

Auburn Vocational School District BOARD OF EDUCATION

Minutes of May 7, 2024

The May 7, 2024 regular meeting of the Auburn Vocational School District was called to order by Mr. Miller at 6:30 p.m.

The following members were present:

Mrs. Brush	Mr. Hach	Mr. Miller
Mr. Cahill	Mr. Kent	Mrs. Rayburn
Dr. Culotta	Miss Marucshak	Mrs. Wheeler

Absent: Mrs. Gaskins

Administrators: Brian Bontempo, Sherry Williamson, Victoria DePasquale and Jeff Slavkovsky

63-24 Approve Agenda and Addendum

A motion was made by Mr. Cahill seconded by Dr. Culotta to approve the May 7, 2024 agenda and addendum.

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

Nays: None

Mr. Miller declared the motion passed

64-24 Board Member Resignation

A motion was made by Mr. Kent seconded by Mrs. Rayburn to approve the following Board Members Resignation:

RESOLUTION ACCEPTING RESIGNATION OF PAUL STEFANKO (BOARD MEMBER 3 - CHARDON LOCAL SCHOOL DISTRICT APPOINTMENT): The Auburn Vocational School District Board of Education hereby accepts the resignation of Paul Stefanko (i.e., Board Member 3 - Chardon Local School District Appointment) effective May 7, 2024, and requests that the Chardon Local School District Board of Education fill the vacancy for the unexpired term of Board Member 3 pursuant to Bylaw 0141, R.C. 3311.19, R.C. 3311.191, and applicable laws.

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

Nays: None

Mr. Miller declared the motion passed

65-24 Approve Minutes of the April 9, 2024 Regular Meeting

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the minutes of the April 9, 2024 Regular Board meeting.

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

Nays: None
Mr. Miller declared the motion passed

Administrative Report

- Student Wellness & Success
- Student Awards
- Completion Ceremony – May 22nd, 2024

Facilities Update

- Jeff Slavkovsky gave an update to the Board

Public Participation:

- Chuck Torre – Kennametal Partnership and Moral of Auburn Career Center
- Laura Ciszewski – Lawsuit

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, 2024 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (Attachment Item #9)

No Action Required.

66-24 Approve Five-Year Forecast

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to approve the FY2024-2028 Five-Year Forecast. The forecast and assumptions were sent to the Board electronically and they are believed to represent the most probable scenario for the forecast period. Raises have not been assumed but steps and educational advancement continue to be estimated. Foundation funding has been projected based on the current state aid estimates provided by the Department of Education and the Office of Budget and Management. (Attachment #10)

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

Nays: None
Mr. Miller declared the motion passed

67-24 Approve Donations

A motion was made by Mr. Hach and seconded by Miss Maruchak to approve the following donation:

Scholarship Donation in the amount of \$250.00 from Jimmy Lucas at Major League Tire. This donation will benefit a student continuing their education in the Automotive Technology program at a college level.

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

Nays: None
Mr. Miller declared the motion passed

68-24 Human Resources

A motion was made by Mr. Cahill and seconded by Mrs. Rayburn to approve employment of the following Personnel items: Amendments, New Employees for High School and Adult Workforce, Out of State Travel - Staff, Out of State Travel - Students, Resignations, Retirements, Stipends, Supplemental, Substitutes, and Student Intern positions. (Attachment #12)

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

Nays: None
Mr. Miller declared the motion passed

69-24 Approve Textbooks for SY24-25

A motion was made by Mr. Cahill and seconded by Mr. Hach to approve the following textbook for the high school HVAC program:

Carter Stanfield and David Skaves. *Fundamentals of HVAC, 4th Edition, Revel Access Code for Fundamentals of HVAC (Savvas Learning Company LLC)*

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

Nays: None
Mr. Miller declared the motion passed

70-24 Approve Communication & Procedures for Servicing Students with Disabilities

A motion was made by Miss Maruschak and seconded by Mr. Kent to approve the Communication & Procedures for Servicing Student with Disabilities plan for the 2024-2025 school year. (Attachment #14)

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

Nays: None
Mr. Miller declared the motion passed

71-24 Approval of Consent Agenda

A motion was made by Mr. Cahill and seconded by Mrs. Rayburn to approve that Item #16 A-D be approved as a consent motion

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

Nays: None
Mr. Miller declared the motion passed

72-24 Contract/Affiliation Agreement

A motion was made by Mr. Cahill and seconded by Mr. Hach to approve the following contract and/or affiliation agreement(s):

- A. *Clinical Education Agreement between The Cleveland Clinic Foundation (CCF) and the Auburn Career Center (Attachment #16a)*
- B. *Lease Agreement (2-years) between Lessor Auburn Vocational School District and Lessee Educational Service Center of the Western Reserve (Attachment #16b)*
- C. *Business Partnership High School Work-Based Learning Affiliation Agreement FY23-24 (Attachments 16c)*
 - a) *Costello Heating & Air Conditioning*
 - b) *Kobella Plumbing, Heating, & Cooling*
- D. *Agreement between Auburn Vocational School District Board of Education and Jackson Lewis P.C. (the "Firm") for legal services. (Attachment 16d)*

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

Nays: None
Mr. Miller declared the motion passed

73-24 Approve Lease Agreement with Metropolitan Regional Service Council

A motion was made by Miss Maruschak and seconded by Mrs. Rayburn to approve the lease agreement between Auburn Vocational School District and Metropolitan Regional Service Council. (Attachment #17)

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

Nays: None

Mr. Miller declared the motion passed

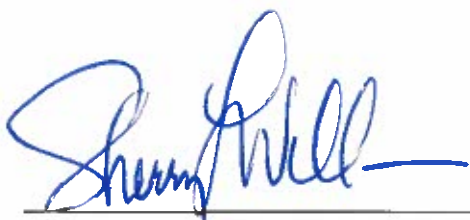
74-24 Adjourn

A motion was made by Mr. Cahill and seconded by Mr. Hach to adjourn the meeting at 7:11 p.m.

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

Nays: None

Mr. Miller declared the motion passed



Treasurer

Board President

**Auburn
Career Center**



Attachment Item #9

Financial Reports

Auburn Career Center
Bank Reconciliation
March 31, 2024

Dollar Bank - Main Depository	\$ 16,421,914.69
Huntington	\$ 72,673.55
O/S checks - a/p	\$ (169,639.85)
O/S checks - p/r	\$ (6,769.39)
Payroll Accum (O/S)-Checks NI	\$ -
Pending Payroll Items in Transit	\$ (401.93)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	16,318,314.07
Health Care Deductible Pool - Dollar	\$ 9,429.74
Star Ohio	\$ 116,881.15
Net Available Cash	\$ 16,444,624.96
Investments:	
Wells Fargo	\$ 2,617,858.10
Total Investments	\$ 2,617,858.10
Balance per bank	\$ 19,062,483.06
Balance per books	\$ 19,062,483.06
	\$ -

Investments Report

Institution	Amount
Wells Fargo	\$ 2,617,858.10

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 12,635,722.27	\$ 216,983.60	\$ 12,852,705.87	\$ 7,668,769.62	\$ 638,786.43	\$ 1,113,472.95	\$ 4,070,463.30
Code 004 BUILDING	\$ 1,010,419.00	\$ 0.00	\$ 1,010,419.00	\$ 97,493.08	\$ 0.00	\$ 0.00	\$ 912,925.92
Code 006 FOOD SERVICE	\$ 3,022,169.43	\$ 182,700.00	\$ 3,204,869.43	\$ 380,260.74	\$ 106,640.49	\$ 2,533,680.23	\$ 290,928.46
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 135,711.37	\$ 0.00	\$ 135,711.37	\$ 97,506.69	\$ 9,710.80	\$ 21,943.96	\$ 16,260.72
Code 010 CLASSROOM FACILITIES	\$ 14,751.25	\$ 0.00	\$ 14,751.25	\$ 6,099.50	\$ 0.00	\$ 0.00	\$ 8,651.75
Code 011 ROTARY-SPECIAL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 0.00	\$ (299,700.00)
Code 012 ADULT EDUCATION	\$ 36,076.85	\$ 0.00	\$ 36,076.85	\$ 773.86	\$ 37.06	\$ 0.00	\$ 35,302.99
Code 014 ROTARY-INTERNAL SERVICES	\$ 2,532,795.61	\$ 75,134.13	\$ 2,607,929.74	\$ 1,825,549.67	\$ 163,025.80	\$ 368,091.86	\$ 414,288.21
Code 018 PUBLIC SCHOOL SUPPORT	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 019 OTHER GRANT	\$ 180,661.15	\$ 21,218.85	\$ 201,880.00	\$ 66,243.55	\$ 3,625.48	\$ 84,201.92	\$ 51,434.53
Code 022 DISTRICT CUSTODIAL	\$ 52,462.06	\$ 0.00	\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 49,962.06
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 19,667.14	\$ 0.00	\$ 19,667.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,667.14
Code 070 CAPITAL PROJECTS	\$ 30,000.00	\$ 5,508.28	\$ 35,508.28	\$ 21,999.63	\$ 4,936.27	\$ 9,378.50	\$ 4,130.15
Code 200 STUDENT MANAGED ACTIVITY	\$ 561,000.00	\$ 246,076.36	\$ 807,076.36	\$ 426,917.68	\$ 20,162.50	\$ 21,442.46	\$ 358,716.22
Code 495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 92,613.82	\$ 70.00	\$ 92,683.82	\$ 16,886.50	\$ 3,500.45	\$ 20,107.47	\$ 55,689.85
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,347.15	\$ 4,026.15	\$ 292,067.85	\$ (302,415.00)
Code 501 ADULT BASIC EDUCATION	\$ 419,114.02	\$ 19,479.40	\$ 438,593.42	\$ 229,273.17	\$ 27,023.65	\$ 18,537.27	\$ 190,782.98

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND							
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 197,169.91	\$ 2,664.00	\$ 199,833.91	\$ 244,955.74	\$ 81,011.33	\$ 32,286.49	\$ (77,408.32)
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 12,921.42	\$ 2,269.81	\$ 15,191.23	\$ 15,191.23	\$ 0.00	\$ 0.00	\$ 0.00
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 512,782.20	\$ 34,943.32	\$ 547,725.52	\$ 407,206.25	\$ 8,997.62	\$ 12,113.60	\$ 128,405.67
Grand Total	\$ 21,509,975.03	\$ 815,492.75	\$ 22,325,467.78	\$ 11,860,734.06	\$ 1,071,484.03	\$ 4,663,469.56	\$ 5,801,264.16

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,920,414.04	\$ 1,970,750.07	\$ 10,848,015.00	\$ 638,786.43	\$ 7,668,769.62	\$ 14,099,659.42	\$ 1,113,472.95	\$ 12,986,186.47
		\$ 10,920,414.04	\$ 1,970,750.07	\$ 10,848,015.00	\$ 638,786.43	\$ 7,668,769.62	\$ 14,099,659.42	\$ 1,113,472.95	\$ 12,986,186.47
Code 002 BOND RETIREMENT									
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	0.00	12,273.99	(12,273.99)	0.00	(12,273.99)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	0.00	8,073.00	(8,073.00)	0.00	(8,073.00)
002-9213	Bond Retirement Fund \$.6 million Bond	0.00	0.00	0.00	0.00	2,356.00	(2,356.00)	0.00	(2,356.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	0.00	19,380.00	(19,380.00)	0.00	(19,380.00)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	0.00	6,500.10	(6,500.10)	0.00	(6,500.10)
002-9223	Bond Retirement Fund \$3.1 million Bond	0.00	0.00	0.00	0.00	48,909.99	(48,909.99)	0.00	(48,909.99)
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97,493.08	\$ (97,493.08)	\$ 0.00	\$ (97,493.08)
Code 003 PERMANENT IMPROVEMENT									
003-9024	PERMANENT IMPROVEMENT-OFCC PROJECT	0.00	0.00	299,700.00	0.00	0.00	299,700.00	0.00	299,700.00
		\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 299,700.00
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	101,469.43	10,000.00	90,000.00	0.00	102,600.48	88,868.95	0.00	88,868.95
004-9021	\$1.3 MILLION BOND APPR 12/1/20	84,247.04	0.00	0.00	0.00	84,247.04	0.00	0.00	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,939,152.96	0.00	0.00	106,640.49	193,413.22	2,745,739.74	2,533,680.23	212,059.51
		\$ 3,124,869.43	\$ 10,000.00	\$ 90,000.00	\$ 106,640.49	\$ 380,260.74	\$ 2,834,608.69	\$ 2,533,680.23	\$ 300,928.46
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	53,011.37	9,388.78	71,468.89	9,710.80	97,506.69	26,973.57	21,943.96	5,029.61
		\$ 53,011.37	\$ 9,388.78	\$ 71,468.89	\$ 9,710.80	\$ 97,506.69	\$ 26,973.57	\$ 21,943.96	\$ 5,029.61
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	3,850.00	846.25	11,747.50	0.00	6,099.50	9,498.00	0.00	9,498.00
		\$ 3,850.00	\$ 846.25	\$ 11,747.50	\$ 0.00	\$ 6,099.50	\$ 9,498.00	\$ 0.00	\$ 9,498.00
Code 010 CLASSROOM FACILITIES									
010-9024	CLASSROOM FACILITIES	0.00	0.00	299,700.00	0.00	299,700.00	0.00	0.00	0.00
		\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	20,254.76	2,198.66	18,728.57	37.06	773.86	38,209.47	0.00	38,209.47
		\$ 20,254.76	\$ 2,198.66	\$ 18,728.57	\$ 37.06	\$ 773.86	\$ 38,209.47	\$ 0.00	\$ 38,209.47

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	\$ 352,172.02	\$ 210,676.93	\$ 2,028,039.45	\$ 163,025.80	\$ 1,825,549.67	\$ 554,661.80	\$ 329,181.86	\$ 225,479.94
012-9024	ADULT EDUCATION - TALENT READY	0.00	0.00	89,475.00	0.00	0.00	89,475.00	36,000.00	53,475.00
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		\$ 355,209.02	\$ 210,676.93	\$ 2,117,514.45	\$ 163,025.80	\$ 1,825,549.67	\$ 647,173.80	\$ 368,091.86	\$ 279,081.94
Code 014 ROTARY-INTERNAL SERVICES									
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
		\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	21,218.85	0.00	59,600.00	3,625.48	66,243.55	14,575.30	84,201.92	(69,626.62)
		\$ 21,218.85	\$ 0.00	\$ 59,600.00	\$ 3,625.48	\$ 66,243.55	\$ 14,575.30	\$ 84,201.92	\$ (69,626.62)
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00
019-914R	ROBOT DONATIONS	5,462.06	0.00	2,500.00	0.00	0.00	7,962.06	2,500.00	5,462.06
		\$ 52,462.06	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 54,962.06	\$ 2,500.00	\$ 52,462.06
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	3,682.00	0.00	0.00	0.00	0.00	3,682.00	0.00	3,682.00
022-9024	DISTRICT CUSTODIAL	0.00	0.00	45.00	0.00	0.00	45.00	0.00	45.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	5,816.67	0.00	0.00	0.00	0.00	5,816.67	0.00	5,816.67
		\$ 19,622.14	\$ 0.00	\$ 45.00	\$ 0.00	\$ 0.00	\$ 19,667.14	\$ 0.00	\$ 19,667.14
Code 024 EMPLOYEE BENEFITS SELF INS.									
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	5,508.28	0.00	25,869.85	4,936.27	21,999.63	9,378.50	9,378.50	0.00
		\$ 5,508.28	\$ 0.00	\$ 25,869.85	\$ 4,936.27	\$ 21,999.63	\$ 9,378.50	\$ 9,378.50	\$ 0.00
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	246,076.36	0.00	211,000.00	20,162.50	426,917.68	30,158.68	21,442.46	8,716.22
		\$ 246,076.36	\$ 0.00	\$ 211,000.00	\$ 20,162.50	\$ 426,917.68	\$ 30,158.68	\$ 21,442.46	\$ 8,716.22
Code 200 STUDENT MANAGED ACTIVITY									
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	231.04	0.00	0.00	0.00	0.00	231.04	0.00	231.04
		\$ 945.96	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 945.96	\$ 0.00	\$ 945.96

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MYD Received	FYTD Received	MYD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-907A	INT MULTIMEDIA II	\$ 34.15	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 1,534.15	\$ 0.00	\$ 1,534.15
200-908A	NAT TECH HONOR SOCIETY	0.00	0.00	92.64	0.00	0.00	92.64	92.64	0.00
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,897.73	75.00	200.00	0.00	0.00	3,097.73	0.00	3,097.73
200-915A	LANDSCAPE HORT	53,128.91	0.00	1,620.00	2,020.45	8,531.01	46,217.90	4,775.02	41,442.88
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	254.11	0.00	0.00	0.00	0.00	254.11	0.00	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-930A	MBA / DECA	0.00	40.00	160.00	0.00	79.18	80.82	1,895.00	(1,814.18)
200-940A	CULINARY ARTS I & II	1,490.17	140.00	2,009.53	0.00	150.00	3,349.70	750.00	2,599.70
200-945A	TEACHING PROF PATHWAYS I & II	548.44	0.00	0.00	0.00	0.00	548.44	600.00	(51.56)
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25
200-985A	AUTOMOTIVE COLLISION REPAIR #2	429.29	25.00	75.00	0.00	0.00	504.29	0.00	504.29
200-987A	CONSTRUCTION II	0.00	0.00	1,025.50	0.00	0.00	1,025.50	0.00	1,025.50
200-990A	SKILLS USA	1,273.79	550.00	1,927.16	0.00	639.66	2,561.29	2,596.50	(35.21)
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	470.77	110.00	732.00	0.00	406.69	796.08	333.31	462.77
200-992B	COSMETOLOGY #2 / MALVICINO JR & SR	0.00	0.00	0.00	0.00	0.00	0.00	30.00	(30.00)
200-995A	PATIENT CARE TECHNICIAN JR & SR	204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	772.00	0.00	11,196.78	1,480.00	7,079.96	4,888.82	6,785.00	(1,896.18)
200-999A	STUDENT MANAGED ACTIVITY ESPORTS	0.00	0.00	0.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Code 451 DATA COMMUNICATION FUND		\$ 73,085.21	\$ 940.00	\$ 20,538.61	\$ 3,500.45	\$ 16,886.50	\$ 76,737.32	\$ 20,107.47	\$ 56,629.85
451-9024	DATA COMMUNICATION FUND	0.00	1,051.42	1,951.42	0.00	0.00	1,951.42	0.00	1,951.42
Code 495 CAREER TECHNICAL CONSTRUCTION FUND		\$ 0.00	\$ 1,051.42	\$ 1,951.42	\$ 0.00	\$ 0.00	\$ 1,951.42	\$ 0.00	\$ 1,951.42
495-9024	CAREER TECHNICAL CONSTRUCTION FUND	0.00	0.00	1,065,273.00	4,026.15	10,347.15	1,054,925.85	292,067.85	762,858.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 499 MISCELLANEOUS STATE GRANT FUND									
499-9024	ADULT - SUPER RAPIDS GRANT	\$ 0.00	\$ 0.00	\$ 1,065,273.00	\$ 4,026.15	\$ 10,347.15	\$ 1,054,925.85	\$ 292,067.85	\$ 762,858.00
		\$ 0.00	\$ 0.00	\$ 258,333.30	\$ 0.00	\$ 0.00	\$ 258,333.30	\$ 127,500.00	\$ 130,833.30
Code 501 ADULT BASIC EDUCATION									
501-923A	ADULT BASIC EDUCATION	19,479.40	0.00	30,787.79	0.00	50,267.19	0.00	0.00	0.00
501-924A	ASIPRE FY24	0.00	0.00	139,296.59	27,023.65	179,005.98	(39,709.39)	18,537.27	(58,246.66)
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND									
507-923D	DODD	2,630.00	0.00	24,803.32	11,389.23	146,456.92	(119,023.60)	15,047.70	(134,071.30)
507-923G	OHIO'S PATHWAYS TO GRADUATION	34.00	0.00	269.23	0.00	303.23	0.00	0.00	0.00
507-924G	OHIO PATHWAYS TO GRADUATION FY24	0.00	0.00	0.00	69,560.10	91,378.58	(91,378.58)	8,579.00	(99,957.58)
507-924H	HOMELESS GRANT FY24	0.00	0.00	3,480.00	62.00	6,817.01	(3,337.01)	8,659.79	(11,996.80)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND									
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 2,664.00	\$ 0.00	\$ 28,552.55	\$ 81,011.33	\$ 244,955.74	\$ (213,739.19)	\$ 32,286.49	\$ (246,025.68)
		2,269.81	0.00	12,921.42	0.00	15,191.23	0.00	0.00	0.00
Code 524 VOC ED: CARL D. PERKINS - 1984									
524-923Q	VOC ED: CARL D. PERKINS - 1984	32,250.00	0.00	40,472.41	0.00	72,722.41	0.00	0.00	0.00
524-923R	VOC ED: CARL D. PERKINS - 1984	2,693.32	0.00	2,646.11	0.00	5,339.43	0.00	0.00	0.00
524-924Q	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	233,781.01	4,794.36	283,425.52	(49,644.51)	9,995.00	(59,639.51)
524-924R	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	25,453.07	4,203.26	45,718.89	(20,265.82)	2,118.60	(22,384.42)
Code 599 MISCELLANEOUS FED. GRANT FUND									
599-923S	K-12 SCHOOL SAFETY GRANT	\$ 34,943.32	\$ 0.00	\$ 302,352.60	\$ 8,997.62	\$ 407,206.25	\$ (69,910.33)	\$ 12,113.60	\$ (82,023.93)
		51,705.00	0.00	0.00	0.00	45,560.00	6,145.00	6,145.00	0.00
Grand Total									
		\$ 51,705.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,560.00	\$ 6,145.00	\$ 6,145.00	\$ 0.00
		\$ 15,007,320.58	\$ 2,205,852.11	\$ 1,071,484.03	\$ 11,860,734.06	\$ 19,062,483.06	\$ 4,663,469.56	\$ 14,399,013.50	
				15,915,896.54					

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
34027	60267	ACCOUNTS_PA	Check	3/8/2024	ILLUMINATING COMPANY	925	RECONCILED	3/14/2024		\$ 8,640.49
34106	60277	ACCOUNTS_PA	Check	3/22/2024	AKRON-CANTON WAST OIL	10241	RECONCILED	3/27/2024		175.00
34071	60278	ACCOUNTS_PA	Check	3/22/2024	AT&T	41770	RECONCILED	3/28/2024		201.42
34099	60279	ACCOUNTS_PA	Check	3/22/2024	CITY OF PVILLE UTIL.	215	RECONCILED	3/29/2024		1,011.85
34131	60280	ACCOUNTS_PA	Check	3/22/2024	C.W. COURTNEY COMPANY	41930	RECONCILED	3/29/2024		162.50
34097	60281	ACCOUNTS_PA	Check	3/22/2024	CORO MEDICAL, LLC	41831	RECONCILED	3/27/2024		1,135.00
34086	60282	ACCOUNTS_PA	Check	3/22/2024	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	3/26/2024		605.50
34124	60283	ACCOUNTS_PA	Check	3/22/2024	ACTE	376	RECONCILED	3/25/2024		80.00
34058	60284	ACCOUNTS_PA	Check	3/22/2024	OHIO ACTE	682	OUTSTANDING			340.00
34065	60285	ACCOUNTS_PA	Check	3/22/2024	AT&T	171	RECONCILED	3/28/2024		2,353.16
34057	60286	ACCOUNTS_PA	Check	3/22/2024	AIRGAS GREAT LAKES, INC.	375	RECONCILED	3/27/2024		2,532.68
34045	60287	ACCOUNTS_PA	Check	3/22/2024	AUBURN CAREER CENTER	499	RECONCILED	3/25/2024		360.00
34118	60288	ACCOUNTS_PA	Check	3/22/2024	TREASURER OF STATE OF OH	12144	OUTSTANDING			61.50
34115	60289	ACCOUNTS_PA	Check	3/22/2024	EDUTECH GROUP LLC	42335	OUTSTANDING			38,750.00
34094	60290	ACCOUNTS_PA	Check	3/22/2024	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	3/25/2024		51.65
34132	60291	ACCOUNTS_PA	Check	3/22/2024	ESCO INSTITUTE	11206	RECONCILED	3/26/2024		212.50
34114	60292	ACCOUNTS_PA	Check	3/22/2024	ABM	42305	RECONCILED	3/25/2024		18,095.98
34055	60293	ACCOUNTS_PA	Check	3/22/2024	HENGST STREFF BAJKO	41179	OUTSTANDING			98,000.00
34064	60294	ACCOUNTS_PA	Check	3/22/2024	GARDINER	40409	RECONCILED	3/26/2024		6,700.00
34052	60295	ACCOUNTS_PA	Check	3/22/2024	FOOD FOR THOUGHT INC	8777	RECONCILED	3/29/2024		1,960.55

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34102	60296 ACCOUNTS_PA YABLE	Check		3/22/2024	JOHN D. PREUER & ASSOCIATES	7053 RECONCILED	3/25/2024			\$ 176.45
34062	60297 ACCOUNTS_PA YABLE	Check		3/22/2024	JAMECO ELECTRONICS	389 OUTSTANDING				973.59
34109	60298 ACCOUNTS_PA YABLE	Check		3/22/2024	KALEIDOSCOPE LEARNING INC	42708 OUTSTANDING				2,683.00
34080	60299 ACCOUNTS_PA YABLE	Check		3/22/2024	LAKE COUNTY DEPARTMENT SIFE	1435 RECONCILED	3/26/2024			1,152.85
34119	60300 ACCOUNTS_PA YABLE	Check		3/22/2024		4034 RECONCILED	3/28/2024			8,000.00
34072	60301 ACCOUNTS_PA YABLE	Check		3/22/2024	ESC OF THE WESTERN RESERVE	1697 RECONCILED	3/25/2024			56.01
34056	60302 ACCOUNTS_PA YABLE	Check		3/22/2024	BUNZL DISTRIBUTION MIDCENTRAL	7024 RECONCILED	3/27/2024			548.27
34087	60303 ACCOUNTS_PA YABLE	Check		3/22/2024	LINCOLN ELECTRIC CO.	984 RECONCILED	3/25/2024			3,479.74
34127	60304 ACCOUNTS_PA YABLE	Check		3/22/2024	LORAIN CTY COMMUNITY COLLEGE	13647 RECONCILED	3/28/2024			73.50
34134	60305 ACCOUNTS_PA YABLE	Check		3/22/2024	MAJOR WASTE DISPOSAL	570 RECONCILED	3/28/2024			88.20
34068	60306 ACCOUNTS_PA YABLE	Check		3/22/2024	IMPERIALDADE	41932 RECONCILED	3/27/2024			1,982.75
34108	60307 ACCOUNTS_PA YABLE	Check		3/22/2024	NATIONAL TECHNICAL HONOR SOCIETY	10949 RECONCILED	3/25/2024			2,290.00
34059	60308 ACCOUNTS_PA YABLE	Check		3/22/2024	MAINSTREAM ENGINEERING	41501 RECONCILED	3/26/2024			424.16
34133	60309 ACCOUNTS_PA YABLE	Check		3/22/2024	PREMIER PAINT	1141 RECONCILED	3/25/2024			414.77
34120	60310 ACCOUNTS_PA YABLE	Check		3/22/2024	PLATINUM EDUCATIONAL GROUP	13338 RECONCILED	3/27/2024			11,810.00
34049	60311 ACCOUNTS_PA YABLE	Check		3/22/2024	PRECIOUS CARGO	13744 RECONCILED	3/28/2024			1,960.00
34054	60312 ACCOUNTS_PA YABLE	Check		3/22/2024	RICHARD L BOWEN & ASSOCIATES INC	42752 RECONCILED	3/25/2024			4,026.15
34077	60313 ACCOUNTS_PA YABLE	Check		3/22/2024	RAVENWOOD HEALTH	42221 RECONCILED	3/27/2024			3,360.00
34076	60314 ACCOUNTS_PA YABLE	Check		3/22/2024	SHEAKLEY UNISERVICE, INC.	40167 OUTSTANDING				699.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34111	60315 ACCOUNTS_PA YABLE	Check		3/22/2024	SHERWIN WILLIAMS	334 RECONCILED	3/26/2024			\$ 62.00
34095	60316 ACCOUNTS_PA YABLE	Check		3/22/2024	SPEE-D-METALS	1679 OUTSTANDING				767.00
34044	60317 ACCOUNTS_PA YABLE	Check		3/22/2024	SYSCO FOOD SERVICES OF PACIFIC	8412 RECONCILED	3/26/2024			29.79
34070	60318 ACCOUNTS_PA YABLE	Check		3/22/2024	ONESOURCE INC	41552 OUTSTANDING				22,482.00
34089	60319 ACCOUNTS_PA YABLE	Check		3/22/2024	VISUAL ARMOR SECURITY	41461 OUTSTANDING				125.00
34091	60320 ACCOUNTS_PA YABLE	Check		3/22/2024	WELLSAW INC	42759 RECONCILED	3/28/2024			187.88
34048	60321 ACCOUNTS_PA YABLE	Check		3/22/2024	UNITED PARCEL SERVICE	2108 RECONCILED	3/27/2024			39.60
34123	60322 ACCOUNTS_PA YABLE	Check		3/22/2024	WILLO TRANSPORTATI ON	12426 RECONCILED	3/27/2024			349.00
34105	60323 ACCOUNTS_PA YABLE	Check		3/22/2024	WM CORPORATE SERVICES INC	734 RECONCILED	3/28/2024			347.95
34116	60324 ACCOUNTS_PA YABLE	Check		3/22/2024	ENGRAVING, AWARDS & GIFT	13600 OUTSTANDING				235.76
34074	60325 ACCOUNTS_PA YABLE	Check		3/22/2024	MENTOR LUMBER & SUPPLY CO	834 RECONCILED	3/26/2024			1,295.10
34122	60326 ACCOUNTS_PA YABLE	Check		3/22/2024	WEX BANK	41338 RECONCILED	3/29/2024			410.35
34051	60327 ACCOUNTS_PA YABLE	Check		3/22/2024	AMERICAN EXPRESS	40915 RECONCILED	3/27/2024			9,943.00
34060	60328 ACCOUNTS_PA YABLE	Check		3/22/2024	PARLIGHTS INC	42651 RECONCILED	3/25/2024			1,884.70
34046	60329 ACCOUNTS_PA YABLE	Check		3/22/2024	SAM'S CLUB	8469 RECONCILED	3/29/2024			882.90
34067	60330 ACCOUNTS_PA YABLE	Check		3/22/2024	TTX INC	41663 RECONCILED	3/25/2024			4,573.81
34121	60331 ACCOUNTS_PA YABLE	Check		3/22/2024	SNAP ON INDUSTRIAL	1266 RECONCILED	3/28/2024			1,289.00
34092	60332 ACCOUNTS_PA YABLE	Check		3/22/2024	GARRETT STEFANCIN	42612 RECONCILED	3/26/2024			400.00
34053	60333 ACCOUNTS_PA YABLE	Check		3/22/2024	JESSICA HOLT	42625 RECONCILED	3/27/2024			400.00
34126	60334 ACCOUNTS_PA YABLE	Check		3/22/2024	MICHAEL P REED	42590 RECONCILED	3/27/2024			200.00
34085	60335 ACCOUNTS_PA YABLE	Check		3/22/2024	CHARTER	13042 OUTSTANDING				1,282.70

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34112	60336 ACCOUNTS_PA CHECK YABLE			3/22/2024	COMMUNICATI ONS	42464 OUTSTANDING				\$ 900.00
34069	60337 ACCOUNTS_PA CHECK YABLE			3/22/2024	NC3	42249 RECONCILED	3/29/2024			3,750.00
34082	60338 ACCOUNTS_PA CHECK YABLE			3/22/2024	GORDON FOOD SERVICE	8479 RECONCILED	3/27/2024			2,634.03
34110	60339 ACCOUNTS_PA CHECK YABLE			3/22/2024	ARAMSCO INC	42443 RECONCILED	3/25/2024			328.90
34107	60340 ACCOUNTS_PA CHECK YABLE			3/22/2024	GRAINGER	466 RECONCILED	3/26/2024			472.40
34050	60341 ACCOUNTS_PA CHECK YABLE			3/22/2024	BFG SUPPLY CO, LLC	1284 VOID			3/28/2024	2,478.47
34063	60342 ACCOUNTS_PA CHECK YABLE			3/22/2024	QUILL CORP	855 RECONCILED	3/25/2024			187.84
34083	60343 ACCOUNTS_PA CHECK YABLE			3/22/2024	ELSEVIER	11447 RECONCILED	3/25/2024			814.50
34078	60344 ACCOUNTS_PA CHECK YABLE			3/22/2024	ADVANCED GAS & WELDING	13407 RECONCILED	3/25/2024			62,451.71
34103	60345 ACCOUNTS_PA CHECK YABLE			3/22/2024	ALRO STEEL CORPORATION	41193 RECONCILED	3/25/2024			2,872.00
34113	60346 ACCOUNTS_PA CHECK YABLE			3/22/2024	NATIONAL HEALTHCAREE R ASSOC.	11819 RECONCILED	3/25/2024			709.74
34130	60347 ACCOUNTS_PA CHECK YABLE			3/22/2024	CDW GOVERNMENT	11547 RECONCILED	3/25/2024			101.38
34093	60348 ACCOUNTS_PA CHECK YABLE			3/22/2024	R.E. MICHEL COMPANY INC	12295 RECONCILED	3/25/2024			560.70
34073	60349 ACCOUNTS_PA CHECK YABLE			3/22/2024	ALBERT HERMAN DRAPERIES INC	1965 RECONCILED	3/25/2024			20,760.22
34088	60350 ACCOUNTS_PA CHECK YABLE			3/22/2024	JACLYN M O'NEILL	42606 RECONCILED	3/25/2024			400.00
34129	60351 ACCOUNTS_PA CHECK YABLE			3/22/2024	THOMAS SITZ	42763 RECONCILED	3/25/2024			15.00
34101	60352 ACCOUNTS_PA CHECK YABLE			3/22/2024	AMY RYAN	41013 RECONCILED	3/25/2024			211.42
34081	60353 ACCOUNTS_PA CHECK YABLE			3/22/2024	ANGELA NELSON	40991 RECONCILED	3/25/2024			456.48
34066	60354 ACCOUNTS_PA CHECK YABLE			3/22/2024	FA SOLUTIONS LLC	41342 RECONCILED	3/25/2024			3,156.76
34061	60355 ACCOUNTS_PA CHECK YABLE			3/22/2024	LAURA CISZEWSKI	40675 RECONCILED	3/25/2024			471.40
34090	60356 ACCOUNTS_PA CHECK YABLE			3/22/2024	ROGER MILLER	12737 RECONCILED	3/25/2024			300.57

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34084	60357 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	STEPHEN ROBERTS	42774 RECONCILED	3/25/2024			\$ 350.00
34096	60358 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	DAVID LEONE	42507 RECONCILED	3/25/2024			55.53
34079	60359 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	DAWN BUBONIC	12967 RECONCILED	3/25/2024			36.36
34117	60360 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	DOROTHY BENTLEY	40188 RECONCILED	3/25/2024			14.56
34104	60361 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	JOSEPH WARGO	42532 RECONCILED	3/25/2024			79.18
34100	60362 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	KELLY BEAN	42746 RECONCILED	3/25/2024			127.20
34075	60363 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	SHELBY KAMINSKI	41393 RECONCILED	3/25/2024			49.25
34125	60364 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	TOM WELK	40790 RECONCILED	3/25/2024			55.86
34047	60365 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	WALTER CZERWINSKI	42754 RECONCILED	3/25/2024			10.14
34128	60366 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	WAYNE REED	12378 RECONCILED	3/25/2024			106.26
34098	60367 ACCOUNTS_PA CHECK YABLE	PA Check		3/22/2024	OHIO TREASURER OF STATE	42775 OUTSTANDING				100.00
										<u>\$ 377,833.62</u>
Default Payment Type: Electronic										
34024	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/8/2024	Workers Comp	900950 RECONCILED	3/30/2024			1,058.05
34043	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/25/2024	BANK ONE/MEMO/FICA	900693 RECONCILED	3/30/2024			31.00
34028	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/8/2024	SERS	900926 RECONCILED	3/30/2024			1,207.95
34042	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/25/2024	BANK ONE/MEMO/ME DICARE	900663 RECONCILED	3/30/2024			3,760.34
34026	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/8/2024	SCHOOL EMPLOYEES RETIRE.	7727 RECONCILED	3/30/2024			8,346.13
34041	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/25/2024	Workers Comp	900950 RECONCILED	3/30/2024			1,088.66
34139	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/28/2024	MEDICAL MUTUAL OF OHIO	999994 RECONCILED	3/30/2024			4,936.27
34039	0 ACCOUNTS_PA Electronic YABLE	PA Electronic		3/25/2024	SCHOOL EMPLOYEES RETIRE.	7727 RECONCILED	3/30/2024			8,636.55

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34025	0	ACCOUNTS_PA	Electronic	3/8/2024	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	3/30/2024		\$ 3,662.79
34023	0	ACCOUNTS_PA	Electronic	3/8/2024	STATE TEACHERS RETIREMENT	480	RECONCILED	3/30/2024		29,661.80
34138	0	ACCOUNTS_PA	Electronic	3/27/2024	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	3/31/2024		116,792.58
34040	0	ACCOUNTS_PA	Electronic	3/25/2024	STATE TEACHERS RETIREMENT	480	RECONCILED	3/30/2024		30,337.35
34140	0	ACCOUNTS_PA	Electronic	3/22/2024	SERS	900926	RECONCILED	3/30/2024		1,178.87

\$ 210,698.34
\$ 588,531.96

Type: REFUND										
Type: Default Payment	Check									
34035	60268	REFUND	Check	3/14/2024	BRENDON WHITE	42717	RECONCILED	3/19/2024		536.00
34029	60269	REFUND	Check	3/14/2024	ROBERT LAUER	42764	OUTSTANDING			54.00
34030	60270	REFUND	Check	3/14/2024	ARYANNA STICKEL	42765	RECONCILED	3/19/2024		1,611.77
34031	60271	REFUND	Check	3/14/2024	LAKE JOB AND FAMILY SERVICES	42766	RECONCILED	3/21/2024		7,405.42
34032	60272	REFUND	Check	3/14/2024	CAMERON PETROSEWITZ	42767	RECONCILED	3/22/2024		1,791.00
34033	60273	REFUND	Check	3/14/2024	KRISTAL ELLIS	42768	RECONCILED	3/22/2024		449.55
34037	60274	REFUND	Check	3/14/2024	AARON BARNES	42769	RECONCILED	3/26/2024		725.00
34034	60275	REFUND	Check	3/14/2024	SALLIE MAE DISBURSEMENT RETURNS	42770	RECONCILED	3/25/2024		12,000.00
34036	60276	REFUND	Check	3/14/2024	JADE WELCH	42771	RECONCILED	3/25/2024		1,486.90
34135	60368	REFUND	Check	3/27/2024	CONNIE BEARD	42777	OUTSTANDING			410.00
34136	60369	REFUND	Check	3/27/2024	TYLER DEVINE	42440	OUTSTANDING			772.00
34137	60370	REFUND	Check	3/27/2024	MICHAEL STULL	42712	OUTSTANDING			535.00

\$ 27,776.64
\$ 27,776.64

Type: PAYROLL
Type: Default Payment

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34022	0	PAYROLL		3/8/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/30/2024		\$ 235,111.37
34038	0	PAYROLL		3/25/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	3/30/2024		241,914.30
Grand Total										<div><div>\$ 477,025.67</div><div>\$ 477,025.67</div><div>\$ 1,093,334.27</div></div>

Auburn Career Center
Monthly History Comparison-General Fund
March 31, 2024

Monthly Comparison				Annual Comparison				75%			
March FY22				March FY23	March FY24	Avg Cbg	Actual 2022	Actual 2023	Budget 2024	Remain 2024	Budget Expended
Revenue	Real Estate	\$ 6,601,516	\$ 6,708,806	\$ 5,972,207			\$ 6,605,096	\$ 6,722,749	\$ 6,572,230	\$ 600,023	91%
	Tangible Personal (P/C)	\$ 377,333	\$ 325,973	\$ 327,733			\$ 377,333	\$ 325,973	\$ 433,644	\$ 105,911	76%
	Foundation	\$ 1,996,184	\$ 1,673,629	\$ 2,218,272			\$ 2,447,733	\$ 2,632,320	\$ 3,087,177	\$ 868,905	72%
	Homesite & Rollback	\$ 447,300	\$ 462,178	\$ 728,390			\$ 902,060	\$ 920,149	\$ 914,966	\$ 186,576	80%
	Other	\$ 421,278	\$ 435,991	\$ 911,402			\$ 576,420	\$ 759,416	\$ 1,078,040	\$ 166,638	85%
	Subtotal	\$ 9,843,611	\$ 9,606,577	\$ 10,158,003			\$ 10,908,642	\$ 11,360,607	\$ 12,086,057	\$ 1,928,054	84%
Expense	Salaries	\$ 2,961,340	\$ 3,071,709	\$ 2,977,850	0.3%		\$ 3,907,802	\$ 4,119,768	\$ 4,176,614	\$ 1,198,764	71%
	Benefits	\$ 1,335,578	\$ 1,407,080	\$ 1,343,665	0.4%		\$ 1,748,509	\$ 1,908,053	\$ 2,180,166	\$ 836,501	62%
	Purchased Services	\$ 1,009,385	\$ 1,136,564	\$ 1,211,325	9.6%		\$ 1,299,549	\$ 1,368,524	\$ 1,478,006	\$ 266,681	82%
	Supplies	\$ 454,825	\$ 661,807	\$ 716,839	26.9%		\$ 598,566	\$ 739,327	\$ 798,473	\$ 81,634	90%
	Capital Outlay/Equipment	\$ 176,859	\$ 470,063	\$ 432,084	79%		\$ 249,307	\$ 546,551	\$ 500,000	\$ 67,916	86%
Other	\$ 136,645	\$ 139,491	\$ 109,223			\$ 140,188	\$ 142,885	\$ 147,172	\$ 37,949	74%	
	Subtotal	\$ 6,074,632	\$ 6,886,714	\$ 6,790,985			\$ 7,943,920	\$ 8,825,107	\$ 9,280,431	\$ 2,489,446	73%
Revenue/Expense (Operating Balance)											
		\$ 3,768,979	\$ 2,719,863	\$ 3,367,018			\$ 2,964,722	\$ 2,535,500	\$ 2,805,626		
Other Uses	Budget Reserve									\$ 1,486,046	
	Advances Returned	\$ 247,614	\$ 27,525	\$ 390,312			\$ 247,614	\$ 27,525	\$ 390,312	\$ 390,312	
	Advances Out	\$ -	\$ -	\$ -			\$ 27,525	\$ 390,312	\$ 100,000	\$ 100,000	
	Transfers	\$ 162,640	\$ 276,180	\$ 578,085			\$ 955,353	\$ 1,368,237	\$ 1,343,105	\$ 1,343,105	
		Subtotal	\$ 84,974	\$ (248,655)	\$ (187,773)			\$ (735,264)	\$ (1,731,024)	\$ (2,538,839)	
Beginning Cash		\$ 9,877,464	\$ 11,315,610	\$ 12,767,696			\$ 11,413,892	\$ 12,716,105	\$ 10,920,414		
	Ending Cash	\$ 11,740,433	\$ 12,587,146	\$ 14,099,659			\$ 10,115,939	\$ 10,920,414	\$ 11,187,201		
Encumbrances	\$ 635,866	\$ 736,705	\$ 1,113,473			\$ 189,970	\$ 216,984				

This is an unaudited financial report.

Auburn Career Center
Adult Workforce Education Program Budget History Report
 Prepared: March 31, 2024

Programs	FY24		FY23		FY22		FY21		FY20		FY19		
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	
Patient Centered Care (Nursing)	\$ 166,500	\$ 187,120	\$ 211,691	\$ 256,157	\$ 244,327	\$ 130,164	\$ 246,754	\$ 311,228	\$ 255,529	\$ 289,220	\$ 308,720	\$ 415,880	
EMT Basic	\$ 193,680	\$ 179,310	\$ 158,861	\$ 203,547	\$ 184,032	\$ 124,243	\$ 97,103	\$ 111,177	\$ 78,269	\$ 38,603	\$ 49,138	\$ 41,562	
EMT Paramedic	\$ 264,864	\$ 281,402	\$ 242,850	\$ 355,646	\$ 270,304	\$ 255,858	\$ 235,740	\$ 224,297	\$ 218,159	\$ 152,100	\$ 175,630	\$ 139,184	
Adult Education (Hiv Programs)	\$ 15,000	\$ 40,411	\$ 13,643	\$ 72,050	\$ 19,605	\$ 20,928	\$ 14,674	\$ 18,383	\$ 10,644	\$ 7,906	\$ 3,727	\$ 8,780	
Customized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Customized - Telecommunicator	\$ 30,000	\$ 26,400	\$ 40,009	\$ 36,000	\$ 18,888	\$ 34,023	\$ 27,537	\$ 59,262	\$ 51,923	\$ -	\$ -	\$ -	
Customized Machining - O.I.T	\$ 30,000	\$ 1,989	\$ -	\$ -	\$ 2,054	\$ 30,100	\$ 21,114	\$ 42,130	\$ 8,219	\$ -	\$ -	\$ -	
HVAC Refrigeration	\$ 93,000	\$ 137,069	\$ 68,264	\$ 109,144	\$ 67,971	\$ 182,588	\$ 51,505	\$ 152,447	\$ 90,485	\$ 171,854	\$ 74,138	\$ 155,940	
Ground Transportation Maintenance (Auto Tech)	\$ 2,000	\$ 32,032	\$ 7,557	\$ 22,806	\$ (6,332)	\$ 3,559	\$ 1,965	\$ 654	\$ -	\$ 1,273	\$ 1,873	\$ 38,415	
DC and AC Electronic Circuits (Electrical)	\$ 72,000	\$ 58,716	\$ 24,746	\$ 73,886	\$ 35,032	\$ 82,924	\$ 30,193	\$ 38,422	\$ 27,591	\$ 42,388	\$ 22,523	\$ 54,633	
Manufacturing Operations (Indust Maint)	\$ 10,000	\$ 951	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ 315	\$ -	\$ 289	\$ -	\$ 1,502	\$ -	\$ 281	\$ -	\$ 60	\$ 45	\$ 2,728	
Manufacturing Capstone (Machine Trades)	\$ 39,546	\$ 72,240	\$ 52,295	\$ 109,448	\$ 48,920	\$ 64,019	\$ 22,949	\$ 94,802	\$ 37,274	\$ 71,162	\$ 25,277	\$ 79,849	
Gas Metal Arc Welding	\$ 79,440	\$ 123,374	\$ 57,702	\$ 128,213	\$ 80,246	\$ 74,429	\$ 45,409	\$ 107,055	\$ 48,564	\$ 116,325	\$ 28,379	\$ 90,680	
Firefighter I	\$ 425,528	\$ 271,428	\$ 374,080	\$ 428,600	\$ 294,650	\$ 205,278	\$ 270,407	\$ 144,914	\$ 122,666	\$ 83,202	\$ 110,875	\$ 152,511	
TIG Welding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,605)	\$ 4,800	\$ 2,435	\$ -	
Certified Production Tech.	\$ 63,000	\$ 24,670	\$ 25,327	\$ 69,559	\$ 25,327	\$ 87,092	\$ 59,139	\$ 4,994	\$ 13,232	\$ -	\$ -	\$ -	
CTX	\$ 50,000	\$ 91,667	\$ -	\$ 109	\$ 109	\$ 6,615	\$ 6,615	\$ 144,632	\$ 65,641	\$ -	\$ -	\$ -	
STNA	\$ 26,000	\$ -	\$ 1,343	\$ 13,236	\$ 22,945	\$ 6,758	\$ 7,313	\$ 10,272	\$ 10,953	\$ 20,132	\$ 8,687	\$ -	
Dental Assistant	\$ 29,000	\$ 19,026	\$ 15,771	\$ 21,620	\$ 16,270	\$ 21,014	\$ 8,563	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,589,558	\$ 1,548,119	\$ 1,294,141	\$ 1,900,310	\$ 1,324,348	\$ 1,331,109	\$ 1,146,980	\$ 1,464,951	\$ 1,037,543	\$ 1,001,588	\$ 814,874	\$ 1,190,891	
Program Profit/Loss			253,978		575,961		184,129		427,408		186,715	216,449	
Assessment	\$ 15,000	\$ 12,914	\$ 6,887	\$ 21,134	\$ 7,551	\$ 12,542	\$ 13,203	\$ 6,788	\$ 6,715	\$ 7,501	\$ 6,942	\$ 10,047	
Lifetime Learning/GED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	
Resale	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 2,000	\$ 1,350	\$ 1,350	\$ -	\$ -	\$ 20,565	
One Stop	\$ 100,000	\$ 75,331	\$ 57,234	\$ 74,975	\$ 73,590	\$ 99,899	\$ 75,473	\$ 81,538	\$ 58,886	\$ 63,651	\$ 56,818	\$ 73,556	
Total	\$ 115,000	\$ 88,244	\$ 64,121	\$ 96,609	\$ 81,141	\$ 112,441	\$ 90,676	\$ 89,675	\$ 67,226	\$ 81,090	\$ 74,782	\$ 96,630	
ABLE Profit/Loss			24,123		15,468		21,764		22,449		6,308	12,398	
Front Office													
Revenue		FY23		FY23		FY22		FY21		FY20		FY19	
Salaries/Benefits		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
\$ 406,258		\$ 481,151	\$ 355,111	\$ 444,217	\$ 530,721	\$ 377,090	\$ 522,827	\$ 243,133	\$ 188,810	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756
Services		\$ 90,037	\$ 125,803	\$ -	\$ 125,803	\$ -	\$ 111,233	\$ 72,121	\$ 38,111	\$ 72,121	\$ 47,075	\$ 47,075	\$ 47,075
Supplies		\$ 6,621	\$ 6,621	\$ -	\$ 24,370	\$ -	\$ 18,142	\$ 8,854	\$ 8,854	\$ -	\$ 18,408	\$ 11,854	\$ 11,854
Equipment		\$ 2,031	\$ -	\$ -	\$ -	\$ -	\$ 566	\$ -	\$ -	\$ -	\$ -	\$ 823	\$ 823
Miscellaneous		\$ 13,489	\$ 13,489	\$ 150,674	\$ 111,858	\$ 111,858	\$ 250,779	\$ 250,779	\$ 105,579	\$ 105,579	\$ 121,392	\$ 121,392	\$ 121,392
Total		\$ 406,258	\$ 481,151	\$ 467,288	\$ 831,570	\$ 377,090	\$ 764,825	\$ 243,133	\$ 488,554	\$ 336,718	\$ 465,765	\$ 376,031	\$ 547,901
Front Office Over/Under			13,863		(387,553)		(387,535)		(243,422)		(129,047)		(171,870)
All Adult Workforce													
FYTD Advances Returne		291,965		204,076		(181,642)		206,436		63,976		56,977	
AVE Long Term Loan Balance Owed to Gen Fund		\$ 655,000		\$ 655,000		\$ 755,000		\$ 855,000		\$ 1,055,000		\$ 1,155,000	

**Auburn
Career Center**



Attachment Item #10

Five-Year Forecast

**Auburn
Career Center**



Attachment Item #12

Human Resources



Human Resources

May 7, 2024

Limited Adult Teacher Contracts

2023-2024

Employee Name	Title	Start Date	Salary	Daily Rate	Contract Days
Ryan Davis	Full-Time Adult Workforce Education Public Safety Instructor	June 11, 2024	\$55,000.00 (*Prorated Amount from June 11, 2024 to June 30, 2024)	\$229.17	240

Adult Workforce Education

2023-2024

Employee Name	Title	Hourly Amount
Michelle O'Donnell	Part-Time Proctor Assessment Center	\$15.00

Summer Interns

Employee Name	Title	Hourly Amount
Gavin Vuyancih	Summer Worker Maintenance	\$14.00
Elizabeth Moss	Summer Worker Maintenance	\$14.00
Brandon Kristoff	Summer Worker Maintenance	\$14.00

Resignation

Employee Name	Title	Reason	Effective
Angela Eckman	Dental Assistant Technology Instructor	Resignation	May 28, 2024
Frank Liszka	Geauga One-Stop	Resignation	April 18, 2024

Stipend

Employee Name	Title	Reason	Amount
Sean Davis	Direct of Public Safety	Community Care	\$500.00/Month \$3,000.00 (January - June)

Out of State Travel - Staff

Employee Name	Reason	Date
Bob Hill	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Tom Welk	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Amy Ryan	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Dennis Harvey	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024

Out of State Travel - Students

Student Name	Reason	Date
Jase Muni	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Jade Fink	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Harmony Nemetz	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Olivia Caruso	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Macey Clement	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Samantha Kissinger	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Natalie Padron	FCCLA Nationals - Seattle, WA	June 27th - July 1st, 2024
Angel Santiago	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Jordan Huston	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Kassem Srhiri	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Joshua Fankboner	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Matthew Evans	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Noah Bernesser	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024
Caleb Whitehead	Skills USA Nationals - Atlanta, GA	June 24th - June 29th, 2024

***Under Section 265.330(A)(2) of House Bill 33 of the 135th General Assembly, districts and schools shall require all teachers and administrators to complete a course provided by the Department not later than June 30, 2025. The stipend will be paid upon completion certificate is received from the employee for the course. The State is providing reimbursement for all stipends that are paid upon completion of the course.**

Science of Reading Stipend

Employee Name	Position	Amount
Stacy Allen	PBIS Teacher	\$400.00
Dorothy Bentley	Intervention Specialist	\$1,200.00
John Blauch	Program Teacher	\$400.00
Rachel Boehnlein	Program Teacher	\$400.00
Justin Bruno	Program Teacher	\$400.00
Laura Ciszewski	Program Teacher	\$400.00
Keith Conn	Program Teacher	\$400.0
Greg Evans	Intervention Specialist	\$1,200.00
Jason Gardner	Program Teacher	\$400.00
Dennis Harvey	Program Teacher	\$400.00
Christopher Hastings	Intervention Specialist	\$1,200.00
Robert Hill	Program Teacher	\$400.00
Brandi Holland	Program Teacher	\$400.00
Nanci Kasten	Program Teacher	\$400.00
Rodney Kozar	Program Teacher	\$400.00
Justine Malvicino	Career Counselor Teacher	\$400.00
Angela Nelson	Program Teacher	\$400.00
Robin Nunes	Intervention Specialist	\$1,200.00
Andrew Pratt	Program Teacher	\$400.00

Wayne Reed	Program Teacher	\$400.00
Stephen Roberts	Program Teacher	\$400.00
Jared Rogge	Program Teacher	\$400.00
Amy Ryan	Program Teacher	\$400.00
John Schein	Program Teacher	\$400.00
Scott Slagle	Program Teacher	\$400.00
Darrin Spondike	Program Teacher	\$400.00
Christine Tredent	Program Teacher	\$400.00
Thomas Welk	Program Teacher	\$400.00
Stephanie Wiencek	Intervention Specialist	\$1,200.00
Stacey Yarnell	Program Teacher	\$400.00

**Auburn
Career Center**



Attachment Item #14

Communication & Procedures for Servicing Students with Disabilities

Auburn Career Center



Communication and Procedures for Servicing Students with Disabilities

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[Addendums:](#)

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- [Addendum B -](#)  IEP Compliance Checklist

Auburn Career Center

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community. Our team of educators and experts has helped thousands of high school students and adult learners build skill sets and obtain expertise in their chosen fields and/or advance their careers.

Auburn Career Center offers 23 different high school career and technical programs in 11 different career fields. Our adult workforce education program offers full-time career and technical programs for the learners, Aspire classes as well as a variety of part-time classes.

The workplace and skills required to succeed are changing at a rapid pace. Our experienced and state-certified staff members provide students with the latest skills and training to meet the modern economy with confidence. Whether college or career is in their future, Auburn provides all students and adult learners with knowledge for the new economy.

Associate districts include:

- Berkshire Local School District
- Cardinal Local School District
- Chardon Local School District
- Fairport Harbor Local School District
- Kenston Local School District
- Kirtland Local School District
- Madison Local School District
- Painesville City Local School District
- Perry Local School District
- Riverside Local School District

Lakeshore Compact districts include:

- Euclid Local School District
- Mentor Local School District
- Wickliffe School District

Compact students can participate in select programs.

Additional schools include:

- Agape Christian Academy
- Cornerstone Christian Academy
- iStem Early College High School
- Home-schooled students

Auburn Career Center Contact Information

Auburn Career Center Department/Name	Position	Email	Phone
District and High School Administration			
Dr. Brian Bontempo	Superintendent	Bbontempo@auburncc.org	440-357-7542 x8011
Jeff Slavkovsky	Executive Director of Career and Technical Education	Jslavkovsky@auburncc.org	440-357-7542 x8033
Chris Mitchell	Director of High School	Cmitchell@auburncc.org	440-357-7542 x8060
Dave Leone	Director of Curriculum and Instruction	Dleone@auburncc.org	440-357-7542 x8030
Enrollment			
Barb Gordon	Enrollment Specialist	Bgordon@auburncc.org	440-357-7542 x8110
Counseling			
Kaitlin Wilber	School Counselor	Kwilber@auburncc.org	440-357-7542 x8014
Cayley Shenk	School Counselor	Cshenk@auburncc.org	440-357-7542 x8401
Career Development			
Joseph Wargo	Career Development Coordinator	Jwargo@auburncc.org	440-357-7542 x8400
Career Advising			
Justine Malvicino	Career Guidance Advisor	Jmalvicino@auburncc.org	440-357-7542 x8215
Career Assessment			
Stephanie Wiencek	Career Assessment Specialist	Swiencek@auburncc.org	440-357-7542 x8191
Special Education			
Dorothy Bentley	Intervention Specialist	Dbentley@auburncc.org	440-357-7542 x8275
Gregg Evans	Intervention Specialist	Gevans@auburncc.org	440-357-7542 x8196
Chris Hastings	Intervention Specialist	Chastings@auburncc.org	440-357-7542 x8192
Shelby Kaminski	Director of Special Education	Skaminski@auburncc.org	440-357-7542 x8151
Stephanie Wiencek	Intervention Specialist/ Career Assessment Specialist	Swiencek@auburncc.org	440-357-7542 x8191

Enrollment

Recruitment Process

In October, Auburn Career Center sends letters to parents/guardians of sophomore students introducing Auburn Career Center as an option.

October through November, the Enrollment Specialist presents to sophomores at associate high schools to provide information on Career Technical Education, programs offered at Auburn, an explanation of the enrollment process, and an understanding of the acceptance timeline.

October to November, current Auburn students are invited to represent their program and speak during presentations at associate schools.

Sophomore Visit Day is held annually in November or December. This event is open to all in-district sophomores at associate schools and showcases the high school programs that Auburn offers. Students can select two programs to visit and learn about program expectations and the suggested skills to be most successful. Students also visit a third program selected by enrollment to expose students to a program that they may not have considered. After the visit, students are encouraged to submit an application for two programs of interest.

Following Sophomore Visit Day, a Community Open House is held and parents/guardians are invited to tour the building and get more information about Auburn's programs. Postcards are mailed to parents/guardians of freshmen and sophomores inviting them to attend this event. Program instructors are available to answer questions, demonstrate the curriculum, and share information to ensure a better understanding of the program. Students are encouraged to apply to two programs of interest.

In January, an Information Night is held for interested students and parents/guardians to learn more about programs of interest. Parents/guardians register for available time slots for each program of interest where suggested skills, potential outcomes, internship opportunities, and other important topics are reviewed. Students are encouraged to submit an application to two programs of interest.

Each week from January through April, Welcome Wednesdays are offered to interested sophomores. Students can select two programs to shadow. These field trips are arranged through the associate school counselor's office or with a parent phone call. Students are encouraged to submit an application to two programs of interest.

School counselors from associate high schools are invited to Auburn for informational meetings three times per year. The purpose of these meetings is to provide the associate school counselors with an update on issues, events, and policies that impact their students. Counselors are provided with information that includes Auburn Career Center's policies, procedures, program information, dates to remember, and other useful resources. Associate school counselors can learn more about Auburn's programs to ensure students are applying to programs that align with post-school goals outlined in their graduation plans.

As requested, the Enrollment Specialist will attend and present Auburn Career Center information at associate district events. Please contact the Enrollment Office at 440.358.8013 to have Auburn represented at your event. Auburn tours are available to any interested students and their families. Please contact Enrollment to schedule a tour.

Program instructors and staff members from the special education department are available during Auburn events to answer questions from staff, students, and/or parents. Auburn's Career Assessment Specialist is available to provide information on how a career assessment can benefit students who are unsure of their strengths and interests.

Application Procedures

Who is eligible to attend?

- Students entering their junior or senior years from associate school districts are eligible to attend. Online school, charter school, and private school students may also attend if the district they reside in is within our associate school district area. If a student resides outside of our associate school district area, administrative approval is required. Some associate districts also allow sophomores to apply.

How to apply?

- All interested students must apply online (<http://www.auburncc.org/ApplyNow.aspx>) using the Enroll Track application portal.

Next Step?

- Once a student has applied, the associate district counselor will provide transcripts. Enrollment will review transcripts to ensure students meet eligibility requirements. *Eligibility requirements include being on track for graduation and having taken and passed 2 math courses; 2 science courses; 2 English courses and 2 social studies courses by the end of the sophomore year.

Application deadlines?

- There are two application deadlines. The first deadline is the Priority Registration deadline. Any application submitted before that deadline is placed in the randomization process for the first 12 seats in a program.
- The next deadline is the General Registration deadline. All applications received between the Priority Registration deadline and the General Registration deadline are placed in a randomized process for the next 12 seats in a program.

Program Placement

All sophomores who apply to Auburn Career Center will be considered as long as they meet the eligibility requirements which include being on track for graduation by taking and passing two credits in the core content areas by the end of sophomore year.

Computer software randomizes all applications and assigns a random number to each application. Applications are placed into programs until the capacity of 24 seats has been met. Waitlists are then established for oversubscribed programs.

All applicants will receive a letter in the mail explaining their status. The status includes:

Placed – Applicant was placed in 1st or 2nd choice program. If a student is placed in their 2nd choice, they may remain on the waitlist for their 1st choice.

Waitlisted – Applicant was placed on a waitlist for the program and will remain there until/if a spot becomes available or another available program is selected.

Conditional –This option is only available in NON-OVERSUBSCRIBED programs; students can be placed after credit deficiencies have been corrected. The plan for correcting the credit deficiency is established by the associate district and communicated with Auburn Career Center's Enrollment Specialist.

Ineligible – Applicants applying to oversubscribed programs who are not on track for graduation are notified of specific credit deficiencies.

Students who accept their seat complete an online Commitment Agreement. This online form must be completed within 2 weeks of receiving the placement letter.

Acceptance lists are shared by the Enrollment Specialist with the counselors at associate districts.

After all eligible sophomores have been placed, placement letters are mailed to freshmen, from participating districts, wishing to attend non-oversubscribed programs. Next placement letters are mailed to out-of-district students applying to non-oversubscribed programs.

New Student Orientation is hosted in May for all students who have been placed into a program.

Additional information regarding application and placement can be found on Auburn's website <https://www.auburncc.org/Enrollment.aspx> and <https://www.auburncc.org/Forms.aspx>

School Counseling

The mission of the Auburn Career Center School Counseling Department is to provide and ensure equity of services and access to a high-quality career and technical education experience for all students. Through a data-driven comprehensive program, students will develop the skills necessary to contribute positively to their community and the emerging workplace.

Auburn Career Center's counseling department monitors and identifies if a student is at risk for attendance issues. A letter is sent to the parents of students with excessive absences. House Bill 410 (HB 410) designated staff members at our associate districts will be notified of habitually truant students. Auburn Career Center will communicate with associate districts following the guidelines outlined in HB 410. Districts can be provided with access to Auburn's Infinite Campus account to monitor attendance. Contact Auburn's school counselors to obtain a username and password.

Career Development

Career Development opportunities are available to all associate school districts. This may include middle school career exploration activities, SchoolLinks Lessons, 8th-grade tours, career day involvement, and collaborative career development guidance. At the beginning of each school year, school counselors or school administrators should contact the Career Development Specialist to coordinate career exploration events.

Career Advising

Career Advising is available to all students enrolled at Auburn Career Center. Career interest surveys and career profiles are completed by current students. If a student requires additional career exploration, a day of career shadowing is available. During career planning, the student develops a post-secondary

education plan and determines how to carry it out. The career advisor assists students in identifying the requirements to obtain diploma seals.

Career Assessment

Career Assessments is a service provided to all students in grades 8-12 who attend any of our associate districts. Students do not have to be interested in attending the career center to participate in a career assessment. During a career assessment, students will complete: Auditory Directions Screening, CareerScope (interest/aptitude tool), TAPs (hands-on assessments that measure an individual's functional aptitudes and strengths), and VAAB (Numerical/Spatial/Verbal assessment). Career assessments are generally completed within a ½ day (morning) session. Please contact our Career Assessment Specialist for more information or to schedule a career assessment.

Special Education Services

Associate School and Career Center Collaboration

Collaboration and frequent communication between associate district special education staff and Auburn Career Center special education staff is essential for communicating student progress, success, or struggle and when reviewing graduation requirements including transition planning. Auburn's special education staff can attend annual IEP progress and transition planning meetings to share information about program expectations and recommended skills.

Meetings for Prospective Auburn Career Center Students

If a student with a disability is interested in attending Auburn, the Director of Special Education can be invited to meetings to answer questions regarding program standards and skills a student should possess to be most successful. The purpose of providing representation at IEP meetings before enrollment is to assist the team in making informed decisions. A "Suggested Skills" document is available at <https://www.auburncc.org/FAQs1.aspx> under the "What Skills Do I Need for Each Program" tab.

Transfer of Special Education Information for Incoming Students

School counselors and special education directors will be notified of student placement in early spring. After receiving a list from enrollment, the Director of Special Education will share the list with associate district counselors and special education directors to determine which newly enrolled students receive IEP support. Auburn's enrollment department does not ask students to disclose disability information before acceptance so it is the responsibility of the associate district to provide that information to the career center.

IEPs, Evaluation Team Reports (ETRs), disability categories, and behavior plans if applicable can be sent electronically or shared in an IEP management system such as Samegoal. All documentation must be received prior to the student's first day at Auburn Career Center. The case managers or special education directors from the associate districts will communicate with the Auburn special education department to determine if IEPs, behavior plans, etc. have been received and to schedule annual meetings.

To provide the best support to students, an Auburn representative must be invited to every special education change of placement, planning meeting, and/or annual review for Auburn students. The career center will partner with the district to ensure that Free Appropriate Public Education (FAPE) is provided.

Enrollment is ongoing until the first ten days of Auburn's school calendar. Once that ten-day period is over, enrollment is finalized. A final acceptance list will be shared with counselors and special education directors for review to ensure no student with services has been overlooked.

Special Education Team Meetings for Current Auburn Career Center Students

Notification of IEP meetings for current Auburn students must be provided. The Auburn Career Center Director of Special Education will be part of the IEP team and will collaborate with the associate district to ensure FAPE is provided. The associate district will provide copies of updated IEPs and ETRs as changes occur. It is the associate district's responsibility to provide Auburn Career Center with the most current special education documentation. Ideally, all IEPs and ETRs will be provided to the career center within two weeks of the team meeting.

Program Support and Accommodation

IEPs will be uploaded into Auburn's Infinite Campus system. Auburn program instructors will be shown how to access these documents at the beginning of each school year. Special education documents or lists of accommodations and/or modifications must be stored in a secure location. An intervention specialist is available to support students with disabilities in each Auburn Career Center program. To ensure communication, a list of programs and the intervention specialist assigned to each program will be emailed to associate district special education directors during the first two weeks of each new school year. Updates to the schedule will be communicated as they occur. **(Addendum A -**

 ACC Intervention Specialist by Program).

Auburn Career Center intervention specialists will review each incoming IEP and monitor progress on transition goals and annual goals as applicable, and assist program instructors with providing accommodations/modifications including testing accommodations listed in Section 7 of the IEP. Auburn's intervention specialists will collaborate with program instructors to provide support. If concerns arise, Auburn's intervention specialists will address concerns by consulting the Auburn Career Center Director of Special Education, scheduling a meeting with the program instructor, contacting parents, implementing additional supports, etc. If concerns continue, those concerns will be shared with the associate district.

Certification Exam Accommodations

Some credentialing exams do not allow for accommodations or modifications. Auburn Career Center intervention specialists will utilize a student's special education documentation to apply for certification testing accommodations or modifications as allowable. If an accommodation or modification is not allowed per the credentialing exam guidelines all other allowable accommodations or modifications will be provided.

WebXam Accommodations

Students enrolled in a two-year program at Auburn participate in end-of-course exams using an online testing site (WebXam). Accommodations such as extended time and use of a reader are allowable. There are no allowable modifications, alternative assessment options, or excusals for career-technical education end-of-course exams. Additional information can be found on the Ohio Department of Education website.

<https://education.ohio.gov/Topics/Career-Tech/Career-Technical-Education-Assessment-System>


Progress Monitoring

Progress monitoring data can be shared with the case managers at the associate districts. The data shared is individualized and based on a student's needs as applicable to ensure FAPE. Examples include gradebook details, behavior rating sheets, student self-monitoring data, and/or requested progress on transition goals. Data is collected through teacher observations, classroom assignments, formative and summative assessments, work samples, and/or lab work. A representative from Auburn must be invited to participate in the IEP meeting if Auburn Career Center staff is listed as the responsible party on a transition plan.

Student attendance, program grades, work completion, utilization of accommodations, certifications earned, skill level, and behavior are monitored by Auburn's intervention specialist to ensure student's needs are met within career technical courses. The Auburn Career Center Director of Special Education will be notified if a student is struggling in his or her program. The Director of Special Education will share information with associate district special education staff as appropriate.

Internal Monitoring Process

Auburn's internal monitoring team consists of staff from the special education department. The Director of Special Education will be part of the team with at least one intervention specialist. General education teachers, school counselors, and high school administration will be asked to be part of the review process on a case-by-case basis to address specific needs. The internal monitoring team will review all IEPs for incoming students at the start of the new school year. All annually updated IEPs will be reviewed upon receiving the updated document.

Auburn Career Center's Internal Monitoring Checklist (Addendum B -  IEP Compliance Checklist) will be used to review the IEPs to ensure FAPE is provided in all settings. The Auburn Career Center Director of Special Education will communicate with associate district special education staff if the supports outlined in the IEP create a safety concern or hinder a student's ability to be successful on a credentialing exam.

Plan Revisions and Continuous Improvement

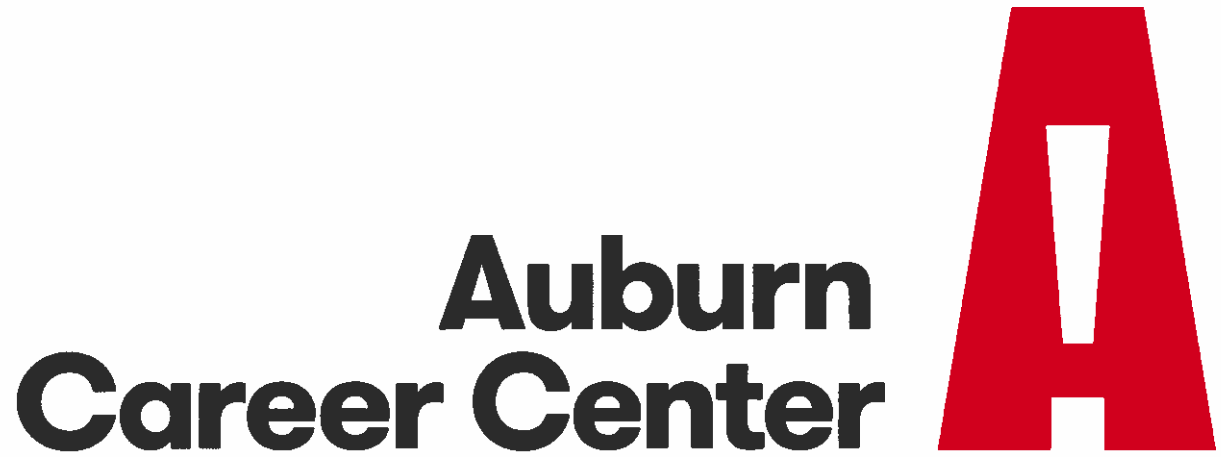
This plan will be reviewed annually and updated as changes occur in Auburn's special education department and as the enrollment process evolves. The initial plan was created in collaboration with several Auburn Career Center staff members, reviewed by associate district special education supervisors, and shared with associate district superintendents. Each school year the updated plan will be shared with Auburn Career Center program instructors and special education staff, it will also be shared with associate district school counselors and special education staff.

**Auburn
Career Center**



Attachment Item #15

*Suggested Skills for
Students in Career and
Technical Programs at
Auburn Career Center*



**Suggested Skills for Students in
Career and Technical Programs at
Auburn Career Center**

This document contains a list of skills recommended for maximum student success in each program at Auburn Career Center. Program instructors reflected upon what skills the most successful students in their classes possessed. The purpose is to guide students, parents, school counselors, and associate district staff when considering career and technical education. Enrollment is not based upon mastery of these skills. The skills indicate potential success in the program, enabling this document to guide the decision-making process when a student is considering a career and technical program. Please contact Auburn Career Center's school counselors or enrollment specialist for additional information and program details. This document lists the career and technical programs in alphabetical order.

[Advanced Manufacturing \(ADM\)](#)

[Allied Health Technology \(AHT\)](#)

[Architecture Project Management \(APM\)](#)

[Automotive Collision Repair \(ACR\)](#)

[Automotive Technology \(AUT\)](#)

[Construction \(CON\)](#)

[Cosmetology \(COS\)](#)

[Criminal Justice \(CRJ\)](#)

[Culinary \(CUL\)](#)

[Cybersecurity and Networking Technology \(CNT\)](#)

[Dental Assistant Technology \(DAT\)](#)

[Educator Career Pathways \(EDU\)](#)

[Electrical Engineering Prep \(EEP\)](#)

[Emergency Medical Services \(EMS\)](#)

[Heating, Ventilation and Air Conditioning \(HVC\)](#)

[Horticulture Science Technology \(HST\)](#)

[Interactive Multimedia Technology \(IMT\)](#)

[Marketing and Business Applications \(MBA\)](#)

[Patient Care Technician \(PCT\)](#)

[Production and Welding Technology \(PWT\)](#)

[Pro Web and Game Design \(WGD\)](#)

[Technology Engineering and Design \(TED\)](#)

[Welding \(WLD\)](#)

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Advanced Manufacturing

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, and divide
- Strong mental math skills
- Ability to learn and apply mathematical formulas
- Strong spatial skills
- Ability to work independently
- Strong time management skills with the ability to meet deadlines
- Ability to organize and complete multi-step assignments
- Ability to understand and follow all safety standards
- Interest and ability to safely use mechanical devices such as mills, lathes, and grinders
- Ability to stand for long periods
- Ability to evaluate individual projects compared to a standard
- Ability to problem-solve
- Ability to read and interpret Drawings
- Ability to visualize completed projects
- Strong hand/eye coordination

Allied Health Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong written and verbal communication skills
- Willingness to learn the proper use of medical equipment
- Ability to learn and perform CPR
- Ability to learn First Aid
- Willingness to wear hair pulled back during lab and wear a required uniform daily
- Ability to manage several subjects at a time
- Ability to adjust well to changes in routine
- Basic computer skills
- Ability to participate in class discussion
- Ability to work well in a group/team environment
- Presentation skills
- Ability to physically tolerate learning about blood and bodily fluids
- Ability to memorize and pronounce medical terminology
- Ability to perform hands-on skills in a lab setting

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- Ability to follow directions including limiting cell phone use to designated times
- Ability to prepare for and take weekly tests
- Strong organizational skills
- Ability to perform basic math calculations
- Ability to complete assignments in and out of class
- Willingness to follow all safety rules and guidelines
- Willingness to demonstrate maturity with uncomfortable course content
- Discipline and responsibility on the part of the learner

Architecture Project Management

Students who have been most successful in the program demonstrate the following skills:

- Creativity
- Ability to work independently and as part of a team
- Mathematical skills including knowledge of multiplication, division, algebra, geometry, and fractions
- Willingness to spend time at the workstation utilizing a computer program
- Ability to follow safety guidelines while completing activities that require the use of cutting tools
- Ability to follow designs to build models
- Ability to follow classroom routines and procedures including maintaining professional appearance/being in uniform
- Ability to visualize completed projects

.Automotive Collision Repair

Students who have been most successful in the program demonstrate the following skills:

- Basic math skills including the ability to understand ratios to mix paint
- Ability to follow multi-step directions
- Ability to work well independently or in a group
- Ability to remain at designated work area
- Strong work ethic
- Integrity and trustworthiness to be in customers' vehicles without direct supervision
- Ability to follow all safety rules and properly use all equipment
- Ability to multi-task and focus while various activities are occurring in the lab
- Ability to reference or request tools and materials using proper terminology
- Strong fine and gross motor skills

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- Ability to interpret charts, diagrams, and blueprints
- Ability to move around the lab and work in tight places
- Ability to recognize and communicate a safety hazard

Automotive Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to work on a task independently or as part of a team
- Strong fine motor skills
- Strong communication skills
- Ability to problem-solve
- Ability to multitask
- Initiative to complete a task from start to finish
- Ability to follow along with computer curriculum to learn skills and apply them in the lab
- Willingness to follow all safety rules

Construction

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to reduce fractions
- Ability to read a tape measure and ruler
- Self-motivated to learn the trade
- Ability to work in a hands-on environment
- Works well independently or in a group
- Comfortable with heights including the ability to work on scaffolding and ladders
- Demonstrate comfort level working around power tools
- Respect for personal tools and the tools of others
- Demonstrate responsibility to organize, store, and maintain proper care of materials
- Ability to be in uniform consistently including wearing steel-toed boots
- Strong hand/eye coordination
- Follow all safety protocols in the lab consistently

Cosmetology

Students who have been most successful in the program demonstrate the following skills:

- Near perfect attendance to be able to hit the 1500-hour State Board requirement

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- Great customer service skills
- Outgoing with strong interpersonal skills
- Creative
- Strong hand/eye dexterity
- Strong time management skills
- Ability to receive constructive feedback and apply it to improve technique
- Ability to stand at a workstation for long periods
- Ability to complete all homework assignments
- Passion for the industry
- Willingness to study and dedicate time to prepare for the state board exam

Criminal Justice

Students who have been most successful in the program demonstrate the following skills:

- Willingness to be held to a higher standard and follow all program guidelines
- Complete adherence to class dress code and grooming standards
- Ability to lead by example
- Focused, self-motivated, and well-disciplined
- Ability to meet physical fitness and exercise requirements
- Ability to perform public speaking
- Ability to work in groups with a team-oriented mindset
- Frequent class participation
- Ability to maintain focus while completing hands-on activities
- Ability to be exposed to mature, sensitive, or controversial material as part of the curriculum
- Ability to memorize and pronounce terminology

Culinary

Students who have been most successful in the program demonstrate the following skills:

- Ability to work in a hot and busy kitchen environment
- Strong time management skills with the ability to multitask and meet deadlines
- Well-organized and detail-oriented
- Ability to comply with all food safety standards including cleaning and sanitizing
- Integrity and trustworthiness
- Ability to focus in a fast-paced environment
- Ability to remain standing for extended periods

- Ability to read a recipe independently and follow all directions
- Customer service skills including the ability to be positive, polite, and helpful
- Ability to work independently or in a group
- Strong basic math skills with a focus on fractions
- Ability to use a cash register and count change
- Strong fine and gross motor skills
- Ability to follow all safety standards
- Ability to comply with wearing full uniform
- Ability to follow professional-level hygiene and grooming standards

Cybersecurity and Networking Technology

Students who have been most successful in the program demonstrate the following skills:

- Configure the personal computer (pc) and networking devices utilizing the software for security (hardware repair is not the focus)
- Have good basic computer skills
- Comfortable with working on a computer for long periods
- Ability to understand Binary and Hexadecimal
- Ability to maintain focus and work ethic when given independence to pursue projects of personal interest in technology
- Ability to complete multi-step projects
- Ability to follow procedures and carry out a detailed task
- Respect for others' property
- Ability to navigate online programs
- Ability to follow all classroom safety rules
- Ability to attend to instruction, ask relevant questions, and take notes
- Ability to limit cell phone and personal technology use in the classroom
- Ability to start and complete an assigned task independently

Dental Assistant Technology

Students who have been most successful in the program demonstrate the following skills:

- Enjoys helping others
- Ability to work as a team or in a group
- Ability to follow directions both written and oral
- Good hygiene (especially keeping fingernails clean)
- Good oral hygiene

- Willingness to wear a required uniform daily
- Attention to detail
- Ability to interact with *mock patients* appropriately
- Ability to work with hands
- Strong study skills and work ethic
- Ability to read charts and diagrams
- Ability to memorize terminology
- Basic computer skills
- Willingness to follow all HIPAA guidelines and program safety standards

Educator Career Pathways

Students who have been most successful in the program demonstrate the following skills:

- Ability to interact with children and adults appropriately
- Demonstrate patience and empathy when working with children and adults
- Ability to maintain a professional appearance
- Ability to adjust to schedule changes
- Respect the diversity of peers, mentor teachers, and children
- Ability to utilize critical thinking and problem-solving skills
- Ability to follow written and oral directions
- Ability to give class presentations and talk in front of a group
- Ability to meet deadlines (classwork and field experience assignments)
- Read and comprehend at a 10th grade level with strong written expression skills
- Ability to use the Internet for research
- Ability to give and receive constructive feedback
- Ability to work independently and in a group

Electrical Engineering Prep

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, divide, and apply math formulas to electrical theory
- Ability to apply classroom instruction to electrical theory
- Ability to work independently when allowed to pursue individualized interests
- Ability to interpret charts, diagrams, schematics, and/or symbols
- Ability to complete projects requiring fine motor skills
- Attention to detail
- Ability to follow all classroom and lab safety rules

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- Ability to follow written and verbal instructions
- Ability to follow all safety standards when working with electricity

Emergency Medical Services

Students who have been most successful in the program demonstrate the following skills:

- Ability to follow orders and commands
- Ability to follow safety protocols related to health and safety
- Ability to communicate effectively, in a professional manner, verbally, non-verbally and in written formats
- Ability to comply with strict attendance requirements
- Ability to tolerate the sight of blood, vomit, and other bodily fluids/materials
- Willingness to consistently wear full uniform in class and at clinical
- Ability to use critical thinking skills
- Ability to work and make decisions under pressure
- Ability to problem-solve and control temper when faced with mock situations
- Ability to develop conflict management skills
- Ability to be self-directed, self-motivated, and take initiative
- Strong study skills including willingness to complete nightly and weekly assignments by the due date
- Ability to attend to instruction, ask relevant questions, and take notes
- Ability to memorize and pronounce terminology
- Ability to limit cellphone and personal technology use in the classroom
- Ability to speak to others, work in groups, and present concepts to others

Heating, Ventilation and Air Conditioning

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to understand lengths and angles
- Ability to read a tape measure
- Ability to follow a diagram or schematic to create an end product
- Ability to work on projects independently or in a small group
- Ability to follow all safety guidelines while using tools and equipment
- Ability to follow multi-step directions
- Ability to stand for extended periods
- Ability to reference or request tools and materials utilizing proper terminology

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Horticulture Science Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong work ethic to complete regular homework assignments by the due date
- Math skills include the ability to add, subtract, multiply, divide, and convert measurements (gallons, quarts, etc.)
- Ability to learn to use a ruler and tape measure with accuracy
- Willingness to follow all safety rules and have the ability to pass safety checks to use tools and equipment
- Ability to demonstrate on-task behaviors and work independently
- Ability to work in a traditional classroom setting as well as outside in varying weather conditions
- Prepared for lifting and carrying up to 50 pounds
- Ability to work as a team in a diverse group
- Ability to utilize basic computer skills

Interactive Multimedia Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to complete multiple long-term assignments
- Ability to meet deadlines when working individually or in groups
- Ability to adjust to frequent changes in routine
- Interest in reading and writing
- Ability to maintain work ethic when allowed to pursue individualized interests
- Ability to use video and graphic productivity software to earn certifications

Marketing and Business Applications

Students who have been most successful in the program demonstrate the following skills:

- Ability to complete work on the computer independently
- Strong communication and presentation skills
- Ability to work in small groups taking on various roles
- Ability to meet deadlines when working independently or in groups
- Ability to stay on task when given individualized instruction
- Ability to multi-task
- Ability to utilize given class time to complete ongoing projects
- Strong reading skills

Patient Care Technician

Students who have been most successful in the program demonstrate the following skills:

- Interest in helping people who need medical care
- Excellent attendance is a requirement to obtain program certifications
- Willingness to communicate and work in a team setting as practiced in healthcare
- Ability to multi-task including the ability to transition between learning subjects in the classroom and performing hands-on care in the lab setting
- Ability to tolerate situations that involve the sight of blood and bodily fluids without feeling ill or health
- Manual dexterity to perform bedside skills, blood draws, and EKGs
- Ability to learn and perform CPR and First Aid
- Willingness to follow safety rules
- Basic math and computer skills

Production and Welding Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills
- Respectful of classmates' work and workspaces
- Tolerance for a noisy environment and lab-related odors
- Ability to follow all classroom and lab safety rules
- Willingness to wear safety protection at all times while in the lab
- Ability to work independently and in small groups
- Ability to complete assigned work by the due date
- Ability to stand for long periods
- Willingness to wear uniform daily
- Ability to learn to read fine increment inspection tools
- Ability to focus on multi-step projects
- Ability to take notes during classroom lectures and presentations
- Ability to follow along with online curriculum and complete work by the due date
- Must have steel-toed work boots on in class

Pro Web and Game Design

Students who have been most successful in the program demonstrate the following skills:

- Logic and problem-solving skills
- Math and analytic skills

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- Reading comprehension skills
- Ability to complete work using a computer for extended periods
- Ability to use a self-guided online learning curriculum
- Ability to take notes during lectures and classroom discussions
- Ability to maintain a professional level of personal hygiene

Technology Engineering and Design

Students who have been most successful in the program demonstrate the following skills:

- Good hand/eye coordination and manual dexterity
- Ability to maintain focus and work ethic when given independence to pursue projects of personal interest in technology
- Ability to complete multi-step projects working both individually and as a team
- Strong spatial skills
- Ability to multi-task
- Ability to follow procedures and carry out a detailed task
- Respect for others' property
- Basic math skills including the ability to multiply
- Fine motor skills to use small tools
- Ability to navigate online programs
- Ability to follow all classroom and lab safety rules
- Ability to attend to instruction, ask relevant questions, and take notes
- Ability to memorize and pronounce terminology
- Ability to start and complete an assigned task independently
- Ability to limit cellphone and personal technology use in the classroom
- Comfortable with working on a computer for long periods

Welding

Students who have been most successful in the program demonstrate the following skills:

- Strong math skills including the ability to measure
- Ability to be a self-directed learner
- Ability to read and follow multi-step directions accurately
- Awareness of surroundings to prevent emergencies/accidents
- Ability to start and complete an assigned task independently
- Ability to interpret charts, diagrams, and/or symbols
- Good hand/eye coordination and manual dexterity

- Strong fine motor skills and muscle memory
- Strong work ethic
- Ability to participate in a structured learning environment with an assigned seat and assigned work booth

**Auburn
Career Center**



Attachment Item #17a

Clinical Education

Agreement between The

Cleveland Clinic

Foundation (CCF) and

the Auburn Career

Center

CLEVELAND CLINIC CLINICAL EDUCATION AGREEMENT

This Clinical Education Agreement (“Agreement”) is between The Cleveland Clinic Foundation, an Ohio nonprofit corporation, d/b/a Cleveland Clinic, with its principal place of business at 9500 Euclid Avenue, Cleveland, OH 44195 (“CCF”) and Auburn Vocational School District Board of Education, an Ohio educational institution, located at 8140 Auburn Road, Concord, OH 44077 (“School”).

CCF operates medical clinics and hospitals, together with associated laboratory, outpatient and research facilities dedicated to better care of the sick, further study of their problems and more teaching of those who serve. School is a duly accredited educational institution that offers programs in one or more health professions fields (“Program(s)”), which require a clinical rotation.

For purposes of this Agreement, “CCF” includes The Cleveland Clinic Foundation’s main campus and all of its family health centers, ambulatory surgery centers, hospitals and other CCF-affiliated entities, all of which shall separately and collectively be referred to, hereinafter, as the “Clinical Site(s)” or “CCF”.

For purposes of this Agreement, “School” includes all of its campuses.

School and CCF desire to make available better health care services to patients, advance health professions education, and aid in meeting the ever-increasing demand for trained health care professionals.

Each Clinical Site, in the course of its operations, can provide an educational environment within its clinical facilities, which would be beneficial to students pursuing a health professions career program of study (the “Students”), and which would further Clinical Sites’ mission to provide clinical educational opportunities and quality health care to citizens of the region.

In consideration of the mutual covenants and promises herein contained, the sufficiency of which the parties hereby acknowledge, the parties agree as follows:

1) **Training Program.**

- a. CCF and School hereby agree to conduct a program of clinical training and instruction for Students in each of the applicable clinical Program (the “Training Program”).
- b. The health professions Programs that are covered under this Agreement are listed on Exhibit A attached hereto. For each Program, School and CCF will appoint designated representatives to be responsible for the Training Program and the terms of this Agreement. School shall appoint a clinical coordinator and CCF shall appoint a clinical supervisor at each Clinical Site. Each party shall supply the other party with the name of this person along with the person’s professional and academic credentials for approval of the other party. Each party shall notify the other in writing within thirty (30) days of any changes in the person appointed.
- c. Prior to any Student arriving at CCF facilities, the parties will develop a mutually acceptable written description of the purpose and goals of the Training Program.
- d. Clinical Site has no obligation to accept any Students pursuant to this Agreement, whether or not the School has complied with the obligations set forth below. The acceptance of Students shall be at Clinical Site’s discretion.
- e. If applicable, Program-specific terms and conditions of a given Training Program are set forth

Cleveland Clinic - Law Department

This page needs to be retained with the Agreement at all times.

COMPANY INFORMATION

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
8140 AUBURN ROAD
CONCORD, OHIO 44077

CONTRACT INFORMATION

Contract ID: 4310608
Master Agreement Number:
Dept Reference No.:
Contract Description: CLINICAL EDUCATION AGREEMENT - PROGRAM IN EMERGENCY
MEDICAL TECHNICIAN (EMT) AND PARAMEDIC EDUCATION
Institute: Education
Submitting Dept: EDUCATION
Contract Amount: \$0
Dept Contact: RHIANNON MUCHOWSKI

TERM INFORMATION

Effective Date: 9/15/2024
Expiration Date: 9/14/2025
Term Type: Fixed

LEGAL TEAM INFORMATION

Attorney: MARLEINA DAVIS

Paralegal: JANICE LUCKE SMITH

Contract approved as to form for: 4310608
Attorney: DAVIS, MARLEINA
By: Smith, Janice
Date: 5/2/2024 6:44:45 AM

in Exhibit B which is attached hereto and incorporated herein. In the event of a conflict between the terms of this Agreement and the terms of Exhibit B, the terms of Exhibit B shall govern.

2) School's Obligations.

- a. Collaborate with CCF to implement a meaningful Training Program for the Students.
- b. If the parties agree that School faculty, hereinafter referred to as "On-Site Faculty", will be utilized to train Students at the Clinical Sites, the School shall identify the On-Site Faculty members and provide their respective qualifications to CCF no later than thirty (30) days prior to the commencement of the Training Program. On-Site Faculty, in communication and coordination with CCF staff, will oversee the experience and activities of Students during the Training Program. School acknowledges that On-Site Faculty will have the same obligations as the Students with respect to this Agreement.
- c. Provide CCF with the learning outcomes, assessment methods and educational behavioral objectives for the clinical training.
- d. Validate each Student's qualifications to include the appropriate degrees, competencies, and legal authority to engage in the clinical training in the State of Ohio, if applicable, as well as successful completion of appropriate course work.
- e. Attest and maintain documentation that all Students have furnished proof of a negative Tuberculosis skin test (using the standard two-step Mantoux test, QuantiFERON®-TB Gold test, or T-Spot test) within twelve (12) months before starting a rotation with appropriate follow-up for positive tests. School acknowledges that Tuberculosis tests (one-step Mantoux, QuantiFERON®-TB Gold test, or T-Spot test) must be done annually, with not more than twelve (12) months between tests and shall ensure that Students' Tuberculosis tests are current at all times during Students' training at CCF. In addition, School must attest that Students have appropriate immunizations for mumps, measles (Rubeola), German measles (Rubella) and chicken pox (varicella), Tdap (tetanus, diphtheria, pertussis) booster within the last ten (10) years and positive Hepatitis B IgG Antibody Titer or signed declination form assuming the risk of exposure; and any future tests or immunizations required by CCF, which shall be communicated to School, and a health status that qualifies them to work directly with patients. If Student rotations occur during the influenza (flu) season (November 1st through March 31st), School must attest that Students have received the flu vaccine. CCF will consider exemption requests for CCF caregivers who have received an exemption as part of their employment. School shall make such documentation available to CCF within twenty-four (24) hours upon request.
- f. Attest that each Student that School sends to a Clinical Site has a negative fingerprint background check. (CCF shall accept an Ohio BCI&I fingerprint background check for a Student who has been an Ohio resident in the last five (5) years. If a Student has not been a resident of Ohio during the past five (5) years, the Student must have a negative FBI fingerprint background check.) CCF shall not be responsible for the cost of a Student's criminal background check. School shall maintain such documentation in the Student's file. School will only send Students having no criminal history to CCF and will provide verification of a negative background check to the CCF clinical supervisor or designated representative. Students with positive background checks will have their records reviewed by CCF to determine clinical eligibility. The School will not participate in this process.

- g. Instruct each Student of his/her responsibility to maintain patient confidentiality pursuant to the federal Health Insurance Portability and Accountability Act of 1996, as amended, as well as its implementing regulations (collectively referred to as "HIPAA") in both written and verbal communication with other students, instructors, with any other individuals, in clinical rounds or in class discussion, as well as in any published materials.
- h. Instruct each Student, that as a condition of his/her participation, prior to reporting to the assigned area of the Clinical Site, he/she must make arrangements with the Clinical Site to complete any training required by the Clinical Site.
- i. Maintain the Program according to established standards of the appropriate accrediting agency. The final responsibility for the education of the Students lies with School.
- j. Upon request, and at a mutually convenient time, the School, or the relevant accrediting body may inspect the clinical facilities at the Clinical Site which are directly related to the Students' clinical experience and training.
- k. Provide or ensure that Students obtain and maintain during the Training Program professional liability insurance with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.
- l. Provide and maintain a policy of general liability (including contractual liability) insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate to insure the School, its employees and students.
- m. School shall provide (and ensure Students provide, if applicable) to CCF certificates of such insurance with respect to all insurance coverages required herein prior to the date of the Training Program, and within ten (10) days of renewal of said insurance policies. School shall cause and ensure Students cause each insurance company to notify CCF at least thirty (30) days before cancellation or adverse material change of any such insurance policies. All such insurance policies shall be in a form reasonably satisfactory to CCF and issued by companies with an A.M. Best rating of A- VII.
- n. Ensure and maintain documentation that each Student has successfully completed the appropriate cardiopulmonary resuscitation training, if required by the specific program in which the Student will be training.
- o. Notify Students that prior to and as a condition of their participation in the Training Program, Students must electronically sign a confidentiality agreement and waiver form attached as Exhibit C. The Student will be asked to sign the electronic version of the form while being onboarded into the health system. CCF may revise the confidentiality agreement and waiver upon notice to School.

School must have evidence that each Student satisfies all of the above requirements. Such evidence must be made available to CCF within twenty-four (24) hours of CCF's request.

- p. Inform Students that:
 - 1. CCF is committed to providing a drug-free work environment. Accordingly, CCF will not tolerate the unlawful or unauthorized use, manufacture, possession, sale or transfer of

illegal or controlled substances of abuse or unauthorized use of alcohol on or around CCF property. Further, School shall inform Students that CCF maintains a smoke-free environment at its facilities and that smoking and vaping are prohibited at Clinical Sites.

2. All Students must be onboarded and vetted through Cleveland Clinic's electronic onboarding system before beginning their clinical experiences. As part of the onboarding process, Students must complete Cleveland Clinic's ONLINE Core Compliance education modules (the "Modules") on topics which may include Basic Stroke Competency, Code of Conduct, Diversity and Inclusion, Emergency Management, HIPAA and Information Security, HIPAA Overview, Introduction to Environment of Care, Patient Safety, Preventing Occupational Exposure to Bloodborne Pathogens, Preventing Occupational Exposure to TB, Safety Event Reporting System (SERS), Vulnerable Populations and any additional modules deemed necessary to comply with federal and Joint Commission standards. Students will be responsible for the Modules identified above as well as any future training requirements mandated by federal or Cleveland Clinic-specific programming. Students will be held accountable for the content found in each Module.
3. Students must abide by the applicable policies, procedures, rules and regulations of CCF and the Clinical Site at which they may be training and follow all directives of its staff.
4. Students are not considered employees or agents of CCF for any purpose and they shall not be entitled to any salary or employment-based benefits.
5. Students are responsible for transportation costs to and from the Clinical Site.
6. Students at a Clinical Site shall wear the appropriate regulation student uniform and identification badge as required by the Clinical Site.
7. Students assume the risk of exposure to patients who may carry a contagious or infectious disease. In the event any Student is exposed to blood or body fluids from a patient who is a carrier of a contagious or infectious disease or a patient who is, in the judgment of the Clinical Site, at risk of being a carrier of a contagious or infectious disease, the Clinical Site will, with the consent of the Student, either refer the Student to an emergency room or administer immediate precautionary treatment consistent with current medical practice. Initial screening tests or prophylactic medical treatment shall be billed to the Student's medical insurance. The Clinical Site shall have no responsibility for any further diagnosis, medication or treatment.
8. Students are expected to have medical insurance. School and the Clinical Site are not responsible for medical expenses related to disease or injury incurred during the Training Program. The Student is responsible for any medical expenses incurred during training at the Clinical Sites that are not covered by Student's medical insurance.
- q. CCF may terminate the participation of a Student in a Training Program at CCF if, in CCF's sole discretion, the Student's work, conduct or health may have a detrimental effect on CCF's patients, staff or operations. A Student generally will not be removed from a clinical experience until CCF has discussed its concerns with a representative of the School. However, CCF reserves the right to take immediate action to suspend a Student's participation in response to their lack of professionalism, concerns of patient care or the safety and respect of its staff.

3) CCF's Obligations.

- a. Collaborate with School to implement a meaningful Training Program for the Students.
- b. Supervise Students while they are on-site participating in the Training Program, unless the parties have determined that School will be providing On-Site Faculty to supervise the clinical training of the Students.
- c. Retain responsibility for patient care. Students will be trainees and will not replace members of the Clinical Site staff. Students will not give service to patients at the Clinical Site apart from that rendered as part of the Training Program and will follow all directives of Clinical Site staff in regard to patient care.
- d. Provide the Students while they are on-site participating in the Training Program with the same emergency medical care or minor medical treatment as that extended to employees of CCF in case of injury or illness while on duty. Students are financially responsible for and will be billed for such services that are not covered by Students' medical insurance.
- e. Clinical Site will provide an adequate orientation for Students.
- f. Clinical Site will provide safe physical facilities and environment needed for clinical instruction of the Students, within the reasonable capacity of the Clinical Site, subject to its primary responsibility to care for patients. Direct contact between Students and patients shall be subject to approval of the Clinical Site.
- g. For any Student assigned to a qualified preceptor, clinical supervisor, or other professional at a Clinical Site, upon completion of that Student's clinical experience and training at the Clinical Site, the Clinical Site will ensure that a written performance evaluation is completed for each Student in the form and within the reasonable time limits specified by the School.
- h. Maintain general liability and professional liability insurance in the amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the annual aggregate to insure CCF and its employees through its program of self-insurance.
- i. Clinical Site will allow Students to use Clinical Site conference rooms and comfort facilities such as the cafeteria, lounges and rest rooms, and will provide, on an "as available" basis, lockers and parking in assigned parking areas.

- 4) Term and Termination. This Agreement is effective as of the 15th day of September, 2024 and unless terminated earlier as set forth below, will continue for one (1) year until the 14th day of September, 2025. Either party may terminate this Agreement upon ninety (90) days' prior written notice to the other party; provided, however, that subject to Sections 2(q), 5(b), 5(c), and 5(f), the parties will use their best efforts to ensure that any Students then participating in a Training Program are able to complete the Training Program. In such event, all applicable provisions of this Agreement shall remain in force during the extension period from the effective date of termination, until the end of the Training Program in which the affected Students are enrolled.

5) Miscellaneous.

- a. Non-Discrimination. Each party agrees not to discriminate on the basis of religion, race, creed, national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability,

status as a veteran, or any other protected class. The parties acknowledge that they both have non-discrimination policies applicable to the Training Program and they agree to consult and cooperate if an incident of discrimination, harassment or retaliation related to the Training Program is reported.

- b. Compliance with Law. The parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to agree within a reasonable time to revisions required to bring the entire Agreement into compliance, either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party.
- c. Compliance with Federal Programs. Each party hereby represents and warrants the following:
 - 1) That it, its employees, and Students have not been debarred, excluded, suspended or otherwise determined to be ineligible to participate in any federal health care programs (collectively "Debarment" or "Debarred", as applicable). Each party shall provide the other with immediate notice if it (i) receives notice of action or threat of action with respect to its Debarment during the term of this Agreement, or (ii) becomes Debarred. Upon receipt of such notice by either party, this Agreement shall automatically terminate without further action.
 - 2) That it, its employees, and Students shall not knowingly employ or contract with, with or without compensation, any individual or entity (singularly or collectively, "Agent") listed by a federal agency as Debarred. To comply with this provision, each party shall make reasonable inquiry into the status of any Agent contracted or arranged by the party to fulfill the terms of this Agreement by reviewing, at a minimum, the Health and Human Services - Office of Inspector General List of Excluded Individuals / Entities (LEIE) (<http://exclusions.oig.hhs.gov>), which internet site may be revised from time to time by the U.S. government.
 - 3) That it, its employees, and Students will act in compliance with all laws and regulations (including without limitation, Medicare and Medicaid program requirements as applicable) which relate to its performance of this Agreement. Further, each party agrees to timely notify the other party in the event that it has identified or suspects potential violations associated with its performance under this Agreement, and the nature of such potential violation, to enable the other party to take prompt corrective action. Each party shall have the right to automatically terminate this Agreement in the event that the other fails to comply with this provision.
- d. Compliance with HIPAA. School shall direct its Students to comply with the policies and procedures of CCF, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining their role in relation to the use and disclosure of CCF's protected health information, such Students are defined as members of the CCF's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, Students are not and shall not be considered to be employees of the CCF. In addition, School agrees that a Student's breach of CCF's policies concerning confidentiality may be grounds for Student dismissal from the Training Program and/or removal from CCF.

- e. Confidentiality. School acknowledges that, in the course of the performance of this Agreement, it and its Students and On-Site Faculty may learn certain confidential and proprietary information about CCF's business, and/or patient care operations ("Confidential Information"). School agrees that it and its Students and On-Site Faculty will keep all such information strictly confidential; that they will not use it for any other purpose other than to perform their obligations hereunder.
- f. Force Majeure. Neither party shall be liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, but not limited to: acts of God; acts of war or terrorism; civil or military disturbances; nuclear or other catastrophes; natural disaster; government action; epidemics; pandemics; quarantine restrictions; strikes, labor disputes or work stoppages; inability to obtain labor, material, equipment or transportation; freight embargoes; loss or malfunctions of utilities, communications or computer (software or hardware) services; or any other occurrences beyond the parties' reasonable control; provided, however, that in the event of failure or delay the parties shall use their reasonable efforts to resume performance as soon as practicable under the circumstances or to assist the affected Students in finding an alternate site to complete their required clinical training.
- g. FERPA. Each party acknowledges that information (if any) received from the School regarding Students may be protected by the Family Educational Rights and Privacy Act ("FERPA"), and agrees to use such information only for the purpose for which it was disclosed and not to make it available to any third party without first obtaining the Student's written consent.
- h. Tax-Exempt Status. The parties recognize that CCF is a non-profit, tax-exempt organization and agree that this contract will take into account and be consistent with CCF's tax-exempt status. If any part or all of this Agreement is determined to jeopardize the overall tax-exempt status of CCF and/or any of its exempt affiliates, then CCF will have the right to terminate this Agreement immediately.
- i. Use of Name. Neither party shall use the name, logo, likeness, trademarks, image or other intellectual property of the other party for any advertising, marketing, endorsement or any other purposes without the specific prior written consent of an authorized representative of the other party as to each such use. School may refer to the affiliation with CCF in the School catalog and in other public information materials regarding the relevant School Program(s). CCF reserves the right to review and request modification of the School's reference to CCF as necessary. CCF may refer to the affiliation with the School in its brochures and other public information materials having to do with clinical education programs.
- j. No Third Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any party other than the Clinical Sites and the School.
- k. Independent Contractors. Each party is a separate and independent institution, and this Agreement shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Each party understands and agrees that this Agreement establishes a training relationship and that the agents or employees of each respective party are not employees or agents of the other party.
- l. Severability. The provisions of this Agreement are severable, and if any provision of this Agreement is found to be invalid, void or unenforceable, the remaining provisions will remain in full force and effect.

- m. Waiver. The waiver of any breach of any term of this Agreement does not waive any subsequent breach of that or another term of this Agreement.
- n. Assignment. Neither party may assign this Agreement or any rights or obligations under this Agreement to an unaffiliated third party without the prior written consent of the other party. Any assignment in violation of this provision is null and void.
- o. Notice. Any notice or other communication required or permitted under this Agreement shall be in writing, delivered in person or by certified mail or overnight delivery by a nationally recognized delivery service to the address set forth below or such other address as the parties may specify in writing, and will be deemed given as of the date it is received by the receiving party.

If to CCF/Clinical Site: The Cleveland Clinic Foundation
9500 Euclid Avenue, JJ21
Cleveland, OH 44195
Attention: Medical Director, Center for Health Professions
Education

With a copy to: The Cleveland Clinic Foundation
3050 Science Park Drive, AC321
Beachwood, OH 44122
Attention: Law Department

If to School: Auburn Vocational School District
8140 Auburn Road
Concord, OH 44077
Attention: _____

- p. Titles and Subtitles. The titles and subtitles used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.
- q. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Ohio without regard to its conflict of laws provisions.
- r. Entire Agreement. This Agreement, and the attached exhibits, which are hereby incorporated into this Agreement by reference, shall constitute the entire agreement and understanding between CCF and School as to the subject matter hereof and supersedes all prior discussions, agreements and undertakings of every kind and nature between them, whether written or oral, with respect to such subject matter. This Agreement may subsequently be modified only by a written document executed by both parties.
- s. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which taken together shall constitute one and the same Agreement. Any signature delivered by a party by facsimile or made or delivered electronically shall be deemed to be an original signature hereto.

[SIGNATURES ARE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set below their names.

THE CLEVELAND CLINIC FOUNDATION
d/b/a Cleveland Clinic

By: 

Name: Mari Knettle, DPT, EdD

Title: Medical Director, Center for Health
Professions Education

Date: May 2, 2024

AUBURN VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A

List of Health Professions Programs Covered Under this Agreement

**Emergency Medical Technician (EMT)
Paramedic Education**

Exhibit B

Program-Specific Terms and Conditions

Program-specific terms and conditions:

School shall reimburse CCF a one-time student onboarding fee of Fifty Dollars (\$50.00) for each new health professions student training in the Cleveland Clinic Health System. At the end of each school semester, CCF will invoice School for student onboarding services. School will pay the invoice within sixty (60) days of receipt.



STUDENT OR ON-SITE FACULTY WAIVER

Clinical training in a health care setting assumes certain risks, including the possibility of exposure to an infectious disease, injury from equipment or medical materials, and illness or injury to oneself, employees, patients or visitors. I understand that The Cleveland Clinic Foundation, d/b/a Cleveland Clinic and its member hospitals and their affiliates (the "Clinical Site(s)") do not provide any accident, malpractice, health, medical, or workers' compensation insurance coverage for any illness or injury I may acquire or cause at a Clinical Site. I acknowledge and as consideration for the opportunity to participate in clinical training at Clinical Sites, I hereby waive, for myself or any heirs and/or assigns, any and all claims which I might have against the Clinical Site, or its agents or representatives, in any way resulting from personal injuries, illness, or property damage sustained by me and arising out of my participation in the Training Program at the Clinical Site, except for claims arising out of the gross negligence or reckless or willful misconduct of the Clinical Sites or their employees.

In the event I am exposed to blood or other bodily fluids from a patient who is a carrier of a contagious or infectious disease or a patient who is, in the judgment of the Clinical Site, at risk of carrying a contagious or infectious disease, Clinical Site shall, with my consent, either administer immediate precautionary treatment consistent with current medical practice or refer me to an Emergency Room. I shall pay for the initial screening tests or prophylactic medical treatments. Clinical Site shall have no responsibility for any further diagnosis, medication or treatment and I acknowledge and assume the risk of working with patients at risk of carrying a contagious or infectious disease, except for the risk of gross negligence or willful or reckless misconduct on the part of Clinical Site, its trustees, officers, agents, and employees.

CONFIDENTIALITY AND NON-DISCLOSURE STATEMENT

It is understood that during the course of my participation in the Training Program at Clinical Site, I may obtain confidential information about or from Clinical Site ("Confidential Information"), as well as Protected Health Information ("PHI") as defined below. Confidential Information includes, but is not limited to, financial or proprietary data about Clinical Site, information about Clinical Sites' business and employees, patient information, methods of operating, development plans, programs, documentation, techniques, trade secrets, systems, know-how, policy statements, access to proprietary software applications and databases, and other confidential data. The information may be in the form of verbal, visual, written, or computerized data. I agree to maintain in strict confidence all Confidential Information and will not disclose Confidential Information (including, but not limited to, PHI) to anyone, including my family and friends, under any circumstances, unless I am required by law, or I have Clinical Site's prior written consent. I will not make copies of Confidential Information. Prior to discussion of or writing about any Clinical Site patient in an academic context relative to my program of study, all individually identifiable information will be removed or the PHI will be de-identified in compliance with the requirements of the Federal Health Insurance Portability and Accountability Act of 1996, as amended time to time, ("HIPAA").

I agree to maintain patient confidentiality in both written and verbal communication with other students, instructors, any other individuals, in clinical rounds or class discussion, as well as in any published materials. I understand that patient confidentiality is of such great importance that PHI is NEVER to be shared with anyone even if it is years after I participate in the Training Program.

Under HIPAA, PHI is defined as individually identifiable health information, which is health information created, received or used by Clinical Site relating to (a) the past, present or future physical or mental health or condition of a patient, (b) the provision of health care to a patient; or (c) past, present or future payment for the provision of healthcare to a patient. PHI contains identifiers that identify a patient or for which there is a reasonable basis to believe the information can be used to identify a patient. Examples of individual identifiers include, but are not limited to, patient name, complete addresses, social security number, date of birth, medical record number and dates of treatment. PHI may include any or all of these individual identifiers coupled with a patient's health information, examples of which are a social security number and diagnosis, date of birth and past medical history, or dates of treatment and symptoms present at the time of treatment. PHI may be accessed only by those individuals who, within the scope of their employment or training responsibilities have a legitimate need for such information for purposes of patient care, research, education or administrative uses. I agree that any breach of the Agreement may cause Clinical Site substantial and irreparable damages and, therefore, in the event of any such breach, CCF shall have the right to seek specific performance and other injunctive and equitable relief without the need to post bond.

The acquisition, release, discussion or other use of Confidential Information for purposes other than to conduct normal authorized business activities during my training at Clinical Site is strictly prohibited. Violation of confidentiality is a very sensitive matter and will be considered grounds for removal from the Training Program, any related employment offer and/or consideration for future employment opportunities.

I understand and agree to my obligations as stated in this signed waiver and statement and that this document shall remain in effect for the duration of my student clinical rotations (or faculty duties) at the Clinical Sites, and that the waiver and obligations of confidentiality and non-disclosure shall remain in effect indefinitely.

Signed: _____

Date: _____

School: _____

[Printed Name of Student or On-Site Faculty]

**Auburn
Career Center**



Attachment Item #17b
Lease Agreement (2-years)
between Lessor Auburn
Vocational School District
and Lessee Educational
Service Center of the
Western Reserve

LEASE AGREEMENT

This Lease Agreement ("Agreement") is hereby made and entered into by and between Lessor Auburn Vocational School District Board of Education ("Auburn") and Lessee Educational Service Center of the Western Reserve Governing Board ("ESC") (collectively, "Parties") and shall not supersede any prior lease agreement entered into by and between Auburn, the ESC, State Support Team 4, and/or any other entities. In consideration of the mutual promises set forth herein, and intending to be legally bound, the Parties agree as follows:

A. LEASE AND SUBLEASE OF PREMISES:

1. Auburn hereby represents that it is the owner of a certain building known as the Auburn Career Technology Learning Center ("Building"), the mailing address for which is 8221 Auburn Road, Concord Township, Ohio 44077.
2. Auburn hereby leases to the ESC certain rooms in the Auburn Career Technology Learning Center ("Premises"), which amounts to approximately 2,231 square feet as described in **Exhibit A** of this Agreement.

B. TERM:

1. The term of this Agreement shall be for a period of two (2) years commencing on August 1, 2024, and ending on July 31, 2026.
2. The ESC hereby covenants and agrees to pay Auburn, as rent for the Premises during the term, the total sum of Thirty-Seven Thousand One Hundred Ninety-One Dollars and Zero Cents (\$37,191.00) annually, which is Sixteen Dollars and Sixty-Seven Cents (\$16.67) per square foot, rounding up to the nearest cent/penny/hundredth.
3. The total rental payments shall be made in two (2) equal installment payments, one half on October 15th and the second on March 15th.
4. Any future rents not paid by the ESC within thirty (30) calendar days of the due date shall bear interest from the due date to the date of payment at the rate of one and a half percent (1.5%) per month.

C. USE OF LEASED AREA:

1. The ESC shall have the exclusive right to use the Premises for the housing, operation, and maintenance of administrative offices.
2. The ESC shall comply with applicable local, state, and federal law, rules, and/or regulations in its operation and use of the Premises.

Lease Agreement

D. **COMMON AREAS:**

1. During the term of this Agreement, Auburn grants to the ESC a non-exclusive license to use, in common with all others to whom Auburn has granted or may hereafter grant a license to use, certain common areas in the Building including, but not limited to, the sidewalks, exits, entrances, classrooms, presentation areas, restrooms, parking areas, driveways, and landscaped areas (collectively, "Common Areas") **at no additional cost** subject to availability as determined by Auburn and in compliance with reasonable rules and regulations respecting the Common Areas as Auburn may from time to time promulgate.
2. Auburn shall have preference over the Common Area should the ESC or other lessees or entities request use of the Common Area at approximately the same time as Auburn.

E. **QUIET POSSESSION:** Auburn shall, on the commencement date of the term of this Agreement, place the ESC in quiet possession of the Premises and shall secure the ESC in the quiet possession thereof against all persons lawfully claiming the same during the term of this Agreement.

F. **INSPECTION:** The ESC shall permit Auburn and its agents to enter into and upon the Premises at all reasonable times for the purpose of inspecting the same or for any purpose including, but not limited to, the maintenance or making repairs or alterations to the Premises.

G. **WASTE AND NUISANCE:**

1. The ESC shall not commit, or suffer to be committed, any waste on the Premises and/or Common Area.
2. The ESC shall not maintain, commit, and/or permit the maintenance and/or commission of any nuisance on the Premises and/or Common Area and/or use the Premises and/or Common Area for any unlawful purpose.

H. **MAINTENANCE AND CUSTODIAL:**

1. Auburn shall be responsible for providing maintenance service to the Premises to keep it in good and clean condition.
2. Auburn shall make all repairs of the Premises occasioned by the ESC's use of the Premises, except as Auburn and the ESC may have expressly agreed otherwise in this Agreement for the ESC to undertake specifically described types of repairs or maintenance.

3. Auburn shall keep, repair, and maintain the Common Areas in good and treatable condition during the term of this Agreement.
4. The ESC shall notify Auburn immediately if any repair to be made by Auburn is necessary.

I. MAINTENANCE AND CUSTODIAL COSTS:

1. Auburn shall determine the actual cost (per square foot) for maintenance and custodial services for the Building based on those costs during the tenth (10th) year of this Agreement ("Base Year Cost").
2. Commencing on August 1, 2024, and continuing for the remainder of the term of this Agreement, the ESC shall, in addition to the rental provided at Paragraph B of this Agreement, pay its share of any increase in the maintenance and custodial costs above the Base Year Costs "Increased Costs").
3. On or before the last day of July in each year of this Agreement, Auburn shall provide the ESC with a statement of the Increased Costs for that year.
4. The ESC shall pay its Increased Costs within thirty (30) calendar days upon receipt of Auburn's statement.

J. FIXTURES:

1. The ESC shall have the right at any time and from time to time during the term of this Agreement at its sole cost and expense, to affix and install such property and equipment to, in and/or on the Premises as it shall deem advisable and only with the prior written approval of Auburn.
2. Any such fixtures, equipment, and other property installed in and/or affixed to and/or on the Premises shall remain the property of the ESC, and Auburn agrees that the ESC shall have the right at any time, and from time to time, to remove any and all such fixtures, equipment, and other property provided, however, that any such fixtures, equipment, and/or property not removed from the Premises within sixty (60) calendar days after expiration or sooner termination of the term of this Agreement shall be deemed to have been abandoned by the ESC and shall thereupon become the absolute property of Auburn.
3. Upon the removal of any fixtures, equipment, and other property installed by the ESC, the ESC shall restore the Premises to their original condition less ordinary wear and tear.

K. **UTILITIES:** Auburn shall, during the term of this Agreement, pay all charges for gas, electricity, sewage, and water used in and/or on the Premises immediately upon becoming due and shall hold the ESC harmless from any liability therefor.

L. **INDEMNIFICATION:**

1. To the fullest extent permitted by law, the ESC agrees to release, hold harmless, and indemnify Auburn, its individual members, employees and agents in both their official and individual capacities, from and against all liability, claims, costs, and expenses (including, but not limited to, attorney fees and costs), demands, actions, or causes of action for any injury, damage, or loss to persons (including, but not limited to, death) and/or any injury, damage, and/or loss of property whatsoever, arising out of, resulting from, caused by, occurring during and/or in any way related to any action or failure to act, negligence, and/or other misconduct in the occupation and/or other use of the Premises and/or Common Area in accordance with the terms and conditions of this Agreement.
2. Nothing in this Agreement shall be interpreted to require Auburn to hire security personnel; to take similar measures to safeguard the physical conditions of the Premises, Common Area, and/or personal property; and/or to police the Premises and/or Common Area for the purpose of preventing physical injuries, accidents, unruly behavior, and/or other similar accidents from occurring on the Premises and/or Common Area.

M. **INSURANCE:**

1. The ESC shall furnish proof that it has General Liability Insurance provided by a liability insurance carrier licensed to do business in the State of Ohio, naming Auburn as an additional named insured prior to using the Premises and Common Area and provide that said policy shall not be cancelled and/or modified without at least thirty (30) calendar days prior written notice to Auburn.
2. Unless agreed otherwise by Auburn and the ESC in writing, the amount of such coverage shall be at least One Million Dollars (\$1,000,000.00) per person and Five Million Dollars (\$5,000,000.00) for aggregate liability coverage.
3. Proof of the ESC's General Liability Insurance shall be forwarded to Auburn at the start of this Agreement (i.e., August 1, 2022) and shall be maintained throughout the duration of this Agreement.

N. **RISK OF LOSS, DAMAGE, OR DESTRUCTION:**

1. The ESC shall bear the risk of loss, damage, and/or destruction to any improvements and fixtures and any personal property owned and/or leased by the ESC including, but not limited to, its books, materials, equipment, and other

contents located on and/or about the Premises and/or Common Area due to fire, adverse weather, act of God, and/or any other cause whatsoever during the term of this Agreement.

2. The ESC shall procure and maintain all insurance which it deems necessary for its protection against loss of or damage to any of its improvements, fixtures, and any personal property situated on the Premises and/or Common Area.

O. ASSIGNMENT AND SUBLETTING:

1. The ESC shall not have the right to assign this Agreement and/or any right to title, interest, estate, and/or obligation, in whole or in part, of the ESC.
2. The ESC shall not have the right to sublet all or any part of the Premises and/or Common Area without the express prior written approval of Auburn.

- P. DEFAULT:** If the ESC, at any time during the term of this Agreement, fails to perform any of its obligations set forth in this Agreement and if any default is not cured within ten (10) calendar days after receipt of written notice specifying such default, Auburn may, at its sole option, exercise one or more of the following remedies: (a) terminate this Agreement and/or declare an event of default under this Agreement, (b) recover from the ESC all rent and any and all other amounts owed to Auburn pursuant to this Agreement; (c) exclude the ESC from the Premises and Common Area; (d) to the extent permitted by applicable law, recover from the ESC a sum equal to all future rent payments from the last rent payment date through the end of the term of this Agreement less only the net proceeds of any such reletting; and (g) recover from the ESC any and all damages which Auburn shall sustain by reason of any such default, together with a reasonable sum for attorney fees and costs, as well as such other expenses as may be incurred by Auburn.

Q. CANCELLATION:

1. **By Auburn:**
 - a. This Agreement may be cancelled upon the sole determination by Auburn that the Premises is needed for Auburn purposes.
 - b. In such case, the ESC shall be given a minimum of one hundred eighty (180) calendar days written notice prior to the effective date of cancellation.
 - c. Upon such cancellation of this Agreement, the ESC shall surrender possession of the Premises in conformity with this Agreement.

2. **By the ESC:**

- a. This Agreement may be cancelled upon the sole determination by the ESC that the Premises is no longer needed for ESC purposes.
- b. In such case, Auburn shall be given a minimum of one hundred eighty (180) calendar days written notice prior to the effective date of cancellation.
- c. Upon such cancellation of this Agreement, the ESC shall surrender possession of the Premises in conformity with this Agreement.
- d. This Agreement shall be cancelled upon either the creation of a joint educational service center pursuant to R.C. 3311.053 and applicable laws or abolishment of the ESC pursuant to R.C. 3311.0510 and applicable laws and, upon such cancellation of this Agreement, the ESC shall surrender possession of the Premises in conformity with this Agreement.

R. **POSSESSION UPON TERMINATION:** At the expiration or sooner termination of this Agreement, the ESC shall deliver the Premises to Auburn in good condition and repair, allowance being made for ordinary wear and tear.

S. **NOTICE:** Any notice required or permitted to be given hereunder by the Parties shall be delivered personally or served by certified mail, return receipt requested, to the Parties at the following addresses:

1. **If to Auburn:**

Board President, Treasurer, **and** Superintendent
Auburn Vocational School District
Auburn Career Technology Learning Center
8122 Auburn Road
Concord Township, Ohio 44077

3. **If to the ESC:**

Governing Board President, Treasurer, **and** Superintendent
The Educational Service Center of the Western Reserve Governing Board
Auburn Career Technology Learning Center
8122 Auburn Road
Concord Township, Ohio 44077

T. **SUCCESSORS AND ASSIGNS:** The terms and provisions of the Agreement shall be binding upon and shall inure to the benefit of the respective Parties hereto and their respective heirs, successors, and assigns.

Lease Agreement

U. **ENTIRE AGREEMENT:**

1. This Agreement contains the entire agreement of the Parties and there are no other promises or conditions in any other agreement whether oral or written.
2. This Agreement may be modified or amended in writing, if the writing is signed by the authorized representatives of the Parties obligated under this Agreement and/or their respective successors in interest.

[Signature Page to Follow]

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Roger Miller*
Board President (In Official Capacity Only)

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

Brian Bontempo*
Superintendent/Chief Executive Officer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____
*This Agreement has no legal effect absent Board approval.

**FOR EDUCATIONAL SERVICE CENTER OF THE WESTERN RESERVE
GOVERNING BOARD:**

Geoffrey Kent*
Governing Board President (In Official Capacity Only)

L. Greg Slemons*
Treasurer/Chief Fiscal Officer (In Official Capacity Only)

Jennifer Felker *
Superintendent/Chief Executive Officer (In Official Capacity Only)

Authorized Pursuant to Governing Board Resolution No. _____
*This Agreement has no legal effect absent Governing Board approval.

[Treasurer Certificates to Follow]

Lease Agreement

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

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

Roger Miller, Board President
(In Official Capacity Only)

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

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

Lease Agreement

**EDUCATIONAL SERVICE CENTER OF THE WESTERN RESERVE
GOVERNING BOARD
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

We certify that the Educational Service Center of the Western Reserve Governing 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 Educational Service Center of the Western Reserve Governing 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 years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Geoffrey Kent, Governing Board President
(In Official Capacity Only)

L. Greg Slemons, Treasurer/Chief Fiscal Officer
(In Official Capacity Only)

Jennifer Felker, Superintendent/Chief Executive Officer
(In Official Capacity Only)

Lease Agreement

**Auburn
Career Center**



Attachment Item #17c

*High School Affiliation
Agreements FY23-24*

**Auburn
Career Center**



**2023-2024 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 30th day of April, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Costello Heating & Air Conditioning ("Affiliate Organization"), which is located at 34986 Lakeland Blvd., #3, Eastlake, OH 44095 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

I. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.

2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program

- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

TIME RECEIVED
April 30, 2024 at 10:48:20 AM EDT

REMOTE CSID

DURATION
31

PAGES
1

STATUS
Received


04/30/2024 10:47 FAX

001

Attention Erica Anderson

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Costello Heating & Air Conditioning:


Signature

4-30-24
Date

Gene W Costello
Printed Name

Owner
Title

Gene Costello & Anthony Surace
Name of Supervisor of Student

Owner + Tech
Title

geneccostello@att.net
Supervisor Email

440-951-5561
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) * Date

Treasurer (official capacity only) * Date

* This Agreement has no legal effect absent Board action

2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as

employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.

1. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

Business Partnership Training Plan*

**A training plan is required for all Internship and Mentorship students.*

Student Name:

School Year: 2023-2024

Program:

Instructor:

Training Site:

Training Supervisor:

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
- .
- .
- .
- .

Student: _____

Date _____

Instructor: _____

Date _____

Supervisor: _____

Date _____

**Auburn
Career Center**



**2023-2024 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 12th day of April, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Kobella Plumbing Heating Cooling ("Affiliate Organization"), which is located at 11630 Chillicothe Rd., Suite 120, Chesterland, OH 44026 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

I. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

**2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program**

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.

**2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program**

- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate -- on a weekly basis -- with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.

**2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program**

- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

**2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program**

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Kobella Plumbing Heating and Cooling :

[Signature]
Signature

4/12/2024
Date

Natt Tackett
Printed Name

General Manager
Title

Brad Mix
Name of Supervisor of Student

HVAC Service Manager
Title

brad@choosekobella.com
Supervisor Email

440-567-5206
Direct Phone Number to Supervisor

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

Superintendent (official capacity only) * Date

Treasurer (official capacity only) * Date

* This Agreement has no legal effect absent Board action

2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.

- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

Business Partnership Training Plan

A training plan is required for all Internship and Mentorship students.

Student Name: _____ School Year: 2023-2024
 Program: _____ Instructor: _____
 Training Site: _____ Training Supervisor: _____

Competencies to be Addressed/Reinforced through the Business Partnership Experience

Employability Skills:

- Punctuality – arrive on time; return from breaks/meals on time.
- Take and provide constructive criticism.
- Respect fellow employees and cooperate with others in the workplace.
- Demonstrate good work ethic.
- Analyze opportunities for personal and career growth.
- Good verbal and written skills

Job Performance Skills:

- Follow Auburn Career Center and organization safety policies and procedures.
- Apply decision-making and problem-solving techniques in the workplace.
- .
- .
- .
- .

Student: _____

Date _____

Instructor: _____

Date _____

Supervisor: _____

Date _____

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Kobella Plumbing Heating and Cooling :

[Signature]
Signature

4/12/2024
Date

Natt Tackett
Printed Name

General Manager
Title

Brad Mix
Name of Supervisor of Student

HVAC Service Manager
Title

brad@choosekobella.com
Supervisor Email

440-567-5206
Direct Phone Number to Supervisor

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

Superintendent (official capacity only) *

Date

Treasurer (official capacity only) *

Date

* This Agreement has no legal effect absent Board action

2023-2024 School Year Affiliation Agreement
High School Work-Based Learning Program

**Auburn
Career Center**



Attachment Item #17d

*Agreement between
Auburn Vocational
School District Board
of Education and
Jackson Lewis P.C.*

VINCENT J. TERSIGNI
ATTORNEY AT LAW

MY DIRECT DIAL IS: 216.750.4315
MY EMAIL ADDRESS IS: VINCENT.TERSIGNI@JACKSONLEWIS.COM

April 29, 2024

**PERSONAL AND CONFIDENTIAL; ATTORNEY-CLIENT
AND ATTORNEY WORK-PRODUCT PRIVILEGED MATERIAL**

VIA EMAIL: swilliamson@auburncc.org

Sherry Williamson
CFO/Treasurer
Auburn Vocational School District Board of Education
8140 Auburn Road
Concord Township, OH 44077

Re: Confirmation of Engagement and Fee Agreement

Dear Sherry:

We are pleased that Auburn Vocational School District Board of Education (the "Company") has chosen to retain Jackson Lewis P.C. (the "Firm") for legal services for the claims asserted by Brian N. Ames. This letter details the scope of our client relationship and outlines the fees for our services. Thank you for choosing us.

A. Scope of Services

As we discussed, we will represent the Company in the matter of the claims asserted by Brian N. Ames. We will do our best to serve the Company efficiently. While we cannot guarantee the success or outcome of any given matter, we will strive to vigorously represent the Company.

B. Fees

We charge for our time on an hourly basis, broken down to one-tenth hour increments. Under a special arrangement with the Company's insurance carrier, The Wright Insurance Group, we will be providing services for covered claims at hourly rates which are substantially reduced from our usual and customary rates. Specifically, under those present billing arrangements, any hour expended by a Principal/Of Counsel in connection with this matter will be billed at \$280, the hourly rate for Associates will be billed at \$240 and the hourly rate for Paralegals will be billed at \$115, respectively. In addition to the team identified above, in each case we handle, we partner with an eDiscovery attorney at Jackson Lewis to ensure that the Company has appropriately preserved evidence and ensure that any necessary collection, review and/or

production of electronically stored documents are performed proficiently and in an efficient cost-effective manner. I will have primary responsibility for handling this matter and will be working with Tony Shang, an Associate, and with such other attorneys of our firm to represent the Company effectively and efficiently.

We are also advised that, under the Company's policy, the Company is not responsible for the deductible (or self-insured retention). Therefore, our invoices for services will be invoiced directly to the Company's carrier.

The Company agrees to immediately advise us if coverage is denied or when any applicable policy limits or sublimits are met, or presently will be met. If coverage is denied in any way by the Company's carrier for any reason, if the carrier does not tender payment for any reason, or the applicable policy or sublimit is exhausted, the above reduced rates will not apply. Rather, the Firm will charge the Company the then applicable usual and customary standard hourly rates for any attorneys, paralegals or other professionals that provide services.

As discussed in the Section below entitled "Potential Insurance Coverage," the Company should review the terms of the policy, as well as the carrier's coverage letter, and consult with the Company's carrier(s), insurance broker, or legal counsel, to confirm the deductible (or self-insured retention), the policy limit (or sublimit) which may apply either per claim or in the aggregate, whether coverage is only for defense costs, or any other policy term or interpretation, including the amount and extent of coverage(s), any notice or other requirements concerning bordereau arrangements, as well as the availability of coverages under any other policy of insurance.

Jackson Lewis is not providing any advice or making any representation about the existence or extent of insurance coverage and recommends that the Company, or anyone identified as a respondent or defendant ascertain all avenues of indemnification, insurance coverage or other contractual or legal protections.

We charge for all services rendered, including, but not limited to, litigation support and eDiscovery services, work product and all services provided in connection with our representation of your interests in this matter.

The Firm requires all clients to pay our invoices by wire or ACH transfer, or by check. These instructions are listed at the bottom of the first and last pages of each invoice. The Firm does not accept payment by cryptocurrency of any sort. Our entire billing process is explained in the enclosed "A Word About Our Invoices."

C. Disbursements

Disbursements advanced by us on the Company's behalf, such as court reporters, expert witnesses, electronic discovery related expenses incurred by the Firm or with vendors, including costs for collection, processing, hosting software review, and production of Electronically Stored Information (ESI), messenger service, and delivery charges where material

must be sent by certified or registered mail or by express mail or package carrier will be billed back to the Company. We generally request reimbursement for travel-related expenses, including lodging, meals, air travel, ground transportation, and related expenses. We also request reimbursement for photocopying costs.

D. Client Cooperation

The Company understands and agrees that, for us to represent it effectively, it is necessary for the Company to assist and cooperate with the Firm. The Company agrees to (1) make itself (including its employees if applicable) available to discuss issues as they arise in this matter; (2) attend and participate in meetings, preparation sessions, court proceedings and other activities in connection with the representation; (3) timely provide complete and accurate information and documents to us; (4) make timely payment to any experts or vendors retained in connection with our services; and (5) advise whether there is an agreement to arbitrate the subject claim(s), either in a stand-alone arbitration agreement, an employee handbook, an employment application or otherwise.

E. Protection of Client Confidences – Electronic Communication Devices

We are always mindful of our central obligation to preserve the secrets and confidences of our clients. To that end, we must agree from the outset what kinds of communications technology we will employ during this Engagement. Unless the Company specifically directs us to the contrary, for this Engagement, we agree that it is appropriate for us to use fax machines and email during the Engagement with no encryption or other special protections. In that regard, if there is a specific email address which you would like us to use to communicate with you, other than your current Company email address, please let us know. Please also notify the Firm if the Company has any other requests or requirements in connection with the methods of telecommunication, or persons to be included in the circulation of documents relating to the Engagement.

The Firm is committed to protecting the confidential and personal information entrusted to it and taking reasonable steps as required by law with respect to its service providers and contractors regarding compliance with applicable data privacy and security laws. By agreeing to the engagement outlined in this letter, the Company consents and agrees, as applicable, to the terms and conditions of the Firm's online privacy policy and terms of use (<https://www.jacksonlewis.com/disclaimer-privacy-and-copyright>) as well as the applicable data privacy and security addenda (<https://www.jacksonlewis.com/data-privacy-and-security-addenda>), which are incorporated herein by reference.

F. Termination of Representation

The Company may terminate this representation at any time, with or without cause. We also reserve the right to withdraw at any time to the fullest extent permitted by the applicable ethical rules. Any termination of our representation of the Company would be subject to such approval as may be required from any court(s) in which we are appearing on the Company's behalf.

In the event of termination by either of us, fees and costs for work performed before termination will still be payable as provided for in this letter.

Following any termination of representation, client files will be released only following delivery to the Firm of a signed release letter containing appropriate directions and an acknowledgment of the obligation to pay outstanding fees. The Company will be charged for the reasonable costs of retrieval, assembly, copying, processing and transfer of all files or materials, including Electronically Stored Information (ESI).

Upon termination of representation, the Firm reserves the right to maintain the Company's legal file in electronic format only. Client files, whether in physical or electronic format, will be kept for 10 years following the close of the matter, absent a written agreement between the Firm and the Company to maintain the file for a different length of time. After this period has elapsed, the file will be destroyed without further notification to the Company unless applicable law or court order requires otherwise. If the Company would like the Firm to return its file at any time during the 10 year retention period, please send a written request to JLRecords&InformationGovernance@jacksonlewis.com.

G. Preservation of Documentation

Since notice of a claim has been received by the Company, the Company must take immediate steps to identify, preserve and collect all relevant information until the matter is completely resolved. This information includes all paper and all Electronically Stored Information (ESI) related to the claim. ESI includes, but is not limited to, emails and attachments, instant messages, text messages, social media postings and messages, messaging accounts or services, Workplace Collaboration Tools (including Slack, Asana, Microsoft Teams, Salesforce Chatter, Workplace Facebook, WebEx, GoToMeeting, Google Docs), voicemails, photos, videos, word processing documents, calendars, spreadsheets, PowerPoints, databases, contact manager information and Internet usage files. In addition, the ESI stored in the Company's employees' company-issued and owned devices, including phones, tablets, and desktop computers, is likely considered within the Company's "control" and may also contain important evidence relevant to the claims in this dispute. Additionally, depending on the Company's written policies and employment agreements, ESI stored in the Company's employees' personal devices may be considered within the Company's "control."

The Company must also immediately suspend any document retention/destruction policy and put in place a "Litigation Hold." This Litigation Hold is designed to ensure that relevant electronic evidence is preserved and not destroyed, altered, modified, disposed of, or in any way compromised. Thus, any individuals who may have relevant information or documents related to a matter must comply with this litigation hold.

Although this may seem like an onerous task, document retention is critical for the defense of a matter and to ensure the Company complies with its legal obligation to preserve and produce relevant information. A failure to preserve documents or electronic data could have dire consequences in a matter. For example, on top of monetary sanctions, the Company may be

precluded from using certain evidence at trial or the court may allow a jury to draw negative inferences against the Company. Under a worst-case scenario, the court may award a judgment in favor of the claimant. Therefore, if the Company has any doubt about whether paper or electronic data falls within the scope of a "Litigation Hold," it should err on the side of preservation and contact us.

H. Advance Conflict of Interest Waiver

Because of the size, geographical reach and the broad scope of the Firm's legal practice, it is possible that attorneys in one or more of the Firm's offices or departments may now or in the future represent parties in matters in which their interests are adverse to those of the Company or its affiliates, or have contractual or other dealings with the Company. As a condition of our representation, the Company agrees that the Firm may represent other parties in matters in which their interests are adverse to those of the Company or its affiliates and waives any conflict that would otherwise exist in such matters, provided that (i) any matter in which the Firm represents an adverse party is not substantially related to the Firm's work for the Company, and (ii) if appropriate, an ethical wall is created to separate the other matter from the matters the Firm is handling for the Company.

I. Potential Conflicts with Third Party Service Providers

The Firm represents many clients, including various third-party payroll and/or benefits service providers, in matters unrelated to this matter. Because of the Firm's relationship with these service providers, it would be prohibited by the Rules of Professional Conduct from advising the Company regarding any indemnification claims it may have against any service provider who is also a Firm client. Additionally, if the Company desired to pursue the service provider for indemnification, such desire could create a conflict in the Firm's continued representation of the Company in connection with this matter. If at any time the Company decides that it intends to explore the possibility of pursuing a service provider for indemnification, we ask that the Company kindly alert the Firm so that we can take steps to determine if a conflict exists regarding our underlying defense of the Company in this matter.

J. Potential Insurance Coverage

Whenever a potential claim is raised, the Company should review this matter with its internal counsel, insurance broker or anyone else with whom it wishes to discuss the possibility of other insurance being applicable, e.g., employment practices liability insurance, directors and officers or other insurance policies or programs such as an excess liability insurance policy, homeowners or personal insurance or any other form or kind of insurance including workers' compensation insurance. As employment defense counsel, the Firm cannot provide an opinion about the obligation, extent, or terms of the Company's coverage. As with any insurance policy, prompt and complete notice should be given, as required by the policy and by applicable law. Failure to do so could adversely affect the existence of or eligibility for any insurance coverage.

K. Dispute Resolution

Auburn Vocational School District Board of Education and Jackson Lewis P.C. agree that any dispute between us arising out of, or relating to, this agreement, or the breach thereof, shall be resolved by binding arbitration between the parties. The parties further agree that the arbitration proceedings and filings shall be confidential to the maximum extent permitted under applicable law. This includes, but is not limited to any claims regarding attorney's fees or costs under this agreement or regarding a claim of attorney malpractice, that is, whether any legal services Jackson Lewis P.C. has rendered, under this agreement or otherwise, were improperly, negligently, or incompetently rendered, or otherwise rendered in breach of a contractual or ethical duty. In agreeing to this arbitration clause, the Company waives any right or ability to: bring suit in court; have a jury trial; be a class or collective action representative or to otherwise participate in any putative or certified class, collective, or multi-party action or proceeding. This agreement to arbitrate does not impinge upon the Company's right to make a disciplinary complaint to the appropriate authorities about Jackson Lewis P.C. or its current or former attorneys.

Arbitration shall be in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA Rules"). The AAA Rules can be found at the AAA's website (https://www.adr.org/sites/default/files/CommercialRules_Web.pdf).

Please note there are certain advantages and disadvantages when submitting a dispute to an arbitral forum as compared to a judicial forum. In arbitration, the dispute will be submitted to a single arbitrator or a panel of arbitrators presiding over the issues. For purposes of this agreement, a single arbitrator will preside over any arbitration brought pursuant to this provision¹. In comparison, in a judicial forum, the Company would be entitled to a trial before a jury in a courtroom open to the public. The outcome of the arbitration generally will not be appealable and will remain confidential, whereas the non-prevailing party in a judicial proceeding has a right to appeal to challenge errors in the trial court and any award or verdict is a matter of public record. If a settlement results from a matter filed in a judicial forum, a confidentiality provision would be a negotiated term of the settlement. In terms of potential costs, the cost of the arbitration, including payment to the arbitrator, shall be shared by the parties, but the arbitrator shall have the right to allocate costs in the final award. With a judicial proceeding, each party bears their respective filing fees and neither pays for the services of the judge. It is also important to note the scope of discovery available in arbitration may be more limited than a judicial forum, which generally has broad discovery, and arbitration may involve substantial upfront costs.

The Company should review the differences between a dispute in an arbitral and judicial forum and should carefully consider whether arbitration is acceptable to it. If the Company so desires, it should consult with independent counsel regarding this issue. By signing this engagement letter, the Company acknowledges and represents that it has had the opportunity to seek the advice of independent counsel prior to entering into this agreement to arbitrate.

¹ The arbitrator must be an attorney in good standing in Ohio.

L. Miscellaneous Provisions

This agreement can be amended or modified only by a writing signed by you and the Firm. This agreement shall be binding upon the Company and the Firm, and our respective heirs, executors, legal representatives, successors, and assigns.

Nothing in this agreement is intended or shall be construed as impermissibly waiving or limiting the Firm's or its attorneys' professional obligations to the Company or to the profession under the Disciplinary Rules of Professional Conduct adopted by the State Bar of Ohio or other law.

Because of our ethical obligations to our clients, it would not be appropriate for the Firm to advise the Company on whether to agree to the terms of this agreement. The Company should make that decision independently. If the Company has legal questions about this agreement or the role of Jackson Lewis in representing the Company, the Company may review those questions with another attorney. The Company's acceptance of the terms of this agreement will confirm that the Company has made that decision independently and that the Company understands its option to review its terms with other counsel of the Company's choosing.

* * * *

If the above and the attachment is acceptable to the Company, please sign below and return a copy of this letter to me.

If you have any questions at any time about the scope of our representation, the handling of any matter or the content of any invoice, please contact me at 216-750-4315 or Vincent.Tersigni@jacksonlewis.com. We are pleased to be of service to the Company.

cc: Jennifer Hein (via email: jhein@wrighinsurance.com)
Enclosure

Agreed to and accepted by:

JACKSON LEWIS P.C.

/s/ Vincent J. Tersigni

By: Vincent J. Tersigni

Title: Principal

Date: April 29, 2024

**AUBURN VOCATIONAL SCHOOL
DISTRICT BOARD OF EDUCATION**

By: Sherry Williamson

Title: CFO/Treasurer

Date: _____

OHIO STATEMENT OF INSURED CLIENT'S RIGHTS

An insurance company has retained a lawyer to defend a lawsuit or claim against you. This Statement of Insured Client's Rights is being given to you to assure that you are aware of your rights regarding your legal representation.

1. *Your Lawyer:* Your lawyer has been retained by the insurance company under the terms of your policy. If you have questions about the selection of the lawyer, you should discuss the matter with the insurance company or the lawyer.
2. *Directing the Lawyer:* Your policy may provide that the insurance company can reasonably control the defense of the lawsuit. In addition, your insurance company may establish guidelines governing how lawyers are to proceed in defending you – guidelines that you are entitled to know. However, the lawyer cannot act on the insurance company's instructions when they are contrary to your interest.
3. *Communications:* Your lawyer should keep you informed about your case and respond to your reasonable requests for information.
4. *Confidentiality:* Lawyers have a duty to keep secret the confidential information a client provides, subject to limited exceptions. However, the lawyer chosen to represent you also may have a duty to share with the insurance company information relating to the defense or settlement of the claim. Whenever a waiver of lawyer-client confidentiality is needed, your lawyer has a duty to consult with you and obtain your informed consent.
5. *Release of Information for Audits:* Some insurance companies retain auditing companies to review the billing and files of the lawyers they hire to represent policyholders. If the lawyer believes an audit, bill review, or other action initiated by the insurance company may release confidential information in a manner that may be contrary to your interest, the lawyer must advise you regarding the matter and provide an explanation of the purpose of the audit and the procedure involved. Your written consent must be given in order for an audit to be conducted. If you withhold your consent, the audit shall not be conducted.
6. *Conflicts of Interest:* The lawyer is responsible for identifying conflicts of interest and advising you of them. If at any time you have a concern about a conflict of interest in your case, you should discuss your concern with the lawyer. If a conflict of interest exists that cannot be resolved, the insurance company may be required to provide you with another lawyer.
7. *Settlement:* Many insurance policies state that the insurance company alone may make a decision regarding settlement of a claim. Some policies, however, require your consent. You should discuss with your lawyer your rights under the policy regarding settlement. No settlement requiring you to pay money in excess of your policy limits can be reached without your agreement.
8. *Fees and Costs:* As provided in your insurance policy, the insurance company usually pays all of the fees and costs of defending the claim. If you are responsible for paying the lawyer any fees and costs, your lawyer must promptly inform you of that.
9. *Hiring your own Lawyer:* The lawyer hired by the insurance company is only representing you in defending the claim brought against you. If you desire to pursue a claim against someone, you will need to hire your own lawyer. You may also wish to hire your own lawyer if there is a risk that there might be judgment entered against you for more than the amount of your insurance. Your lawyer has a duty to inform you of this risk and other reasonably foreseeable adverse results.

A WORD ABOUT OUR INVOICES ...

Invoices are sent to our clients monthly or pursuant to an insurance carrier's guidelines if applicable. The preferred method of delivery for our invoices is email. Billings for services rendered on your matter(s) and for reasonable expenses incurred on your behalf are sent about three to four weeks after the end of the month in which the work is performed.

As detailed in the engagement letter, for any threatened or actual claim, please verify whether there is insurance of any kind that may cover the actual or potential claim and if there is, please provide prompt and complete notice to us and to the insurance carrier.

Subject to applicable guidelines, we charge for all services rendered on your matter(s) including, but not limited to, telephone calls, conferences, court and agency hearings, and other proceedings. These include reimbursement for travel-related expenses, such as lodging, meals, air travel, ground travel, auto expenses, parking fees, tolls and mileage. We also bill for all photocopying costs, telephone calls, facsimiles, postage, messenger service and, if required, delivery charges where material is sent via certified or registered mail or by express mail or package carrier. If a situation arises which requires overtime work by our secretaries, we will invoice you at our cost. All third party charges (e.g., filing, trial, and court reporter fees) are the responsibility of the client and should be paid directly by the client. The cost for computerized legal research is the rate calculated by our vendor LexisNexis. Your cost is not based on the annual discount arrangement the Firm has with LexisNexis. Payment for our services and expenses described are expected upon receipt of our invoice. We are confident our clients make every effort to pay us promptly.

We do our utmost to provide quality and professional service to our clients. In return, we expect timely payment for services rendered. A monthly service charge of one and a half percent (1.5%) is added to the unpaid balance of any invoice not paid within 90 days after it is rendered.

Electronic discovery related charges will be billed directly by the vendor who provides these services. These nonlegal services and expert witness charges are provided under separate agreement between you and the vendor or expert. The non-legal services that might be necessary for electronic discovery include: forensic collection of electronically stored information ("ESI") from your computer systems, computer forensic and other technical consulting, ESI processing, ESI uploading and search/review software hosting, ESI production, training, and project management services. You are responsible for making timely payment of their invoices to avoid any disruption in our legal services. Charges by Kroll or other e-services providers will be invoiced on our invoices or separately.

If your payment is submitted without remittance information (invoice number), the Firm will generally apply the payment to the oldest outstanding invoices first. The Firm will provide detail of how the payment was applied upon request.

The above terms will apply to each invoice unless the Firm and the client have agreed, in writing, to a modification of the billing arrangements.

Check payments should be forwarded to our lockbox. Please note the mailing address varies depending upon the method of delivery:

FEDERAL EXPRESS/UPS

Bank of America Lockbox Services
BOX 416019 Jackson Lewis P.C.
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

USPS MAIL

Jackson Lewis P.C.
P.O. Box 416019
Boston, MA 02241-6019

We also accept electronic payment of our invoices. If you choose to pay your invoice by electronic transfer, please include the invoice number in the transfer information and send payment to:

Bank	Bank of America N.A. One Bryant Park, 32nd Floor New York, NY 10036
Routing Number WIRES	026009593
Routing Number ACH/EFT	021200339
For credit to Account	Jackson Lewis P.C. 381032861703
SWIFT Code International Wires in USD	BOFAUS3N
SWIFT Code International Wires in FX	BOFAUS6S

Please send the confirmation notice detailing client number and invoice number to:
epayments@jacksonlewis.com

Our foreign-based clients must ensure payment is made via international money order payable in U.S. dollars. If payment is by regular check drawn on a foreign bank, we will add \$30 to our bill for banking charges. If you have any questions about our billing procedures or any time or disbursement charges, please speak to the attorney responsible for your matter.