

## Auburn Vocational School District BOARD OF EDUCATION

### Minutes of November 8, 2018

The November 8, 2018 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

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

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

#### **149-18 Approve Agenda and Addendum**

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the November 8, 2018 agenda and addendum.

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

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

#### **150-18 Approve Minutes of Last Meeting**

A motion was made by Mr. Kent and seconded by Mr. Sedivy to approve the minutes of the October 2, 2018 regular Board meeting of the Board.

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

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

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

### **Administrative Reports**

- Holiday Buffet – December 4, 2018 ~ Save the Date
- Winter Wonderland Holiday Craft Fair and Breakfast with Santa  
December 1, 2018 from 8:00 am – 3:00 pm
- Poinsettia Sale Begins November 26, 2018  
Monday thru Friday 8:30 am – 10:30 am & Noon – 2:00 pm

**Facilities Committee Report** –Mr. Slavkovsky gave a monthly update

**Recruitment/Curriculum Committee Report** – Monthly Update

### **Render Financial Reports**

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending September 30, 2018 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #9)

**No Action Required.**

### **151-18 Approve Donations**

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve the following donations:

Donation of miscellaneous Ford Specialty Tools from Mr. Chris Hayden of Thompson, OH

Donation of Monthly Subscription to Dynascape Software from H & M landscaping, Mr. Mark Mazzurco of Newbury, OH. This donation will benefit the Architecture Project Management Program.

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

**Nays:** None

Mr. Walter declared the motion passed



**152-18 Approve Human Resources**

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

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

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

**153-18 Approve Seasonal Snow Removal Quote**

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve the following seasonal snow removal quote from S.A.M. Landscaping Inc., of Chardon, Ohio at the amount of \$17,280.00 for the snow removal and salting of Auburn Career Center parking lots for the 2018-2019 school year. We received three quotes; the other quotes were from Landstyles Landscape Development of Painesville, Ohio; Lake County Landscape & Supply, Inc. of Grand River, Ohio. (See Attachment Item #12)

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

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

**154-18 Approve Textbook for Sports Medicine Program**

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the following textbook for the sports medicine program.

Textbooks:

*Physical Therapy Aide Textbook.* OPRET Education, 2017. Print.

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

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

**155-18 Approve 2019 Phase III HVAC Upgrade Project**

A motion was made by Mrs. Javins and seconded by Mr. Sedivy to approve the 2019 Phase III HVAC upgrade project and project budget not to exceed the projected budget of \$285,000.00 (Attachment Item #14)

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

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

**Policy: First Reading**

It is my recommendation that the Board of Education make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at [www.neola.com/auburnjvs-oh](http://www.neola.com/auburnjvs-oh) and clicking on the policy number. (Attachments Item #15)

Section	Title	Revised/New Policy/Delete
Administration 1240.01	Non-Reemployment of the Superintendent	Revised
Administration 1422	Nondiscrimination and Equal Employment Opportunity	Revised
Administration 1541	Termination and Resignation	Revised
Administration 1662	Anti-Harassment	Revised
ByLaws 0130	Functions	Revised
ByLaws 0140	Conflict of Interest	Revised
ByLaws 0160	Notice of Meetings	Revised
Classified Staff 4122	Nondiscrimination and Equal Employment Opportunity	Revised
Classified Staff 4140	Termination and Resignation	Revised
Classified Staff 4162	Drug & Alcohol Testing of CDL License Holders	Delete
Classified Staff 4215	Use of Tobacco by Classified Staff	Revised
Classified Staff 4362	Anti-Harassment	Revised
Finances 6320	Purchasing & Bidding	Revised
Finances 6325	Procurement – Federal Grants/Funds	Revised
Finances 6423	Use of Credit Cards	Revised
Operations 8403	School Resource Officer	New Policy
Operations 8141	Mandatory Reporting of Misconduct by Licensed Employees	Revised

Professional Staff 3122	Nondiscrimination and Equal Employment Opportunity	Revised
Professional Staff 3140	Termination and Resignation	Revised
Professional Staff 3215	Use of Tobacco by Professional Staff	Revised
Professional Staff 3362	Anti-Harassment	Revised
Program 2111	Parent and Family Engagement	Revised
Program 2260	Nondiscrimination and Access to Equal Educational Opportunity	Revised
Program 2370.01	Blended Learning	New Policy
Property 7434	Use of Tobacco on School Premises	Revised
Students 5517	Anti-Harassment	Revised
Students 5517.02	Sexual Violence	Revised
Students 5610	Removal, Suspension, Expulsion & Permanent Exclusion of Students	Revised
Students 5610.02	In-School Discipline	Revised
Students 5610.03	Emergency Removal of Students	Revised
Students 5611	Due Process Rights	Revised

**NO ACTION REQUIRED.**

**156-18 Approve School to Work Program Agreement**

A motion was made by Mrs. Brush and seconded by Mrs. Javins to approve the school to work program agreement between the Auburn Vocational School District Board of Education and Plumbers Local 55 Joint Apprenticeship Training Committee of Cleveland. (Attachment Item #16A)

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

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

**157-18 Executive Session**

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to enter into executive session at 7:02 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), **for the purpose of considering** the appointment, **employment**, dismissal, discipline, promotion, demotion, and/or **compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.

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

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

**Return to public session at 8:17 p.m.**

**158-18     Adjourn**

A motion was made by Mrs. Brush and seconded by Mr. Sedivy to adjourn the meeting at 8:18 p.m.

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

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

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Board President

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

**Auburn  
Career Center**



*Attachment Item #9*

*Render Financial Reports*



Auburn Career Center  
Cash Fund Balance Report  
September 30, 2018

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 5,965,942.12	\$ 1,377,467.56	\$ 4,002,953.85	\$ 758,966.32	\$ 2,679,327.52	\$ 7,289,568.45	\$ 1,234,390.43	\$ 6,055,178.02
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,849,284.91	\$ 4,583.33	\$ 14,583.34	\$ 37,650.91	\$ 479,574.13	\$ 1,384,294.12	\$ 1,268,925.87	\$ 115,368.25
006	Food Service	\$ 6,617.41	\$ 11,060.32	\$ 47,662.27	\$ 17,694.40	\$ 40,279.67	\$ 14,000.01	\$ 32,512.93	\$ (18,512.92)
009	USSF	\$ 10,079.61	\$ 460.00	\$ 6,877.50	\$ -	\$ -	\$ 16,957.11	\$ -	\$ 16,957.11
011	Rotary	\$ 1,398.06	\$ 464.47	\$ 464.47	\$ 826.31	\$ 826.31	\$ 1,036.22	\$ 7,773.69	\$ (6,737.47)
012	Adult Education	\$ 51,950.69	\$ 245,314.35	\$ 502,173.48	\$ 125,209.14	\$ 379,115.02	\$ 175,009.15	\$ 149,174.36	\$ 25,834.79
014	Rotary Internal Service Fund	\$ 2,267.25	\$ 13.69	\$ 13.69	\$ -	\$ 769.77	\$ 1,511.17	\$ -	\$ 1,511.17
018	Principal Fund	\$ 9,730.57	\$ -	\$ 56,147.54	\$ 28.31	\$ 5,657.67	\$ 60,220.44	\$ 17,015.63	\$ 43,204.81
019	Trust Fund-Camp Discovery	\$ 235,831.11	\$ -	\$ 2,345.70	\$ 71,565.68	\$ 78,218.38	\$ 159,958.43	\$ 5,850.00	\$ 154,108.43
022	District Agency	\$ 15,710.95	\$ -	\$ 7,665.00	\$ -	\$ 8,665.00	\$ 14,710.95	\$ 1,000.00	\$ 13,710.95
024	Employee Self Insurance Fund	\$ 18,031.15	\$ -	\$ 23,908.69	\$ 1,311.65	\$ 8,522.78	\$ 33,417.06	\$ 25,998.13	\$ 7,418.93
70	Capital Projects	\$ 398,399.44	\$ -	\$ 350,000.00	\$ 17,093.00	\$ 296,673.94	\$ 451,725.50	\$ 110,629.05	\$ 341,096.45
200	Student Activity Fund	\$ 76,920.43	\$ 106.93	\$ 769.73	\$ 3,455.13	\$ 11,564.13	\$ 66,126.03	\$ 2,963.50	\$ 63,162.53
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 12,692.58	\$ 9,510.82	\$ 42,872.92	\$ 16,349.03	\$ 78,302.80	\$ (22,737.30)	\$ 4,666.18	\$ (27,403.48)
524	VEPD Secondary and Adult Fund	\$ 33,930.99	\$ 68,547.58	\$ 83,367.37	\$ 88,046.60	\$ 199,255.96	\$ (81,957.60)	\$ 75,987.72	\$ (157,945.32)
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ 16,710.00	\$ 16,710.00	\$ (16,710.00)	\$ 1,865.00	\$ (18,575.00)
Grand Totals		\$ 8,688,787.27	\$ 1,717,529.05	\$ 5,141,805.55	\$ 1,154,886.48	\$ 4,283,463.08	\$ 9,547,129.74	\$ 2,938,752.49	\$ 6,608,377.25

This is an unaudited financial report.



**Auburn Career Center**  
**Appropriation Account Summary**  
9/30/18

**B**

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,495,862.35	\$ 115,351.03	\$ 9,611,313.38	\$ 2,679,327.52	\$ 758,946.32	\$ 1,234,390.43	\$ 5,697,595.43	40.72%
002	Bond Retirement	\$ 623,432.29	\$ -	\$ 623,432.29	\$ -	\$ -	\$ -	\$ 623,432.29	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 397,051.37	\$ 1,540,318.00	\$ 1,937,369.37	\$ 479,574.13	\$ 37,650.91	\$ 1,268,925.87	\$ 188,869.37	40.45%
006	Lunchroom Fund	\$ 173,319.59	\$ 6,617.41	\$ 179,937.00	\$ 40,279.67	\$ 17,694.40	\$ 32,512.93	\$ 107,144.40	10.96%
009	Uniform School Supply Fund	\$ 16,957.11	\$ -	\$ 16,957.11	\$ -	\$ -	\$ -	\$ 16,957.11	0.00%
011	Customer Service Fund	\$ 78,469.09	\$ -	\$ 78,469.09	\$ 826.31	\$ 826.31	\$ 7,773.69	\$ 69,869.09	34.97%
012	Adult Education Fund	\$ 1,488,200.46	\$ 22,708.23	\$ 1,510,908.69	\$ 379,115.02	\$ 125,209.14	\$ 149,174.36	\$ 982,619.31	22.29%
014	Rotary Internal Service Fund	\$ 2,452.94	\$ 1,000.00	\$ 3,452.94	\$ 769.77	\$ -	\$ -	\$ 2,683.17	87.96%
018	Principal Fund	\$ 50,750.00	\$ 8,980.57	\$ 59,730.57	\$ 5,657.67	\$ 28.31	\$ 17,015.63	\$ 37,057.27	0.00%
019	Other Grants	\$ 219,786.81	\$ 18,410.00	\$ 238,176.81	\$ 78,218.38	\$ 71,565.68	\$ 5,850.00	\$ 154,108.43	41.35%
022	Scholarships	\$ 21,375.95	\$ 2,000.00	\$ 23,375.95	\$ 8,665.00	\$ -	\$ 1,000.00	\$ 13,710.95	58.63%
024	Employee Benefits	\$ 58,880.00	\$ -	\$ 58,880.00	\$ 8,522.78	\$ 1,311.65	\$ 25,998.13	\$ 24,359.09	54.42%
70	Capital Projects	\$ 358,847.39	\$ 389,552.05	\$ 748,399.44	\$ 296,673.94	\$ 17,093.00	\$ 110,629.05	\$ 341,096.45	18.70%
200	Student Activities	\$ 77,144.90	\$ 545.26	\$ 77,690.16	\$ 11,564.13	\$ 3,455.13	\$ 2,983.50	\$ 63,162.53	0.00%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	23.76%
501	ABLE Literacy Fund	\$ 336,491.55	\$ 12,692.58	\$ 349,184.13	\$ 78,302.80	\$ 16,349.03	\$ 4,666.18	\$ 266,215.15	71.18%
524	VEPD Secondary and Adult	\$ 352,735.77	\$ 33,930.99	\$ 386,666.76	\$ 199,255.96	\$ 88,046.60	\$ 75,987.72	\$ 111,423.08	0.00%
599	REAP	\$ 40,468.00	\$ -	\$ 40,468.00	\$ 16,710.00	\$ 16,710.00	\$ 1,865.00	\$ 21,893.00	45.29%
	<b>Grand Total</b>	<b>\$ 13,794,105.57</b>	<b>\$ 2,152,108.12</b>	<b>\$ 15,946,213.69</b>	<b>\$ 4,283,463.08</b>	<b>\$ 1,155,898.48</b>	<b>\$ 2,838,752.49</b>	<b>\$ 8,773,956.12</b>	

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

# Auburn Career Center Monthly History Comparison-General Fund September 30, 2018

C

	Monthly Comparison				Note	Annual Comparison				25%
	Sept FY17	Sept FY18	Sept FY19	Avg Chg		Actual 2017	Actual 2018	Temp. Budget 2019 - Estimate	Remain 2019	Budget Expended
Revenue										
Real Estate	\$ 2,114,482	\$ 2,639,733	\$ 2,566,948		\$ 4,663,062	\$ 4,916,774	\$ 4,716,774	\$ 2,149,826	54%	
Commercial	\$ 418,446	\$ -	\$ -		\$ 880,869	\$ 919,294	\$ 919,294	\$ 919,294	0%	
Tangible Personal (PU)	\$ 194,533	\$ 209,957	\$ 188,399		\$ 419,558	\$ 414,345	\$ 414,345	\$ 225,946	45%	
Foundation	\$ 500,053	\$ 612,596	\$ 608,611		\$ 2,194,823	\$ 2,394,304	\$ 2,394,303	\$ 1,785,692	25%	
PU Reimb	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Homestead & Rollback	\$ 191,405	\$ 2,658	\$ 207,578		\$ 787,438	\$ 809,948	\$ 809,949	\$ 602,371	26%	
Other	\$ 360,527	\$ 315,831	\$ 373,307		\$ 379,956	\$ 409,978	\$ 451,600	\$ 78,293	83%	
Subtotal	\$ 3,779,446	\$ 3,780,775	\$ 3,944,843		\$ 9,325,706	\$ 9,864,643	\$ 9,706,265	\$ 5,761,422	41%	
Expense										
Salaries	\$ 1,024,114	\$ 987,344	\$ 943,903	-4.0%	\$ 4,107,214	\$ 3,821,328	\$ 3,248,129	\$ 2,304,226	29%	
Benefits	\$ 423,967	\$ 422,019	\$ 435,578	1.4%	\$ 1,662,612	\$ 1,730,209	\$ 1,470,678	\$ 1,035,100	30%	
Purchased Services	\$ 298,687	\$ 430,410	\$ 379,286	16.1%	\$ 1,221,824	\$ 1,441,037	\$ 1,224,881	\$ 845,595	31%	
Supplies	\$ 132,190	\$ 168,687	\$ 191,435	20.5%	\$ 416,225	\$ 428,385	\$ 364,127	\$ 172,692	53%	
Capital Outlay/Equipment	\$ 20,213	\$ 92,800	\$ 137,037	203.4%	\$ 295,409	\$ 175,255	\$ 148,967	\$ 11,930	92%	
Summer Projects	\$ 83,221	\$ -	\$ -		\$ 83,221	\$ -	\$ -	\$ -	0%	
Parking Lot	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	0%	
Other	\$ 51,064	\$ 48,978	\$ 43,092	-52.0%	\$ 133,047	\$ 132,419	\$ 112,556	\$ 69,464	38%	
Subtotal	\$ 2,033,456	\$ 2,150,238	\$ 2,130,331	-4.9%	\$ 7,919,552	\$ 7,728,633	\$ 6,569,338	\$ 4,439,007	32%	
Revenue/Expense (Operating Balance)	\$1,745,991	\$1,630,537	\$1,814,512		\$ 1,406,155	\$ 2,136,010	\$ 3,136,927			
Other Uses										
Advances Returned	\$ 58,884	\$ 40,575	\$ 58,108		\$ 58,884	\$ 57,516				
Advances Out	\$ -	\$ -	\$ 114,000		\$ 40,575	\$ 82,468				
Transfers	\$ 118,271	\$ 405,167	\$ 434,995		\$ 1,006,878	\$ 989,772				
	\$ (59,387)	\$ (364,592)	\$ (490,887)		\$ (988,569)	\$ (1,014,724)				
Subtotal	\$ 6,113,670	\$ 5,615,774	\$ 6,671,047		\$ 5,904,707	\$ 7,069,633				
Ending Cash	\$ 5,554,060	\$ 6,110,598	\$ 7,289,567		\$ 4,844,652	\$ 5,965,939				
Encumbrances	\$ 1,155,256	\$ 1,052,808	\$ 1,234,390		\$ 99,104	\$ 115,351				

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

Date: 10/01/2018  
Time: 11:12 am

AUBURN VOCATIONAL SCHOOL DISTR  
SORT BY CHECK NUMBER  
CHECK DATES BETWEEN 09/01/2018 AND 09/30/2018  
ALL CHECKS SELECTED

Page: 1  
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
048148	W	08/22/2018	STATE TEACHERS RETIREMNT	000480	VOID: 09/12/2018		25,907.93
048149	W	08/22/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	VOID: 09/12/2018		9,124.70
048196	W	09/06/2018	FIRE-SAFETY SERVICE, INC.	040316	RECONCILED:09/12/2018		652.00
048197	W	09/06/2018	OHIO RESTAURANT ASSOCIATION EDUCATION FOUNDATION	011338	RECONCILED:09/12/2018		1,900.00
048198	W	09/06/2018	LEAF	001519	RECONCILED:09/18/2018		250.00
048199	W	09/06/2018	COLD HARBOR BUILDING CO.	040097	RECONCILED:09/07/2018		14,777.78
048200	W	09/06/2018	COLLISION SERVICES INC	041456	RECONCILED:09/11/2018		870.89
048201	W	09/06/2018	NATIONAL RESTAURANT ASSOC. SOLUTIONS, LLC	011495	RECONCILED:09/11/2018		3,490.94
048202	W	09/06/2018	MADISON LOCAL SCHOOLS	010906	RECONCILED:09/07/2018		7,916.67
048203	W	09/06/2018	PEARSON EDUCATION	011383	RECONCILED:09/10/2018		60.99
048204	W	09/06/2018	CREATIVE ADVERTISING & ART DESIGN	040627	RECONCILED:09/11/2018		320.00
048205	W	09/06/2018	RHS GRIDIRON CLUB C/O EILEEN BECKER	040154	RECONCILED:09/13/2018		600.00
048206	W	09/06/2018	KENSTON ATHLETIC BOOSTERS C/O CREATIVE ADVERTISING & ART	040127			200.00
048207	W	09/06/2018	HARVEY ATHLETIC DEPT.	040125	RECONCILED:09/17/2018		280.00
048208	W	09/06/2018	KT'S CUSTOM LOGOS	007127	RECONCILED:09/12/2018		3,808.00
048209	W	09/06/2018	COMDOC INC.	008170	RECONCILED:09/10/2018		1,403.94
048210	W	09/06/2018	UH GEAUGA MEDICAL CENTER	007298			80.00
048211	W	09/06/2018	SMOCKER BY BEXAR MFG CO	040974	RECONCILED:09/13/2018		3,556.00
048212	W	09/06/2018	LAKE HEALTH	004099	RECONCILED:09/10/2018		45.00
048213	W	09/06/2018	21ST CENTURY MEDIA - OHIO	000414	RECONCILED:09/12/2018		1,500.00
048214	W	09/06/2018	NHI	013364	RECONCILED:09/10/2018		360.00
048215	W	09/06/2018	FUTURE IMAGE PROMOTIONS	041176	RECONCILED:09/10/2018		5,101.73
048216	W	09/06/2018	DUMMIES UNLIMITED, INC.	041592	RECONCILED:09/17/2018		6,089.00
048217	W	09/06/2018	OHIO SCHOOLS COUNCIL NATURAL GAS	000812	RECONCILED:09/11/2018		4,424.00
048218	W	09/06/2018	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:09/18/2018		72.10
048219	W	09/06/2018	ILLUMINATING COMPANY	000925	RECONCILED:09/10/2018		1,464.70
048220	W	09/06/2018	DOMINION ENERGY OHIO	004003	RECONCILED:09/10/2018		412.73
048221	W	09/06/2018	ENCORE GARAGE OF OHIO THE PADDEN GROUP LLC	041462			13,554.00
048222	W	09/06/2018	RESILITE SPORTS PRODUCTS, INC	041570			3,148.00
048223	W	09/06/2018	AUDIO VISUAL INNOVATIONS, INC	012156	VOID: 09/06/2018		1,850.00
048224	W	09/06/2018	STS EDUCATION	041552	RECONCILED:09/11/2018		654.00
048225	W	09/06/2018	ELSEVIER	011447	RECONCILED:09/07/2018		3,224.53
048226	W	09/06/2018	CDW GOVERNMENT	011547	RECONCILED:09/07/2018		2,833.00
048227	W	09/06/2018	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:09/07/2018		23.25
048228	W	09/06/2018	BORDEN DAIRY COMPANY	000154	RECONCILED:09/07/2018		324.90
048229	W	09/06/2018	CHRISTOPHER MITCHELL	041578	RECONCILED:09/07/2018		177.67
048230	W	09/06/2018	ALLISON ESACK	041446	RECONCILED:09/07/2018		107.91
048231	W	09/06/2018	ANDREA TRACY A	041184	RECONCILED:09/07/2018		177.67
048232	W	09/06/2018	DEE STARK-KURTZ A	008279	RECONCILED:09/07/2018		177.67
048233	W	09/06/2018	CAYLEY VOLPIN	041417	RECONCILED:09/07/2018		177.67
048234	W	09/06/2018	MICHELLE RODEWALD	011544	RECONCILED:09/07/2018		216.58



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048235	W	09/06/2018	MARY ANN KERWOOD	001517	RECONCILED:09/07/2018		182.03
048236	W	09/06/2018	AMY RYAN	041013	RECONCILED:09/07/2018		178.76
048237	W	09/06/2018	JEFF SLAVKOVSKY	013632	RECONCILED:09/07/2018		177.67
048238	W	09/06/2018	STATE TEACHERS RETIREMNT	000480	VOID: 09/12/2018		24,331.17
048239	W	09/06/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	VOID: 09/12/2018		8,658.48
048240	W	09/10/2018	AUDIO VISUAL INNOVATIONS, INC	012156	RECONCILED:09/14/2018		1,850.00
048241	W	09/10/2018	MADISON LOCAL SCHOOLS	010906	RECONCILED:09/12/2018		7,916.67
048242	W	09/10/2018	PUBLIC FINANCE RESOURCES INC	040880	RECONCILED:09/18/2018		1,470.00
048243	W	09/10/2018	OHIO ASSOCIATION CAREER ASSESSMENT SPECIALISTS	011469			25.00
048244	W	09/10/2018	A.J. GOULDER ELECTRIC COMPANY	008219	RECONCILED:09/24/2018		19,216.13
048245	W	09/10/2018	ATWELLS POLICE & FIRE	001603	RECONCILED:09/12/2018		5,370.30
048246	W	09/10/2018	POCKET NURSE ENTERPRISES, INC.	010331	RECONCILED:09/13/2018		82.80
048247	W	09/10/2018	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED:09/10/2018		130.00
048248	W	09/10/2018	VOCATIONAL RESEARCH INST A DIVISION OF JEVS HUMAN SVCS	000053	RECONCILED:09/14/2018		2,999.00
048249	W	09/10/2018	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	RECONCILED:09/13/2018		940.95
048250	W	09/10/2018	ILLUMINATING COMPANY	000925	RECONCILED:09/12/2018		22,120.93
048251	W	09/10/2018	AT&T	000171	RECONCILED:09/18/2018		1,816.20
048252	W	09/10/2018	CLASSWARD LLC	041170	RECONCILED:09/17/2018		1,992.00
048253	W	09/10/2018	SUMMIT COUNTY ESC TREASURER'S OFFICE SUITE 200	040881	RECONCILED:09/17/2018		375.00
048254	W	09/10/2018	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:09/19/2018		399.00
048255	W	09/10/2018	GCA SERVICES GROUP	041167	RECONCILED:09/13/2018		16,396.79
048256	W	09/10/2018	G & L LOCKSMITHS	041600	RECONCILED:09/17/2018		101.50
048257	W	09/10/2018	LANDSTYLES, INC	041366	RECONCILED:09/11/2018		963.13
048258	W	09/10/2018	GEAUGA MECHANICAL COMPANY, INC	011872	RECONCILED:09/17/2018		615.00
048259	W	09/10/2018	PLATINUM EDUCATIONAL GROUP	013338	RECONCILED:09/18/2018		1,088.00
048260	W	09/10/2018	CITY OF P'VILLE UTIL.	000215	RECONCILED:09/14/2018		756.36
048261	W	09/12/2018	FUTURE IMAGE PROMOTIONS	041176	RECONCILED:09/14/2018		284.10
048262	W	09/12/2018	LAKE COUNTY TREASURER	013926	RECONCILED:09/18/2018		115.00
048263	W	09/12/2018	SERS	000926	RECONCILED:09/17/2018		3.08
048264	W	09/12/2018	JUSTINE MALVICINO	040700	RECONCILED:09/13/2018		60.00
048265	W	09/12/2018	STATE TEACHERS RETIREMNT	000480	RECONCILED:09/17/2018		25,907.93
048266	W	09/12/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:09/18/2018		9,124.70
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048268	W	09/12/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:09/17/2018		8,658.48
048269	W	09/19/2018	RUBBER STAMPS UNLIMITED INC.	041609	RECONCILED:09/26/2018		113.26
048270	W	09/19/2018	WELLS FARGO VENDOR FIN SERV	041459	RECONCILED:09/24/2018		1,681.00
048271	W	09/19/2018	AGM ENERGY SERVICES LLC	041355	RECONCILED:09/24/2018		6,500.00
048272	W	09/19/2018	AT&T	000171	RECONCILED:09/24/2018		170.05
048273	W	09/19/2018	JOSHEN PAPER & PACKAGING	007024	RECONCILED:09/21/2018		300.75
048274	W	09/19/2018	ALFRED NICKLES BAKERY INC	001071	RECONCILED:09/21/2018		78.22
048275	W	09/19/2018	WOLTERS KLUWER HEALTH DIVISION	010129	RECONCILED:09/26/2018		818.90
048276	W	09/19/2018	BURMAX COMPANY, INC.	000482	RECONCILED:09/25/2018		1,668.36
048277	W	09/19/2018	CHANNING BETE CO., INC.	000413	RECONCILED:09/24/2018		346.34

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048278	W	09/19/2018	NATIONAL RESTAURANT ASSOC. SOLUTIONS, LLC	011495	RECONCILED:09/25/2018		1,055.43
048279	W	09/19/2018	LBL PRINTING	013500	RECONCILED:09/21/2018		4,562.14
048280	W	09/19/2018	AUTOMOTIVE SUPPLY, INC.	000631	RECONCILED:09/24/2018		1,607.46
048281	W	09/19/2018	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED:09/20/2018		10,199.45
048282	W	09/19/2018	CICO GNA ELECTRIC & SIGN	041575	RECONCILED:09/24/2018		22,250.00
048283	W	09/19/2018	NORTH COAST PERENNIALS INC.	007885	RECONCILED:09/21/2018		503.25
048284	W	09/19/2018	STATE CLEANING SOLUTIONS	012272	RECONCILED:09/24/2018		238.86
048285	W	09/19/2018	BALL HORTICULTURE CO.	011318	RECONCILED:09/24/2018	1	3,395.13
048286	W	09/19/2018	OHIO DEPT OF JOB & FAMILY SERVICES	001877	RECONCILED:09/26/2018		1,056.55
048287	W	09/19/2018	SITEONE LANDSCAPE SUPPLY, LLC	007719	RECONCILED:09/24/2018		58.66
048288	W	09/19/2018	ALVORD'S LAWN & GARDEN	011879	RECONCILED:09/26/2018		100.66
048289	W	09/19/2018	WNLC CHAMBER OF COMMERCE	040233	RECONCILED:09/24/2018		275.00
048290	W	09/19/2018	CYBTEK INC	041215	RECONCILED:09/25/2018		1,514.86
048291	W	09/19/2018	FUTURE POS OHIO, INC	041337			2,475.00
048292	W	09/19/2018	ANDY'S AUTO PARTS LLC ANDREW FADE	041410	RECONCILED:09/21/2018		197.56
048293	W	09/19/2018	PREMIER PAINT TECHNOLOGIES, INC.	001141	RECONCILED:09/24/2018		212.21
048294	W	09/19/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/20/2018		2,220.06
048295	W	09/19/2018	AUBURN CAREER CENTER	000499	RECONCILED:09/21/2018		93.00
048296	W	09/19/2018	AT&T	000171	RECONCILED:09/25/2018		566.71
048297	W	09/19/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/20/2018		600.25
048298	W	09/19/2018	GRAINGER	000466	RECONCILED:09/24/2018		587.72
048299	W	09/19/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/20/2018		289.73
048300	W	09/19/2018	POCKET NURSE ENTERPRISES, INC.	010331	RECONCILED:09/21/2018		1,376.00
048301	W	09/19/2018	LINCOLN ELECTRIC CO.	000984	RECONCILED:09/21/2018		3,115.96
048302	W	09/19/2018	BFG SUPPLY CO., LLC	001284	RECONCILED:09/24/2018		785.12
048303	W	09/19/2018	SYMPPLICITY CORPORATION	040124	RECONCILED:09/24/2018		2,100.00
048304	W	09/19/2018	SHERMAN CREATIVE PROMOTIONS INC	040048	RECONCILED:09/24/2018		1,988.70
048305	W	09/19/2018	DIVERSITY INITIATIVES	041498	RECONCILED:09/24/2018		4,000.00
048306	W	09/19/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/20/2018		1,008.42
048307	W	09/19/2018	LASER SHOT SIMULATIONS	041576	RECONCILED:09/25/2018		1,980.00
048308	W	09/19/2018	SAM'S CLUB	008469	RECONCILED:09/24/2018		1,038.60
048309	W	09/19/2018	SHELL	041338	RECONCILED:09/26/2018		134.73
048310	W	09/19/2018	SAGE PUBLICATIONS, INC.	011372	RECONCILED:09/25/2018		2,829.95
048311	W	09/19/2018	LEE'S MACHINERY	013927	RECONCILED:09/25/2018		260.00
048312	W	09/19/2018	SPEE-D-METALS	001679	RECONCILED:09/21/2018		519.00
048313	W	09/19/2018	JOHNSTONE SUPPLY	013078	RECONCILED:09/24/2018		1,393.64
048314	W	09/19/2018	CONCORD TOWNSHIP	008261			400.00
048315	W	09/19/2018	LAKE COUNTY TREASURER	013926			900.37
048316	W	09/19/2018	R.E. MICHEL COMPANY INC	012295	RECONCILED:09/24/2018		8,713.07
048317	W	09/19/2018	GORDON FOOD SERVICE	008479	RECONCILED:09/24/2018		3,309.53
048318	W	09/19/2018	PLATTENBURG AND ASSOC., INC.	040994	RECONCILED:09/25/2018		2,200.00
048319	W	09/19/2018	ALRO STEEL CORPORATION	041193	RECONCILED:09/21/2018		4,552.95
048320	W	09/19/2018	MSC INDUSTRIAL SUPPLY CO. INC.	007489	RECONCILED:09/21/2018		4,488.94
048321	W	09/19/2018	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:09/21/2018		3,394.97
048322	W	09/19/2018	DARRIN SPONDIKE	040914	RECONCILED:09/21/2018		206.44

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048324	W	09/19/2018	GERALYN COSTELLO	041526	RECONCILED:09/21/2018		64.53
048325	W	09/19/2018	DAWN BUBONIC A	012967	RECONCILED:09/21/2018		18.97
048326	W	09/19/2018	JEFF SLAVKOVSKY	013632	RECONCILED:09/21/2018		27.69
048327	W	09/19/2018	ALLISON ESACK	041446	RECONCILED:09/21/2018		107.91
048328	W	09/19/2018	JOYCE DICK A	041353	RECONCILED:09/21/2018		79.79
048329	W	09/19/2018	BRENDA CARRAHER	001681	RECONCILED:09/21/2018		56.97
048330	W	09/19/2018	SHELBY KAMINSKI A	041393	RECONCILED:09/21/2018		50.52
048331	W	09/19/2018	LOUISE VADASZ A	041388	RECONCILED:09/21/2018		238.11
048332	B	09/20/2018	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED:09/24/2018		500.00
048333	B	09/20/2018	CHARDON CUSTOM POLYMERS DAVID BRUSS	041611	RECONCILED:09/28/2018		25.00
048334	W	09/21/2018	STATE TEACHERS RETIREMNT	000480			24,546.12
048335	W	09/21/2018	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:09/28/2018		8,591.40
048336	W	09/27/2018	SPEE-D-METALS	001679			1,474.00
048337	W	09/27/2018	FA SOLUTIONS LCC	041342			1,788.00
048338	W	09/27/2018	GAZETTE NEWSPAPERS	011455	RECONCILED:09/28/2018		25.00
048339	W	09/27/2018	NEOFPA	041614			149.00
048340	W	09/27/2018	SCREENVISION DIRECT	040250			624.00
048341	W	09/27/2018	AUDIO VISUAL INNOVATIONS, INC	012156			190.00
048342	W	09/27/2018	OHIO ACTE	000682			95.00
048343	W	09/27/2018	OCTM 2016 CONFERENCE C/O: MARK JAFFEE	001449			100.00
048344	W	09/27/2018	NORTHEAST OHIO COUNCIL ON HIGHER EDUCATION	041613			194.65
048345	W	09/27/2018	4IMPRINT, INC.	010665			2,645.33
048346	W	09/27/2018	ESCO INSTITUTE	011206			1,188.80
048347	W	09/27/2018	DISCOUNT SCHOOL SUPPLY	007447			179.74
048348	W	09/27/2018	IRRIGATION SUPPLY	008163			1,252.64
048349	W	09/27/2018	CYBTEK INC	041215			263.90
048350	W	09/27/2018	SMOCKER BY BEXAR MFG CO	040974			128.00
048351	W	09/27/2018	EASY GRAPHICS CORP.	001139			267.25
048352	W	09/27/2018	LAKE COUNTY DEVELOPMENT COUNCIL	001101			295.00
048353	W	09/27/2018	IDENTISYS, INC.	010770			340.85
048354	W	09/27/2018	HEMLY TOOL SUPPLY INC.	008616			42.36
048355	W	09/27/2018	SYSFO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:09/28/2018		1,555.50
048356	W	09/27/2018	EDUCATION WEEK	001025			44.00
048357	W	09/27/2018	MAJOR WASTE DISPOSAL SERVICES, INC	000570			75.00
048358	W	09/27/2018	GENERAL PEST CONTROL CO.	011210			178.50
048359	W	09/27/2018	MARS ELECTRIC CO.	001230			185.88
048360	W	09/27/2018	O'REILLY AUTOMOTIVE, INC	040813			293.97
048361	W	09/27/2018	WASTE MANAGEMENT OF OHIO	000734			786.35

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048362	W	09/27/2018	REFRIGERATION SALES CORP.	000056			495.00
048363	W	09/27/2018	LAKE COUNTY GREEN	010784			175.00
048364	W	09/27/2018	G & L LOCKSMITHS	041600			45.78
048365	W	09/27/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/28/2018		814.65
048366	W	09/27/2018	SHERWIN WILLIAMS ACCOUNTS RECEIVABLE DEPT.	000334			325.34
048367	W	09/27/2018	DAWNCEM, INC.	000600			2,043.34
048368	W	09/27/2018	GARDINER	040409			2,501.82
048369	W	09/27/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/28/2018		1,460.66
048370	W	09/27/2018	BUCKEYE EDUCATIONAL SYSTEMS INC	000746			1,636.00
048371	W	09/27/2018	IRON MOUNTAIN INC	011058			70.97
048372	W	09/27/2018	FIRST COMMUNICATIONS LLC	010610			153.92
048373	W	09/27/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/28/2018		1,577.97
048374	W	09/27/2018	GRAINGER	000466			1,571.56
048375	W	09/27/2018	ASCD	010145			2,098.32
048376	W	09/27/2018	ELBER SUPPLY LLC	041457			501.09
048377	W	09/27/2018	LINCOLN ELECTRIC CO.	000984			2,334.28
048378	W	09/27/2018	REFRIGERATION SALES CORP.	000056			881.05
048379	W	09/27/2018	STRS OHIO	040508			20.00
048380	W	09/27/2018	CHARDON OIL CO.	008287			623.60
048381	W	09/27/2018	WELLS FARGO FINANCIAL LEASING	040583			3,924.00
048382	W	09/27/2018	OH ASSOC. OF SECONDARY SCHOOL ADMINISTRATORS	007083			1,095.00
048383	W	09/27/2018	COMDOC INC.	008170			333.00
048384	W	09/27/2018	CRILE ROAD HARDWARE	000551			742.77
048385	W	09/27/2018	WKKY	012341			120.00
048386	W	09/27/2018	21ST CENTURY MEDIA - OHIO	000414			900.00
048387	W	09/27/2018	LAKE BLUE INC.	007549			330.00
048388	W	09/27/2018	ACTIVE PLUMBING SUPPLY CO.	000304	RECONCILED:09/28/2018		51.20
048389	W	09/27/2018	WESTERN RESERVE OFFICE SUPPLY	001065			356.11
048390	W	09/27/2018	SALONCENTRIC	013024			1,652.62
048391	W	09/27/2018	CENGAGE LEARNING	010328			1,149.83
048392	W	09/27/2018	APPLIED EDUCATIONAL SYSTEMS, I	040782			3,600.00
048393	W	09/27/2018	HUNTINGTON NATIONAL BANK	010092	RECONCILED:09/28/2018		1,928.76
048394	W	09/27/2018	JOSHEN PAPER & PACKAGING	007024			253.35
048395	W	09/27/2018	ICE CREAM SPECIALTIES & BAKERY	013154			105.38
048396	W	09/27/2018	GORDON FOOD SERVICE	008479			3,064.38
048397	W	09/27/2018	ALFRED NICKLES BAKERY INC	001071			111.10
048398	W	09/27/2018	AUDIO VISUAL INNOVATIONS, INC	012156			4,017.00
048399	W	09/27/2018	STS EDUCATION	041552			13,448.90
048400	W	09/27/2018	FUTURE IMAGE PROMOTIONS	041176			5,965.08
048401	W	09/27/2018	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:09/29/2018		876.10
048402	W	09/27/2018	BORDEN DAIRY COMPANY	000154	RECONCILED:09/29/2018		308.00
048403	W	09/27/2018	NOGGIN LLC	041180	VOID: 09/27/2018		2,000.00
048404	W	09/27/2018	ELSEVIER	011447	RECONCILED:09/29/2018		1,669.44
048405	W	09/27/2018	NCS PEARSON, INC	012139	RECONCILED:09/29/2018		11,000.00
048406	W	09/27/2018	CDW GOVERNMENT	011547	RECONCILED:09/29/2018		8,230.00
048407	W	09/27/2018	BLACKBOARD INC.	011896	RECONCILED:09/29/2018		50,000.00
048408	W	09/27/2018	GERALYN COSTELLO	041526	RECONCILED:09/28/2019		72.59
048409	W	09/27/2018	SANDY RANCK	014011	RECONCILED:09/28/2019		71.29



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048410	W	09/27/2018	JOYCE DICK A	041353	RECONCILED:09/28/2019		147.70
048411	W	09/27/2018	DEE STARK-KURTZ A	008279	RECONCILED:09/28/2019		55.37
048412	W	09/27/2018	BRENDA CARRAHER	001681	RECONCILED:09/28/2019		15.48
990817	C	09/10/2018	Payroll	999999	RECONCILED:09/30/2018		217,779.59
990821	T	09/05/2018	AUBURN CAREER CENTER	000499	RECONCILED:09/30/2018		114,000.00
990822	M	09/06/2018	SERS MEMO ONLY	900926			1,239.76
990823	M	09/06/2018	BANK ONE/MEMO/MEDICARE	900663			3,229.02
990824	M	09/06/2018	Workers Comp	900950			980.01
990825	M	09/07/2018	FLEX SAVE MZ: 04 2W 8317	999992			154.90
990826	M	09/07/2018	LAKE COUNTY SCHOOLS COUNCIL	999998			95,757.85
990827	M	09/12/2018	SERS MEMO ONLY	900926			1,052.03
990828	C	09/25/2018	Payroll	999999	RECONCILED:09/30/2018		216,637.33
990829	M	09/28/2018	SERS MEMO ONLY	900926			1,149.72
990830	M	09/25/2018	BANK ONE/MEMO/FICA	900693			23.25
990831	M	09/25/2018	Workers Comp	900950			974.92
990832	M	09/25/2018	BANK ONE/MEMO/MEDICARE	900663			3,211.53
990833	T	09/30/2018	AUBURN CAREER CENTER	000499	RECONCILED:09/30/2018		968.04
990834	M	09/30/2018	MEDICAL MUTUAL OF OHIO MEMO ONLY	999994			343.61

V VOIDED CHECKS	6	CHECK TOTALS	71,872.28
R RECONCILED CHECKS	150	CHECK TOTALS	974,941.19
W WARRANT CHECKS	217	CHECK TOTALS	576,627.18
M MEMO CHECKS	11	CHECK TOTALS	108,116.60
B REFUND CHECKS	2	CHECK TOTALS	525.00
I INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T TRANSFER CHECKS	2	CHECK TOTALS	114,968.04
D DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C PAYROLL CHECKS	2	CHECK TOTALS	434,416.92
MISSING CHECKS	0		
** TOTAL CHECKS (LESS VOIDED)	228	** TOTAL NET	1,162,781.46
*** TOTAL CHECKS WRITTEN	234	*** GRAND TOTALS	1,234,653.74

**Auburn Career Center**  
**Bank Reconciliation**  
September 30, 2018

**E**

Dollar Bank - Main Depository	\$ 7,200,530.16
O/S checks - a/p	\$ (115,025.69)
O/S checks - p/r	\$ (25,356.25)
Payroll Accum (O/S)-Checks NI	\$ -
Federal Taxes & Medicare Overpaid	\$ 900.08
Pending Voided Check - Bank Error	\$ 2,000.00
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	7,063,735.30
Health Care Deductible Pool - Dollar	\$ 25,998.13
Flexible Spending Account - Dollar	\$ 7,418.93
Star Ohio	\$ 103,695.93
Fifth - Third Construction Investment - Interest Only	\$ 1,864.67
<b>Net Available Cash</b>	<b>\$ 7,202,712.96</b>
<b>Investments:</b>	
UBS Financial	\$ 2,342,866.19
<b>Total Investments</b>	<b>\$ 2,342,866.19</b>
<b>Balance per bank</b>	<b>\$ 9,545,579.15</b>
<b>Balance per books</b>	<b>\$ 9,547,129.74</b>
<b>+/- FSA Monthly Deduction Adjustment</b>	<b>\$ (1,550.59)</b>
	\$ 0.00

Investments Report		F
Institution		Amount
UBS Financial	\$	2,342,866.19
		\$2,342,866.19



**Auburn Career Center**  
**Adult Workforce Education - Program Budget History Report**  
**Prepared - September 30, 2018**

**G**

Programs	Receivable 2019		FY19		FY18		FY17		FY16		FY15		FY14	
			Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$	380,000	\$	47,262	\$	77,542	\$	406,184	\$	399,148	\$	388,306	\$	296,180
EMT Basic	\$	28,403	\$	12,994	\$	17,533	\$	32,113	\$	67,821	\$	44,501	\$	63,453
EMT Paramedic	\$	122,345	\$	66,429	\$	36,452	\$	146,434	\$	105,580	\$	133,228	\$	114,346
Cost	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Adult Education (Hwy Programs)	\$	3,713	\$	4,117	\$	1,885	\$	2,139	\$	(2,403)	\$	5,156	\$	8,889
Customized	\$	-	\$	-	\$	374	\$	4,350	\$	4,598	\$	601	\$	3,735
HVAC Refrigeration	\$	83,800	\$	28,407	\$	9,211	\$	83,766	\$	43,643	\$	190,340	\$	67,147
Auto Body	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Ground Transportation Maintenance (Auto Tech)	\$	20,000	\$	11,307	\$	4,473	\$	36,970	\$	37,721	\$	80,790	\$	49,795
DC and AC Electronic Circuits (Electrical)	\$	14,200	\$	11,197	\$	1,881	\$	18,599	\$	1,812	\$	14,218	\$	964
Manufacturing Operations (Indust Maint)	\$	22,000	\$	9,545	\$	10,027	\$	44,820	\$	36,787	\$	43,835	\$	34,345
Structural Systems (Facilities Management & Bldg Tech)	\$	36,258	\$	1,254	\$	2,640	\$	47,769	\$	35,626	\$	55,734	\$	33,240
Manufacturing Capstone (Machine Trades)	\$	63,000	\$	7,243	\$	2,848	\$	69,815	\$	37,219	\$	124,560	\$	30,438
Gas Metal Arc Welding	\$	82,500	\$	40,920	\$	13,285	\$	82,468	\$	62,110	\$	98,230	\$	106,090
Firefighter I	\$	94,000	\$	49,350	\$	55,157	\$	94,752	\$	111,399	\$	97,123	\$	98,973
Truck Driving Training	\$	23,000	\$	-	\$	-	\$	-	\$	-	\$	323	\$	500
STNA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	973,219	\$	290,025	\$	233,406	\$	1,067,179	\$	941,062	\$	1,276,946	\$	907,695
Program Profit/Loss														
Assessment	\$	9,000	\$	3,745	\$	1,188	\$	8,122	\$	10,057	\$	7,336	\$	7,821
Lifetime Learning/GED	\$	13,000	\$	11,672	\$	6,683	\$	15,906	\$	26,785	\$	11,071	\$	141,872
Adult Resale Uniform Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
One Stop	\$	74,000	\$	18,078	\$	15,145	\$	73,860	\$	61,591	\$	54,538	\$	36,794
Total	\$	96,000	\$	33,495	\$	23,017	\$	97,887	\$	98,433	\$	72,945	\$	186,487
ABLE Profit/Loss														
Front Office														
Revenue	\$	240,000	\$	178,653	\$	98,759	\$	257,155	\$	357,034	\$	268,002	\$	410,246
Salaries/Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Miscellaneous	\$	50	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	240,050	\$	178,653	\$	122,683	\$	257,155	\$	425,014	\$	268,002	\$	565,939
Front Office Over/Under														
All Adult Workforce	\$	1,309,269	\$	123,058	\$	-	\$	-	\$	-	\$	-	\$	-
PTTD Advances Returned	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
AWE Long Term loan Balance Owed to Gen Fund	\$	-	\$	1,269,000	\$	-	\$	1,155,000	\$	1,155,000	\$	-	\$	-

**Auburn  
Career Center**



*Attachment Item #11*

*Human Resources*

**Adult Workforce Staffing  
2018-2019**

<b>Name</b>	<b>Title</b>	<b>Hourly Amount</b>
Mary Newcomb	Aspire Instructor	\$21.63
Carla Van Pelt	PN Faculty	\$30.00

**Volunteers  
2018-2019**

Mary Anne Finucan – Aspire program
Louise Senra – Aspire program

**Substitute – Professional  
2018-2019**

Jacquelin Brennan	Intervention Specialist
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**Employee Resignation  
2018-2019**

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>
Andrea Tracy	Director of Adult Workforce	October 26, 2018

**Employee Retirement  
2018-2019**

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>
Susan J. Lefler	Allied Health Technology Instructor	July 31, 2019

**Staffing  
2018-2019**

<b>Name</b>	<b>Title</b>	<b>Amount</b>	<b>Contract</b>
David Cowen	Interim Director of Adult Workforce Education	\$38,750.00 Effective: October 29, 2018	155 Days

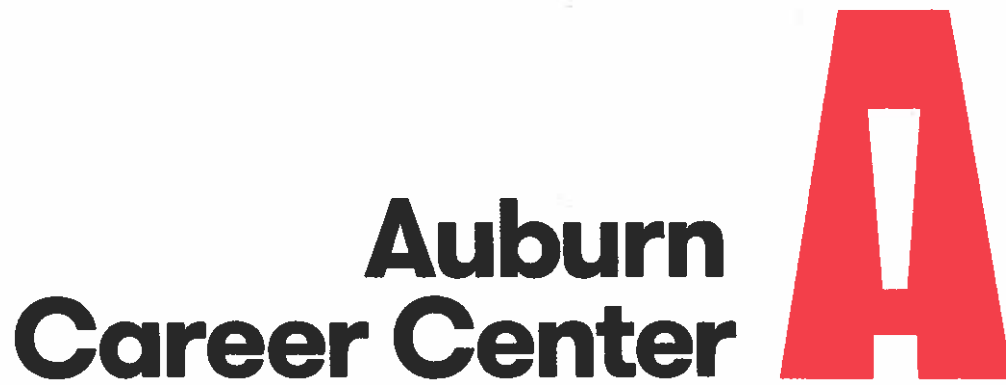
**Supplemental Contract  
2018-2019**

<b>Name</b>	<b>Title</b>	<b>Days</b>
David Cowen	Transition Days	Up to 5 Days

**Supplemental Contract  
iSTEM Geauga Early College High School**

This supplemental has been budgeted out of the iSTEM Geauga agreement and will be renewed annually based upon the said agreement.

<b>Name</b>	<b>Title/Position</b>	<b>Amount</b>	<b>Effective</b>
Dawn Bubonic	PR/Marketing	Up to \$14,277.12 (\$27.04 an hour for up to 528 hours)	2018-2019 School Year



*Attachment Item #12*

*Approve Seasonal Snow  
Removal Quote*



AUBURN CAREER CENTER  
Attn: Joe Atwell  
8140 Auburn Road  
Concord Twp., Ohio 44077

E-Mail: [jatwell@auburncc.org](mailto:jatwell@auburncc.org)

**RE: 2018 - 2019 Snow Removal and Salting**

**Plowing and Salting of Parking Lots:**

Snowplowing of parking lot areas to be done whenever there is plowable snow (approximately 1.5") from time of last snowfall to be completed by 6:30 a.m. based on a seasonal cost.

Parking lot shall be marked with fiberglass snow stakes installed by contractor. If plowing is needed during school hours or meeting hours and lots are full of cars, alleys will be cleared and then the remainder of the lot will be cleared prior to the next school day.

Salting of parking lots and entrance/exits shall be provided at time of plowing based on a seasonal rate utilizing one (1) ton of salt per application. Seasonal rate salting will be provided after a plowing event when lot is cleared from end to end. Salt will also be spread during ice storms. Salt to be spread with a commercial salt spreader mounted on truck.

**Proposed Amount:**  
**Unlimited Seasonal: \$17,280.00**

**Terms of Payment – Seasonal Contract:**

Invoices will be issued monthly November 1, 2018 through March 1, 2019 (5 installments). Net 30. If a (2) season contract is accepted, payment terms will follow suite as a (1) year contract but spread out over the (2) seasons. A tax exemption certificate is required for tax exempt status. All additional services requested will be invoiced at completion of scheduled work.

Thank you for the opportunity of submitting this proposal. Please call (440) 286-7697 with any questions.

Sincerely,

S.A.M. LANDSCAPING, INC.

*Steve Moore*

Accepted:

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

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

P.O. # \_\_\_\_\_





246 Fairport Nursery Road  
Painesville Twp., OH 44077  
Phone (440) 352-9052  
Fax (440) 352-9452  
[www.landstyles.com](http://www.landstyles.com)

Date October 8, 2018  
Name Auburn Career Center  
Attn. Joe Atwell  
job address 8140 Auburn Road  
city, state, zip Concord, OH 44077  
mailing address  
home phone  
work phone

**All materials, equipment and labor shall be furnished by Landstyles, Inc. to complete the following:**

**2018-2019 Season**

**Plowing and Salting of Parking Lots**

Snowplowing of parking lot to be done whenever there is plowable snow (2") from time of last snowfall to be completed by 6:30 a.m. based on a seasonal cost.

Parking lot shall be marked with fiberglass snow stakes installed by contractor. If plowing is needed during the school hours or meeting hours and lots are full of cars, driving lanes will be cleared and then the remainder of the lot will be cleared prior to the next school day.

Salting of driving lanes and entrance/exits shall be provided at time of plowing based on a seasonal rate. Seasonal rate salting will be provided after a plowing event when lot is cleared from end to end. Additional services such as stacking and moving of snow can be done at client request.

**Seasonal Cost: \$17,280.00**

**Terms of Payment- Seasonal Contract**

Invoices will be issued on a monthly basis starting November 1, 2018 through March 1, 2019 (5 installments of \$3,356.00 per month). Net 30. A tax exempt certificate will be necessary to claim a tax exempt status. All additional services requested will be invoiced at completion of scheduled work.

**Above costs are subject to sales tax**

The above work will be completed in a workmanlike manner according to standard practices for the sum of:

Seventeen thousand two hundred eighty and 00/100 Dollars \$17,280.00

**Payment Terms:** Scheduling deposit due N/A

Additional deposit due upon start of work N/A

**Additional Terms:** See Above

All payments are due according to the terms outlined above and are payable upon receipt.

Invoices may be rendered as work proceeds (Progress Payments) with final payment due upon completion. Unpaid invoices are subject to a finance charge of 1.5% per month, 18% annual percentage rate. If a delay occurs, an invoice may be rendered for work done and is payable upon receipt.

**Guarantee:** Payment terms must be met to receive the benefit of the guarantee on the next page of this Agreement.

These prices are subject to change if not accepted within 30 days. Any alterations, changes, and concealed contingencies are subject to extra charge.

Landstyles, Inc. is hereby authorized to proceed with the work described above and to furnish all labor, equipment, and materials necessary to complete the work specified. I/We agree to pay the sum stated above and accept the customary terms of agreement, which are included on the next page of this contract.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Landstyles, Inc. by: Dan Jacobson Date: October 8, 2018

Lake County Landscape & Supply, Inc.

P.O. Box 0070

Grand River, OH 44045-0070

# Proposal

Proposal # 3430  
Date 9-28-2018  
Phone # 440-354-8698  
Fax # 440-354-8710

<b>Name / Address</b>
Auburn Career Center 8140 Auburn Road Concord Twp., OH 44077

<b>Project/Job</b>

Description	Total
<b>SNOW SERVICES CONTRACT - 2018-2019 SEASON</b> Plow snow at accumulations of One inch (1") or more Salt application as necessary Includes Lake County Educational Service Center  Snow Removal - not included in proposal sum: Skid Steer for Stacking & Moving Snow Around Property - \$75.00 per Hour Loader to stack snow or load trucks in order to remove from property - \$130.00 per hour Truck to haul snow from property - \$75.00 per hour All Equipment/Truck require four hour minimum charge (port to port) when requested for snow removal services	18,400.00
<small>All accounts with invoices not paid in full within 30 days are considered delinquent and subject to Finance Charges @ 2% or \$5.00, whichever is greater, per month and service will be stopped. All accounts 60+ days past due are subject to assignment to an outside collections agency for the full amount due including finance charges as well as any additional fees incurred by us and/or our assigns in attempts to collect monies due to us.</small>	<b>Subtotal</b> \$18,400.00
	<b>Sales Tax (7.0%)</b> \$0.00
	<b>Total</b> \$18,400.00

Signature \_\_\_\_\_

**Auburn  
Career Center**



*Attachment Item #14*

*Approve 2019 Phase III  
HVAC Upgrade Project*



October 17, 2018

Sherry Williamson – Treasurer/CFO  
Auburn Career Center  
8140 Auburn Road  
Painesville, Ohio 44077

**Re: Auburn Career Center –2019 Summer HVAC Upgrade Project**

Auburn Career Center successfully implemented the first phase of a multi-phase HVAC roof-top upgrade project in August of 2017. Proactive planning allowed for the solicitation of equipment acquisition, along with the removal and installation of (2) new roof-top HVAC Systems. There was a total of (6) roof-top units that were designated in the planning phase to be in need of an upgrade and replacement. Phase 1 achieved the upgrade and replacement of (2 RTU's, #3 & #4) of the (6) roof-top units, thus leaving (4) remaining HVAC roof-top units and systems to plan for in 2018. Phase 1 of the project was completed for \$221,480.00, which was \$78,520.00 under the \$300,000.00 budget. A brief survey was conducted with facility staff and the mutual conclusion was that the new roof-top units are easily accessible and very efficient. The ease of operation through the newly implemented BAS was also a highlighted point, which allows the facility staff to adequately perform their daily tasks.

Auburn Career Center has substantially completed the second phase of a three-phase HVAC roof-top upgrade project in August of 2018. Following the same proactive approach as 2017, allowed for the solicitation of equipment acquisition, along with the removal and installation of (2) new roof-top HVAC Systems (RTU 5&6). Phase 2 of the project is projected to be completed for \$227,000.00. The original project budget was \$305,000.00, thus resulting in a total project savings of \$78,000.00.

Moving forward, it is recommended that Auburn Career Center proceed with the following option:

Phase 3 is proposed in the summer of 2019. Phase 3 would follow the same process for RTU 1 & 2.

- Pre-Purchase RTU Units 1 & 2: \$70,000.00
- Systems Integration & Commissioning: \$42,500.00
- Technical Specs & Project Oversight: \$12,500.00
- Competitive Contractor Installation: \$140,000 - \$160,000 (est., based on market conditions)
- Total phase 3 project estimate: \$265,000.00 – \$285,000.00

AGM Energy Services is committed to Auburn Career Center and we are confident in this approach. Our goal is to ensure that Auburn Career Center has all of the required information to make great business decisions. On behalf of my team, I offer our presence at any required facility meetings to further discuss this option. In an effort to remain proactive, this approach will require action by the administrative staff and the facility group as a whole. Due to the configuration of the roof and the required replacement



units, they will be pre-evaluated units just as RTU 3, 4, 5 & 6 were. This incorporates a longer lead time in the decision-making and manufacturing process.

Respectfully,

André T. Goosby, President

AGM Energy Services

**AUBURN CAREER CENTER**  
**2019 Phase III HVAC Upgrade Project Budget**

Item	Description	Budget	Actual Cost to Date	Estimated Costs to complete	Remaining Encumbered	Remaining Budget	Current Variance
------	-------------	--------	---------------------	-----------------------------	----------------------	------------------	------------------

**PHASE III of HVAC Replacement**

1	Pre-Purchase of RTU Equipment	\$ 70,000.00	\$ -	\$ 70,000.00			
2	RTU Installation	\$ 160,000.00	\$ -	\$ 160,000.00			
3	AGM Energy Services	\$ 55,000.00	\$ -	\$ 55,000.00			
		\$ 285,000.00		\$ 285,000.00			

Project Budget	\$	285,000.00
Less Current Variance		
Current Projected Final Cost	\$	285,000.00

**Auburn  
Career Center**



*Attachment Item #16A*

*Approve School to Work  
Program Agreement*



**SCHOOL-TO-WORK PROGRAM AGREEMENT  
BETWEEN THE  
AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
AND  
PLUMBERS LOCAL 55 JOINT APPRENTICESHIP TRAINING COMMITTEE OF CLEVELAND**

This *School-to-Work Program Agreement* ("Agreement") is entered into between the Plumbers Local 55 Joint Apprenticeship Training Committee of Cleveland ("JATC") and the Auburn Vocational School District Board of Education ("Auburn Career Center").

**WHEREAS**, the JATC is committed to sponsoring training programs that produce highly qualified journeymen in the pipe trades; and

**WHEREAS**, the Auburn Career Center provides an innovative career and technical education that empowers learners to excel in the emerging workplace and enrich their community; and

**WHEREAS**, the Auburn Career Center and JATC desire to establish a school-to-work program that is skill based, labor and industry approved, and directly linked to explicit work-place situations that will afford qualified high school students an outstanding academic education while instilling an understanding of the skills necessary to affectively transition from school to work in the field of plumbing or a related trade ("Program").

**NOW THEREFORE**, the Board and JATC agree to the following conditions:

**1. TERM OF PARTICIPATION IN THE PROGRAM**

The term of participation in the Program for any student shall not exceed two years beginning no earlier than the start of the junior year of high school and ending with the completion of the senior year of high school.

**2. BASIC QUALIFICATIONS**

A. In order to be considered for the Program, a student must meet the following requirements:

- 1) Be at least 16 years of age.
- 2) Have attended a minimum of 95% of scheduled classes since attending the Auburn Career Center.
- 3) Be enrolled in the Construction Technologies Career Cluster.
- 4) Maintain a 3.0 grade point average on a 4.0 scale in the Construction Technologies Career Cluster.

- 5) Maintain a 2.5 grade point average on a 4.0 scale since the student began attending the Auburn Career Center.
- 6) Receive a written recommendation from at least one teacher who provides instruction in plumbing or a related trade.
- 7) Be able to perform the essential functions in the pipe trades with or without reasonable accommodation and without posing a threat to the safety of health of the individual or others.

### **3. APPLICATION PROCEDURE**

A. The JATC shall be solely responsible for determining:

- 1) The need for new students for the Program.
- 2) The total number of students that may be accepted into the Program.
- 3) The number of student positions that will be allocated to the Auburn Career Center.

B. The application procedure for the Program shall be as follows:

- 1) When the JATC determines that new students may be accepted into the Program, the JATC shall notify the Auburn Career Center of the need for new students and the number of slots allocated to the Auburn Career Center.
- 2) The Auburn Career Center shall notify students enrolled in the Construction Technologies Career Cluster regarding the number of slots allocated to the Auburn Career Center.
- 3) The Auburn Career Center shall provide the application form prepared by the JATC to any student who expresses interest in the Program along with a copy of the *Rules & Regulations Relating to Plumbers' Union, Local No. 55 Residential Training Program* ("Rules & Regulations") as may be amended from time to time.
- 4) Applicants must sign a form prepared by the JATC acknowledging receipt of the application form and Rules & Regulations.

### **4. SELECTION OF STUDENTS FOR THE PROGRAM**

- A. The Auburn Career Center will review all completed applications forms in order to verify that the student applicants meet the basic qualifications outlined in Paragraph 2.
- B. After verifying that the student applicants meet the basic qualifications outlined in Paragraph 2, the Auburn Career Center shall notify the JATC of the name(s), address(s) and telephone number(s) of each qualified applicant.
- C. Representatives of the JATC and Auburn Career Center shall jointly review the completed application forms and determine which of the qualified applicants will be accepted into the Program.

## **5. PARTICIPATION AGREEMENT**

- A. Each student accepted into the Program – along with the student’s parent, custodian, or guardian – must execute a written participation agreement which shall outline the wages, hours, and other terms and conditions of employment for the students when the students are participating in the work component of the Program (“Participation Agreement”) – i.e., assigned to an employer.
- B. The Participation Agreement shall be prepared by the JATC and in a form determined by the JATC. The Auburn Career Center makes no warranties regarding the legality or enforceability of the Participation Agreement.
- C. While the Auburn Career Center may assist in obtaining signatures with respect to the Participation Agreement, the ultimate responsibility for ensuring that a student and the student’s parent, custodian, or guardian executes the Participation Agreement shall rest entirely with the JATC.
- D. Students may not participate in the Program unless the student and the student’s parent, custodian, or guardian executes the Participation Agreement.
- E. Execution of the Participation Agreement does not guarantee the student the right to continue in the Program nor shall it prohibit the Auburn Career Center or JATC from dismissing a student from the Program.

## **6. CLASSROOM INSTRUCTION**

- A. The Auburn Career Center shall be solely responsible for providing the classroom instruction for students accepted into the Program.
- B. Each student accepted into the Program shall successfully complete a minimum of 136 hours of classroom instruction within the Construction Technologies Career Cluster during each year of the Program.

- C. The failure of a student to successfully complete a minimum of 136 hours of classroom instruction within the Construction Technologies Career Cluster during each year of the Program shall be grounds for the JATC or Auburn Career Center to dismiss the student from the Program.
- D. Classroom instruction shall not be considered hours worked nor shall wages be paid to any student accepted in the Program for any classroom instruction time.
- E. The actual hours of classroom instruction shall be scheduled in consultation between the Auburn Career Center and JATC with the goal of maximizing the student's participation in the work experience component of the Program.
  - 1) In order to maximize a student's participation in the work experience component of the Program, classroom instruction may be scheduled in concentrated blocks. For example, the Auburn Career Center and JATC may schedule a student to receive 40 hours of classroom instruction in one week followed by 40 hours of work experience the following week. This example in no way prohibits the Auburn Career Center and the JATC from scheduling classroom instruction in other combinations of concentrated blocks.

## **7. WORK EXPERIENCE**

- A. The JATC shall utilize its best efforts to provide students accepted into the Program with work experience and, as far as possible, a diversified work experience that provides the students a well-rounded training in the many branches of the pipe trades.
  - 1) The obligation of the JATC to utilize its best efforts to provide students accepted into the Program with work experience does not mean that the JATC guarantees employment for any student accepted into the Program nor is the JATC obligated to employ students.
- B. **HOW ASSIGNED**
- C. The Auburn Career Center and JATC shall jointly determine the adequacy of an employer to provide a well-rounded training when assigning a student to an employer. Where it is not possible for one employer to provide a diversified work experience that provides a well-rounded training in the many branches of the plumbing trade, or where the employer's business is of such a character as not to provide continuous employment for a student over the entire period of the Program, the Auburn Career Center or JATC may assign the student to multiple employers or reassign the student to another employer.
- D. The ratio of students to journeypersons with respect to any employer that a student is assigned to shall not be less than one-to-one.

- E. The actual hours of work experience shall be scheduled in consultation between the Auburn Career Center and JATC with the goal of maximizing the student's participation in the work experience component of the Program.
  - 1) In order to maximize a student's participation in the work experience component of the Program, the work experience may be scheduled in concentrated blocks. For example, the Auburn Career Center and JATC may schedule a student to receive 40 hours of classroom instruction in one week followed by 40 hours of work experience the following week. This example in no way prohibits the Auburn Career Center and the JATC from scheduling classroom instruction in other combinations of concentrated blocks.
- F. The individual students accepted into the Program are responsible for providing or obtaining transportation to and from the assigned workplace when participating in the work component of the Program.
- G. The hours of work experience for students shall generally be the same as the hours worked by journeypersons employed in the plumbing trade. However, in no circumstance shall the hours worked by any student participating in the Program violate any state or federal law.
- H. No student shall be required to work overtime when participating in the Program.
- I. Students shall be paid at a rate established by the JATC when assigned to an employer and participating in the work component of the Program.
- J. Students shall not be members of any bargaining unit when assigned to an employer nor shall the students receive any other wage or fringe benefit provided for in the applicable collective bargaining agreement between the assigned employer and the bargaining unit.

## **8. PROBATIONARY PERIOD**

- A. When a student is initially assigned to an employer that student shall serve a probationary period of 90 days or 480 hours, whichever is greater, of work experience. During this probationary period, the employer to which the student is assigned may request, without cause, that the assignment be terminated.
- B. During the probationary period, the student shall be observed by the employer. A report on the student's ability and attitude shall be completed by the employer and submitted to the Auburn Career Center and JATC each month. The student may also be observed by a representative from the Auburn Career Center.

- C. The JATC shall utilize its best efforts to ensure that students whose assignments have been terminated during the probationary period are reassigned to another employer. Students reassigned to another employer shall serve another probationary period as described in Paragraph 8(A).

## **9. EMPLOYER OBLIGATIONS**

- A. Employers wishing to participate in the Program shall enter into an agreement with the JATC which shall contain the following substantive provisions:
- 1) The employer shall ensure that each student assigned to the employer is provided with continuous employment.
  - 2) The employer shall ensure that each student assigned to the employer obtains a diversified on-the-job experience and training in all phases of the pipe trades.
  - 3) The employer shall ensure that work assignments do not interfere with required classroom attendance.
  - 4) The employer shall maintain and submit records and forms required by the JATC for each student. The failure of an employer to timely complete and return any records or forms shall be grounds for the Auburn Career Center and JATC to reassign the students and deny further student assignments.
  - 5) The employer shall verify that the employer will comply with the Drug Free Workplace Act and provide a safe and professional work environment free from discrimination, harassment, and alcohol or drug abuse.
  - 6) The employer shall maintain workers compensation benefits for any student assigned to the employer.
  - 7) The employer shall comply with all federal and state laws or regulations related to employment and working conditions.
- B. The JATC shall be responsible for ensuring that employers participating in the Program enter into an agreement which contains the substantive provisions outlined in Paragraph 9(A).
- C. The JATC shall be responsible for ensuring that employers participating in the Program adhere to the guarantees outlined in Paragraph 9(A).
- D. Failure of the JATC to ensure that employers adhere to the guarantees outlined in Paragraph 9(A) shall be grounds for the Auburn Career Center to terminate this Agreement.

## **10. DISMISSAL OF STUDENTS FROM THE PROGRAM**

- A. A student may be dismissed from the Program if the student fails to apply himself/herself in the Program; seems unwilling or unable to adapt to trade conditions; shows a lack of interest; does not have the ability to acquire required competencies, and/or is otherwise unsuited for the pipe trades.
- B. If a student engages in conduct constituting grounds for dismissal from the Program, representatives of the Auburn Career Center and JATC shall review the matter and take appropriate action up to, and including, dismissing the student from the Program.
- C. A student shall not be dismissed from the Program unless the representatives of the Auburn Career Center and JATC both agree that the student should be dismissed from the Program.
- D. The dismissal of a student from the Program shall not affect the student's status as a student with the Auburn Career Center. Rather, the dismissal of a student from the Program shall only result in the loss of the student's ability to participate in the Program.
- E. Nothing in this Agreement shall impede or in any manner restrict the ability of the Auburn Career Center to take any action with respect to student discipline, attendance, or academics.

## **11. FACILITATED DIALOGUE**

- A. In case of any dissatisfaction between an employer and a student that they are unable to adjust between themselves, the employer or the student may request that the Auburn Career Center and JATC engage in a facilitated dialogue between the parties.
- B. This facilitated dialogue shall be aimed at improving the relationship between the employer and the student by identifying viewpoints, concerns, and areas of conflict; developing an action plan; and identifying mutual next steps that should assist the parties in resolving the dissatisfaction.
- C. Both the Auburn Career Center and JATC may participate in the facilitated dialogue. The Auburn Career Center and JATC may also appoint a designee to lead the facilitated dialogue.

## **12. INDEMNITY**

- A. The Auburn Career Center shall indemnify, defend, and hold the JATC harmless from any and/or all claims, demands, liability, damages, and expenses which may



be imposed on or incurred by the JATC arising from any injuries or illnesses that occur to a student while engaged in any instructional activity which occurs on the premises of the Auburn Career Center and results from the negligent acts or omissions or willful misconduct of the Auburn Career Center, its officers, employees, contractors, or agents. The Auburn Career Center's obligations under this paragraph shall not exceed the amount provided by insurance purchased by the Auburn Career Center for this purpose or the amount appropriated by the Auburn Career Center for this purpose; whichever is greater. In no case, shall any of the Auburn Career Center's board members, officers, employees, contractors, agents, or other individuals be considered personally liable for indemnifying and holding harmless the JATC, its officers, directors, agents, and employees.

- B. The JATC shall indemnify, defend, and hold the Auburn Career Center harmless from any and/or all claims, demands, liability, damages, and expenses which may be imposed on or incurred by the Auburn Career Center, its officers, directors, agents, and employees, in both their individual and official capacities, in connection with or arising from any injuries or illnesses that results from the negligent acts or omissions or willful misconduct of the JATC, its officers, employees, contractors, or agents.

### **13. TERM**

- A. This Agreement shall remain in effect until one of the following events occur:
  - 1) Mutual agreement of the Parties;
  - 2) Either party issues a written notification prior to March 1<sup>st</sup> in any given school year of the intent to terminate the Program; and
  - 3) Material breach of the Agreement, including the failure of the JATC to ensure compliance with Paragraph 9 of this Agreement.
- B. If this Agreement is terminated pursuant to Paragraphs 8(A)(1) and (2) of this Agreement, the Program shall close at the conclusion of the school year in which the written notification is given.
- C. This Agreement shall be reviewed every four years by the Auburn Career Center and JATC.

### **14. CRIMINAL RECORDS CHECKS ON EMPLOYEES**

The JATC shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied.

## **15. CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS**

- A. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other Party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and Ohio law ("Confidential Information"). *See* 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Agreement and that they will not, at any time during or following the term of this Agreement, divulge, disclose, redisclose, or communicate any Confidential Information to any other person, firm, corporation or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing Party.
- B. Confidential Information does not include information which is: (a) in the public domain other than by a breach of this Paragraph; (b) rightfully received from a third party without any obligation of confidentiality; (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party; (d) independently developed by the recipient; or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

## **16. RELATIONSHIP BETWEEN THE PARTIES**

- A. **Separate Entities:** At all times, the relationship of the Parties shall be as separate entities.
- B. **Not a Joint Venture:** Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other.
- C. **Employees:** Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for its respective employees.
- D. **Liability:** Each Party is liable for the conduct of its own employees, as well as for conduct done at the direction of its own employees.

## **17. ASSIGNMENT**

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other Party.

## **18. NOTICES**

- A. **Notices:** All notices, requests, demands, and other communications required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

JATC: Plumbers Local 55 Joint Apprenticeship Training  
Committee of Cleveland  
c/o Jason Shank – Training Director  
980 Keynote Circle  
Brooklyn Hts. Oh 44131

Auburn Career Center: Auburn Vocational School District  
c/o Treasurer  
8221 Auburn Road  
Concord, Ohio 44077

- B. **Delivery:** All notices, requests, demands, and other communications shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the party at the address set forth above, or to such changed address as a party may have fixed by notice to the other party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

## **19. FORCE MAJEURE**

No Party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.

## **20. AMENDMENT**

No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by representatives for each of the Participating Districts.

## **21. GOVERNING LAW**

This Agreement shall be governed by and construed under the laws of the State of Ohio. Venue for any action regarding this Agreement shall be any court of competent jurisdiction located in Lake County, Ohio.

## **22. INSURANCE/RESPONSIBILITY**

- A. **Limitation of Liability:** Each Party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.
- B. **Insurance:** Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement.
- C. **Immunity:** Nothing contained in this Agreement is intended to nullify, override, or otherwise limit the Auburn Career Center's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

## **23. ENTIRE AGREEMENT**

This Agreement constitutes the complete and exclusive Agreement between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Agreement.

## **24. EXECUTION IN COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one Agreement. True and correct copies, including facsimile, electronic, or PDF copies of signed counterparts, may be used in place of originals for any purpose and shall have the same force and effect as an original.

**IN WITNESS WHEREOF**, the Parties hereto have set their hands.

**PLUMBERS LOCAL 55 JOINT APPRENTICESHIP TRAINING COMMITTEE OF CLEVELAND:**

By \_\_\_\_\_  
Terry L. Bumgarner Sr., Co-Chairman Date \_\_\_\_\_

And by \_\_\_\_\_  
Joseph R. McFadden, Co-Chairman Date \_\_\_\_\_

And by \_\_\_\_\_  
Jason Shank, Training Director Date \_\_\_\_\_

\* The above represent and warrant that they have the express authority to sign this Agreement

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

By \_\_\_\_\_  
President (In his/her official capacity only) Date \_\_\_\_\_

And by \_\_\_\_\_  
Superintendent (In his/her official capacity only) Date \_\_\_\_\_

And by \_\_\_\_\_  
Treasurer (In his/her official capacity only) Date \_\_\_\_\_

\* This Agreement has no legal effect absent Board action