		3/26/2020	SAM'S CLUB	10092	RECONCILED	3/27/2020		5,689.76
25683	51751 ACCOUNTS_PA YABLE	Check		3/26/2020	HUNTINGTON NATIONAL BANK	41338	OUTSTANDING			402.76
25684	51752 ACCOUNTS_PA YABLE	Check		3/26/2020	WEX BANK	41728	OUTSTANDING			67.50
25680	51753 ACCOUNTS_PA YABLE	Check		3/26/2020	JULIE FLITER VITALE	631	RECONCILED	3/30/2020		1,098.76
25676	51754 ACCOUNTS_PA YABLE	Check		3/26/2020	AUTOMOTIVE SUPPLY, INC.	10207	OUTSTANDING			4,196.92
25677	51755 ACCOUNTS_PA YABLE	Check		3/26/2020	HOME DEPOT CREDIT SERVICES	4003	RECONCILED	3/31/2020		3,133.56
25682	51756 ACCOUNTS_PA YABLE	Check		3/26/2020	DOMINION ENERGY OHIO	925	RECONCILED	3/30/2020		1,023.02
25681	51757 ACCOUNTS_PA YABLE	Check		3/26/2020	ILLUMINATING COMPANY	41901	RECONCILED	3/26/2020		3,662.14
25674	51758 ACCOUNTS_PA YABLE	Check		3/26/2020	ESC OF THE WESTERN RESERVE	41779	RECONCILED	3/31/2020		1,327.50
25678	51759 ACCOUNTS_PA YABLE	Check		3/26/2020	K-12 SOLUTIONS GROUP, LLC	41745	OUTSTANDING			135.16
25679	51760 ACCOUNTS_PA YABLE	Check		3/26/2020	VERIZON WIRELESS AMERICAN EXPRESS	40915	OUTSTANDING			4,255.03
<b>Default Payment Type: Electronic</b>										<b>\$ 223,723.40</b>



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25519	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/9/2020	FLEX SAVE	999992	RECONCILED	3/14/2020		\$ 100.00
25575	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/10/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	3/10/2020		26,362.66
25685	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/31/2020	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	3/31/2020		4,043.05
25671	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/25/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	3/28/2020		3,305.71
25669	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/25/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	3/28/2020		26,415.29
25672	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/25/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	3/28/2020		8,178.78
25577	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/10/2020	Workers Comp	900950	RECONCILED	3/10/2020		970.48
25579	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/10/2020	BANK ONE/MEMO/FIC A	900693	RECONCILED	3/10/2020		23.25
25670	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/25/2020	Workers Comp	900950	RECONCILED	3/28/2020		977.22
25578	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/10/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	3/10/2020		3,285.15
25673	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/27/2020	SERS	900926	RECONCILED	3/28/2020		982.79
25518	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/9/2020	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	3/9/2020		104,016.56
25607	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/13/2020	SERS	900926	RECONCILED	3/14/2020		1,186.28
25576	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/10/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	3/10/2020		7,842.31
25686	0 ACCOUNTS_PA YABLE	Electronic	YABLE	3/31/2020	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	3/31/2020		512.83
<b>\$ 188,202.36</b>										
<b>\$ 411,925.76</b>										

Type: REFUND

Default Payment Type: Check

25523	51612 REFUND	Check		3/9/2020	SONIA FARLEY	41950	RECONCILED	3/11/2020		300.00
25524	51613 REFUND	Check		3/9/2020	CAROL COOPER	41931	OUTSTANDING			106.00
25525	51614 REFUND	Check		3/9/2020	JACUELYN	41951	RECONCILED	3/16/2020		110.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25526	51615	REFUND	Check	3/9/2020	CRUIKSHANK BROOKLYN BARGER	41935	RECONCILED	3/16/2020		\$ 1,637.12
25527	51616	REFUND	Check	3/9/2020	JUDILYN DOREMUS ROWLAND	41936	RECONCILED	3/13/2020		2,481.12
25528	51617	REFUND	Check	3/9/2020	ALYSSA HILL	41937	RECONCILED	3/16/2020		1,706.12
25529	51618	REFUND	Check	3/9/2020	NICOLE MCRAE	41939	RECONCILED	3/12/2020		2,481.12
25530	51619	REFUND	Check	3/9/2020	DIAMOND MORGAN	41940	RECONCILED	3/17/2020		502.12
25531	51620	REFUND	Check	3/9/2020	CRYSTAL RODRIQUEZ	41941	RECONCILED	3/13/2020		2,481.12
25532	51621	REFUND	Check	3/9/2020	SHYLA SLAUGHTER	41943	RECONCILED	3/13/2020		2,481.12
25533	51622	REFUND	Check	3/9/2020	JILLIAN SPANGENBERG	41945	RECONCILED	3/11/2020		2,481.12
25534	51623	REFUND	Check	3/9/2020	STACY TORBERT	41946	RECONCILED	3/25/2020		2,481.12
25535	51624	REFUND	Check	3/9/2020	DOMINIKA TURNBULL	41947	RECONCILED	3/13/2020		502.12
25536	51625	REFUND	Check	3/9/2020	KELISHA WILLIAMS	41948	RECONCILED	3/20/2020		2,481.12
25537	51626	REFUND	Check	3/9/2020	LA'SHUNDA ADAMS	41902	RECONCILED	3/11/2020		2,481.12
25538	51627	REFUND	Check	3/9/2020	TANASIA DOUGLAS	41914	RECONCILED	3/11/2020		2,481.12
25608	51690	REFUND	Check	3/13/2020	ASHLEY BOETTIGER-KIRLAND	41956	RECONCILED	3/18/2020		2,481.12
25609	51691	REFUND	Check	3/13/2020	WENDY WINCHELL	41957	RECONCILED	3/17/2020		2,481.12
25610	51692	REFUND	Check	3/13/2020	ADAM SPENCE	41833	RECONCILED	3/17/2020		2,288.00
25611	51693	REFUND	Check	3/13/2020	MATTHEW ULLE	41958	OUTSTANDING			26.00
25612	51694	REFUND	Check	3/13/2020	WILFREDO REYES-ORAN	41836	RECONCILED	3/17/2020		1,234.00
25613	51695	REFUND	Check	3/13/2020	TODD CAMPBELL	41925	RECONCILED	3/24/2020		1,204.00
25614	51696	REFUND	Check	3/13/2020	DON VANATTA	41845	RECONCILED	3/18/2020		1,126.00
25615	51697	REFUND	Check	3/13/2020	RYAN SHAFFER	41835	RECONCILED	3/23/2020		128.00
25616	51698	REFUND	Check	3/13/2020	JACOB SEVERINO	41853	RECONCILED	3/30/2020		1,958.00
25617	51699	REFUND	Check	3/13/2020	GRETCHEN LITWILER	41846	RECONCILED	3/17/2020		121.00
25618	51700	REFUND	Check	3/13/2020	JENNIFER GOULD	41837	RECONCILED	3/27/2020		102.00
25619	51701	REFUND	Check	3/13/2020	AARON	41838	RECONCILED	3/16/2020		1,488.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
25620	51702 REFUND	Check	Check	3/13/2020	CHAPPELL ANTHONY ANGLÉSINO	41839	RECONCILED	3/19/2020		\$ 1,488.00
25621	51703 REFUND	Check	Check	3/13/2020	HOLLY SOBOLE	41959	OUTSTANDING			185.00
25622	51704 REFUND	Check	Check	3/13/2020	SOLOM FIRE DEPARTMENT	41954	RECONCILED	3/20/2020		260.00
25623	51705 REFUND	Check	Check	3/13/2020	KAITLYN ANJORIN	41953	RECONCILED	3/19/2020		25.00
25624	51706 REFUND	Check	Check	3/13/2020	OHIO'S 529 COLLEGE ADVANTAGE	41907	RECONCILED	3/20/2020		732.00
25625	51707 REFUND	Check	Check	3/13/2020	JACOB CZAKLICKI	41830	RECONCILED	3/16/2020		240.00
25626	51708 REFUND	Check	Check	3/13/2020	SHANTEL MIMS	41955	RECONCILED	3/16/2020		2,481.12
										<b>\$ 47,241.92</b>
										<b>\$ 47,241.92</b>
<b>Type: PAYROLL</b>										
25574	0 PAYROLL			3/10/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/10/2020		215,654.90
25668	0 PAYROLL			3/25/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/28/2020		217,142.26
										<b>\$ 432,797.16</b>
										<b>\$ 432,797.16</b>
<b>Grand Total</b>										<b>\$ 891,964.84</b>

**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**March 31, 2020**

	Monthly Comparison			Annual Comparison			73%
	March FY18	March FY19	March FY20	Avg Chg	Actual 2018	Actual 2019	
<b>Revenue</b>							
Real Estate	\$ 5,829,801	\$ 4,648,448	\$ 6,108,914		\$ 5,836,068	\$ 5,781,135	\$ 5,866,404
Tangible Personal (PU) Foundation	\$ 414,345	\$ 188,399	\$ 293,143		\$ 414,345	\$ 370,973	\$ 366,425
Foundation	\$ 1,813,060	\$ 1,774,826	\$ 1,705,107		\$ 2,394,304	\$ 2,328,865	\$ 2,317,478
Interest & Rollback	\$ 406,559	\$ 411,172	\$ 427,173		\$ 809,948	\$ 830,183	\$ 834,334
Other	\$ 367,378	\$ 450,918	\$ 433,992		\$ 409,978	\$ 540,961	\$ 527,720
<b>Subtotal</b>	<b>\$ 8,831,143</b>	<b>\$ 7,473,763</b>	<b>\$ 8,968,330</b>		<b>\$ 9,864,643</b>	<b>\$ 9,852,117</b>	<b>\$ 9,912,361</b>
							<b>(+) Good</b>
							\$ (242,510)
							\$ 73,282
							\$ 612,371
							\$ 407,161
							\$ 93,728
							\$ 944,031
<b>Expense</b>							<b>(+) Good</b>
Salaries	\$ 2,881,659	\$ 2,976,897	\$ 3,123,852	4.1%	\$ 3,821,328	\$ 4,028,581	\$ 4,223,019
Benefits	\$ 1,353,215	\$ 1,329,984	\$ 1,464,251	4.2%	\$ 1,730,209	\$ 1,784,586	\$ 2,036,341
Purchased Services	\$ 1,044,350	\$ 1,051,625	\$ 1,138,263	4.5%	\$ 1,441,037	\$ 1,542,845	\$ 1,677,443
Supplies	\$ 375,894	\$ 400,292	\$ 470,465	12.0%	\$ 428,385	\$ 492,966	\$ 556,506
Capital Outlay/Equipment	\$ 170,872	\$ 193,394	\$ 328,518	41.5%	\$ 175,255	\$ 251,690	\$ 395,665
Other	\$ 132,900	\$ 69,683	\$ 133,128		\$ 132,419	\$ 133,098	\$ 137,090
<b>Subtotal</b>	<b>\$ 5,958,890</b>	<b>\$ 6,021,875</b>	<b>\$ 6,658,477</b>		<b>\$ 7,728,633</b>	<b>\$ 8,233,766</b>	<b>\$ 9,026,064</b>
							<b>\$ 2,367,587</b>
<b>Revenue/Expense (Operating Balance)</b>	<b>\$2,872,253</b>	<b>\$1,451,888</b>	<b>\$2,309,853</b>		<b>\$ 2,136,010</b>	<b>\$ 1,618,351</b>	<b>\$ 886,297</b>
<b>Other Uses</b>							
Advances Returned	\$ 52,017	\$ 71,646	\$ 54,637		\$ 57,516	\$ 189,419	\$ 166,263
Advances Out	\$ 28,880	\$ 132,300	\$ 11,480		\$ 82,468	\$ 178,129	\$ 43,300
Transfers	\$ 381,588	\$ 427,759	\$ 785,040		\$ 989,772	\$ 1,121,528	\$ 1,503,592
<b>Subtotal</b>	<b>\$ (388,451)</b>	<b>\$ (488,413)</b>	<b>\$ (741,883)</b>		<b>\$ (1,014,724)</b>	<b>\$ (1,110,238)</b>	<b>\$ (1,380,629)</b>
Beginning Cash	\$ 6,143,680	\$ 6,625,439	\$ 6,278,004		\$ 4,844,657	\$ 5,965,943	\$ 6,474,056
Ending Cash	\$ 7,358,455	\$ 6,929,417	\$ 8,042,026		\$ 5,965,943	\$ 6,474,056	\$ 5,979,724
Encumbrances	\$ 618,566	\$ 854,122	\$ 782,854		\$ 115,351	\$ 121,717	

This is an unaudited financial report.

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FY19 Appropriated	Prior Year Encumbrance	FY19 Expendable	FY19 Expended	MHD Expended	Encumbrance	FY19 Unencumbered
<b>Code 001 GENERAL</b>	\$ 10,471,062.29	\$ 121,716.65	\$ 10,592,778.94	\$ 7,454,997.08	\$ 616,343.39	\$ 782,854.44	\$ 2,354,927.42
<b>Code 002 BOND RETIREMENT</b>	\$ 613,599.00	\$ 0.00	\$ 613,599.00	\$ 71,795.48	\$ 0.00	\$ 0.00	\$ 541,803.52
<b>Code 004 BUILDING</b>	\$ 163,646.40	\$ 1,019,583.90	\$ 1,183,230.30	\$ 1,117,447.88	\$ 0.00	\$ 0.00	\$ 65,782.42
<b>Code 006 FOOD SERVICE</b>	\$ 213,985.81	\$ 0.00	\$ 213,985.81	\$ 131,886.25	\$ 14,280.66	\$ 18,698.49	\$ 63,401.07
<b>Code 009 UNIFORM SCHOOL SUPPLIES</b>	\$ 32,693.61	\$ 0.00	\$ 32,693.61	\$ 24,170.51	\$ 0.00	\$ 0.00	\$ 8,523.10
<b>Code 011 ROTARY-SPECIAL SERVICES</b>	\$ 22,699.22	\$ 0.00	\$ 22,699.22	\$ 32,529.35	\$ 2,469.34	\$ 16,633.27	\$ (26,463.40)
<b>Code 012 ADULT EDUCATION</b>	\$ 1,528,934.12	\$ 12,114.08	\$ 1,541,048.20	\$ 1,022,638.60	\$ 100,529.35	\$ 135,883.11	\$ 382,526.49
<b>Code 014 ROTARY-INTERNAL SERVICES</b>	\$ 1,969.40	\$ 1,450.00	\$ 3,419.40	\$ 1,573.83	\$ 477.63	\$ 1,500.00	\$ 345.57
<b>Code 018 PUBLIC SCHOOL SUPPORT</b>	\$ 161,513.70	\$ 11,684.14	\$ 173,197.84	\$ 43,295.49	\$ 4,898.28	\$ 39,594.37	\$ 90,307.98
<b>Code 019 OTHER GRANT</b>	\$ 159,423.58	\$ 2,646.78	\$ 162,070.36	\$ 78,799.92	\$ 2,439.10	\$ 8,411.62	\$ 74,858.82
<b>Code 022 DISTRICT AGENCY</b>	\$ 11,304.76	\$ 1,000.00	\$ 12,304.76	\$ 500.00	\$ 0.00	\$ 2,000.00	\$ 9,804.76
<b>Code 024 EMPLOYEE BENEFITS SELF INS.</b>	\$ 57,361.25	\$ 1,355.91	\$ 58,717.16	\$ 33,015.36	\$ 6,483.89	\$ 8,029.79	\$ 17,672.01
<b>Code 070 CAPITAL PROJECTS</b>	\$ 832,948.32	\$ 171,397.00	\$ 1,004,345.32	\$ 313,556.13	\$ 0.00	\$ 679,992.00	\$ 10,797.19
<b>Code 200 STUDENT MANAGED ACTIVITY</b>	\$ 110,550.72	\$ 240.00	\$ 110,790.72	\$ 49,415.21	\$ 10,368.22	\$ 26,850.90	\$ 34,524.61
<b>Code 451 DATA COMMUNICATION FUND</b>	\$ 1,800.00	\$ 0.00	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,800.00
<b>Code 467 Student Wellness and Success Fund</b>	\$ 51,090.00	\$ 0.00	\$ 51,090.00	\$ 2,500.00	\$ 0.00	\$ 8,600.00	\$ 39,990.00
<b>Code 501 ADULT BASIC EDUCATION</b>	\$ 357,496.31	\$ 4,455.44	\$ 361,951.75	\$ 212,199.86	\$ 27,127.94	\$ 6,863.74	\$ 142,888.15
<b>Code 524 VOC ED: CARL D. PERKINS - 1984</b>	\$ 392,759.86	\$ 44,328.18	\$ 437,088.04	\$ 194,464.98	\$ 4,500.70	\$ 190,004.98	\$ 52,618.08

Grand  
Total

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\$ 15,184,838.35 \$ 1,391,972.08 \$ 16,576,810.43 \$ 10,784,785.93 \$ 789,918.50 \$ 1,925,916.71 \$ 3,866,107.79







## *Attachment Item #8*

### *Approve Five-Year Forecast*



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

	ACTUAL			FORECASTED				
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
<b>Revenue:</b>								
1.010 General Property Tax (Real Estate)	5,543,931	5,836,068	5,781,135	6,057,261	5,940,409	5,810,700	5,680,984	5,681,268
1.020 Tangible Personal Property Tax	419,558	414,345	370,973	356,021	356,021	356,021	356,021	356,021
1.030 Income Tax	-	-	-	-	-	-	-	-
1.035 Unrestricted Grants-in-Aid	2,101,153	2,306,744	2,234,842	2,069,720	2,144,788	2,144,788	2,144,788	2,144,788
1.040 Restricted Grants-in-Aid	93,670	87,560	94,023	94,010	94,010	94,010	94,010	94,010
1.045 Restricted Federal Grants-in-Aid	-	-	-	-	-	-	-	-
1.050 Property Tax Allocation	787,438	809,948	830,183	847,666	851,904	856,164	860,444	864,747
1.060 All Other Revenues	73,739	147,816	239,048	194,519	200,355	206,365	212,556	218,933
<b>1.070 Total Revenues</b>	<b>9,019,489</b>	<b>9,802,481</b>	<b>9,550,204</b>	<b>9,619,197</b>	<b>9,587,487</b>	<b>9,468,048</b>	<b>9,348,804</b>	<b>9,359,767</b>
<b>Other Financing Sources:</b>								
2.010 Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 Advances-In	58,884	57,516	189,419	160,263	157,000	142,000	142,000	142,000
2.060 All Other Financing Sources	306,217	262,162	301,913	306,162	281,500	281,500	1,500	1,500
<b>2.070 Total Other Financing Sources</b>	<b>365,101</b>	<b>319,678</b>	<b>491,332</b>	<b>466,425</b>	<b>438,500</b>	<b>423,500</b>	<b>143,500</b>	<b>143,500</b>
<b>2.080 Total Revenues and Other Financing Sources</b>	<b>9,384,590</b>	<b>9,922,159</b>	<b>10,041,536</b>	<b>10,085,622</b>	<b>10,025,987</b>	<b>9,891,548</b>	<b>8,492,304</b>	<b>9,503,267</b>
<b>Expenditures:</b>								
3.010 Personnel Services	4,107,214	3,821,328	4,028,581	4,182,611	4,170,368	4,228,524	4,308,871	4,390,825
3.020 Employees' Retirement/Insurance Benefits	1,662,612	1,730,209	1,784,586	1,880,354	1,991,480	2,181,112	2,343,875	2,521,875
3.030 Purchased Services	1,305,045	1,441,037	1,542,845	1,511,240	1,415,769	1,458,243	1,295,990	1,334,870
3.040 Supplies and Materials	416,225	428,385	492,966	554,763	521,194	536,830	552,935	589,523
3.050 Capital Outlay	295,409	175,255	251,690	476,796	200,000	200,000	200,000	200,000
3.060 Intergovernmental	-	-	-	-	-	-	-	-
<b>Debt Service:</b>								
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	133,047	132,419	133,098	132,602	136,580	140,677	144,897	149,244
<b>4.500 Total Expenditures</b>	<b>7,919,552</b>	<b>7,728,633</b>	<b>8,233,767</b>	<b>8,738,367</b>	<b>8,435,391</b>	<b>8,745,386</b>	<b>8,846,568</b>	<b>9,166,336</b>
<b>Other Financing Uses</b>								
5.010 Operating Transfers-Out	1,011,030	989,772	1,121,528	1,471,879	804,496	1,164,948	1,154,628	1,150,500
5.020 Advances-Out	40,575	82,468	178,129	51,480	42,000	42,000	42,000	42,000
5.030 All Other Financing Uses	-4,151	0	0	0	0	0	0	0
<b>5.040 Total Other Financing Uses</b>	<b>1,047,454</b>	<b>1,072,240</b>	<b>1,299,657</b>	<b>1,523,359</b>	<b>846,496</b>	<b>1,206,948</b>	<b>1,196,628</b>	<b>1,192,500</b>
<b>5.050 Total Expenditures and Other Financing Uses</b>	<b>8,967,006</b>	<b>8,800,873</b>	<b>9,533,424</b>	<b>10,261,726</b>	<b>9,281,887</b>	<b>9,952,334</b>	<b>10,043,196</b>	<b>10,358,836</b>
<b>Excess of Rev &amp; Other Financing Sources over (under) Expenditures and Other Financing Uses</b>								
<b>8.010</b>	<b>417,584</b>	<b>1,121,286</b>	<b>508,112</b>	<b>-176,104</b>	<b>744,100</b>	<b>-80,786</b>	<b>-550,892</b>	<b>-855,570</b>
<b>Cash Balance July 1 - Excl Proposed Renewal/ Replacement and New Levies</b>								
7.010	4,427,073	4,844,657	5,965,943	6,474,055	6,297,951	7,042,051	6,981,265	6,430,373
<b>7.020 Cash Balance June 30</b>	<b>4,844,657</b>	<b>5,965,943</b>	<b>6,474,055</b>	<b>6,297,951</b>	<b>7,042,051</b>	<b>6,981,265</b>	<b>6,430,373</b>	<b>5,574,803</b>
8.010 Estimated Encumbrances June 30	99,104	115,351	121,717	150,000	150,000	150,000	150,000	150,000
<b>Reservation of Fund Balance</b>								
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	-	-	-	-	-	-	-	-
<b>Fund Balance June 30 for Certification of Appropriations</b>								
<b>10.010</b>	<b>4,745,553</b>	<b>5,850,592</b>	<b>6,352,338</b>	<b>6,147,951</b>	<b>6,892,051</b>	<b>6,831,265</b>	<b>6,280,373</b>	<b>5,424,803</b>
<b>Rev from Replacement/Renewal Levies</b>								
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
<b>Fund Balance June 30 for Certification of Contracts, Salary and Other Obligations</b>								
<b>12.010</b>	<b>4,745,553</b>	<b>5,850,592</b>	<b>6,352,338</b>	<b>6,147,951</b>	<b>6,892,051</b>	<b>6,831,265</b>	<b>6,280,373</b>	<b>5,424,803</b>
<b>Revenue from New Levies</b>								
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	-	-	-	-	-	-	-	-
<b>15.010 Unreserved Fund Balance June 30</b>	<b>4,745,553</b>	<b>5,850,592</b>	<b>6,352,338</b>	<b>6,147,951</b>	<b>6,892,051</b>	<b>6,831,265</b>	<b>6,280,373</b>	<b>5,424,803</b>

Comments: See accompanying notes for assumptions.

# Auburn Career Center



**Five Year Forecast Assumptions FY20-24 (Summary)  
Submitted May 2020**

## **The District:**

Auburn Career Center is officially a Vocational School District within the definition of Ohio Revised Code and is comprised of eleven participating districts in Lake and Geauga County. Those districts include: Berkshire, Cardinal, Chardon, Kenston, Newbury, 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:**

- Both Geauga and Lake County completed the sexennial tax value updates in 2017 and 2018 respectively. The next triennial update will occur for Geauga County in 2020 and in 2021 for Lake County. Therefore, the next full reappraisal will be 2023 for Geauga County and 2024 for Lake County. The forecast assumes that property values remain fairly flat. The Newbury property tax loss has been projected in the forecast beginning with tax collections received in the fall of 2021. Projections continue to be calculated using a 95% collection rate.
- Foundation levels in FY2020-2021 have been adjusted to reflect the estimates received from the Ohio Department of Education and the Office of Budget and Management. HB166 ensured that no district would lose money; therefore, projections reflect Auburn at the FY2019 funding level through this budget cycle and beyond. Also, shown in this line item are casino revenue and open enrollment adjustments/transfers. On May 5, 2020, Governor DeWine announced a 3.5% cut in K-12 foundation aid. The cuts will be made to the next two months foundation

payments. For Auburn, this equates to a reduction of approximately \$75,068. Line item 1.035 has been adjusted accordingly.

- 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.
- Adult Funds are projected to repay the general fund \$100,000 per year for previous advances not yet returned. The balance at the end of FY2019 was \$1,155,000. The five year forecast reflects a payback schedule of \$100,000 per year for FY 2020-FY2024. The \$100,000 per year will continue to be assumed beyond FY2024 and, until such time the advances have been totally repaid to the general fund.
- All other revenues are projected to realize a 3% increase each year.
- The student constructed house sold in September, 2019. Proceeds are reflected in Line 2.060 of the forecast. FY2020-FY2022 reflect projected revenue from a student built house. The district purchased a 5-acre vacant lot in August, 2018, which has been split into three separate parcels to accommodate for a student build and sale for the next three years.

**Expense:**

- FY2020 estimates reflect a 3.82% increase in salaries compared to FY2019. However, this is a reduction of approximately 1% from October's estimates. The remaining years assume only step and educational advancements which is projected at 2%.
- FY2020 estimates reflect an 8% increase in healthcare premiums. FY2021 has been estimated at a 9.6% increase and all remaining years are projected with a 10% increase. These estimates have been supplied by the Lake County School Council.
- In March, Lake County School Council approved a healthcare premium holiday. The forecast reflects half of the reduction in June and the remaining in July.
- Purchased Services and Supplies are projected with a decrease of 2.05% and an increase of 12.54% respectively for FY2020 due to a portion of the IT Network Infrastructure project and the LED Lighting project which were completed in the summer, 2019. Additionally, FY2020 and beyond reflect the technology services contract with Madison Local Board of Education. A 3% increase has been projected for FY2021-FY2024 based on inflationary trend data.
- Capital Outlay estimates include \$200,000 per year for technology and maintenance equipment purchases. In FY2020, a portion of the IT Network Infrastructure project completed in summer, 2019 is also reflected. It should be noted that many of the instructional equipment purchases continue to be funded

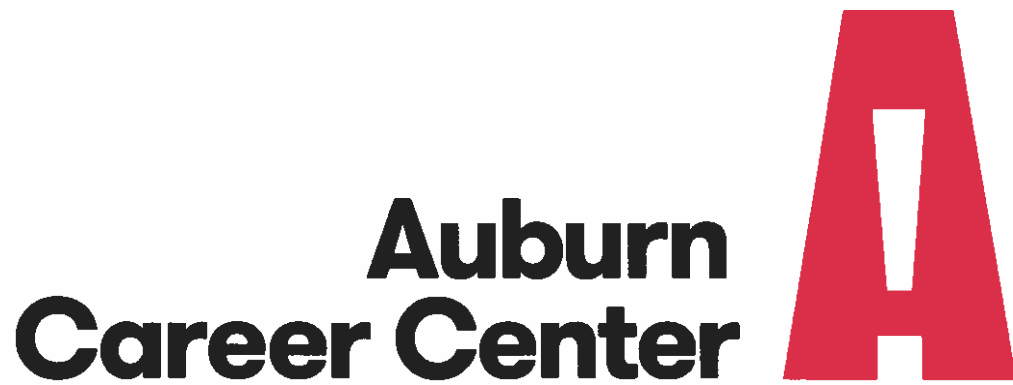
by the Perkins Grant; however, these funds continue to be reduced resulting in the need to shift the burden back to the general fund. The full Five-Year Facilities Plan is not included in the forecast.

- 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. The following tables reflect the debt repayment schedule and maturity:

FISCAL YR.	TOTAL PRINCIPAL/INTEREST
2020	\$613,592
2021	\$614,496
2022	\$624,948
2023	\$614,628
2024	\$610,500 est.

BOND	MATURITY
\$2,800,000	6/1/2026
\$2,300,000	6/1/2027
\$ 600,000	6/1/2027
\$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.



## *Attachment Item #9*

### *Approve Healthcare Benefits Program*

**Lake County Schools Council Health Care Benefits Program**  
**7/20-6/21 Monthly Premium Equivalent Rates**  
**Medical/Drug, Dental, Vision and Life**

3/10/20 General Assembly Meeting

AUBURN: Qualifies for FY 21 - BASE RATES (NO INCENTIVES)		7/19-6/20						7/20-6/21		
Product	Benefit Plan	Monthly Funding Rates (with wellness Incentive)				Monthly Funding Rates (Base Rates)		CDHP	CDHP	CDHP
		Plan 3	Plan 2	Plan 1	CDHP	Medflex	Plan 2			
2 Tier Medical Rates	Single	\$856.14	\$723.14	\$569.84	\$436.66	\$539.66	\$792.54	\$624.54	\$471.94	
	Family	\$2,182.80	\$1,843.72	\$1,452.86	\$1,113.36	\$1,375.86	\$2,020.64	\$1,592.28	\$1,203.32	
	% increase						9.6%	9.6%	8.1%	
Dental	Auburn	\$35.94	\$91.46				SINGLE \$35.94	FAMILY \$91.46	0.0%	
VISION	All - VSP	\$9.36	\$20.20				SINGLE \$9.36	FAMILY \$20.20	0.0%	
	Basic Life/AD&D	\$0.10/\$1000					LIFE RATES VALID THROUGH 6/30/2021			
	Voluntary Life (Employee Only)	<30	\$ 0.075				Dependent Life (unit Price/employee)			
		30 - 34	\$ 0.075				\$20,000 SP / \$10,000 CH	\$	8.00	
		35 - 39	\$ 0.095				\$15,000 SP / \$7,500 CH	\$	6.00	
		40 - 44	\$ 0.135				\$10,000 SP / \$5,000 CH	\$	4.00	
		45 - 49	\$ 0.195				\$5,000 SP / \$2,500 CH	\$	2.00	
		50 - 54	\$ 0.325							
		55 - 59	\$ 0.525							
		60 - 64	\$ 0.695							
		65 - 69	\$ 1.045							
		70 - 74	\$ 2.415							
		75+	\$ 2.415							

LIFE  
 - Age banded rates per \$1000 benefit



## *Attachment Item #11*

### *Approve Removal of Inventory*

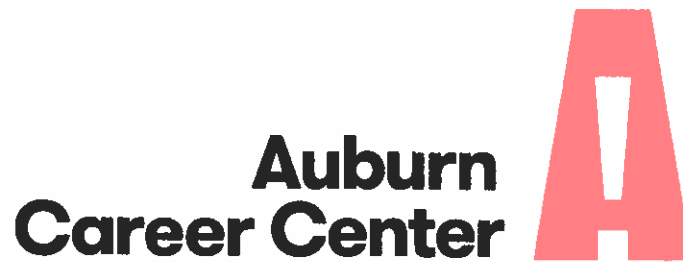
Description	MFG. Part #	Quantity
Preowned CISCO Aironet 36021 - Wireless Access PNT	AIR-CAP36021-A-K9	58
CISCO 802 11ac 4x4 MU-MIMO	AIR-AP28021-B-KP	6
Preowned CISCO 802.11 A/G/N Fixed Unified AP INT ANT FCC CFG	AIR-LAP-1142N-A-KP	15
CISCO Aironet 37021 IEEE 802. 11ac 450 mbps Wireless Access Point ISM Band UNII Band	AIR-CAP37021-A-KP	3
Preowned CISCO fixed Auto AP; INT ANT	AIR-AP1142N-A-KP	1





*Attachment Item #12*

*Human Resources*



**Human Resources**  
**May 5, 2020**

**Employment of Teachers/Staff for 2020-2021**  
Salaries are based on the current school year hire.

<b>Limited Teacher Contracts</b>				
Salary includes step increase per CATA				
<b>Instructor Name</b>	<b>Title</b>	<b>Salary</b>	<b>Daily Rate</b>	<b>Contract Days</b>
Stacy Allen	PBIS	\$76,333.00	\$412.61	185
Ron Beech	Mechanical Technology Applications	\$48,723.00	\$263.37	185
Justin Bruno	Automotive Collision Repair Instructor	\$52,381.00	\$283.14	185
Terry Colescott	Advanced Manufacturing Instructor	\$73,705.00	\$398.41	185
Keith Conn	Electrical Engineering Prep	\$62,603.00	\$338.39	185
Gregg Evans	Intervention Specialists	\$71,841.00	\$388.33	185
Barbara Gordon	Enrollment Specialists	\$66,705.00	\$360.57	185
Dennis Harvey	Architecture Project Management Instructor	\$52,353.00	\$282.99	185
Robert Hill	Construction Technology Instructor	\$80,631.00	\$435.84	185
Brandi Holland	Cosmetology Instructor	\$74,567.00	\$403.06	185
Shelby Kaminski	VOSE Coordinator	\$64,865.00	\$350.62	185
Nancy Kasten	On-line English Instructor	\$59,307.00	\$320.58	185
Justine Malvicino	Cosmetology Instructor	\$32,326.50	\$174.74	185 ½ Days
Sarah Noble	School Counselor	\$53,550.00	\$289.46	185
Robin Nunes	On-line English Instructor	\$75,211.00	\$406.55	185
Wayne Reed	HVAC Instructor	\$77,230.00	\$417.46	185
Dave Richards	Plant, Turf & Landscape Management Instructor	\$77,896.00	\$421.06	185
Jared Rogge	Welding Instructor	\$56,455.00	\$305.16	185
Amy Ryan	Culinary Arts Instructor	\$69,596.00	\$376.19	185
Scott Sitz	Criminal Justice Instructor	\$62,603.00	\$338.39	185
Darrin Spondike	Computer Networking Instructor	\$69,391.00	\$375.09	185
Christine Tredent	Patient Care Technician Instructor	\$80,706.00	\$436.25	185
Cayley Volpin	Career Enrollment/Career Development	\$50,262.00	\$271.69	185
Tom Welk	Automotive Technology Instructor	\$68,071.00	\$367.95	185
Stacey Yarnell	Allied Health Technology Instructor	\$52,353.00	\$282.99	185

**Continuing Teacher Contracts**  
Salary Includes Step Increase per CATA

Instructor Name	Title	Salary	Daily Rate	Contract Days
Dorothy Bentley	Intervention Specialists	\$77,394.00	\$418.35	185
John Blauch	Emergency Medical Services Instructor	\$84,300.00	\$455.68	185
Laura Ciszewski	Information Support & Services Instructor	\$73,917.00	\$399.55	185
Dan Crail	School Counselor	\$66,087.00	\$357.23	185
Beth Cueni	Tech Literacy Instructor	\$82,217.00	\$444.42	185
Jason Gardner	Internet Programming Hardware Instructor	\$80,935.00	\$437.49	185
Rodney Kozar	Interactive Multimedia Instructor	\$84,780.00	\$458.27	185
Jane Metrisin	Teaching Professions Pathway Instructor	\$78,442.00	\$424.01	185
Angela Nelson	Business Management Instructor	\$71,654.00	\$387.32	185
Stephanie Wiencek	Career Assessment/Intervention Specialists	\$63,207.00	\$341.66	185

**Classified Non-Teaching - Continuing Contract**  
Salary Includes Step Increase per CATA

Staff Name	Title	Salary	Daily Rate	Contract Days
Erica Anderson	Administrative Assistant - Enrollment	\$36,407.66	\$165.49	220
Jessica Brown	Receptionist (District)	\$27,043.54	\$104.01	260
Diane Buchs	Administrative Assistant - High School	\$53,685.84	\$206.48	260
Michael Franko	Maintenance	\$49,754.28	\$191.36	260
Laura Kamis	Administrative Assistant - AWE	\$44,634.94	\$171.67	260
Leslie Machuta	Administrative Assistant - Student Services	\$41,857.10	\$190.26	220
Wendy Lauer	Administrative Assistant - Testing/Facility	\$46,249.39	\$177.88	260
Phillip Stropkey	Maintenance - Evening	\$37,489.33	\$144.19	260
Carol Szoka	Administrative Assistant - High School	\$45,426.48	\$206.48	220

**Classified Non-Teaching Continuing Contract Part Time**

Staff Name	Title	Hourly Rate	Contract Days
Sanja Medved	Kitchen Assistant	\$13.57	6 Hours Per Day (195 Days)
*Cindy Coin	Receptionist (Evening)	\$12.62	5 Hours Per Day (260 Days)
*Laura Barwidi	Student Services Coordinator	\$17.51	5 Hours Per Day (260 Days)
*Jonna Mazza	Career Resources	\$20.85	5 Hours Per Day (195 Days)

**Classified Non-Teaching - Continuing Contract**

Staff Name	Title	Salary	Daily Rate	Contract Days
Shelley Barto	Financial Aid Specialists	\$43,833.11	\$168.59	260
Carrie McVicker	Accounts Payable	\$53,685.84	\$206.48	260
*Dawn Bubonic	Marketing & Public Relations	\$49,032.82	\$222.88	220
*Kelley Golinar	EMIS	\$52,164.48	\$217.35	240
Lori Smith	Executive Administrative Assistant	\$63,376.58	\$243.76	260
Victoria DePasquale	Assistant Treasurer	\$60,613.41	\$233.13	260
*Joseph Atwell	Maintenance Supervisor	\$70,325.48	\$270.48	260

*Brenda Carraher	Manager of Cafeteria	\$48,318.92	\$247.79	195
<b>Adult Workforce Education - Limited Teacher Contract</b>				
<b>Staff Name</b>	<b>Title</b>	<b>Salary</b>	<b>Daily Rate</b>	<b>Contract Days</b>
*Mary Ann Kerwood	Aspire Coordinator	\$44,838.82	\$186.83	240 ½ Days

<b>Administrator's Contract</b>				
<b>Staff Name</b>	<b>Title</b>	<b>Salary</b>	<b>Daily Rate</b>	<b>Contract Days</b>
Karen Howell	Practical Nursing Program Coordinator	\$70,035.00	\$269.37	260
*Christopher Mitchell	Director of High School	\$82,418.00	\$374.63	220
*Dee Stark	Director of Curriculum & Instruction	\$93,540.00	\$425.18	220
*Michelle Rodewald	Director of Adult Workforce Education & Business Partnerships	\$85,142.02	\$387.01	220
*Sean Davis	Director of Public Safety	\$70,570.41	\$271.42	260
Jeff Slavkovsky	Executive Director of Career & Technical Education	\$112,402.58	\$492.99	260
Sherry Williamson	Treasurer	\$108,243.22	\$485.40	260

\*this salary reflects a 1.5% salary increase representing an average step increase

### **Resignations**

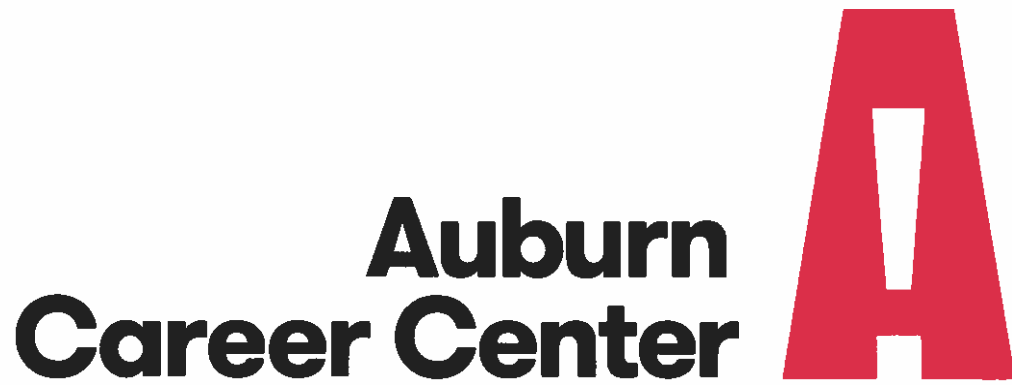
2019-2020

<b>Staff Name</b>	<b>Title</b>	<b>Effective Date</b>
Rita Alexander	Geauga One Stop	April 13, 2020

### **Extended Workdays**

2019-2020

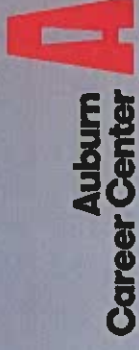
<b>Name</b>	<b>Title</b>	<b>Days</b>
Justine Malvicino	Cosmetology Instructor	Up to 1 Day
Ron Beech	Mechanical Technology Applications Instructor	Up to 1 Day



## *Attachment Item #15*

*Approve 2020-2021 Adult  
Workforce Student Calendar*





# Auburn Vocational School District 2020-2021 Adult Workforce Student Calendar

August 20						
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 20						
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27	28	29	30			

October 20						
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25	26	27	28	29	30	31

November 20						
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29	30					

December 20						
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20	21	22	23	24	25	26
27	28	29	30	31		

January 21						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 21						
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28						

March 21						
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27	28	29	30	31		

April 21						
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May 21						
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23	24	25	26	27	28	29
30	31					

June 21						
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27	28	29	30			

July 21						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31



## **Adult Workforce Department Important Dates to Remember**

September 7<sup>th</sup> ~ Labor Day ~ No School

September 17<sup>th</sup> ~ Constitution Day

October 8<sup>th</sup> ~ Student/Parent/Teacher Conferences ~ No School

October 9<sup>th</sup> ~ NEOEA Day ~ No School

November 25<sup>th</sup> - 27<sup>th</sup> ~ Thanksgiving Break ~ No School

December 3<sup>rd</sup> ~ Sophomore/Parent & Community Open House ~ No School

December 21<sup>st</sup> -January 1<sup>st</sup> ~ Winter Break ~ No School

January 18<sup>th</sup> ~ MLK Day ~ No School

February 10<sup>th</sup> ~ Interview Night ~ No School

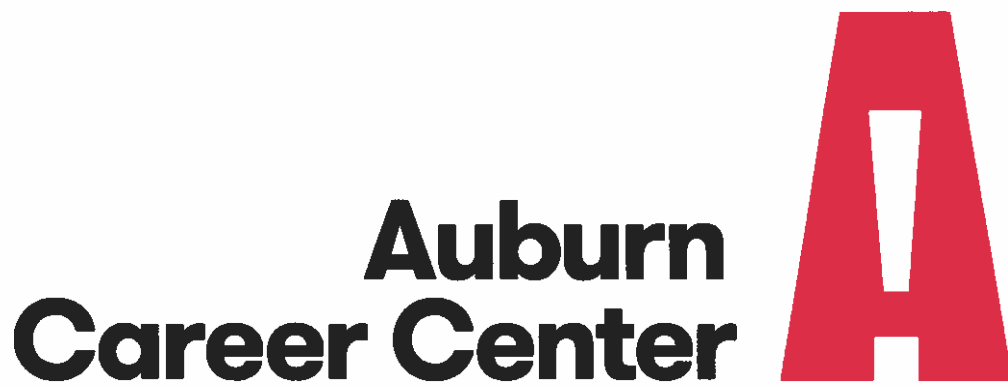
February 15<sup>th</sup> ~ President's Day ~ No School

March 29<sup>th</sup> – April 2<sup>nd</sup> ~ Spring Break ~ No School

May 19<sup>th</sup> ~ Orientation for New Students & Parents ~ No School

May 31<sup>st</sup> ~ Memorial Day ~ No School

July 5<sup>th</sup> ~ Independence Day ~ No School



## *Attachment Item #16*

### *Approve Public Safety Program Handbook*





## **Paramedic**

# **Student Handbook, Course Objectives, Goals, & Syllabus**

**ODPS Accreditation # 302**

# Auburn Career Center

## **Mission Statement**

To guarantee that all students EMPOWER themselves,  
EXCEL in the emerging workplace, And ENRICH their community

## **Our Core Values are**

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

## **The Auburn EMS Program mission is to:**

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

## **The Auburn EMS Program Goal is to:**

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.



Auburn Career Center Paramedic Programs are CAAHEP accredited. This means that Auburn Career Center Paramedic Program has met certain standards in terms of administration, resources, faculty and facilities.

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## **Introduction to the EMS Program**

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

*The Faculty, Staff, and Administration of Auburn Career Center*

## **Requirements for Auburn Career Center Paramedic Training**

- Hold high school diploma, GED certificate, current Ohio EMT certificate, and hold a valid Ohio Driver's license.
- Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
- Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and a passing drug screen
- Must read and sign attached liability waiver.
- Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
- Paramedic students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center summative exams in order to be permitted to take the National Registry written exam.
- Students must complete 200 Adaptive questions on EMS testing per month (2400 total for course) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank, to be permitted to take the National Registry.
- Students cannot start the capstone phase of the program until they have passed the core component of the program first, including core clinical requirements. The class cannot and will not be extended for student to complete capstone time.
- Students must pass the three comprehensive exams during the capstone phase of the program (Cognitive, Psychomotor, and Affective) to be permitted to take the National Registry written exam.
- Paramedic students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.
- Paramedic students must complete all Clinical time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
- Paramedic students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
- Paramedic Students cannot miss more than 16 hours per six months of class time.

I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

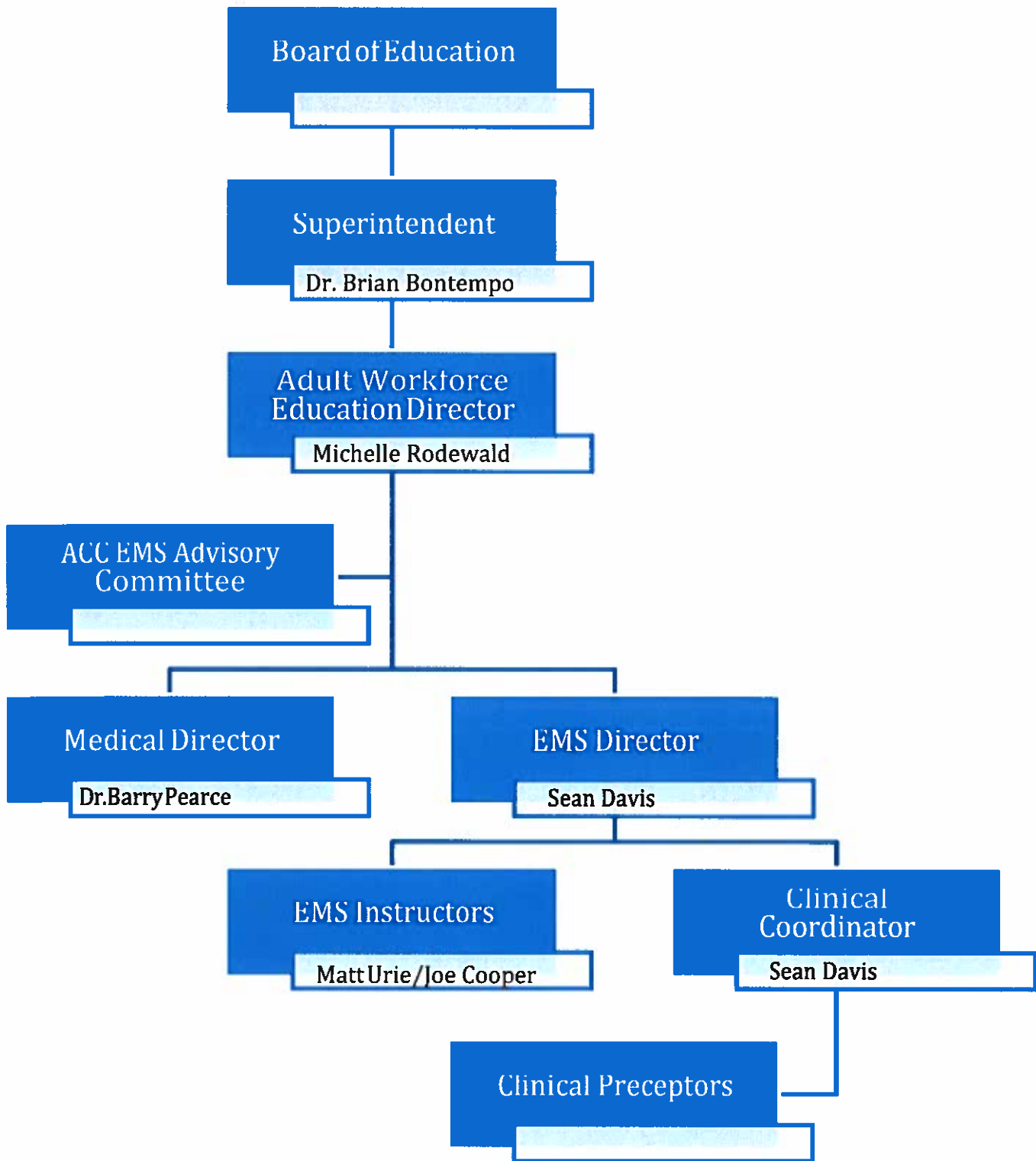
Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_



# ORGANIZATIONAL CHART



## **EMS STAFF DIRECTORY**

### **Auburn Career Center**

8140 Auburn Road, Concord, OH 44077  
440-357-7542 or 800-544-7542

### **Michelle Rodewald**

Director of Adult Workforce Education  
Ext. 8028  
[mrodewald@auburncc.org](mailto:mrodewald@auburncc.org)

### **Dr. Barry Pearce**

Medical Director  
[hpearce@auburncc.org](mailto:hpearce@auburncc.org)

### **Sean Davis, M.S.Ed, CICNRP, EMS I**

Director of Public Safety Education  
CoAEMSP Program Director  
Ext. 8026 Cell 440-336-2113  
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### **Matt Urie, B.S. NRP, EMSI**

Lead Paramedic B Instructor  
Ext. 8246  
[murie@auburncc.org](mailto:murie@auburncc.org)

### **Joe Cooper, A.S. NRP, EMSI**

Lead Paramedic A Instructor  
Ext. 8247  
[jcooper@auburncc.org](mailto:jcooper@auburncc.org)

### **Instructor Staff:**

Joe Paoletta  
Brad Davis  
Gene Lutz  
John Blauch  
Derrick Krzys  
Susie Vigh  
Michael Swanker

James Davis  
Gregory Hallerbach  
Joe Hunt  
Bob Ivancic  
Michael Lerman  
Carmen Tibaldi

## **GENERAL EMS PROGRAM INFORMATION**

### **Office Hours:**

The Paramedic Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

### **Program Schedule:**

Each Paramedic Program begins at the beginning of a semester, Paramedic class A in August, Paramedic class B in March, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Mondays and Wednesdays from 6:00pm-10:00pm, and every other Saturday 8:00am -5:00pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the Director of Public Safety Education, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

### **Criteria for Selection of Paramedic Students**

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Possess a valid EMT-Basic card from the State of Ohio
- Possess a valid AHA Healthcare Provider CPR Card
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.

All students will take the Work Keys Tests and EMT screening tests as part of the first segment of the course.

Student must complete a minimum 40 hour Anatomy and Physiology course that includes Medical terminology education to be permitted into the program. Students can start the Anatomy and Physiology course in conjunction with the start of a paramedic program, if approved by the Director of Public Safety Education.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
- Any felony or is on probation for a felony
- Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
- Violation of any federal, state or municipal narcotics law
- Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
- Adjudicated as mentally incompetent by a court of law
- Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

# **FUNCTIONAL JOB ANALYSIS**

## **Paramedic Characteristics**

The Paramedic must be a confident leader and skilled practitioner who can accept the challenge and high degree of responsibility demanded by the position. The Paramedic must have excellent judgement and be able to prioritize care, make clinical decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. A paramedic must be able to function both independently and as part of a team at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsion, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anti-cholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications are essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies ( i.e. proper size of intravenous needles ) based on patient s age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient s system and be cognizant that route of administration is critical in relation to patients needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off -site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates.

Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

## **Physical Demands**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the Paramedics, and other workers well-being must not be jeopardized.

## **Comments**

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient. Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment.

Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in an ambulance. Verbal skills and reasoning skills are used extensively.

## **Description of Tasks**

(Encompasses the range of all tasks performed by lower level EMTs)

1. Answers verbally to telephone or radio emergency calls from dispatcher to provide advanced efficient and immediate emergency medical care to critically ill and injured persons using a full range of equipment.
2. Drives ambulance to scene of emergency, reads map, responds safely and quickly to the address or location as directed by radio dispatcher. Observes traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if scene is safe, determines the mechanism of illness or injury, the total number of patients involved, and remains calm and confident while demonstrating leadership and responsibility.
3. Radios dispatcher for additional help or special rescue and /or utility services. Reports verbally to the responding EMS unit or communications center as to the nature and extent of injuries and the number of patients. Recognizes hazards, conducts triage, sorting out and classifying priorities for most immediate need for treatment. Uses excellent judgement to identify priorities based on the most critical needs for patient survival.



4. Searches for medical identification as clue in providing emergency care, i.e. identification bracelet for patient who is diabetic. Reassures patient and bystanders while working in a confident and efficient manner, avoids misunderstandings and undue haste while working expeditiously to accomplish the task. Extricates patient from entrapment, works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves, assists other EMS providers in the use of prescribed techniques and appliances for safe removal of the patient.
5. Determines nature and extent of illness or injury in patient, takes pulse, blood pressure, and temperature, visually observes patient, recognizes the mechanisms of injury, takes comprehensive medical history of patient, including patients current usage of prescribed and non-prescribed medications / drugs. Communicates with and provides verbal direction to EMT to assist with tasks within the EMT's scope of practice. Obtains consent and refusal. Uses good judgement to draw conclusions with often, limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts fundamental mental status assessment, restrains patient, and intervenes pharmacologically.
6. Positions unresponsive patient, protects the seizing patient, identifies and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, conducts ingestion management. Manually stabilizes neck and body of child and adult, immobilizes extremities, straightens selected fractures and reduces selected dislocations. Delivers newborn. Provides pre-hospital emergency care of simple and multiple system trauma such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing spine.
7. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, and oral intubation with pharmacologic assistance and surgery on airway. Uses dual or single lumen airway devices. Provides mouth to mouth barrier device ventilation, oxygen administration, chest injury management, bag-valve mask resuscitation. Uses powered ventilation devices, hand held aerosol nebulizer. Performs cardio-pulmonary resuscitation, uses automatic defibrillator apparatus in application of electric shock to heart, manages amputation, uses anti-shock garment, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses external pacemaker.
8. Administers medication (narcotics), determines the patients most appropriate body route based on patient diagnosis. Calculates amount of medication to be given in relation to patients weight, age, and other factors that warrant adjustment of volume. Uses oral, auto-injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes including central and peripheral lines and venisection as well as infusion pumps to administer medications.
9. Assists other EMS providers in lifting patient onto stretcher, places patient in ambulance, and secures stretcher. Continues to monitor patient enroute to hospital.

10. Checks, maintains vehicles, and provides mechanical report. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, checks all equipment to insure adequate working condition for next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.
11. Transports non-emergency patients to regularly scheduled appointments, for example, transport geriatric patients in nursing homes. Uses computer to enter data for EMS reports.
12. Supervises the activities and educational experiences of assigned observers and students. Complies with regulations in handling the deceased.
13. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior level member of a two person team, working in conjunction with an EMT.
14. Accepts primary responsibility for all aspects of advanced life support given to the patient, including use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to patient care and medication dispensation. Successfully completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

## **Qualifications**

1. Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver's license. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on role of leader.
2. Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers, read medication/prescription labels and directions for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

3. **Good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patients condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.**
4. **Must be able to perform mathematical calculations/ratios and apply them in expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patients condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.**
5. **Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines. Recertification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time , performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis.**

## **Transfer Students/Advanced Placement**

Paramedic students may not transfer into the program from another program. Auburn Career Center does not give life credit or experiential credit for time served in EMS. Students who did not complete the program must reapply and start over.

### **Costs for the Paramedic Course**

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

### **Refunds**

#### **For Classes 100 Hours of less regardless of time frame or delivery**

Only the first day of class if a free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period). After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

#### **For Classes over 100 hours but less than 600 hours**

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

#### **For Classes over 600 hours (Full time)**

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

## **Health Policies**

All EMT and Paramedic students must submit results of their childhood and adult immunizations including; MMR - Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray ("B" reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

All EMS students must show annual proof of Influenza vaccine.

### **Waiver of Liability**

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT or Paramedic program (Ohio Revised Code 3303.21)

### **Transcripts and Records**

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

### **Inappropriate Use of EMS Students in Clinical Areas**

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or Director of Public Safety Education if this practice is occurring.

### **State Certification Exam**

The Ohio Dept. of Public Safety - Division of EMS has designated that all Paramedic students take the National Registry Paramedic Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.



## **Attendance Policy**

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Paramedic student is 32 hours or 16 hours per semester.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three tardies in a 4-week period will count as an absence (4 hours). More than five (5) tardies will count for a total of an absence (4 hours) over any time period.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the Director of Public Safety Education. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for Paramedic students will be handled per the Paramedic Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

- The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received
- The student must have paid the entire balance of the program prior to being accepted into the following program.
- The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)
- The student is responsible for purchasing any updated books or class materials if changes were made for the following class.
- A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.
- Any student, who is going to be absent from a clinical session, **MUST** contact the clinical site **AND** the Lead Instructor as soon as possible. (see phone list).



## **Dress Code**

The dress code for the Paramedic program provides for a professional appearance:

### **General Uniform and Dress Code Requirements:**

- In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.
- Your Auburn I.D. badge must be worn and visible at all times.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.
- Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.
- Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinical rotations, regardless of whether the student has a conceal & carry permit or not.

### **Clinical Areas also see Clinical Guidelines:**

- Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.
- Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.
- Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.
- Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.
- Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

## **Disciplinary Policy**

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

### **Levels of Disciplinary Action are as Follows:**

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety

Education will be notified of these events.

**Written Reprimand:** For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

**Disciplinary Probation:** The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

**Termination:** If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

**Dismissal:** Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 200 Adaptive questions on EMS testing per month (2400 total for course) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)
- Failure to complete capstone period of the program

The student may appeal the termination through the appeal process (listed below).



## **Disciplinary Action Appeals Process:**

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

## **Last Chance Contract:**

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

## **Grading Policy**

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

### **Grading and Assessment:**

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

### **Grade Performance Standards:**

Grades for the course will be based on the following levels of performance:

**A**                      **100% - 90%**                      **Independent Learner**

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

**B**                    **89% - 80%**                    **Semi-Independent Learner**

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

**C**                    **79% - 70%**                    **Semi-Dependent Learner**

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

**D**                    **69%-60%**                    **Dependent Learner**

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

**F**                    **59% or less**                    **Failure**

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on a number of topics and items. Assessment of these topics can include but are not limited to tests, quizzes, homework related assignments (such as take-home tests, journal reviews, etc). Each graded item whether it is an outside the class assignment, formative or summative exam is graded at base point value. This means that a hundred point formative exam carries the same weight as a hundred point summative exam, the only different being is that the summative exam has to be passed with a minimum score of 75%. Attendance is expected however it will not affect a student's grade Students cannot exceed 16 hours of absence time per semester.

There are many tests and quizzes given throughout the program. Each chapter of each book will have a test and/or quiz to prove knowledge in each topic (formative exams) to measure mastery. The Anatomy and Physiology book, Medical Terminology book, Paramedic Textbook, and EKG books are each divided into sections. Each section will have a summative final required to show competency for the section. These section finals must be passed with a 75% or better score. At the halfway point of the program, there will be a summative mid-term final, this test must be passed with a 75% or better. At the end of the program, there will be a final summative exam over all the material and topics covered in class. This final summative exam must be passed with a minimum score of 75%. If a student fails a summative exam they will be given a single retest attempt Per summative exam to prove knowledge of the content, if the student fails a second attempt they will be dismissed from the program.

The Paramedic Program Medical Director reviews all high stakes exams and ensures they are fair and meet the objectives for the section. The summative testing process is used to ensure that students are understanding the objectives of the different sections of the class, the paramedic program will utilize a validated testing resource. Each lead instructor will review the student results and use those specific class results to ensure students are understanding the content. Examples being that the majority of a class misses a specific subject, the instructor will not change the test question, but spend time reviewing the subject material and ensure the class has gained understanding. Students shall then utilize adaptive release test bank to continue to reaffirm the subject areas of concern.

In the capstone phase of the program, students will take several pre-prepared certification classes which further expand on care of special patient populations. Examples can include, but are not limited to, Pre Hospital Trauma Life Support (PHTLS), Pediatric Education for Pre-hospital Professionals (PEPP), & Geriatric Education for Emergency medical Services (GEMS). These pre-prepared certification classes are subject to change. Students will be required to meet all program goals as established by the organization that forms and certifies the course. If a student fails to meet the course objectives, they will still be permitted to graduate from the program, but will not receive the additional certification from the accrediting body of the certification class.

Psychomotor Skills testing is an additional graded point for the paramedic student. Students must show competency in each skill taught throughout the program within the laboratory setting. Each psychomotor skill has an appropriate grading sheet to go with each skill. For a student to be deemed competent with a psychomotor skill, they must earn 80% of the available points. Critical Criteria has been established for each skill and must be met in order to demonstrate mastery. Skill testing sheets are taken from the National Registry of Emergency Medical Technicians (NREMT) and mirror the psychomotor skills testing assessed by NREMT for certification at the completion of the program. Each skill set is tested once the didactic learning and proficient knowledge is demonstrated by the student. To successfully graduate from the program, the student must pass the summative paramedic psychomotor skills final exam. This exam is structured closely to mimic the current NREMT exam which includes all six (6) stations that are currently involved with the psychomotor testing process. The student must score a minimum of 80% of the points and hit no critical fails. (see Paramedic Summative Psychomotor Final Exam)

Affect grading (measurement of attitude and behavior) is an essential part of the paramedic's student development. The Lead Instructor or Director of Public Safety Education will conduct affect evaluations on paramedic students evenly throughout the program. Students will have no less than 3 affective evaluations completed prior to the summative Affect evaluations, this way students can have a clear path for improvement and growth. The summative affect evaluation will be completed during the capstone phase of the paramedic program. Students must get passing scores to be considered competent for graduation. In the event that the student affect score and the instructor affect score are more than 5 points apart from one another, the Director of Public Safety education will review and make the final score ruling. In the event that the Director of Public Safety Education was responsible for giving the original instructor score the Program Medical Director will give the final score. The Affect evaluation form will be reviewed and approved by the Medical Director, Director of Public Safety Education, and the Public Safety Advisory Council.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a minimum score of 75%.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. Questions regarding grading, shall be address with the Lead Instructor or Director of Public Safety Education if satisfactory conclusion is not met.



## **Academic Probation:**

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will convene with the Lead Instructor to formulate a plan for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund.

The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

## **Graduation Competency Requirements**

In order for a student to “graduate” from the Auburn Career Center Paramedic Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program which is assessed via an affective evaluation performed by both the student and the instructor throughout the program.
- Complete both cognitive and clinical /field learning requirements as described within the syllabus and within the allotted time set forth to complete the paramedic program.
- Maintain an overall grade average of 80% throughout the program, and pass each of the final summative exams with a minimum score of 75%.
- Complete all psychomotor skills and functions including all psychomotor skills within the EMT scope of practice and all advanced psychomotor skills within the Paramedic scope of practice including passage of the paramedic psychomotor skills summative final exam.
- Maintain certification as a State of Ohio EMT
- Maintain current certification in American Heart Association BLS CPR for Health Care Providers, must take and complete the AHA CPR course offered in the paramedic program at ACC.
- Pass Summative affective evaluation at the completion of the program with at least a score of 27 from both the student and the lead paramedic instructor.
- Successfully complete the American Heart Association ACLS certification Complete the FEMA NIMS 100 & 700 certifications prior to the final day of class Meet all financial obligations of the program as set forth by Auburn Career Center.
- Students must complete 200 Adaptive Test questions (on EMS Testing) per month specific to each month's lessons and achieve a passing average score by the last month of class (2200 Questions minimum, regardless of pass/fail)
- Students must pass at least one (1) timed comprehensive final (on EMS Testing) during the capstone period of the program, Students must take no less than 7 timed comprehensive finals during the Capstone period of the program.
- Students must pass the Paramedic Final Exam (on EMS Testing) with a 75% or better with in two attempts
- All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry Paramedic Computer-Based Exam.

## **Report of EMS Student “On Duty Illness or Injury”**

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

### **Payment Responsibility:**

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

### **Procedure:**

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A “report of the on duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

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**Director of Public Safety Education**

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**Date**

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**Student Signature**

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**Date**

## **Vendor Terms of Service Student Agreement**

Auburn Career Center Public Safety programs use multiple vendors and affiliates to assist in education our students. Those vendors and affiliates all have their own rules of use and terms of service. When you sign up for these different vendors accounts or visit auburn affiliates you will be made aware of these terms of use agreements. If you are unsure you may contact customer support of the specific vendor or the Officer in Charge of the affiliate. The Director of Public Safety Education can also help to clarify these agreements as well.

The use of certain vendors or affiliates can become integral to the completion of your specific program, therefore if you violate the terms of service or rules of use and can no longer utilize the vendor product or affiliate location, you will not be permitted to continue in the program. Auburn Career Center is not required and will not provide alternate means of course completion to those who are removed from a vendor or affiliate location due to a terms of use or rules violation.

By signing the form you agree to follow all terms of service or rules of use for each vendor the Auburn Career Center Public Safety programs utilize and that if you have your privileges to use a vendors program or affiliate location revoked you will not be permitted to continue in the program you are enrolled in.

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# **Clinical Policies and Procedures**

## **Clinical Overview**

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

## **General**

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program.

Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they sequence into the program based on skills checkoff and learning competencies. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Students must utilize the GPS attendance log-on tracking provided by Platinum Planner. (You must allow Platinum Planner to access your phone or tablets GPS location) If you do not have a cell phone you must log on via computer and verify your location that way. Failure to verify location via phone GPS or site specific log on will result in the clinical time being forfeited. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Platinum Planner skills tracker. Paperwork is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. Students must scan or take a picture of all completed clinical paperwork and attach it to the platinum planner rotation day.

It is important for the student to understand that the paperwork and the Platinum Planner data entry are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 48 hours from the completion of the clinical rotation to complete the Platinum Planner data entry. Failure to complete the Platinum Planner data entry in 48 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility. When a student is at a clinical facility they must be additional personnel and cannot be counted towards staffing levels.

## **Behavior**

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

## **Clinical Uniform Policy**

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other



“casual” attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone’s living environment, whether Fire House or residence.

Respect the belongings, property and space of these individuals and treat them with respect.

## **Clinical Scheduling**

Clinical scheduling will begin after specific relevant material has been covered relevant to course sequencing and skills and learning competency. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site, each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinicals they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Students must check in to each clinical rotation via the GPS signal on their personal phone or tablet device in order for attendance to be counted. If a student doesn’t own a device capable of this the Director of Public Safety Education will meet on the student to come up with a specific alternative.

## **Documentation**

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or assessments performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation.

This includes all relevant documentation with the preceptor’s signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 48 hours to enter the data into Platinum Planner. Failure to enter the clinical information within 48 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each

rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills. Students must scan in, or place a picture of all clinical paperwork for each shift into the electronic documentation of the rotation in Platinum Planner. Scanners are available at Auburn Career Center for students use.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

### **Clinical Files:**

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center Director of Public Safety Education or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

### **Evaluations:**

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations area completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education. Evaluations are done electronically for each shift on platinum planner.

### **Privacy:**

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act (HIPPA). This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this

standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

### **Clinical Concerns:**

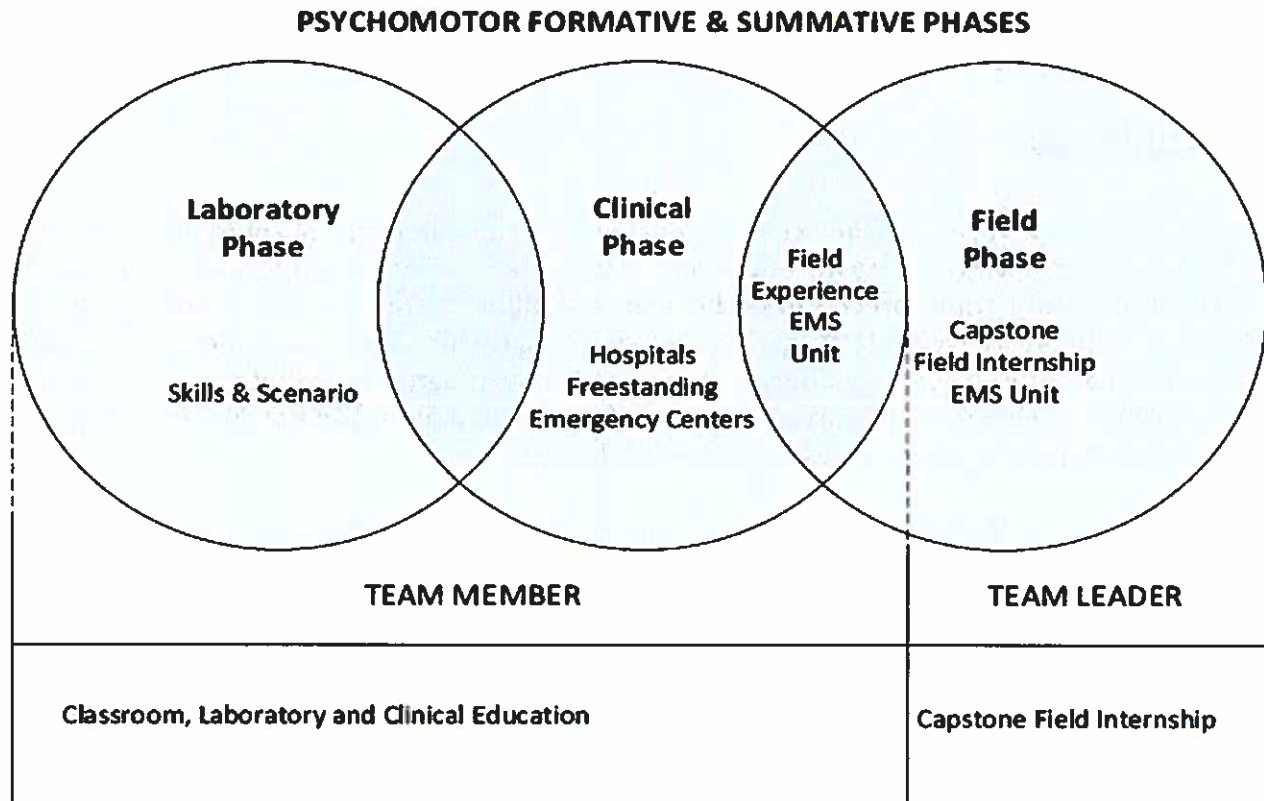
The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student shall contact the Director of Public Safety Education or clinical coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas.

Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills without direct supervision from a preceptor. Also student should never perform any skills that they have not been checked off on in the class following the course sequence and skill competency requirements.

## Lab and Clinical Sequencing



Just like in the cognitive realm of paramedic education, the clinical and filed learning part of the program has a sequence that must be implemented and followed to ensure learning take place in a productive and safe manner. The next section outlines the goals and skills that all students must complete to be eligible for graduation. This section reviews the order in which the goals must be completed. Students will first learn about the skills performed by paramedics in the cognitive realm of education, then students will have psychomotor skills demonstrated by an instructor, followed by students performing the skill in a controlled setting on an appropriate training aid. After students show proficiency through peer and instructor reviewed skill performance, the students will start to perform the skills in a scenario based learning. After scenario based learning is performed with peer and instructor review the students will do final instructor reviewed complex high fidelity scenario competencies. Finally after the student has shown this progression of learning they will perform the skills in the clinical and/or field setting on live patients.

Being that there are many different topics of learning and the class has specific sections that build on one another, students will repeat the learning process many times throughout the class, each time a student completes the process they will be adding to the amount and type of skills that can be performed in the clinical and/or field setting.

## Objectives and Goals

### Lab (psychomotor learning)

In the lab part of paramedic learning students must complete the following lab skills/ goals to be considered competent for graduation. These skills will be learned and tested throughout the learning process of the course and are divided into each section of the class.

### Skills

Skills will have a minimum number of both peer reviewed skills completion and instructor reviewed completion. Only successful skill completions will count towards the minimum number completed. These skills include both raw skill separate from a scenario and skills completed while in a scenario. These numbers are separate from the skills performed in the clinical and field setting. Minimum raw skills must be completed prior to performing the skills in the field on live patients.

- Obtain A Patient History From An Alert and Oriented Patient : *Minimum Peer 1, Instructor 1*
- Comprehensive Normal Physical Assessment Adult: *Minimum Peer 1, Instructor 1*
- Comprehensive Normal Physical Assessment Pediatric : *Minimum Peer 1, Instructor 1*
- Direct Orotracheal Intubation Adult : *Minimum Peer 40, Instructor 5*
- Direct Orotracheal Intubation Pediatric: *Minimum Peer 8, Instructor 2*
- Direct Orotracheal Intubation Trauma: *Minimum Peer 4, Instructor 1*
- Nasotracheal Intubation Adult: *Minimum Peer 1, Instructor 1*
- Supraglottic Airway Device Adult: *Minimum Peer 5, Instructor 1*
- Needle Cricothyrotomy: *Minimum Peer 5, Instructor 1*
- CPAP/PEEP: *Minimum Peer 2, Instructor 1*
- Trauma Physical Assessment Adult : *Minimum Peer 10, Instructor 2*
- Pleural Decompression: *Minimum Peer 5, Instructor 1*
- Medical Including Cardiac Physical Assessment: *Minimum Peer 10, Instructor 2*
- Intravenous Therapy: *Minimum Peer 20, Instructor 2*
- Intravenous Bolus: *Minimum Peer 5, Instructor 1*
- Intravenous Piggyback Infusion: *Minimum Peer 5, Instructor 1*
- Intraosseous Infusion (Multiple Devices:) *Minimum Peer 10, Instructor 2*
- Intramuscular And Subcutaneous Medical Administration: *Minimum Peer 5, Instructor 2 (1 Each)*
- Synchronized Cardioversion: *Minimum Peer 5, Instructor 1*
- 12 Lead EKG Placement: *Minimum Peer 1, Instructor 1*
- Defibrillation: *Minimum Peer 5, Instructor 1*
- Transcutaneous Pacing: *Minimum Peer 5, Instructor 1*
- Normal Delivery With Newborn Care: *Minimum Peer 5, Instructor 1*
- Abnormal Delivery With Newborn Care: *Minimum Peer 2, Instructor 1*
- Neonatal Resuscitation Pediatric Mega Code: *Minimum Peer 5, Instructor 1*

## **Basic Competency Skills**

- Spinal Immobilization seated/Supine: *Minimum Peer 1 Each, Instructor 1 Each*
- Joint Splinting: *Minimum Peer 1, Instructor 1*
- Long Bone Splinting *Minimum Peer 1, Instructor 1*
- Traction Splinting: *Minimum Peer 1, Instructor 1*
- Hemorrhage Control: *Minimum Peer 2, Instructor 1*
- Intranasal Medication Administration: *Minimum Peer 5, Instructor 1*
- Inhaled Medication Administration: *Minimum Peer 5, Instructor 1*
- Glucometer: *Minimum Peer 1, Instructor 1*

Successful completion of the Health Care Provider (AHA) CPR during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of CPR, Choking, AED, and Rescue breathing. Completing this course at ACC as part of the class is a requirement for graduation.

Successful completion of the Advanced Cardiac Life Support (AHA) ACLS during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of ACLS meds, Defibrillation, Pacing, Cardioversion, and Mega code. Completing this course at ACC as part of the class is a requirement for graduation.

## **Scenarios**

Scenarios are completed after the student has shown basic competency in raw skills. Students must take part in all the patient types below, serving as the team leader for no less than 10 times and serving as a team member no less than 10 times. Again each patient type and scenario will take place in the appropriate sections of the course.

- Respiratory Distress/Failure Adult and Pediatric Chest Pain
- Cardiac Dysrhythmia/Cardiac Arrest Stroke Geriatric
- Overdose Abdominal Pain
- Allergic Reaction/Anaphylaxis Hypoglycemia/DKA/HHNS Psychiatric
- Seizure
- Obstetric or Gynecologic
- Delivery with Neonatal Resuscitation
- Trauma (blunt, penetrating, burns, or hemorrhage) Adult, Pediatric, & Geriatric Shock
- Sepsis

## **Clinical/Field Time**

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.



The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the CoAEMSP clinical guidelines as well as the ODPS requirements. Upon completion of the lab and clinical learning students will also have completed the NREMT portfolio requirements. In general throughout all of your Clinical Site and Field Experience rotations you will be responsible for seeing the following patients, with the complaints listed below before starting your Capstone phase of learning.

Adults: 50 patients

Geriatrics: 30 patients

- 6 of the 30 are to be Trauma complaints 12 of the 30 are to be Medical complaints

Pediatrics: 30 patients

- (sub divided 2 Newborns, 2 Infants, 2 Toddlers, 2 Preschoolers, 2 School Age, Adolescent age)
- 6 of the 30 are to be Trauma complaints 12 of the 30 are to be Medical complaints

From the pool of the patients above you are required to see patients with the following complaints/impressions;

Change in Responsiveness: 10

- 2 of the Change in responsiveness are to be Stroke/TIA

Respiratory: 20

- 2 of the Respiratory are to be Respiratory Failure Pediatric Respiratory: 8

Abdominal Pain: 20

AMS: 20

- 2 of the AMS are to be Hypoglycemia/DKA/HHS 2 of the AMS are to be Sepsis
- 2 of the AMS are to be Significant Shock patients 2 of the AMS are to be Toxicological event/OD

Chest Pain: 30

- 2 of the chest pain are to be Cardiac Dysrhythmia
- 2 of the chest pain are to be Acute Coronary Syndrome Obstetrics: 10

Psychiatric: 20

Trauma: 40

From the pool of the patients above or in addition to, 30 of the patients must be seen in the back of the ambulance while doing your Field Experience Rotations and 20 must be in an ambulance as the Team Leader during your Field Internship rotations (Capstone).

The Field Internship rotations will start only after you have shown competency in all Paramedic Curriculum, and will take place the last 2 months each program or after completion of the minimum skills/patient encounters/scenarios.

The above numbers are for required patient assessments, when you are writing your patient assessment in PLATINUM PLANNER you will write a complete narrative explaining your entire patient encounter and treatment. A good narrative should be around 500 words, the content MUST demonstrate Paramedic Level learning. Paramedic level learning means that the student must show that during the patient encounter, they had to make an observation, decision, care plan or treatment that only a paramedic level provider would be capable of doing. This means that a pediatric patient might not have any ALS skills performed, however the assessment was at a level of a paramedic because reasoning was given as to why ALS interventions were ruled out and the care plan did not need to include the ALS interventions.

PLATINUM PLANNER has check boxes for all the complaints listed above and a place to document your patient's age. It is acceptable for one patient to suffer from more than one of the above complaints. An example would be 34 year old male whom complains of Chest pain, Shortness of breath and whom is altered in mentation because of the complaints. This one patient would cover 3 of the required patient complaint/impressions you are required to see during your clinical/field internship time.

Lastly while at your clinical/field experience you must complete the list of skills below:

Medication Administration IV Route	20
Medication Administration SQ Route	2
Medication Administration IM Route	10
Medication Administration Nebulizer	20
IV Start/Blood Draw/Vein Cannulation	100
Live Patient Intubations	10
Live Births of Newborn	4
EKG Interpretations	30
Cardiac Cath Lab Time	12 Hours
Communications Time	6 hours
Emergency Department	140 Hours
ICU	16 Hours
Field Learning Time	180 Hours
Field Internship Time	70 Hours
Respiratory Therapy	40 Hours
Anesthesiology	22 Hours
Obstetrics	<u>24 Hours</u>
<b>Total</b>	<b>510 hours</b>

# **Auburn Career Center Paramedic Clinical Contract and Disclaimer**

**Student Disclaimer:**

I understand that as a student of Auburn Career Center's Paramedic program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in Platinum Planner, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the Paramedic program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Notes or comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Course Objectives**

The following web link will take you to the National Standard Paramedic Curriculum:

[http://www.nhtsa.dot.gov/people/injury/ems/EMT-P/disk\\_1\[1\]/index.htm](http://www.nhtsa.dot.gov/people/injury/ems/EMT-P/disk_1[1]/index.htm)

Auburn Career Center Paramedic Programs follow the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards and follows the National Standard Paramedic Curriculum set forth by the NHTSA.

Example for the class objective are as follows.

- Interpret and analyze assessment findings to formulate clinical judgment regarding individuals requiring emergency intervention, their families, and defined populations across the life span.
- Utilize critical thinking processes and problem solving skills to effectively prioritize management of individuals in an emergency setting to achieve the most positive outcome
- Manage the direct provision of emergency care through effective organizational skills, appropriate delegation and supervision within the scope of practice.
- Reflect integrity, responsibility, ethical practices, and an evolving identity as a paramedic committed to excellence in the delivery of emergency care aimed at limiting morbidity and mortality.
- Recognize changes in the patient's response to care as well as special situations that occur in the emergency environment and be able to initiate appropriate changes in care or transportation.
- Provide emergency support services to patients according to established protocol. Demonstrate safe, ethical, and legal practice as a Paramedic.
- Function as an effective health care provider within the community and health care system.
- List reasons for continuing education as a member of the Paramedic profession. Demonstrate problem solving skills in administering emergency care procedures.

## **Course Goals, Objectives, Topics, and Hands On Learning**

Auburn Career Center Paramedic Program follows a strict sequence of learning in all aspects of Paramedic education. This education environment involves students in many different layers of EMS and education styles. Each topic is taught in a manner that builds on previous learning. Each book used by Auburn Career Center Paramedic Program has built in chapter objectives that are keys in success in being proficient in paramedic level learning. Information is taught in a variety of methods including but not limited to interactive lecture, flipping the class rooms, video and audio recordings, etc. After students are instructed within the classroom setting, students have the opportunity to learn skills in the laboratory setting prior to being tested on these skills. Goals for both classroom and laboratory settings are found in the first page(s) of each chapter in the corresponding textbook. Students will be tested on knowledge both in the form of quizzes and tests as well as skill station formative tests. Students will need to show a competency in both hands on skills and didactic learning prior to performing any clinical or field internship time. Students will increase their knowledge of skills and didactic knowledge by attending clinical time and field learning experience. After the student has proved proficient competency in all aspects of didactic learning, clinical learning and field learning experience, the student may start the field internship and capstone portion of the program. After successful completion of all aspects of didactic, clinical, field learning experience and field internship, the student will show competency via a summative psychomotor exam and summative written exam.

### **Definitions of Class Schedule Components**

**Lecture** – Lecture is any in classroom activities that include didactic teaching about subjects within the paramedic level curriculum set forth by the standards and the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards.

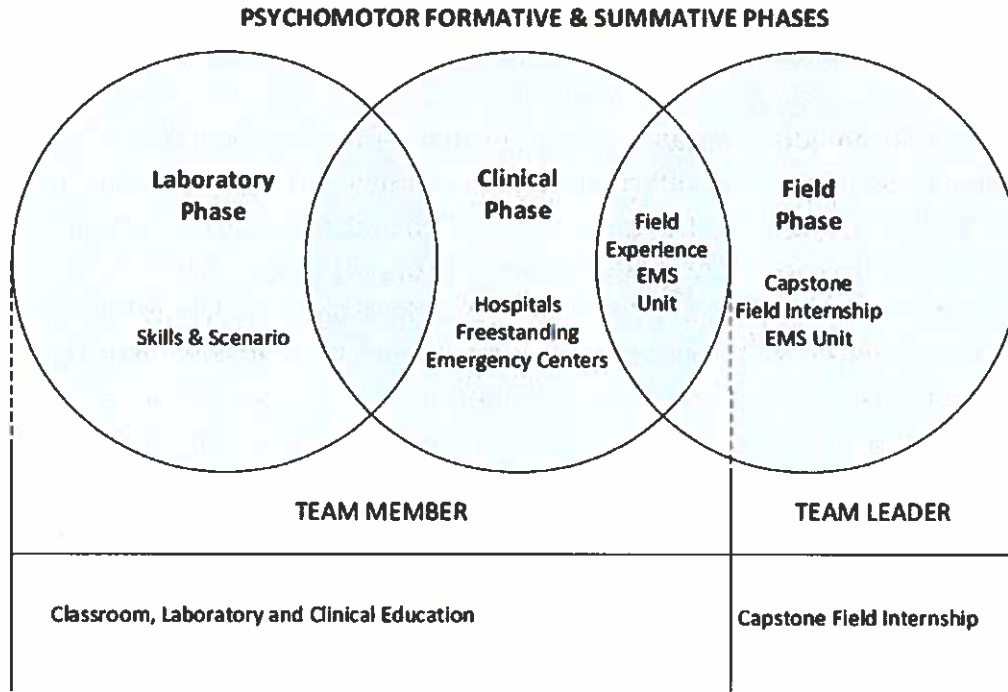
**Lab** – Lab is any activity that includes hands on learning. This can include but is not limited to all skills within the EMT-Basic and Paramedic level curriculum. Hands on learning builds on didactic learning and assists the paramedic student in becoming proficient in hands on skills.

**Clinical** – Clinical time is planned, scheduled, educational student experience with patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers.

**Field Learning Experience** – Field Learning Experience is planned, scheduled, educational student time that is spent on an EMS unit, which may include observation and skill development but does not include team leading and does not contribute to the CoAEMSP definition of field internship.

**Field Internship** – Field Internship is planned, scheduled educational student time on an advanced life support unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision making associated with pre hospital patients.

# Course Sequence For Progressive Learning Core Content:



**Section 1 & 2 EMS Operations** in conjunction with a basic review of anatomy and physiology with medical terminology to ensure student have the same baseline education. Chapter objectives for each chapter covered are listed in the text book as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well. Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 75% score in order for the student to progress to the next section.

## **Cognitive tests during the section**

Prior to the end of the first month of class students must have completed the 7 base line learning assessments provided by EMS testing to help establish a baseline of learning During the section there will be a formative exam for each chapter of content, including the A+P and Medical term, 4 summative exams on chapter content and 1 section 1 summative final (all content for section 1 high full range of bloom scale). After the first month of class all students will be responsible for 200 adaptive release question done on own time outside of class each month.

## **Skills tested out for competency**

Spinal Immobilization Seated/supine  
 Instructor 1 each Joint Splinting  
 Long Bone Splinting  
 Traction Splinting

Minimum Peer 1 each,  
 Minimum Peer 1, Instructor 1  
 Minimum Peer 1, Instructor 1  
 Minimum Peer 1, Instructor 1



Hemorrhage Control	Minimum Peer 2, Instructor 1
Intranasal Medication Administration	Minimum Peer 5, Instructor 1
Inhaled Medication Administration	Minimum Peer 5, Instructor 1
Glucometer	Minimum Peer 1, Instructor 1

### Scenarios tested out for competency

Basic Trauma and Medical Assessment to establish a base line. AHA HCP CPR Course completed at this time basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

**Section 3 and 4 Patient Assessment and Pharmacology.** Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section.

### Cognitive tests during this section

200 adaptive release questions each month specific to the content of each section. One formative test per chapter, 4 summative exams (mid-range bloom scale), and 1 Section 3&4 final

### Skills tested out for competency

Obtain a Patient history from an Alert and Oriented patient,	Minimum Peer 1, Instructor 1
Comprehensive Normal Physical Assessment Adult	Minimum Peer 1, Instructor 1
Comprehensive Normal physical assessment Pediatric	Minimum Peer 1, Instructor 1
Trauma Physical Assessment Adult	Minimum Peer 10, Instructor 2
Medical Including Physical Assessment	Minimum Peer 5, Instructor 1
Intravenous Therapy	Minimum Peer 20, Instructor 2
Intravenous Bolus	Minimum Peer 5, Instructor 1
Intravenous Piggyback Infusion	Minimum Peer 5, Instructor 1
Intraosseous Infusion (multiple devices)	Minimum Peer 10, Instructor 2
Intramuscular and Subcutaneous Medical Administration	Minimum Peer 5, Instructor 2 (1 each)

### Scenarios Tested out for competency

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

**Section 5 Airway Management.** Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections.

Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

### **Cognitive Tests during this section**

200 adaptive release questions each month specific to the content of each section. 1 formative test for each chapter, 1 summative exam for A+P and Medical Term, 2 airway summative exams (mid range bloom scale), 1 section 5 final.

### **Skills tested out for Competency**

Direct Orotracheal Intubation Adult	Minimum Peer 40, Instructor 5
Direct Orotracheal Intubation Pediatric	Minimum Peer 8, Instructor 2
Direct Orotracheal Intubation Trauma	Minimum Peer 4, Instructor 1
Nasotracheal Intubation Adult	Minimum Peer 1, Instructor 1
Supraglottic Airway Device Adult	Minimum Peer 5, Instructor 1
Needle Cricothyrotomy	Minimum Peer 5, Instructor 1
CPAP/PEEP	Minimum Peer 2, Instructor 1

### **Scenarios Tested out for Competency**

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

**Section 6** Medical Emergencies in conjunction with Cardiology, and ACLS. Chapter objectives for each chapter covered are listed in the text book as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well.

Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 75% score in order for the student to progress to the next section. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

## **Cognitive Tests this Section**

200 adaptive release questions each month specific to the content of each section. 1 formative exam for each chapter including the EKG book. 3 Cardiology summative exams (mid level bloom range), 1 cardiology section final, 8 medical summative exams (mid level bloom range), 1 Section 6 Final.

## **Skills tested out for competency**

Synchronized Cardioversion	Minimum Peer 5, Instructor 1
12 Lead EKG Placement	Minimum Peer 1, Instructor 1
Defibrillation	Minimum Peer 5, Instructor 1
Transcutaneous Pacing	Minimum Peer 5, Instructor 1
Medical Including cardiac Physical Assessment	Minimum Peer 5, Instructor 1

## **Scenarios tested out for competency**

Respiratory Distress/Failure Adult Chest Pain  
Cardiac Dysrhythmia/Cardiac Arrest Stroke  
Overdose Abdominal Pain  
Allergic Reaction/Anaphylaxis Hypoglycemia/DKA/HHNS Psychiatric  
Seizure Sepsis

**Section 7 Trauma.** Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the section. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log.

Students must reach the predetermined amount of patient encounters and complaints as well as predetermined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

## **Cognitive Tests this section**

200 adaptive release questions each month specific to the content of each section.  
1 formative exam for each chapter, 6 trauma summative exams (mid level bloom scale), 1 Section 7 final.

## Skills Tested out for Competency

Pleural Decompression

Minimum Peer 5, Instructor 1

## Scenarios Test out for Competency

Trauma (blunt, penetrating, burns, or hemorrhage) Adult

**Section 8 & 9** Shock and Resuscitation and Special Patient Populations. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

## Cognitive Tests this section

200 adaptive release questions each month specific to the content of each section. 1 Formative exam per chapter, 3 Shock resuscitation and Special Patient populations summative exams (mid level bloom scale), 1 Section 8&9 Final.

## Skills tested out for Competencies

Normal Delivery with Newborn Care

Minimum Peer 5, Instructor 1

Abnormal Delivery with Newborn Care

Minimum Peer 2, Instructor 1

Neonatal Resuscitation Pediatric Mega code

Minimum Peer 5, Instructor 1

## Scenarios tested out for Competencies

Shock

Trauma (blunt, penetrating, burns, or hemorrhage) Pediatric, & Geriatric Obstetric or Gynecologic

Delivery with Neonatal Resuscitation Stroke, Geriatric

**Section 10** Operations. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the text book. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 75% in order to progress to the next section.

## **Capstone Content:**

The Capstone portion of the Paramedic program serves to give the students time to review and increase cognitive and psychomotor learning from all the different sections of the program. Being that all students have successfully completed all formative and summative learning objectives to this point in the class, having maintained a minimum score of 80% cumulatively and 75% minimum on all summative exams while completing the clinical and field learning objectives, students will now focus on review and summative completion of the program. In order to do a systematic review of the entire course and allow students to enter into the field internship of the clinical learning environment, students will go through several preformed certification courses and completed assorted review activities with instructional staff.

### **Cognitive Tests this Section**

200 adaptive release questions each month specific to the content of each section. Minimum 8 Comprehensive Timed Exams over all course content, must pass no less than 1 of the exams. These exams are done outside of class time. Instructors will review the results anonymously in class and base review off student body results. 1 Summative Class Final.

Pre Hospital Trauma Life Support (PHTLS), Pediatric Emergency Prehospital Provider (PEPP), and Geriatric Education for Emergency Medical Services (GEMS) are the three review courses chosen for student review. Each course will have premade learning objectives and specific course requirements as outlined by the organizations that developed the course content. Course outlines and requirements for each of the courses can be found on the students online classroom and will be reviewed prior to the start of each specific course. Passing of the courses is not a class requirement, however failure to pass the course will affect the student's average grade and the student will not graduate with the added certification in their portfolio.

After the students have completed the pre made courses, field internship rotations, and overall class review, students will take the full course summative cognitive final exam (minimum 75% score) and Psychomotor Summative skills test (minimum 80% points and no critical fail criteria). Upon meeting all course objectives and grading criteria, students will graduate from the program and be permitted to start the NREMT testing processes.



## Course Schedule

### Section 1&2- Preparatory

#### Preparatory

Integrates comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues which is intended to improve the health of EMS personnel, patients, and the community.

During Section 1: The student will complete a formative exam for each chapter, one mid-level learning summative exams, and a Section 1 Summative Final Exam.

Shift	Date/Hours	Chapter/Section	Lecture or Lab Hours	Assignment
	8/17/20, 4	<b>Orientation</b>	Lecture 4	<b>Completion of forms</b>
	8/19/20, 4	MB Ch 1- EMS Systems MB Ch 2- Workforce Safety	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
	8/22/20, 8	MB Ch 3- Public Health MB Ch 4- Medical, Legal, Ethical Issues <b>Non-AHA Basic Skills Competency</b>	Lecture 1 Lecture 3 Lab 4	<b>Formative Exam</b> <b>Formative Exam</b> <b>Summative Labs</b>
	8/24/20, 4	MB Ch 5- Communications MB Ch 6- Documentation	Lecture 2.5 Lecture 1.5	<b>Formative Exam</b> <b>Formative Exam</b>
	8/26/20, 4	AHA BLS	Lecture/Lab 4	<b>AHA Course</b>
	8/31/20, 4	Section 1 Review	Lecture 4	<b>Formative Exam</b>
	9/2/20, 4	<b><u>Section 1 Final</u></b>	<b>Testing 4</b>	<b>Summative Exam</b>
	9/5/20	<b>No Classes</b>		
	9/7/20	<b>No Classes</b>		
<ul style="list-style-type: none"> <li>• <b>Prior to the end of the first month, all students must have completed the 7 student learning assessments including the Math, Learning Style, Paramedic Entry, Professional Characteristics, Reading Level, Student Motivation and Test Anxiety.</b></li> <li>• <b>After the First month of class all students are responsible for 200 adaptive release question specific to the topics covered in each section, to be completed by the end of each month.</b></li> </ul>				



### Section 3&4- Patient Assessment, Pharmacology

<p><b><u>Pathophysiology</u></b> Integrates comprehensive knowledge of pathophysiology of major human systems.</p>	<p><b><u>Patient Assessment</u></b> Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.</p>	<p><b><u>Pharmacology</u></b> Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.</p>
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**NOTE:** Section 2 in the EMS curriculum is Anatomy & Physiology and Medical Terminology. The A&P/Med Term course exceeds the requirements for this content. Content from the paramedic textbook may still be utilized, but ultimately the learning objectives and content are taken from the A+P and Medical Term Books.

During Section 3&4: The student will complete a formative exam for each chapter, four mid-level learning summative exams, and a Section 3&4 summative final.

	9/9/20, 4	MB Ch 9- Pathophysiology	Lecture 4	<b>Formative Exam</b>
	9/14/20, 4	MB Ch 10- Lifespan Development MB Ch 11- Patient Assessment	Lecture 1 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
	9/16/20, 4	MB Ch 11- Patient Assessment	Lecture 4	<b>Formative Exam</b>
	9/19/20, 8	MB Ch 12- Critical Thinking <b>Patient Assessment Labs</b>	Lecture 1 Lab 7	<b>Formative Exam</b> <b>Summative Labs</b>
	9/21/20, 4	P/MB Ch 13- Pharmacology	Lecture 4	<b>Formative Exam</b>
	9/23/20, 4	P/MB Ch 13- Pharmacology P/MB Ch 14- Medication Administration	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
	9/28/20, 4	P/MB Ch 14- Medication Administration	Lecture 4	<b>Formative Exam</b>
	9/30/20, 4	<b>Medication Administration Labs</b>	Lab 4	<b>Formative Labs</b>
	10/3/20, 8	<b>Patient Assessment, Pharmacology and Medication Administration Labs</b>	Lab 8	<b>Formative Labs</b>
	10/5/20, 4	Section 3&4 Review	Testing 4	<b>Formative Exams</b>
	10/7/20, 4	<b><u>Section 3 &amp; 4 Final Patient Assessment, Pharmacology and Medication Administration Competencies</u></b>	Testing 2 Labs 2	<b>Summative Exam</b> <b>Summative Labs</b>
	10/12/20, 4	<b><u>Patient Assessment, Pharmacology and Medication Administration Competencies</u></b>	Labs 4	<b>Summative Labs</b>

<u><b>Airway Management</b></u> Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.	<u><b>Anatomy &amp; Physiology</b></u> Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.	<u><b>Pharmacology</b></u> Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
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During Section 5: The student will complete a formative exam for each chapter (including the Section 2 A&P and medical terminology chapters in the Paramedic Textbook), two mid-level learning summative exams, one mid-level learning summative exam covering A&P/Med Term, and a Section 5 summative final.

	10/14/20, 4	P/MB Ch 15- Airway Assessment	Lecture 4	<b>Formative Exam</b>
	10/17/20, 8	P/MB Ch 15- Airway Management <b>Airway Labs</b>	Lecture 4 Labs 4	<b>Formative Exam</b> <b>Formative Labs</b>
	10/19/20, 4	P/MB Ch 15- Advanced Airway	Labs 4	<b>Formative Exam</b>
	10/21/20, 4	P/MB Ch 15- Advanced Airway Techniques	Labs 4	<b>Formative Exam</b>
	10/26/20, 4	<b>Advanced Airway Labs</b>	Labs 4	<b>Formative Labs</b>
	10/28/20, 4	<b>Advanced Airway Labs</b>	Labs 4	<b>Formative Labs</b>
	10/31/20, 8	<b><u>A&amp;P Summative</u></b> <b><u>Airway Competencies</u></b>	Testing 2 Labs 6	<b>Summative</b> <b>Testing</b> <b>Summative Labs</b>
November goals for clinical rotations: 8 Hours Respiratory 30 Hours ER 12 Hours OR (No OR rotations until after Airway Sign off) 6 Hours Communications				
	11/2/20, 4	<b><u>Airway Competencies</u></b>	Labs 4	<b>Summative Labs</b>
	11/4/20, 4	<b><u>Section 5 Final</u></b>	Testing 4	<b>Formative Labs</b>

**Section 6- Medical Emergencies**



<p><b>Medical Emergencies</b> Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.</p>	<p><b>Cardiology</b> Interpret fundamental EKG features and rhythm disturbances. Interpret arrhythmias that include more sophisticated features such as sinus arrest, pacemakers, aberrancy, and heart blocks. Distinguish subtle EKG findings.</p>	<p><b>ACLS</b> The ACLS course is designed for healthcare providers who participate in the management of cardiovascular emergencies. Through instruction and active participation, students will enhance their skills in recognition and intervention of cardiopulmonary arrest, post-cardiac arrest care, acute dysrhythmia, stroke, and ACS.</p>	
<p>During Section 6: The student will complete a formative exam for each chapter, seven mid-level learning summative exams covering medical emergencies, three mid-level learning summative exams covering cardiology, one cardiology summative final, and one Section 6 summative final.</p>			
11/9/20, 4	MB Ch 17- Cardiac A&P/Assessment MB/EKG- Electrophysiology	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
11/11/20, 4	MB/EKG - Electrocardiography MB/EKG - Rhythm Strip Interpretation	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
11/14/20, 8	MB/EKG - Sinus/Atrial Rhythms <b>Airway and Cardiology Labs</b>	Lecture 2 Labs 6	<b>Formative Exam</b> <b>Formative Labs</b>
11/16/20, 4	MB/EKG - Junctional/Ventricular MB/W- Blocks/Pacemakers	Lecture 3 Lecture 1	<b>Formative Exam</b> <b>Formative Exam</b>
11/18/20, 4	<b>Cardiology Labs</b>	Labs 4	<b>Formative Labs</b>
11/23/20, 4	MB/EKG - 12 Lead EKG	Lecture 4	<b>Formative Exam</b>
11/23-28/20	<b>Thanksgiving Break- No School</b>		
11/30/20, 4	MB/EKG - 12 Lead EKG	Lecture 4	<b>Formative Exam</b>
<p>December Clinical Goals: 8 Hours Respiratory 50 hours ER 12 OR 8 Hours Cath Lab</p>			
12/2/20, 4	P/MB Ch 17- Pathophysiology	Lecture 4	<b>Formative Exam</b>
12/7/20, 4	P/MB Ch 17- Pathophysiology	Lecture 4	<b>Formative Exam</b>
12/9/20, 4	ACLS- Overview <b>ACLS- Pulseless Arrest</b>	Lecture 1 Lab 3	<b>Formative Exam</b> <b>Formative Labs</b>



	12/12/20, 8	ACLS-Bradycardia ACLS-Tachycardia ACLS- ACS ACLS- Megacode	Lab 2 Lab 2 Lab 2 Lab 2	ACLS Formative Labs ACLS Formative Labs ACLS Formative Labs ACLS Formative Labs
	12/14/20, 4	ACLS- Mega Code Evaluation	Lab 4	Summative Labs
	12/16/20, 4	Cardiology & ACLS Final Exams	Testing 4	Summative Exam
	12/21/20-1/2/21	<b>Christmas Break</b>		
<b>January Clinical and Field Goals:</b> 8 Hours Respiratory 60 Hours ER 12 Hours OR 8 hours Cath Lab total 12 Hours Complete				
	1/4/21, 4	P/MB Ch 16- Respiratory	Lecture 4	Formative Exam
	1/6/21, 4	P/MB Ch 16- Respiratory	Lecture 4	Formative Exam
	1/9/21, 8	P/MB Ch 18- Neurologic Medical Labs- Scenarios	Lecture 4 Labs 4	Formative Exam Formative Labs
	1/11/21, 4	P/MB Ch 19- Eyes, Ears, Nose, Throat	Lecture 4	Formative Exam
	1/13/21, 4	P/MB Ch 20- Abdominal/GI	Lecture 4	Formative Exam
	1/20/21, 4	Medical Labs- Scenarios	Labs 4	Formative Exam
	1/23/21, 8	P/MB Ch 21- GU/Renal P/MB Ch 22- Gynecologic Medical Labs- Scenarios	Lecture 2 Lecture 2 Labs 4	Formative Exam Formative Exam Formative Labs
	1/25/21, 4	P/MB Ch 23- Endocrine	Lecture 4	Formative Exam
	1/27/21, 4	P/MB Ch 24- Hematologic P/MB Ch 25- Immunologic	Lecture 2 Lecture 2	Formative Exam
<b>February Clinical and Field Goals 8 Hours Respiratory 8 Hours ICU 12 hours OR 60 Hours Field Learning Experience (No Team Leads)</b>				
	2/1/21, 4	Medical Labs	Labs 4	Formative Labs
	2/3/21, 4	P/MB Ch 26- Infectious Diseases	Lecture 4	Formative Exam
	2/6/21, 8	P/MB Ch 27- Toxicology P/MB Ch 28- Psychiatric	Lecture 4 Lecture 4	Formative Exam Formative Exam
	2/8/21, 4	Medical Labs- Scenario Final	Labs 4	Summative Labs
	2/10/21, 4	Medical Review	Lecture 4	Formative Exam
	2/17/21, 4	<b>Section 6 Final</b>	Testing 4	Summative Exam

## Section 7- Trauma

### Trauma

Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

During Section 7: The student will complete a formative exam for each chapter, six mid-level learning summative exams covering Section 7 Paramedic Book Curriculum, and one Section 7 summative final.

	2/20/21, 8	MB Ch 29- Trauma Systems/MOI MB Ch 30- Bleeding MB Ch 31- Soft Tissue Trauma MB Ch 32- Burns	Lecture 2 Lecture 2 Lecture 2 Lecture 2	Formative Exam Formative Exam Formative Exam Formative Exam
	2/22/21, 4	MB Ch 33- Face and Neck Trauma <b>Trauma Labs</b>	Lecture 2 Labs 2	Formative Exam Formative Labs
	2/24/21, 4	MB Ch 34- Head and Spine Trauma <b>Trauma Labs</b>	Lecture 3 Labs 1	Formative Exam Formative Labs
<b>March Clinical and Field Goals:</b> <b>8 Hours Respiratory</b> <b>8 Hours ICU</b> <b>12 Hours OR</b> <b>60 Field Learning Experience (No Team Leads)</b>				
	3/1/21, 4	MB Ch 35- Chest Trauma	Lecture 4	Formative Exam
	3/3/21, 4	MB Ch 36- Abdominal/GU Trauma	Lecture 4	Formative Exam
	3/6/21, 8	MB Ch 37- Orthopedic Trauma <b>Trauma Labs</b>	Lecture 3 Lab 5	Formative Exam Formative Labs
	3/8/21, 4	MB Ch 38- Environmental Trauma	Lecture 4	Formative Exam
	3/10/21, 4	<b><u>Section 7 Final</u></b> <b><u>Trauma</u></b> <b><u>Competencies</u></b>	Testing 3 Lab 1	Summative Exam Summative Exam
	3/15/21, 4	<b><u>Trauma Competencies</u></b>	Lab 4	Summative Exam



**Section 8&9 - Shock and Resuscitation, Special Patient Populations**

<p><b>Shock</b> Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.</p>	<p><b>Resuscitation</b> Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states.</p>	<p><b>Special Patient Populations</b> Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.</p>
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During Section 8&9: The student will complete a formative exam for each chapter, six mid-level learning summative exams covering Section 8&9 Paramedic Book Curriculum, and one Section 8&9 summative final.

	3/17/21, 4	MB Ch 39- Field Code	Lecture 4	<b>Formative Exam</b>
	3/20/21, 8	MB Ch 40- Critical Patient MB Ch 41- Obstetrics	Lecture 3 Lecture 5	<b>Formative Exam</b> <b>Formative Exam</b>
	3/22/21, 4	<b>OB Labs</b>	Lab 4	<b>Formative Labs</b>
	3/24/21, 4	MB Ch 42- Neonatology	Lecture 4	<b>Formative Exam</b>

**April Clinical and Field  
Goals: 12 Hours OR if  
not done  
60 Hours Field Learning Experience (no Team Leads)  
12 Hours OB Rotation**

	4/7/21, 4	<b>OB/Neonate Labs</b>	Lab 4	<b>Formative Labs</b>
	4/12/21, 4	<b>OB/Neonate Lab Check Off</b>	Lab 4	<b>Summative Labs</b>
	4/14/21, 4	MB Ch 43- Pediatrics	Lecture 4	<b>Formative Exam</b>
	4/17/21, 8	MB Ch 43- Pediatrics <b>Pediatric Labs</b>	Lecture 4 Lab 4	<b>Formative Exam</b> <b>Formative Labs</b>
	4/19/21, 4	MB Ch 44- Geriatrics	Lecture 4	<b>Formative Exam</b>
	4/21/21, 4	MB Ch 44- Geriatrics	Lecture 4	<b>Formative Exam</b>
	4/26/21, 4	<b>Pediatrics/Geriatrics Lab</b>	Lab 4	<b>Formative Labs</b>
	4/28/21, 4	<b>Pediatrics/Geriatrics Lab</b>	Lab 4	<b>Formative Labs</b>

**May Clinical and Field Goals:  
70 Hours Field Internship Time (20 Team Lead Patients Required 18  
successful in of the 20)  
12 Hours OB  
12 Hours OR if not done**

	5/1/21, 8	MB Ch 45- Special Challenges	Lecture 8	<b>Formative Exam</b>
	5/3/21, 4	<b>Section 8/9 Summative Labs</b>	Lecture 4	<b>Formative Exam</b>
	5/5/21, 4	<b>Section 8 &amp; 9 Final</b>	Testing 4	<b>Summative Exam</b>



**Section 10- Operations**

**Operations**

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

During Section 10: you will complete a formative exam for each chapter, three mid-level learning summative exams covering Section 10 Paramedic Book Curriculum, and one Section 10 summative final.

	5/10/21, 4	MB Ch 46- Transport Operations MB Ch 47- Incident Management/MCI	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
	5/12/21, 4	MB Ch 48- Vehicle Extrication	Lecture 4	<b>Formative Exam</b>
	5/15/21, 8	<b>Operations Labs</b>	Lab 8	<b>Formative Labs</b>
	5/17/21, 4	MB Ch 49- Hazardous Materials	Lecture 4	<b>Formative Exam</b>
	5/19/21, 4	MB Ch 50- Terrorism Response MB Ch 51- Disaster Response	Lecture 2 Lecture 2	<b>Formative Exam</b> <b>Formative Exam</b>
	5/24/21, 4	MB Ch 52- Crime Scene Awareness <b>Operations Labs</b>	Lecture 2 Lab 2	<b>Formative Exam</b>
	5/26/21, 4	General Section 10 Review	Lecture / Lab 4	<b>Formative Exam</b>
	5/31/21, 4	<b><u>Section 10 Final</u></b> <b><u>Section 10 Summative Skills Testing</u></b>	Testing 4 Lab 4	<b>Summative Exam</b> <b>Summative Labs</b>

**Capstone**

**Capstone**

Capstone EMS Curriculum Objective: This serves as a capstone experience course at the end of the paramedic program and prepares the student for final examinations including didactic and psychomotor. Topics include but are not limited to PHTLS, PEPP, GEMS, cumulative practical skill evaluations, cumulative didactic evaluations and preparation for the National Registry written and practical paramedic examination

**Capstone Cognitive Exams**

Minimum 8 Timed Comprehensive Finals done throughout capstone assigned by instructor. Instructors will use anonymous student's results to lead class review time. 1 Final Summative Exam Class Final.

**June Clinical and Field Goals:  
Finish Capstone Team Leads**

***No Goals all time should be completed finish up all skill requirement's by 7/12/2021***

	6/2/21, 4	PHTLS	Lecture 4	<b>Formative PHTLS</b>
	6/7/21, 4	PHTLS	Lecture 4	<b>Formative PHTLS</b>
	6/9/21, 4	<b>PHTLS Labs</b>	Lab 4	<b>Formative PHTLS</b>
	6/12/21, 8	<b><u>PHTLS Testing</u></b>	Lab/Testing 8	<b>Summative PHTLS</b>
	6/14/21, 4	PEPP	Lecture 4	<b>Formative PEPP</b>

	6/16/21, 4	PEPP	Lecture/Lab 4	Formative PEPP
	6/21/21, 4	PEPP	Lecture/Lab 4	Formative PEPP
	6/23/21, 4	PEPP	Lecture/Lab 4	Formative PEPP
	6/26/21, 8	<b>PEPP Testing</b>	Lecture/Lab 8	Summative PEPP
	6/28/21, 4	GEMS	Lecture/Lab 4	Formative GEMS
	6/30/21, 4	GEMS	Lecture/Lab 4	Formative GEMS
	7/5/21, 4	GEMS	Lecture/Lab 4	Formative GEMS
	7/7/21, 4	<b>GEMS Testing</b>	Lecture/Lab 4	Summative GEMS
	7/10/21, 8	General Review	Lecture/Lab 8	Capstone Review
	7/12/21, 4	General Review	Lecture/Lab 4	Capstone Review
	7/14/21, 4	General Review	Lecture/Lab 4	Capstone Review
	7/19/21, 4	<b>Class Final Exam</b>	Lecture/Lab 4	Course Summative
	7/21/21, 4	<b>Retest Class Final Exam if needed</b> <b>Final Affect Evaluation</b> <b>Student Surveys / Job Placement</b>	Lecture/Lab 4	Summative Affect Exam
<b>Minimum 2200 Self-paced Adaptive exams done evenly throughout the program on subjects specific to each section due by today.</b>				
	7/24/21, 4	<b>Final Skills Test</b>	Lab 4	Summative Skills Exam
	7/28/21, 4	Set Up NREMT Skill Exam	NCT	NCT
	7/31/21, 8	<b>NREMT Skill Test</b>	Testing 8	NREMT
	8/2/21, 4	Student Classroom / Lab Room Clean Up	NCT	NCT
	8/3/21	<b>Class Graduation</b>	NCT	NCT



# *Attachment Item #17A*

*Consent Agenda:*

*Contract for Services with ESC of  
the Western Reserve*



**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

This R.C. 3313.845 Client School District Service Agreement (“Agreement”) is made by the **Auburn Career Center** Board of Education (“Board” or “District”) and the Educational Service Center of the Western Reserve Governing Board (“ESC”).

**WHEREAS**, pursuant to R.C. 3313.843(I)(1) and applicable laws, this Agreement is to purchase supplies, materials, equipment, and services and deliver such services on behalf of the Board.

**WHEREAS**, pursuant to R.C. 3313.843(I)(2) and applicable laws, purchases made by the Board under this Agreement are exempt from competitive bidding as required by law for the purchase of supplies, materials, equipment, or services.

**WHEREAS**, pursuant to R.C. 3313.843(J) and applicable laws, this Agreement is in compliance with federal law and is exempt from competitive bidding requirements for personnel-based services pursuant to the authority granted to the Ohio Department of Education (“ODE”) under federal law because the ESC has met the following conditions: (1) the ESC has posted on its website a list of all of the services that the ESC provides and the corresponding cost for each of those services, (2) the ESC has been designated “high performing” under the rules of the Ohio State Board of Education, and (3) the ESC has been found to be substantially in compliance with audit rules and guidelines in the ESC’s most recent audit by the Ohio Auditor of State.

**WHEREAS**, this Agreement is for the provision of services under R.C. 3313.845. This is not an alignment agreement pursuant to R.C. 3313.843(D).

**[INTENTIONALLY LEFT BLANK.]**

**[INTENTIONALLY LEFT BLANK.]**

**[INTENTIONALLY LEFT BLANK.]**

**[INTENTIONALLY LEFT BLANK.]**

**WHEREAS**, pursuant to R.C. 3313.845, the ESC shall provide services to the Board and the amount to be paid for such services shall be mutually agreed to by the Board and ESC, and shall be specified in this Agreement. Payment for services specified in this Agreement shall be made pursuant to the terms of this Agreement. If specified in this Agreement as the manner of payment, ODE shall pay the ESC the amount due to it under this Agreement and shall deduct that amount from the payments made to the Board under R.C. Chapter 3317.

**WHEREAS**, the authority granted under R.C. 3313.843 and R.C. 3313.845 to the Board and ESC is in addition to the authority granted to the Board and ESC under R.C. 3313.17, R.C. 3313.171, and applicable laws.

**[INTENTIONALLY LEFT BLANK.]**

**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

**WHEREAS**, the ESC desires to enter into an agreement with the Board that is in compliance with R.C. 3313.845 and to provide services to the Board as set forth in this Agreement.

**WHEREAS**, this Agreement shall be filed by the ESC with ODE by **July 1, 2020**, and as may be amended from time to time.

**NOW THEREFORE**, in consideration of the promises contained herein, the ESC and Board agree as follows:

**1. TERM**

The ESC and Board shall each adopt resolutions ratifying this Agreement for a term beginning on **July 1, 2020**, and ending on **June 30, 2021**.

**2. [INTENTIONALLY LEFT BLANK.]**

**3. R.C. 3313.845 PROGRAMS AND SERVICES**

A. During the term of this Agreement, the Board engages the ESC to perform the following services required by the Board pursuant to R.C. 3313.845 as set forth below. **The Menu of Services is attached hereto and incorporated herein as Exhibit A.**

B. The Board agrees to participate in the following Cooperative Programs operated by the ESC (please check and initial all programs in which the Board will participate):

- |                          |                                                         |                                  |
|--------------------------|---------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> | <b>BUILDING RESILIENCY IN CHILDREN (BRC)</b>            | # STUDENTS: ___ EL ___ MS ___ HS |
| <input type="checkbox"/> | <b>CORE @ AUBURN CAREER CENTER</b>                      | # STUDENTS: ___ HS               |
|                          |                                                         | ESC RELATED SERVICES: YES / NO   |
| <input type="checkbox"/> | <b>GAITWAY HIGH SCHOOL</b>                              | # STUDENTS: ___ HS               |
| <input type="checkbox"/> | <b>GEAUGA ACHIEVE</b>                                   | # STUDENTS: ___ EL ___ MS ___ HS |
| <input type="checkbox"/> | <b>STARS - GEAUGA</b>                                   | # STUDENTS: ___ EL ___ MS ___ HS |
| <input type="checkbox"/> | <b>SAIL - LAKE</b>                                      | # STUDENTS: ___ EL ___ MS/HS     |
|                          |                                                         | ESC RELATED SERVICES: YES / NO   |
| <input type="checkbox"/> | <b>THE LAKE ACADEMY (TLA)</b>                           | # STUDENTS: ___ HS               |
|                          |                                                         | ESC RELATED SERVICES: YES / NO   |
| <input type="checkbox"/> | <b>JOB TRAINING PROGRAM</b>                             | # STUDENTS: ___ HS               |
| <input type="checkbox"/> | <b>PROJECT SEARCH</b>                                   | # STUDENTS: ___ HS               |
| <input type="checkbox"/> | <b>UNIQUE LIKE ME (ULM)</b>                             |                                  |
| <input type="checkbox"/> | <b>PRESCHOOL</b>                                        |                                  |
|                          | <input type="checkbox"/> <b>CENTER-BASED</b>            |                                  |
|                          | <input type="checkbox"/> <b>TWINKLE</b>                 |                                  |
|                          | <input type="checkbox"/> <b>ITINERANT SERVICES:</b>     |                                  |
|                          | <input type="checkbox"/> <b>INTERVENTION SPECIALIST</b> | # OF DAYS _____                  |
|                          | <input type="checkbox"/> <b>BEHAVIOR SPECIALIST</b>     | # OF DAYS _____                  |
|                          | <input type="checkbox"/> <b>OCCUPATIONAL THERAPIST</b>  | # OF DAYS _____                  |
|                          | <input type="checkbox"/> <b>PHYSICAL THERAPIST</b>      | # OF DAYS _____                  |
|                          | <input type="checkbox"/> <b>NURSING</b>                 | # OF DAYS _____                  |
|                          | <input type="checkbox"/> <b>SLP</b>                     | # OF DAYS _____                  |

**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

C. The ESC shall employ the following individuals and assign them to the District:

1) **COORDINATOR OF INTERNSHIPS & ADULT PROGRAMMING 180 DAYS @ PAY RATE OF \$253.75.**

D. The ESC shall provide the following services to the Board (please check programs in which the Board will participate and indicate the desired Full Time Equivalent Amount ("FTE") if applicable):

- |                          |                                                                                                    |                        |
|--------------------------|----------------------------------------------------------------------------------------------------|------------------------|
| <input type="checkbox"/> | <b>ADAPTIVE PHYSICAL EDUCATION</b>                                                                 | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>ASSISTIVE TECHNOLOGY CONSULT &amp; EVALUATION</b>                                               | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>ATTENDANCE SERVICES</b>                                                                         | <b>AS NEEDED</b>       |
| <input type="checkbox"/> | <b>BOARD CERTIFIED BEHAVIOR ANALYST</b>                                                            | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>BROADMOOR SERVICES</b> <input type="checkbox"/> 1:1 AIDE                                        | <b># OF DAYS</b> _____ |
|                          | <input type="checkbox"/> OT                                                                        | <b># OF DAYS</b> _____ |
|                          | <input type="checkbox"/> PT                                                                        | <b># OF DAYS</b> _____ |
|                          | <input type="checkbox"/> SLP                                                                       | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>CRISIS PREVENTION INTERVENTION (CPI)</b>                                                        | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>CURRICULUM SERVICES -</b> <input type="checkbox"/> SUPERVISION                                  |                        |
|                          | <input type="checkbox"/> MAPPING                                                                   |                        |
|                          | <input type="checkbox"/> AUDIT                                                                     |                        |
|                          | <input type="checkbox"/> OIP CONSULTING                                                            |                        |
|                          | <input type="checkbox"/> ASSESSMENT LITERACY SUPPORT                                               |                        |
|                          | <input type="checkbox"/> CLASSROOM COACHING                                                        |                        |
|                          | <input type="checkbox"/> CONTENT SPECIFIC WORK - _____                                             |                        |
|                          | <input type="checkbox"/> VALUE ADDED SUPPORT                                                       |                        |
|                          | <input type="checkbox"/> TECHNOLOGY SUPPORTS                                                       |                        |
| <input type="checkbox"/> | <b>FISCAL SERVICES</b> <input type="checkbox"/> ACCOUNTS PAYABLE                                   |                        |
|                          | <input type="checkbox"/> PAYROLL                                                                   |                        |
|                          | <input type="checkbox"/> TREASURER/ASST TREASURER                                                  |                        |
| <input type="checkbox"/> | <b>GIFTED</b>                                                                                      | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>HOME INSTRUCTION/TUTOR</b>                                                                      | <b>AS NEEDED</b>       |
| <input type="checkbox"/> | <b>HOME SCHOOL COORDINATION</b>                                                                    | <b>AS NEEDED</b>       |
| <input type="checkbox"/> | <b>INTERPRETER SERVICES - SPANISH</b>                                                              | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>INTERVENTION SPECIALIST</b>                                                                     | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>NURSING SERVICES</b> <input type="checkbox"/> 1:1 NURSING <input type="checkbox"/> SCHOOL BASED | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>OCCUPATIONAL THERAPY</b>                                                                        | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>OTES EVALUATOR</b>                                                                              | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>PARENT MENTOR SERVICES</b>                                                                      | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>PBIS TRAINING</b>                                                                               | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>PHYSICAL THERAPY</b>                                                                            | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>PRINCIPAL MENTORING</b>                                                                         | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>PSYCHOLOGIST SERVICES</b>                                                                       | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>RESA DISTRICT COORDINATOR</b>                                                                   | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>RESA MENTOR TRAINING</b>                                                                        | <b># OF DAYS</b> _____ |
| <input type="checkbox"/> | <b>SOCIAL WORK SERVICES</b>                                                                        | <b># OF DAYS</b> _____ |



**Auburn Career Center Service Agreement**

- SPEECH LANGUAGE PATHOLOGY** # OF DAYS \_\_\_\_\_
- TESTING COORDINATOR** # OF DAYS \_\_\_\_\_
- TRANSITION SERVICES COORDINATOR** # OF DAYS \_\_\_\_\_
- TRUANCY** # OF DAYS \_\_\_\_\_
- TUTORING** # OF DAYS \_\_\_\_\_
- VISION SERVICES** # OF DAYS \_\_\_\_\_
- VOCATIONAL CONSULT & DISTRICT PROG SUPERVISION** # OF DAYS \_\_\_\_\_

\*DAYS BASED ON 19-20 USAGE

E. The Board agrees to participate in the following Fixed Cost programs operated by the ESC. These programs are billed at a predetermined rate (please check and initial all programs in which the Board will participate):

X **KLA - \$250 per credit hour**

F. The Board agrees to participate in the following Excess Cost programs operated by the ESC. These programs may use other sources of income such as tuition or grants to offset costs (please check and initial all programs in which the Board will participate):

- EARLY CHILDHOOD DISTRICT ONLY PROGRAM**
- LATCHKEY**

G. The Board agrees to participate in the following Special programs operated by the ESC. These programs are unique in circumstances that are specific to the Board, costs are provided at the time of the request for service (please check and initial all programs in which the Board will participate):

- DISTRICT SPELLING BEE COORDINATION**
- X **NUTRITION SERVICES - NOT TO EXCEED \$19,000**
- X **PUBLIC SCHOOLS WORKS – Per \$26.88 person enrolled as of September 1, 2020**
- X **TRANSPORTATION**

**E. COMPENSATION**

a. The Board shall pay for all services provided by the ESC pursuant to this Agreement through (choose one):

- 1) Direct Billing  Initials \_\_\_\_\_
- 2) Foundation Deduct  Initials \_\_\_\_\_

If Direct Billing is selected, the Board shall issue payment to the ESC as set forth in Section 4 (except for Section 4(N)). If Foundation Deduct is selected, the Board shall issue payment to the ESC as set forth in Section 4(N).

**Auburn Career Center Service Agreement**

- b. All costs for Cooperative Programs, as set forth in Section 3(B), shall be calculated based on the total cost of the program divided by the number of participating students, unless specifically set forth otherwise in this Agreement. The cost of each Cooperative Program includes the actual cost of all teachers, aides, and related services providers serving the classroom, including, but not limited to, salary, fringe benefits, and retirement; purchased services, including, but not limited to, the cost of substitute teachers and staff training; expenses for supplies, materials, and equipment used in the Cooperative Program; technical services and on-line computer utilization; and rent, if charged. The cost of related service providers is not included in the total cost. Related services must either be provided by the Board or purchased separately from the ESC. The Board shall be billed for the total number of its students participating in each Cooperative Program multiplied by the average per student cost of the Cooperative Program. A student's enrollment in a Cooperative Program is based on the student's first day of attendance through the student's official withdrawal date. If the Board requests to maintain a position in a Cooperative Program for a student in alternative placement, the Board shall be billed at the normal daily rate. For billing purposes, any portion of a day is considered a full day
- c. The Board is responsible for paying excess costs related to the needs of an individual student beyond those included in the cost of a Cooperative Program (e.g., aide, special equipment, additional psychological services, transportation, etc.). Such additional excess cost services shall not be implemented by the ESC without agreement from the Board and inclusion in the student's Individualized Education Program. Services shall be billed monthly.
- d. The following Related Services set forth in Section 3(D) shall be billed on a per student usage basis: Assistive Technology Consult & Evaluation, Broadmoor 1:1, Hearing Impairment, OT, PT, Psychologist, and SLP Services. The cost per student shall be calculated by dividing the ESC's actual cost for the Related Service by the total number of students receiving the Related Service. Services shall be billed monthly.
- e. The following Related Services set forth in Section 3(D) shall be billed at an average per diem rate based on the total cost of all the specific Related Service providers employed by the ESC: Adaptive PE, Broadmoor-OT, PT & SLP, Social Work and Vision Services. The average per diem rate is calculated by dividing the ESC's total actual cost for all the specific Related Service providers by the total number of contracted days for the specific Related Service providers. Services shall be billed monthly.
- f. The "actual cost" of all Related Service providers employed by the ESC includes, but is not limited to, salary, unemployment, health insurance, severance, liability insurance, worker's compensation, and other fringe benefits.
- g. The Board agrees to pay the cost of any severance to which an ESC employee may become entitled upon separation from service with the ESC pursuant to Ohio law or any applicable collective bargaining agreement entered into by the ESC and a labor union as follows:
- 1) For ESC employees working in Cooperative Programs, Related Services, Excess Cost or Special Program, the cost of the employee's severance shall be added to the total cost of the

**Auburn Career Center Service Agreement**

applicable Program or Service for the following school year. The total cost for the Program or Service shall be calculated and billed as set forth in this Agreement.

- 2) For ESC employees specifically assigned to the District, the Board agrees to reimburse the ESC for the Board's pro rata share of the employee's severance based on the percentage of time the employee was assigned to the District during the employee's employment with the ESC.
  - h. The Board agrees to pay all costs and expenses for all personnel employed by the ESC and assigned to work in the District pursuant to Section 3(C), including, but not limited to, salary, unemployment, health insurance, severance, liability insurance, worker's compensation, and other fringe benefits as billed on a monthly basis.
  - i. [INTENTIONALLY LEFT BLANK.]
  - j. [INTENTIONALLY LEFT BLANK.]
  - k. [INTENTIONALLY LEFT BLANK.]
  - l. [INTENTIONALLY LEFT BLANK.]
  - m. The Board agrees to remit payment to the ESC within thirty (30) days of receiving an invoice. Any invoices that remain unpaid beyond ninety (90) days from the date of billing shall incur a five percent (5%) late fee.
  - n. Foundation Deduct
    - 1) By June 1st of each year of this Agreement, the ESC shall provide the Board with the estimated cost of all services to be provided by the ESC to the Board pursuant to this Agreement. This estimated cost shall be calculated pursuant to Sections 4 and 12 of this Agreement. On an annual basis, the ESC shall provide the Board with an invoice reflecting the actual cost of the services provided to the Board by the ESC pursuant to this Agreement. The actual cost of these services may be in excess of or less than the estimated cost.
    - 2) Based upon the estimated cost of the services provided to the Board by the ESC pursuant to this Agreement, the Board agrees to pay the ESC an amount equal to the estimated cost of services pursuant to R.C. 3313.845 or applicable law by having this amount deducted from the Board's state foundation payments and paid instead to the ESC by executing the appropriate documentation and filing the same with ODE. By executing this Agreement, the Board specifically authorizes and directs its Superintendent and Treasurer to annually complete Exhibit A in the amount of the estimated cost of services under this Agreement and file the same with ODE. Both the Board and the ESC understand and agree that this amount is based on estimated costs only. In the event state law no longer allows payment to be made by having ODE deduct the amount due and owed to the ESC under this Section from the Board's state foundation payments and pay such amount directly to the ESC pursuant to R.C.

**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

3313.845 or other applicable law, the Board agrees to instead tender the total amount due and owed to the ESC under this Section directly to the ESC.

- 3) If, at the conclusion of the term of this Agreement, the actual cost of services provided to the Board by the ESC under this Agreement exceeds the estimated cost, the Board shall directly pay the ESC the difference between the actual cost and the estimated cost immediately upon demand. Specifically, the ESC shall invoice the Board for the excess cost and the Board shall tender the invoiced amount directly to the ESC within thirty (30) days of receipt of said invoice. If the invoice remains unpaid beyond ninety (90) days from the date of billing, it shall incur a five percent (5%) late fee.
- 4) If, at the conclusion of the term of this Agreement, the actual cost of services provided to the Board by the ESC under this Agreement is less than the amount already paid by the Board to the ESC under this Agreement, the ESC shall reimburse to the Board the difference between the actual cost and the amount already paid by the Board to the ESC by providing the Board with a credit in that amount towards the cost of services to be provided by the ESC to the Board during the following school year. In the event the Board shall not receive services from the ESC during the following school year or the cost of the services the Board will receive from the ESC is less than the amount owed to the Board by the ESC, the ESC shall pay the difference directly to the Board.
- 5) Throughout the term of this Agreement, the Board may find it necessary to request additional services from the ESC. The ESC may bill the Board for these additional services either directly or by having the amounts deducted from the Board's state foundation payments through the Board executing a revised version of this Agreement and filing the same with ODE.

**F. [INTENTIONALLY LEFT BLANK.]**

**G. EVALUATIONS**

All personnel serving individual classroom units shall be directly supervised by the responsible ESC supervisor in conjunction with the building level administrators. Evaluations shall be completed as guided by the policies of the ESC. All persons employed by the ESC to serve more than one classroom shall be evaluated as directed by the ESC's Superintendent. All teacher evaluations shall be completed in compliance with applicable law. The ESC is not responsible for evaluating any Board personnel providing services in ESC operated programs. The Board is also solely responsible for evaluating personnel hired through the ESC and assigned to the District, as listed in Sections 2 and 3. Moreover, the Board shall be solely responsible for any consequences (e.g., costs associated with the renewal of employment contracts due to failure to evaluate) relating to the Board's failure to evaluate personnel hired through the ESC and assigned to the District, as listed in Sections 2 and 3.

**Auburn Career Center Service Agreement**

**H. LICENSURE/CERTIFICATION**

The ESC shall ensure that all individuals providing services under this Agreement obtain and maintain all necessary licensure and/or certification. A copy of all such credentials/licenses shall be maintained by the ESC for inspection, upon request, by the Board.

**I. CRIMINAL RECORDS CHECKS ON EMPLOYEES**

The ESC shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied in its hiring and employment of all personnel providing services under this Agreement.

**J. REPRESENTATIONS**

The ESC represents and warrants to the Board that it has the necessary expertise, licenses, permits, and capability to provide the services and covenants to furnish its best skill and judgment in performing the services as set forth herein.

**K. CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS**

A. The Board and ESC acknowledge that in the course of performing their obligations under this Agreement, both may obtain certain confidential and proprietary information about the other party – including personally identifiable information under the Family Educational Rights and Privacy Act and Ohio law (collectively, “Confidential Information”). *See* 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Board and ESC both agree that they shall only use Confidential Information for the performance of their obligations under this Agreement and only for the purposes for which the disclosure was made. The Board and ESC both further agree that they shall not, at any time during or following the term of this Agreement, divulge, disclose, or communicate any Confidential Information to any other party, person, firm, corporation, or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing party or, in the case of student personally identifiable information, the parent or eligible student.

B. Confidential Information does not include information which is: (a) in the public domain other than by a breach of this Section on the part of the recipient; (b) rightfully received from a third party without any obligation of confidentiality; (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party; (d) independently developed by the recipient; or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

**L. UNEMPLOYMENT**

The Board agrees to pay, for any programs or services in which it has elected to participate, the pro-rata share of any unemployment benefits which may become payable due to the cancellation of the service or program.



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**Auburn Career Center Service Agreement**

**M. ADMINISTRATIVE FEE**

The ESC shall assess an administrative fee calculated at five percent (5%) of the cost of all supplies, materials, equipment, programs, services, and personnel purchased by the Board as set forth in Sections 2 and 3 of this Agreement.

**N. TERMINATION**

The Board agrees to provide written notice of its desire to withdraw from participation in any one or more of the programs and/or services contracted for in this Agreement to the ESC no later than **February 1, 2021**.

**O. NOTICES**

All notices, requests, demands and other communications provided for by this Agreement shall be in writing and (unless otherwise specifically provided herein) shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the party at the address set forth below, or to such changed address as a party may have fixed by notice to the other party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

Such notices shall be provided to:

If to the ESC:

Educational Service Center of the Western Reserve  
c/o Treasurer and Superintendent  
8221 Auburn Road  
Concord Township, Ohio 44077

If to the District:

Auburn Career Center  
c/o Brian Bontempo  
8221 Auburn Rd  
Painesville, Ohio 44077

**P. GOVERNING LAW**

The laws of the State of Ohio shall govern this Agreement with venue in Lake County, Ohio. If any provisions of this Agreement are invalid or inoperative under law, the remaining provisions of this Agreement shall continue in full force and effect.

**Q. FORCE MAJEURE**

Neither the Board nor ESC shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the parties.



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**Auburn Career Center Service Agreement**

**R. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the Board and ESC, and supersedes any previous agreements they may have made, whether orally or in writing.

**S. AMENDMENT**

Except as otherwise provided herein, this Agreement shall not be amended except in writing signed by both parties hereto. This Agreement may not be discharged except by performance in accordance with its terms or by writing signed by the party to be charged. However, if the Board and/or ESC is required to amend the Agreement pursuant to a change in ODE guidelines or other federal, state, or local law, it is agreed that this Agreement can be amended pursuant to such mandate through mutual consent of the Board and ESC.

**T. BENEFIT AND ASSIGNMENT**

This Agreement may not be assigned or subcontracted by either the Board or ESC without the prior written consent of the other party unless otherwise required by R.C. 3311.053.

**U. WAIVER OF BREACH**

The waiver by any party of breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof, or as to any party hereto.

**V. INSURANCE/RESPONSIBILITY**

A. Each party shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law, except for personnel hired through the ESC and assigned to the District, as listed in Sections 2 and 3, for whom the Board shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of these employees. Each party shall maintain, at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. In the event a lawsuit is brought against the Board and/or ESC as a result of the ESC's provision of services under this Agreement, the Board and ESC shall each be responsible for their own attorney fees and costs associated with such litigation. However, the Board shall be responsible for all due process hearing costs, including, but not limited to, the hearing officer, court reporter, and attorney fees for any due process that is brought by a District student (or the student's parent/guardian) enrolled in a Cooperative Program set forth in this Agreement.

B. Any and all persons employed to perform work by the ESC including, but not limited to, the supervisors, program staff, and/or other staff hired by the ESC and assigned work in the District are employed solely by and are the employees of the ESC only and, when working in this capacity, are not employed by or employees of the Board. Moreover, work performed by any employee of the ESC is not considered to be performed on behalf of the Board for the purpose of determining eligibility for

**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

coverage under the Board's group health plan. As the employer, the ESC is responsible for offering ESC employees coverage under a group health plan that is affordable and provides minimum value, if required under the Patient Protection and Affordable Care Act.

**W. MEDICAID SCHOOL PROGRAM**

All approved related services contracted through the ESC shall participate in Ohio's Medicaid School Program whenever possible. With regard to any therapy services provided by the ESC pursuant to this Agreement, the ESC (1) shall comply with the requirements of 45 C.F.R. § 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries; (2) shall allow the representatives of the U.S. Department of Human Services, Ohio Department of Medicaid, ODE or their respective designees access to the subcontractor's books, documents, and records; and (3) acknowledges that the ESC or its principals are not suspended or debarred.

**X. CANCELLATION OF RELATED SERVICE OR PROGRAM**

The ESC reserves the right to cancel any one or all of the services and programs listed in Section 3 of this Agreement if an insufficient number of districts elect to participate in a particular program or related services, or if the ESC incurs a discontinuation or reduction of funds. Notice of such cancellation shall be provided to the Board by the ESC.

**Y. COUNTERPARTS**

This Agreement may be signed by the Board and ESC hereto in counterparts, and, taken together, shall constitute one and the same agreement.

**Z. BINDING EFFECT**

This Agreement shall not be binding until adopted by the Board and ESC in public session and executed by the parties.

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**R.C. 3313.845**  
**Auburn Career Center Service Agreement**

**R.C. 5705.41 AND R.C. 5705.412 CERTIFICATE - BOARD**

We certify that the Board 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 Board 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 year 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.

\_\_\_\_\_  
Career Center Treasurer (In Official Capacity Only)

\_\_\_\_\_  
Career Center Superintendent (In Official Capacity Only)

\_\_\_\_\_  
Board President (In Official Capacity Only)

**Auburn  
Career Center**



# *Attachment Item #17B*

*Consent Agenda:*

*ABM Industry Groups, LLC Services  
Agreement*



**FIRST AMENDMENT TO  
SERVICES AGREEMENT**

**THIS FIRST AMENDMENT TO SERVICES AGREEMENT** (the "First Amendment"), effective as of July 1, 2020, is made by and between **Auburn Vocational School District** ("Customer") and **ABM Industry Groups, LLC**, as **successor in interest to GCA Education Services, Inc.** ("Contractor") (collectively referred to as the "Parties" to this First Amendment).

**RECITALS:**

- A. **WHEREAS**, the Parties have entered into a Services Agreement dated June 7, 2016 (referred to as the "Agreement"), whereby Customer retained Contractor to perform various services specified in the Agreement itself; and
- B. **WHEREAS**, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

**NOW, THEREFORE**, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

- 1. **Assignment.** GCA Education Services, Inc., hereby assigns the Agreement, as amended, to its affiliate company, ABM Industry Groups, LLC, and the Customer, by executing this First Amendment, hereby consents to this assignment; and hereafter ABM Industry Groups, LLC shall be the successor in interest to GCA Education Services, Inc. in relation to the Agreement.
- 2. **Term.** Section 5.A. of the Agreement is hereby amended to extend the term, which extended term shall commence as of **July 1, 2020** and terminate **June 30, 2021** (the "Term"). Thereafter, by mutual written agreement of the Parties, this Agreement may be renewed for a four (4) year term from July 1, 2021 through June 30, 2025 or for two (2) successive two (2) year terms, unless sooner terminated as provided in the Agreement.
- 3. **Pricing.** Attachment B to the Agreement shall be modified as set forth in *Attachment A* below.
- 4. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this First Amendment, all terms, covenants, conditions and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
- 5. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this First Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.
- 6. **Counterparts.** This First Amendment may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have set their hands as of the day and year first above written.

**AUBURN VOCATIONAL SCHOOL DISTRICT**

**ABM INDUSTRY GROUPS, LLC**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

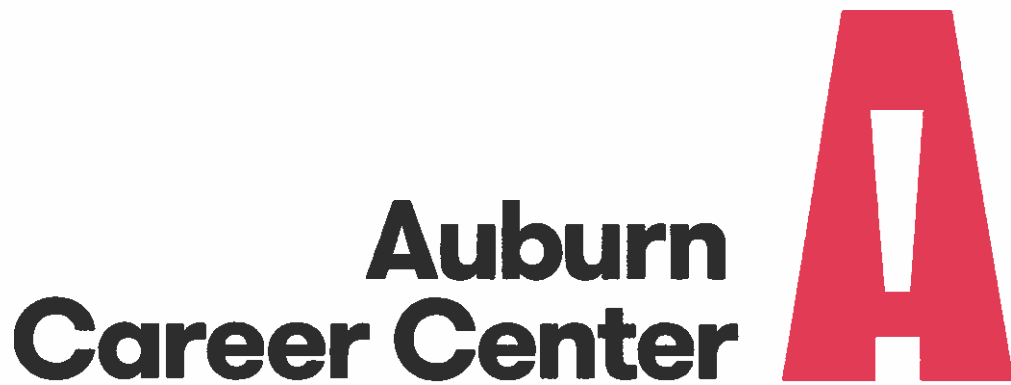
Title: \_\_\_\_\_

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

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

**ATTACHMENT A**  
**PRICING**

Pricing Effective July 1, 2020 – June 30, 2021  
Cost reflects no increase in pricing  
Yearly Cost- \$200,696.72  
Monthly Cost- \$16,724.73



## *Attachment Item #17C*

### *Consent Agenda:*

**LGCA Service Provider Contract  
Internet Service**



April 14, 2020

Brian Ruffner  
LGCA  
8221 Auburn Road  
Concord, OH 44077

Dear Brian:

This letter will confirm our decision to enter into an agreement for Internet Services from your company during the 07/01/2020 to 06/30/2025 E-rate funding years as specified in the attached quote and contract.

This written acceptance of your proposal is contingent on the following conditions:

1. Contract confirmation by the Applicant's Board of Education;
2. Board of Education's annual appropriation of funds;

APPLICANT:

Name: Sherry L. Williamson  
Title: Treasurer/CFO

VENDOR:

Name: Brian Ruffner  
Title: Assistant Executive Director/LGCA  
Date: 4/16/2020

Attachment: LGCA Internet Service Quote and Service Provider Contract

8221 Auburn Road  
Concord Twp., OH 44077  
auburncc.org

Info@auburncc.org  
P: 440.357.7542  
F: 440.358.8012

# Lake Geauga Computer Association

## Internet Access Service Fees

SPIN# 143028971

District Auburn Career Center

Contact Michele Scaduto

470 Application # 200019469

470 Allowable Contract Date Sunday, March 1, 2020

Transport		
Units	Type	Cost
1	2 mb @ \$386	\$0.00
	upto 1 gb @ \$750	\$750.00
	upto 2 gb @ \$1,500	\$0.00
	upto 5 gb @ \$2,500	\$0.00
	upto 10 gb @ \$3,500	\$0.00
Internet Access		
200	Internet Usage	\$790.00
Prediscout Cost for Internet Access Services		
	Total Monthly	\$1,540.00
	Total Yearly	\$18,480.00

### Internet Chart

#### Internet Usage Fees (IUF)

100mb	- \$400
200mb	- \$790
300mb	- \$1,170
400mb	- \$1,520
500mb	- \$1,550
600mb	- \$1,800
700mb	- \$2,100
800mb	- \$2,200
900mb	- \$2,295
1gb	- \$2,350
1.5gb	- \$3,525
2gb	- \$4,400
2.5gb	- \$5,500
3gb	- \$6,600
3.5	- \$7,700
4gb	- \$8,800
4.5gb	- \$9,900
5gb	- \$10,500

Note: IUF will be reviewed annually, not to exceed 5% increase prior year fee  
Costing is based on a 60 month contract

**Note: This quote is based on the current needs of the customer. Service is scaleable as needs increase. Initial request determines the minimum contract cost. Any increases will determine the new minimum contract cost.**



**LGCA SERVICE PROVIDER CONTRACT  
INTERNET SERVICE**

This agreement for the provision of Internet access service ("Agreement") is entered into on this 8th day of April, 2020, between Lake Geauga Computer Association ("Provider") and Auburn Career Center ("Customer"), as verified by the signatures on the signature page below.

WHEREAS, Provider is a regional technology center organized by the State of Ohio to provide communications and other technology services, with facilities at 8221 Auburn Road, Concord Township, Ohio 44077 and;

WHEREAS, the Customer is a School District, a School certified for instruction by the State of Ohio, or an Ohio non-profit government agency and;

WHEREAS, the Provider through its data technology center desires to provide to Customer and Customer desires to secure from Providers the services detailed in this Agreement;

NOW THEREFORE, in consideration of the mutual agreements hereinafter set forth and for other good and valuable consideration, the parties hereto, intending to be legally bound, agree as follows:

**I. DEFINITIONS:**

As used in this Agreement the following terms shall be defined as follows:

*"Customer"* shall mean a public school, a private school, a school district or a non-profit government agency that has agreed to the terms and conditions of this Agreement.

*"Provider"* shall mean the regional technology center.

*"Parties"* shall mean the Customer and Provider collectively.

*"Services"* shall mean Service and all of the duties and ministrations affirmatively listed in Article III Performance of this Agreement and its Exhibits.

*"User"* shall mean a school or non-profit government agency, a person authorized by a school or a non-profit government agency, to make use of the data services or equipment secured by Customer from Provider by this Agreement.

## **II. TERM**

- A.** The Customer agrees to purchase Service for an initial term of Five (5) years Beginning July 1, 2020
- B.** Services provided through this Agreement will end June 30, 2025.
- C.** The price of this service for initial term of this contract as prescribed in Exhibit A. Upon renewal the price shall be adjusted annually to current the market price.
- D.** Upon a termination of the Agreement by the Customer, the Customer agrees to pay Provider for contractual obligations incurred by the Provider on behalf of the Customer for the original five (5) year contract period, provided termination occurs for reason(s) other than failure of Provider to maintain satisfactory performance levels, and provided the contracts or contracted service cannot be abrogated by the Provider without penalty.

## **III. PERFORMANCE**

- A.** Provider shall furnish Customer Internet access over dedicated circuits on a 24-hour-per-day, 7-day-per-week basis, and as further described in attached Exhibit A.
- B.** Provider shall be responsible for the maintenance of the Service and Service Equipment. Provider and its agents shall have the right at any time during normal business hours to enter the Customer's premises (complying with the customers visitors policy) for the purpose of maintaining, inspecting, and testing the Provider's Service Equipment. Provider shall have the right to charge the customer for its cost and expenses to identify and correct any failure by facilities and equipment not furnished by the Provider or to repair damage or interruptions caused by the Customer or Customers equipment. Provider has obligation to prove cause originates with customer.
- C.** Provider shall perform maintenance of the Service and Service Equipment during the established Providers normal business hours. Provider has the right to charge the customer for its costs and expenses for maintenance services performed outside the Providers normal business hours.

## **IV. CHARGES AND PAYMENT**

- A.** Customer agrees to be solely responsible to Provider for all charges billed by Provider for services provided to customer under this Agreement. Charges for the Services provided under this Agreement will be billed to Customer on an annual basis.
- B.** The Parties obligations hereunder are subject to annual appropriation of their respective governing boards.

- C. Payment of all invoices sent shall be due within thirty (30) days of the send out date on the Customer's receipt invoice. Provider may at its sole discretion terminate or suspend the Services to any Customer whose payments are in arrears by more than sixty (60) days. Such suspension shall not be deemed a waiver of other legal or equitable rights the Provider may have for fully payment. If the Customer is suspended, there may be a reconnection fee to cover the administrative cost of reconnection. The reconnection charge shall be in addition to amounts due for unpaid balances and/or the above described service charges.

**V. WARRANTIES AND LIMITATIONS ON LIABILITY**

- A. Providers shall be liable to Customer for failure to provide Services, but only if such failure(s) is due to the negligence of Provider and not excused by either of the following: 1) Provider shall not be liable for any damages incurred as a result of the errors, omissions or negligence of Customer, its personnel, employees, agents or users. 2) Provider shall not be liable for failure to perform if such failure is caused by acts of God, winds, fires, landslide, floods, droughts, famines, acts of public enemies, insurrection, military action, sabotage, riots, or civil disturbances, failure of a utility or utility type service which is essential to the Provider's Service or other event(s) not reasonably within the control of the Provider.
- B. Customer may utilize the Services provided for educational and administrative related activities only. Where the Services provided include access to computer networks or public networks, Provider does not warrant that the functions of the network will meet any specific Customer or user requirements, or that Services provided will be error free or uninterrupted; nor shall Provider be liable for any actual damages or any indirect, incidental, special or consequential damages (including as a result of loss of data or misinformation) sustained in connection with the use, operation, or inability to use the Provider services by Customer or its users. Further, Customer understands and agrees that Provider will exercise no control over the information that Customer and users may transmit and access as a result of the provision of Services by Provider and that, therefore, Customer will make no claim against Provider for the network uses, including transmission, downloading or uploading of information that is offensive, a violation of the law, or the actionable violation of others' rights. Unless special arrangements are made and appended to this Agreement, Provider will not routinely monitor Customer's activities or user access to any of the interconnected systems. Any filters or screening devices are limited to those in existence at the date of this Agreement or for which Provider subsequently installs. Provider is not under any duty to install or modify filters or screening programs<sup>1</sup>. Provider does not warrant the accuracy or appropriateness of any information contained in the interconnected systems. Material contained in the interconnected systems is not intended to be inappropriate for school aged pupils.
- C. Customer, directly or through its agents, permitting user access to the interconnected computer system(s) through Provider assumes full responsibility for any and all access to and usage of information contained on the interconnected computer systems.

<sup>1</sup> Under the terms of this contract

- D.** Provider reserves the right to discontinue Customer's access to the Provider's network and/or seek other legal or equitable relief for use of the Services that Provider deems to be in violation of the rules and regulations of the State Board of Education; or in violation of this Agreement; or violate state and federal law; or are uncivil. For purposes of this Agreement, uncivil conduct includes but is not limited to: 1) transmitting offensive or harassing statements; 2) developing and/or transmitting offensive or unlawful graphics; 3) transmitting sexual or ethnic slurs explicitly or as part of a joke; 4) soliciting or encouraging others to engage in sexual, offensive or unlawful acts; or 5) permitting or encouraging unauthorized access to the Provider's Service and public networks including access to the Internet.
- E.** Customer understands and agrees that Provider shall have no responsibility for Customer's or its users' accessing or transmitting offensive or unlawful information, interference or unlawful access to others' information or networks, or other offensive or unlawful activity in which Provider's Service is used.
- F.** Although Provider does not have a duty to monitor Customer or its Users' transmissions, it shall not be prohibited from monitoring.
- G.** The provider reserves the right as a consortium of schools to "reclaim" the asset or capacity from public use if needed. This service is provided for public use as excess capacity in accordance to Section 3313.92 of the Ohio Revised Code.
- H.** The Customer may terminate this agreement during the term thereof by giving a written ninety (90) days notice to the Provider of its intention to terminate. Such termination may occur only if the Provider has shown neglect or failure to correct or maintain acceptable levels or quality of service. The Customer must provide a written documentation detailing the default of performance to Provider prior to the notice of intent to terminate.

In the case where Customer has notified Provider of neglect or failure to correct or maintain acceptable levels of service, the Provider and Customer shall establish a timeframe mutually agreeable to correct the default in performance. In the event that a mutually agreeable timeframe cannot be established, the Customer and Provider shall each select two Superintendents or appointed individuals to review the case and determine a final timeframe for resolution. Both the Customer and Provider agree to be bound by the decision made by the four appointed Superintendent or designee.

## VI. TITLE AND OWNERSHIP

- A. Title to the Service Equipment shall irrevocably and under all circumstances remain with the Provider and its designees, and the Customer will protect Provider's rights, title and interest therein against all persons. The Customer's interest in the Services and Service Equipment is limited to possession and use thereof on the premises. The Provider may cause this Agreement or any financing statement showing the Provider's interest in the Services and Service Equipment to be filed and recorded to perfect its interest herein.

## VII. CONFIDENTIALITY OF INFORMATION

- A. Provider shall exercise ordinary care in preserving and protecting the confidentiality of information and materials furnished by Customer.
- B. Except as required by law, Provider agrees not to disclose any materials, information, or other data relating to Customer's operations, to other individuals, corporate entities, districts, or governmental agencies, without prior written consent from Customer.
- C. Except as required by law, Customer agrees not to disclose any information or documentation obtained from Provider.

## VIII. NOTICES

- A. All notices permitted or required to be given to either of the parties to this Agreement shall be in writing and shall be deemed given or delivered when: (a) delivered by hand or (b) mailed, if sent by regular mail or other express delivery service (receipt requested), in each case to the appropriate addresses set forth below (or to such other addresses as the party may designate by notice to the other party hereto):

1. If to Provider:

Name: Brian Ruffner  
Address: 8221 Auburn Road  
City/State/Zip: Concord Township, OH 44077  
Phone: 440-357-9383 ext 101  
Facsimile: 440-357-8713  
E-mail: ruffner@lgca.org

2. If to Customer:

Name: Dr. Brian Bontempo  
Address: 8140 Auburn Road  
City/State/Zip: Concord Township, OH 44077  
Phone: 440-357-7542  
Facsimile: 440-357-0310  
E-mail: bbontempo@auburncc.org



**IX. GENERAL PROVISIONS**

- A. Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and personal representatives
- B. Waiver, Discharge, etc.** This Agreement may not be released, discharged, changed or modified in any manner, except by an instrument in writing signed by both parties. The failure of either party to enforce at any time any of the provision(s) of this Agreement shall not be construed to be a waiver of any provision(s), nor in any way to affect the validity of this Agreement or any part hereof or the right of either party hereto to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Furthermore, the term of any purchase order, invoice or like document issued in conjunction with the Service to be provided herein shall not serve to add to or modify the terms of this Agreement.
- C. Captions.** The captions in this Agreement are inserted only as a matter of convenience and as a reference, and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.
- D. Rights of Persons Not Parties.** Nothing contained in this Agreement shall be deemed to create rights in persons not parties hereto.
- E. Severability.** If any provision of this Agreement or the application thereof to any persons or circumstances shall, for any reason or to any extent, be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to such other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.
- F. Entire Agreement.** This Agreement, together with the documents referred to herein, shall constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writing with respect to such subject matter.
- G. Counterparts.** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties hereto.

- H. Construction.** This Agreement and its validity, interpretation and effect shall be construed in accordance with and governed by the laws of the State of Ohio. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any specific provisions of the Agreement. When used in this Agreement, the word "including" shall mean including without limitation. Unless the context requires otherwise, any reference to the masculine, feminine and neuter genders include one another.
- I. Compliance with Law.** Each party agrees to comply with all governmental laws and regulations applicable to the Services contemplated by this Agreement. Customer agrees to provide such written evidence of the approval of this Agreement as may be required by law.
- J. Fully Understand and Freely Enter.** The undersigned hereby acknowledge that they have read and understand the foregoing. The parties to this Agreement also acknowledge that the execution of this Agreement is a free and voluntary act, done in belief that the Agreement is fair and reasonable. Finally, the parties acknowledge that they have had the right and opportunity to consult with and obtain the advice of independent legal counsel of the parties' own choosing in the negotiation and execution of this Agreement.

By signing below, Signatory of Customer ("Signatory") certifies authorization to sign on behalf of Customer and certifies having read, understood and agreed to the terms of this Agreement, including the provisions of the attached exhibits which are hereby incorporated herein by reference. Signatory certifies that all information provided by Customer in connection with this Agreement is true and accurate.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first set forth above.

CUSTOMER:

Auburn Career Center  
Printed name of Customer

\_\_\_\_\_  
Signature of Authorized Customer Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Customer Representative

\_\_\_\_\_  
Signature of School Board President (Public Schools Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of School Board President (Public Schools Only)

PROVIDER:

Lake Geauga Computer Association (LGCA)  
Printed name of Provider

\_\_\_\_\_  
Signature of Authorized Provider Representative

4/8/2020

\_\_\_\_\_  
Date

Brian Ruffner  
Printed name of Authorized Provider Representative

Exhibit A Continued

The Customer can increase the Internet Access anytime during the contract based on the chart below. The new usage will become the new level of Internet Access for the remainder of the contract. Internet Access Fees will be reviewed annually and may increase, but not greater than 5% from current rate.

Existing Transport costs will remain constant through the term of the contract. Transport may be moved or increased during the contract by mutual agreement based on the chart below. There may be a onetime fee from the secondary vendor which the Customer is responsible. Reduction in the number Transports may be possible depending upon agreements with secondary vendors and may involve a termination fee. Additional Transports will require an addendum to this contract.

Internet Access Fee		Transport	
Usage	Monthly Fee	Transport Speed (bandwidth)	Monthly Fee
100mb	\$400	Upto 1gb	\$750
200mb	\$790	Upto 2gb	\$1500
300mb	\$1170	Upto 5gb	\$2500
400mb	\$1520	Upto 10gb	\$3500
500mb	\$1550		
600mb	\$1800		
700mb	\$2100		
800mb	\$2200		
900mb	\$2295		
1.0gb	\$2350		
1.5gb	\$3525		
2.0gb	\$4400		
2.5gb	\$5500		
3.0gb	\$6600		
3.5gb	\$7700		
4.0gb	\$8800		
4.5gb	\$9900		
5.0gb	\$10500		
10gb	\$21000		

**4. Provider's Obligations**

- a) Provider will plan and coordinate all activities incidental to the implementation of the Internet access.

**5. Customer's Obligations**

- a) Customer will assume all responsibilities for all local area networks (LAN). These responsibilities include, but are not limited to, Customer-owned communications equipment/cabling, LAN software, and LAN hardware.
- b) Customer agrees to comply with equipment specifications defined by the provider for all components integral to the Internet access.
- c) Customer will supply Provider with appropriate and sufficient space and electrical power to facilitate the Internet access.
- d) Customer will provide surge suppression for all network devices either directly or indirectly connected. The surge suppression must meet UL1449 rating.
- e) Customer agrees not to connect any of its local area networks to alternative network providers without Provider approval.
- f) Customer agrees not to resell any network services provided by Provider.



**Auburn  
Career Center**



*Attachment Item #17D*

*Educational Services  
Agreement HET eLearning  
Titles*

## **Educational Services Agreement HET eLearning Titles**

This Agreement between the Auburn Vocational School District Board of Education (“**Institution**”), at Auburn Career Center, and Condensed Curriculum International, Inc. (“**CCI**”) at 214 Little Falls Road, Fairfield, NJ 07004, is evidence of the Parties intent to collaborate to offer certain allied health training and education content as agreed hereto. The term of this Agreement shall be for a period commencing on July 1, 2020, and ending on June 30, 2021.

CCI will support the Institution in supporting certain education titles in accordance with this Agreement to the Institution’s users. All content offered shall be offered by the Institution and subject to the Institution’s approval and control. CCI and the Institution acknowledge and agree that CCI only works with licensed colleges, universities and other educational providers and/or schools to support the content covered under this Agreement.

### **Online eLearning Content**

#### **A. CCI Responsibilities**

1. CCI will provide the Institution’s registered users with access to the eLearning titles listed in this Agreement.
2. Institution represents and warrants that they have met all regulatory and licensure requirements to offer the titles listed in Section B of this Agreement.
3. CCI will provide each Institution user with six (6) months of access to the eLearning titles (“Content Access”).
4. CCI will provide the Institution’s registered users with access to a Secure Institution Portal/Career Services website at no cost to users or the Institution.
5. CCI’s third party Learning Management System (LMS) will host eLearning content at no additional cost to the Institution or users.
6. CCI will provide Content Access to users for all eLearning titles listed below in accordance with the **Suggested Tuition Price**, which includes any textbook(s) and/or eBook(s) designated for the content.
7. CCI will provide the Institution with information from the third party Learning Management System (LMS) including time in content, course evaluations and user results (if applicable) for the Institution users who complete the eLearning content listed in this Agreement.
8. CCI shall comply with the Institution’s facility use agreement, a copy of which is attached hereto and incorporated herein as Exhibit A.
9. CCI shall use the Institution’s facility at times and locations as determined by the Institution.
10. CCI shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied in its hiring and employment of all personnel providing services under this Agreement.

11. Upon request and approval by the Institution, CCI will host an Institution-branded website at no cost to the Institution to list the eLearning titles offered by the Institution and to direct Institution users on how to register with the Institution for the eLearning content.


**B. Revenue Share:** CCI will invoice the Institution for the number of Institution users provided Content Access at the **Suggested Tuition Price**, a copy of which is attached hereto and incorporated herein as Exhibit A, **less the Institution's revenue share** which is equal to the following:

**30% of the Suggested Tuition Price**

**Agreement Execution**

- A. This Agreement may be signed by CCI and the Institution hereto in counterparts, and, taken together, shall constitute one and the same agreement.
- B. This Agreement shall not be binding until adopted by the Institution in public session and executed by the Parties.
- C. The laws of the State of Ohio shall govern this Agreement with venue in Lake County, Ohio.
- D. If any provisions of this Agreement are invalid or inoperative under law, the remaining provisions of this Agreement shall continue in full force and effect.
- E. This Agreement, along with any exhibits, appendices, addendums, schedules, and amendments hereto, encompasses the entire agreement of the Parties, and supersedes all previous understandings and agreements between the Parties, whether oral or written.
- F. This Agreement is acceptable to both parties.

**FOR CONDENSED CURRICULUM INTERNATIONAL, INC.:**

  
Signature

Sidney B. Gilman  
Authorized Agent

5/5/20  
Date

**FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:**

\_\_\_\_\_  
Board President (In Official Capacity Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer (In Official Capacity Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent (In Official Capacity Only)

\_\_\_\_\_  
Date

\* This Agreement has no legal effect absent Board action.

**Exhibit B**  
HealthEdToday eLearning Titles

eLearning title	Contact Hours	Suggested Tuition Price
Clinical Medical Assistant	780	\$ 2,599
Pharmacy Technician	350	\$ 1,299
Dental Assistant	350	\$ 1,299
Electronic Health Records Management	350	\$ 1,299
Dialysis Technician	350	\$ 1,299
Medical Billing & Coding	350	\$ 1,799
Medical Coding - ICD-10-CM	100	\$ 999
Medical Coding - ICD-10-PCS	100	\$ 999
Medical Terminology	140	\$ 499
Phlebotomy Technician	350	\$ 1,799
EKG Technician	350	\$ 1,299
Medical Administrative Assistant	350	\$ 1,299
Veterinary Technician	350	\$ 1,899
ECG/EKG for Nurses	100	\$ 699
Health Information Technology	140	\$ 2,450
Personal Care Assistant	350	\$ 1,299
Assisted Living Technician	350	\$ 1,299