

# Auburn Career Center



## Auburn Vocational Board of Education Regular Board Meeting Agenda November 7, 2024 6:30 pm

### Item #1 Roll Call

___ Mr. Todd Albright	___ Ms. Neysa Gaskins	___ Mr. Roger Miller
___ Ms. Jean Brush	___ Mr. Thomas Hach	___ Ms. Barb Rayburn
___ Mr. Kenneth Cahill	___ Mr. Geoffrey Kent	___ Ms. Mary Wheeler
___ Dr. Susan Culotta	___ Ms. Sherry Maruschak	

### Item #2 Pledge of Allegiance

### Item #3 Approve Agenda

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### Item #4 Approve Minutes of the October 1, 2024 Regular Meeting

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### Item #5 Administrative Report(s)

- December 3rd Board Dinner @ 6:15 pm in the Auburn Room Restaurant

**Item #6     Facilities - Update**

**Item #7     Public Participation**

**Item #8     Executive Session**

Motion for the Auburn Vocational School District Board of Education ("Board") to recess into consecutive executive sessions pursuant to R.C. 121.22 for the following purposes: (1) the dismissal or discipline of a public employee or official pursuant to R.C. 121.22 (G)(1) and (2) the compensation of a public employee(s) or official(s). Upon conclusion of these executive sessions, the Board President shall gavel the Board back into open session at this location. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the precessings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

___ Mr. Todd Albright	___ Ms. Neysa Gaskins	___ Mr. Roger Miller
___ Ms. Jean Brush	___ Mr. Thomas Hach	___ Ms. Barb Rayburn
___ Mr. Kenneth Cahill	___ Mr. Geoffrey Kent	___ Ms. Mary Wheeler
___ Dr. Susan Culotta	___ Ms. Sherry Maruschak	

Motion _____	Time In: _____
Second _____	Time Out: _____

**TREASURER'S AGENDA**

**Item #9     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 September 30, 2024 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. *(Attachment #9)*

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### **Item #10 Approve Five-Year Forecast**

It is my recommendation that the Board approve the FY2025-2029 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 been assumed for the period of 7/1/24-6/30/27 pursuant to the terms and conditions of the contractual agreement between the Auburn Vocational School District Board of Education and the Career and Technical Association (C.A.T.A.) In the remaining two (2) years of the forecast, raises have not been assumed; however, steps and educational advancement continue to be estimated. Foundation funding has been projected based on the current state aid estimates provided by the Department of Education and the Office of Budget and Management for FY 2024-2025. (Attachment #10)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### **Item #11 Approve *Amended* Certificate of Estimated Resources with *Amended* Appropriations for Fiscal Year 2024-2025**

It is my recommendation that the Board of Education approve the Amended Certificate of Estimated Resources with Amended Appropriations for fiscal year 2024-2025. (Attachment #11)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #12 Approve 2024-2025 Purpose Statement/Activity Budgets**

It is my recommendation that the Board of Education approve the following purpose statements/activity for the 2024-2025 school year.

<b>Program</b>	<b>Fund Number</b>	<b>Last Year Balance 7/1/24</b>	<b>Revenue Anticipated</b>
DECA	200-930A	\$ 0.00	\$3,000.00

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #13 Approve the Removal from Inventory**

It is my recommendation that the Board of Education approve the disposal of the following obsolete property per Policy #7310 and return back to Middlefield Fire per MOU dated December 6, 2017. (Attachment # 13)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #14 Approve Board Policies**

It is my recommendation the Board of Education approve the resolution pursuant to Bylaw 0131, the Auburn Vocational School District Board of Education hereby adopts the revised policies as presented to the Board by the Superintendent and Treasurer at this regular meeting. The Superintendent and Treasurer are directed to advise NEOLA to immediately update the policies pursuant to the instant resolution. (Attachment #14)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## Item #15 Approve Donation(s)

It is my recommendation to approve the following donation:

Donation of 4 sublimation tumblers, 2 photo slates, 4 sublimation banners, 2 sublimation mouse pads, 12 sublimation car coasters, and 9 sublimation mugs from Nicole Andrews of Madison, OH. This donation will benefit the Marketing Business Applications program.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## SUPERINTENDENT'S AGENDA

### Item #16 Resolution to Increase Compensation for Administrative & Exempt Employees

It is my recommendation to approve the following resolution to authorize and approve compensation increases for employees in certain exempt and administrative positions,

**WHEREAS**, the Board wishes to authorize and approve compensation increases to certain employees who hold exempt and administrative positions with the Auburn Career Center; and

**WHEREAS**, the Board believes an increase in compensation is required to maintain the operations and continuity of services, and to continue to support the needs of the Auburn Career Center; and

**WHEREAS**, the Board believes it is in the best interests of the Auburn Career Center to increase the compensation of employees who hold exempt and administrative positions.

**NOW THEREFORE BE IT RESOLVED** by the Board that:

Section 1. The Board hereby authorizes and approves compensation increases for employees who hold the following exempt and administrative positions with the Auburn Career Center:

Maintenance Supervisor  
Marketing and Public Relations  
Kitchen Supervisor  
Executive Administrative Assistant/EMIS

Section 2. The Board hereby authorizes and approves compensation increases for employees who hold the specific exempt and administrative positions identified in Section 1 of this Resolution in the following manner:

Four percent (4%) of the FY-24 annual salary plus (1.5%) step increase, effective August 1, 2024;  
Four percent (4%) of the FY-25 annual salary plus (1.5%) step increase, effective August 1, 2025; and  
Four percent (4%) of the FY-26 annual salary plus (1.5%) step increase, effective August 1, 2026

Section 3. The Board hereby authorizes the President of the Board, the Vice-President of the Board, its Superintendent/Chief Executive Officer, and/or its Treasurer to take all actions as may be necessary to implement and carry out this Resolution

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public or in executive session as permitted by Ohio law.

Section 5. This Resolution shall be in full force and effect from and immediately upon its adoption.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #17 Resolution to Increase Compensation for Administration**

It is my recommendation to approve the following resolution to authorize and approve compensation increases for employees in certain administration positions,

**WHEREAS**, the Board wishes to authorize and approve compensation increases to certain employees who hold administration positions with the Auburn Career Center; and

**WHEREAS**, the Board believes an increase in compensation is required to maintain the operations and continuity of services, and to continue to support the needs of the Auburn Career Center; and

**WHEREAS**, the Board believes it is in the best interests of the Auburn Career Center to increase the compensation of employees who hold administration positions.

**NOW THEREFORE BE IT RESOLVED** by the Board that:

Section 1. The Board hereby authorizes and approves compensation increases for employees who hold the following administration positions with the Auburn Career Center:

Assistant Treasurer  
LPN Coordinator  
Director of Industrial Trades  
Director of Special Education  
Assistant Director of Adult Workforce Operations/Director of Business Partnerships  
Director of Curriculum and Instruction  
Assistant Director of Adult Workforce Programs/Director of Public Safety  
Director of High School  
Director of Adult Workforce Education  
Director of Career Development & Enrollment (effective 8/1/25)

Section 2. The Board hereby authorizes and approves compensation increases for employees who hold the specific administration identified in Section 1 of this Resolution in the following manner:

Four percent (4%) of the FY-24 annual salary, effective August 1, 2024;  
Four percent (4%) of the FY-25 annual salary, effective August 1, 2025; and  
Four percent (4%) of the FY-26 annual salary, effective August 1, 2026

Section 3. The Board hereby authorizes the President of the Board, the Vice-President of the Board, its Superintendent/Chief Executive Officer, and/or its Treasurer to take all actions as may be necessary to implement and carry out this Resolution

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public or in executive session as permitted by Ohio law.

Section 5. This Resolution shall be in full force and effect from and immediately upon its adoption.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### **Item #18 Human Resources**

It is my recommendation to approve the following Resolution to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #18)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

### **Item #19 Approve Seasonal Snow Removal Quote**

It is my recommendation that the Board approve the following seasonal snow removal quote from Lake County Landscape & Supply, Inc. of Grand River, Ohio at the amount of \$33,512.00 for the snow removal and salting of Auburn Career Center parking lots for the 2024-2025 school year. Lake County Landscape & Supply, Inc. was the only quote received. (Attachment #19)



Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #20 Approval of Consent Agenda**

Approve that Item #21 A - J to be approved as a consent motion.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

## **Item #21 Consent Agenda: Contracts/Affiliation Agreements**

Resolution to approve the following contracts and affiliation agreements:

- A. *Agreement between Auburn Career Center and Energy Harbor Nuclear Corp. (Attachment #21A)*
- B. *Temporary Construction Easement Agreement between Auburn Career Center and TRAX Construction Company (Attachment #21B)*
- C. *Training Provider Agreement Amendment between Lake County Department of Job and Family Services and Auburn Career Center (Attachment #21C)*
- D. *Training Agreement between Auburn Career Center and Great Lakes Cheese (Attachment #21D)*
- E. *Practical Nursing Program Clinical Site and Preceptor Experience Agreement between Auburn Career Center and Sender Pediatric (Attachment #21E)*
- F. *MOU between Auburn Career Center and the Educational Service Center of the Western Reserve Governing Board of Education, ESCWR (Attachment #21F)*
- G. *Training Agreement between Auburn Career Center and Berkshire High School (Attachment #21G)*
- H. *Educator Career Pathways Affiliation Agreement (s) 24-25 SY (Attachment #21H)*
  - a. *Cardinal Local Schools*
- I. *Updated High School Affiliation Agreements (Attachment #21I)*
- J. *Updated Public Safety Affiliation Agreements (Attachment #21J)*

A consent agenda provides for a more efficient use of time. Any Board member can remove a Consent Agenda item to be discussed and voted on individually.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #22 Other**

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Item #23 Adjourn**

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote: Pass \_\_\_\_\_ Fail \_\_\_\_\_ Time:\_\_\_\_\_

*Please Notice Enclosures: Attachments*

**Regular Board Meeting**

**Tuesday, December 3rd, 2024 @ 5:30 p.m.**

**Main Building**

**8140 Auburn Road, Concord Twp. OH 44077**

**Room 9A (A-Wing)**