

## Auburn Vocational School District BOARD OF EDUCATION

### Minutes of November 7, 2019

The November 7, 2019 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

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

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

#### **173-19 Approve Agenda**

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the November 7, 2019 agenda.

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

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

#### **174-19 Approve Minutes Last Meeting**

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the minutes of the October 1, 2019 Regular Board meeting.

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

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

**175-19 Executive Session**

A motion was made by Mr. Sedivy and seconded by Dr. Culotta to recess into consecutive executive sessions at 6:31 p.m. Pursuant to R.C. 121.22(G) for the following purposes, in no particular order: (1) considering the employment, dismissal, discipline of a public employee; (2) considering the employment of a public employee; (3) conferencing with an attorney for the public body concerning disputes involving the public body that are the subject of pending and imminent court action and (4) preparing for negotiations with public employees concerning their compensation and other terms and conditions of their employment. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

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

**Nays:** None

Mr. Walter declared the motion passed

**Return to public session at 7:06 p.m.**

**Public Participation – None**

**Administrative Report**

- a) Holiday Buffet – December 3, 2019 ~ 6:00 pm ~ Save the Date
- b) Poinsettia Sales Begins – December 2, 2019
- c) Associate Districts Board Member Representative Resolution Reminder

**Potential Reductions for the 2020-21 School Year - (See Attachment Potential Reductions)**

**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, 2019 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.**

**176-19 Approve Donation**

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

12 Sheet Crosscut Paper Shredder from David L. Cowen of Mentor, Ohio. This item is for our Criminal Justice & Security program.

The monetary donation of \$500.00 from Northern Ohio Classic Chevy Club of Willoughby, Ohio.

Various weld wire, titanium, Nickel, Postalloy 45 small metal material – 321SS, Hastelloy, 310SS and Brass from Regal Industries, Inc., of Painesville Twp., Ohio.

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

**Nays:** None

Mr. Walter declared the motion passed

**177-19 Approve Human Resources**

A motion was made by Mr. Klima and seconded by Mr. Kent 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, Mr. Cahill, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**178-19 Approve Resolution to Abolish Sports Medicine Instructor Teaching Position and Suspend Teaching Contract**

A motion was made by Mr. Klima and seconded by Mr. Sedivy to approve the abolishment of Sports Medicine instructor teaching position and suspend teaching contract:

**WHEREAS**, the Auburn Vocational School District Board of Education (“Board”) adopted Board Policy 3131 (“Reduction in Staff”) pursuant to R.C. 3319.17 (“Reduction in Number of Teachers”).

**WHEREAS**, Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement between the Board and the Career and Technical Association (“Master Agreement”), and applicable laws permit the Board to proceed in achieving a reduction in Career and Technical Association (“CATA”) teaching staff by abolishing CATA R.C. 3319.08 teaching positions in accordance with the recommendation of Superintendent Brian Bontempo (“Superintendent”).

**WHEREAS**, Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement, and applicable laws permit the Board to proceed in achieving a reduction in CATA teaching staff by abolishing CATA R.C. 3319.08 teaching positions due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

**WHEREAS**, notice was issued to Virginia Gontero – prior to the November 7, 2019 regularly-scheduled board meeting – that the Superintendent intended to recommend that the Board abolish the CATA R.C. 3319.08 teaching position of Sports Medicine Instructor and suspend Virginia Gontero’s CATA R.C. 3319.08 teaching contract, effective June 30, 2020, at the November 7, 2019 regularly-scheduled board meeting due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

**WHEREAS**, pursuant to Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement, and applicable laws; the Superintendent recommends that the Board achieve a reduction in CATA teaching staff at the November 7, 2019 regularly-scheduled board meeting by abolishing the CATA R.C. 3319.08 teaching position of Sports Medicine Instructor, effective June 30, 2020, due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

**WHEREAS**, pursuant to Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement, and applicable laws; the Superintendent has recommended and is recommending that the Board – after giving preference first, within each teaching field affected, to CATA teachers on continuing contracts – achieve a reduction in the CATA teaching staff at the November 7, 2019 regularly-scheduled board meeting by suspending the CATA R.C. 3319.08 teaching contract of Virginia Gontero, effective June 30, 2020, due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

**NOW THEREFORE BE IT RESOLVED THAT**, pursuant to Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement, and applicable laws; the Board (1) hereby accepts the Superintendent’s abolishment recommendations and (2) hereby abolishes the CATA R.C. 3319.08 teaching position of Sports Medicine Instructor, effective June 30, 2020, due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

**NOW THEREFORE BE IT FURTHER RESOLVED THAT**, pursuant to Board Policy 3131, R.C. 3319.17, Article XIV of the Master Agreement, and applicable laws; the Board (1) hereby accepts the Superintendent’s suspension recommendations; (2) hereby determines that the selection for layoff occurred after giving preference first, within each teaching field affected, to CATA teachers on continuing contracts; and (3) hereby suspends the CATA R.C. 3319.08 teaching contract of Virginia Gontero, effective June 30, 2020, due to decreased enrollment of pupils, territorial changes affecting the Auburn Vocational School District, and other due or just cause, including financial reasons.

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

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

**179-19 Policies Modifications: Second & Final Reading**

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to 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 <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public> and clicking on the policy number. (Attachment Item#13)

<b>Section</b>	<b>Title</b>	<b>Revised/New/Delete</b>
Administration 1310	Employment of Treasurer	Revised
Administration 1340	Non-Reemployment of the Treasurer	Revised
Property 7300	Disposition of Real Property/Personal Property	Revised

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

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

**180-19 Approve 2019-2020 Revised Purpose Statement/Activity Budget**

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to approve the following revised purpose statement/activity for the 2019-2020 school year.

<b>Program</b>	<b>Acct. Number</b>	<b>Last Year Balance 6/30/19</b>	<b>Revenue Anticipated</b>
Teaching Profession Pathways	200-945A	\$1,099.29	\$1,850.00

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

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

**181-19 Consent Agenda: Contracts/Affiliation Agreements**

A motion was made by Mr. Klima and seconded by Mrs. Brush to approve items 15a-15c as a Consent Agenda item.

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

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

**182-19 Consent Agenda: Contracts/Affiliation Agreements**

A motion was made by Mr. Stefanko and seconded by Mr. Kent to approve the following contracts and affiliation agreements:

- a. *Practical Nursing Affiliation Agreements*
  - Caring Heart of the Valley
- b. *Business Partnership Affiliation Agreements (Attachment Item #15B)*
- c. *National Healthcare Association (Attachment Item #15C)*

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


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

**183-19 Adjourn**


A motion was made by Mrs. Brush and seconded by Mr. Miller to adjourn the meeting at 7:18 p.m.

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

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



Treasurer



Board President



In response to the recent confirmation of the Newbury/West Geauga merger and the September 30<sup>th</sup> court decision of the CATA lawsuit, the Board has requested that Sherry and I prepare a reduction plan that will offset the loss of \$260,000 annually in tax revenue and an estimated \$1.7 million dollars in potential damages (handout).

**This list of items currently under consideration:**

Uniform District Reduction-flat \$	\$23,785	71 out of 71
Uniform District Reduction-%	39.15%	71 out of 71
Instructor – full contract reduction		4 out of 38
Program changes and/or eliminations		3 out of 24
Instructor – partial reduction		3 out of 38
Reduction of non-teaching (operational) staff		4 out of 25

**Additional Reductions:**

Reduction in district overtime
Reduction in extended days
Reduction in marketing/enrollment/travel (professional development)
Elimination of capital improvement allocations (ie: building repairs, technology upgrades, etc.)
Discontinue the annual student built house
Elimination of outside functions (HAGS, Easter Bunny display, etc.)
Reduce annual transfer to Principal Fund (student competitions/travel expenses, membership fees, field trips, student incentives, etc.)

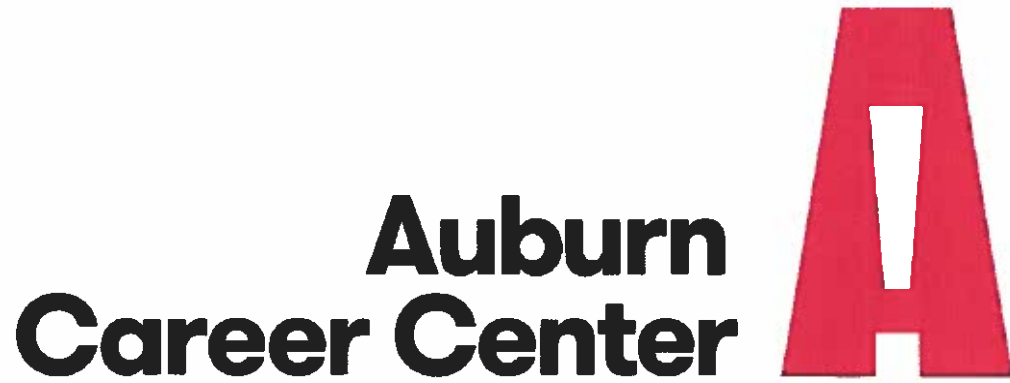
A final reduction plan will be presented for board approval at the December regular board meeting.



## POTENTIAL DAMAGE LIST

		<u>STRS</u>	<u>STRS Interest</u> <u>Average</u>	<u>Medicare</u>	<u>Workers</u> <u>Comp.</u>	<u>Estimated</u> <u>Potential</u> <u>Liability</u>	
Rodney Kozar	\$	74,536.40	\$ 10,435.10	\$ 5,664.77	\$ 1,080.78	\$ 33.54	\$ 91,750.58
John Blauch	\$	73,354.50	\$ 10,269.63	\$ 5,574.94	\$ 1,063.64	\$ 33.01	\$ 90,295.72
Bob Hill	\$	72,007.00	\$ 10,080.98	\$ 5,472.53	\$ 1,044.10	\$ 32.40	\$ 88,637.02
Dave Richards	\$	69,545.70	\$ 9,736.40	\$ 5,285.47	\$ 1,008.41	\$ 31.30	\$ 85,607.28
Ginny Gontero	\$	66,318.90	\$ 9,284.65	\$ 5,040.24	\$ 961.62	\$ 29.84	\$ 81,635.25
Sue Lefler	\$	65,611.40	\$ 9,185.60	\$ 4,986.47	\$ 951.37	\$ 29.53	\$ 80,764.35
Wayne Reed	\$	63,495.33	\$ 8,889.35	\$ 4,825.65	\$ 920.68	\$ 28.57	\$ 78,159.58
Jason Gardner	\$	62,849.10	\$ 8,798.87	\$ 4,776.53	\$ 911.31	\$ 28.28	\$ 77,364.10
Brandi Holland	\$	62,664.40	\$ 8,773.02	\$ 4,762.49	\$ 908.63	\$ 28.20	\$ 77,136.74
Dan Agardi	\$	56,393.60	\$ 7,895.10	\$ 4,285.91	\$ 817.71	\$ 25.38	\$ 69,417.70
Jane Metrisin	\$	50,073.99	\$ 7,010.36	\$ 3,805.62	\$ 726.07	\$ 22.53	\$ 61,638.58
Terry Colescott	\$	49,114.10	\$ 6,875.97	\$ 3,732.67	\$ 712.15	\$ 22.10	\$ 60,457.00
Chuck Torre	\$	48,378.60	\$ 6,773.00	\$ 3,676.77	\$ 701.49	\$ 21.77	\$ 59,551.64
Christine Tredent	\$	42,709.70	\$ 5,979.36	\$ 3,245.94	\$ 619.29	\$ 19.22	\$ 52,573.51
Salmon Pirzada	\$	39,825.52	\$ 5,575.57	\$ 3,026.74	\$ 577.47	\$ 17.92	\$ 49,023.22
Mark Todd	\$	39,694.59	\$ 5,557.24	\$ 3,016.79	\$ 575.57	\$ 17.86	\$ 48,862.05
Tom Welk	\$	39,605.07	\$ 5,544.71	\$ 3,009.99	\$ 574.27	\$ 17.82	\$ 48,751.86
Justine Malvicino	\$	39,018.90	\$ 5,462.65	\$ 2,965.44	\$ 565.77	\$ 17.56	\$ 48,030.31
Darren Spondike	\$	37,629.67	\$ 5,268.15	\$ 2,859.85	\$ 545.63	\$ 16.93	\$ 46,320.24
Laura Ciszewski	\$	33,459.10	\$ 4,684.27	\$ 2,542.89	\$ 485.16	\$ 15.06	\$ 41,186.48
Amy Ryan	\$	30,686.54	\$ 4,296.12	\$ 2,332.18	\$ 444.95	\$ 13.81	\$ 37,773.60
Robin Dodge	\$	28,644.60	\$ 4,010.24	\$ 2,176.99	\$ 415.35	\$ 12.89	\$ 35,260.07
Angela Nelson	\$	26,625.00	\$ 3,727.50	\$ 2,023.50	\$ 386.06	\$ 11.98	\$ 32,774.04
Steve Waltenbaugh	\$	25,419.81	\$ 3,558.77	\$ 1,931.91	\$ 368.59	\$ 11.44	\$ 31,290.52
Jared Rogge	\$	23,466.34	\$ 3,285.29	\$ 1,783.44	\$ 340.26	\$ 10.56	\$ 28,885.89
Mike Haines	\$	20,629.70	\$ 2,888.16	\$ 1,567.86	\$ 299.13	\$ 9.28	\$ 25,394.13
Dan Francini	\$	14,365.84	\$ 2,011.22	\$ 1,091.80	\$ 208.30	\$ 6.46	\$ 17,683.63
Justin Bruno	\$	14,084.76	\$ 1,971.87	\$ 1,070.44	\$ 204.23	\$ 6.34	\$ 17,337.63
Stacy Allen	\$	12,142.80	\$ 1,699.99	\$ 922.85	\$ 176.07	\$ 5.46	\$ 14,947.18
Keith Conn	\$	11,841.50	\$ 1,657.81	\$ 899.95	\$ 171.70	\$ 5.33	\$ 14,576.29
Bob Tomsich	\$	9,455.80	\$ 1,323.81	\$ 718.64	\$ 137.11	\$ 4.26	\$ 11,639.62
Tammy Birch	\$	9,262.35	\$ 1,296.73	\$ 703.94	\$ 134.30	\$ 4.17	\$ 11,401.49
Rhonda McCummins	\$	8,093.50	\$ 1,133.09	\$ 615.11	\$ 117.36	\$ 3.64	\$ 9,962.69
Pat Weaver	\$	7,902.80	\$ 1,106.39	\$ 600.61	\$ 114.59	\$ 3.56	\$ 9,727.95
Kathy Martin	\$	7,902.80	\$ 1,106.39	\$ 600.61	\$ 114.59	\$ 3.56	\$ 9,727.95
Phyllis Longo	\$	6,699.94	\$ 937.99	\$ 509.20	\$ 97.15	\$ 3.01	\$ 8,247.29
Dennis Harvey	\$	6,080.75	\$ 851.30	\$ 462.14	\$ 88.17	\$ 2.74	\$ 7,485.10
Scott Sitz	\$	6,033.90	\$ 844.75	\$ 458.58	\$ 87.49	\$ 2.72	\$ 7,427.43
Stacey Yarnell	\$	5,030.30	\$ 704.24	\$ 382.30	\$ 72.94	\$ 2.26	\$ 6,192.05
Dee Stark	\$	4,707.85	\$ 659.10	\$ 357.80	\$ 68.26	\$ 2.12	\$ 5,795.13
Ronald Beech	\$	4,689.70	\$ 656.56	\$ 356.42	\$ 68.00	\$ 2.11	\$ 5,772.79
Dave Phillips	\$	1,377.20	\$ 192.81	\$ 104.67	\$ 19.97	\$ 0.62	\$ 1,695.26
Phil Stropyk	\$	474.06	\$ 66.37	\$ 36.03	\$ 6.87	\$ 0.21	\$ 583.54
<b>\$ 1,371,903.40</b>							<b>\$ 192,066.48</b>
<b>\$ 104,264.66</b>							<b>\$ 19,892.60</b>
<b>\$ 617.36</b>							<b>\$ 1,688,744.49</b>

*\*This handout contains the itemized damages demanded in the CATA Lawsuit. While the Board always has vigorously objected – and continues to vigorously object – to any and all liability and damages in the CATA Lawsuit; the September 30, 2019 Magistrate Decision is not in favor of the Board so the Board must prepare accordingly while it objects to this decision and may face future litigation and appeals in the CATA Lawsuit.*



*Attachment Item #9*

*Render Financial Reports*

Auburn Career Center  
Cash Fund Balance Report  
September 30, 2019

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	\$ 6,474,056.44	\$ 1,057,069.71	\$ 3,655,975.00	\$ 733,872.68	\$ 3,141,398.94	\$ 6,988,632.50	\$ 1,546,933.44	\$ 5,441,699.06
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,093,230.30	\$ -	\$ 20,000.00	\$ 226,220.00	\$ 940,443.90	\$ 172,786.40	\$ 79,140.00	\$ 93,646.40
006	Food Service	\$ -	\$ 12,769.96	\$ 48,756.66	\$ 11,564.88	\$ 28,066.75	\$ 20,689.91	\$ 35,926.87	\$ (15,236.96)
009	USSF	\$ 22,101.11	\$ 170.00	\$ 6,778.00	\$ 10,088.24	\$ 15,950.44	\$ 12,928.67	\$ 6,147.00	\$ 6,781.67
011	Rotary	\$ 1,207.21	\$ 1,437.03	\$ 1,437.03	\$ 215.06	\$ 291.06	\$ 2,353.18	\$ 21,943.00	\$ (19,589.82)
012	Adult Education	\$ 108,927.89	\$ 82,710.38	\$ 303,860.96	\$ 113,139.43	\$ 350,469.75	\$ 62,319.10	\$ 218,211.14	\$ (155,892.04)
014	Rotary Internal Service Fund	\$ 2,605.73	\$ 23.80	\$ 23.80	\$ -	\$ 1,096.20	\$ 1,533.33	\$ -	\$ 1,533.33
018	Principal Fund	\$ 12,934.14	\$ 1,005.00	\$ 51,755.00	\$ -	\$ 9,786.34	\$ 54,902.80	\$ 26,085.21	\$ 28,817.59
019	Trust Fund- Camp Discovery	\$ 162,070.36	\$ 750.00	\$ 750.00	\$ 675.13	\$ 70,765.18	\$ 92,055.18	\$ 10,253.09	\$ 81,802.09
022	District Agency	\$ 10,304.76	\$ -	\$ -	\$ 574.07	\$ 500.00	\$ 9,804.76	\$ 2,000.00	\$ 7,804.76
024	Employee Self Insurance Fund	\$ 9,330.40	\$ -	\$ 29,386.76	\$ -	\$ 4,643.04	\$ 34,074.12	\$ 28,742.67	\$ 5,331.45
70	Capital Projects	\$ 304,345.32	\$ -	\$ 700,000.00	\$ 2,750.00	\$ 202,101.53	\$ 802,243.79	\$ 101,794.60	\$ 700,449.19
200	Student Activity Fund	\$ 79,290.07	\$ (147.87)	\$ 65.08	\$ 4,076.91	\$ 4,307.85	\$ 75,047.30	\$ 18,757.27	\$ 56,290.03
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
499	Miscellaneous State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 4,455.44	\$ 36,465.32	\$ 36,465.32	\$ 19,634.68	\$ 60,555.44	\$ (19,634.68)	\$ 13,841.22	\$ (33,475.90)
524	VEPD Secondary and Adult Fund	\$ 44,328.18	\$ 7,862.00	\$ 52,190.18	\$ 46,129.30	\$ 142,647.66	\$ (46,129.30)	\$ 19,938.49	\$ (66,067.79)
<b>Grand Totals</b>		<b>\$ 8,329,187.35</b>	<b>\$ 1,200,115.33</b>	<b>\$ 4,907,443.79</b>	<b>\$ 1,168,940.38</b>	<b>\$ 4,973,024.08</b>	<b>\$ 8,263,607.06</b>	<b>\$ 2,129,714.00</b>	<b>\$ 6,133,893.06</b>

This is an unaudited financial report.

**Auburn Career Center**  
**Appropriation Account Summary**  
 9/30/2019

Fund	Desc	FYTD Appropriated	Carryover Encumbrances	FYTD Expendible	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 10,471,062.29	\$ 121,716.65	\$ 10,592,778.94	\$ 3,141,398.94	\$ 733,872.68	\$ 1,546,933.44	\$ 5,904,446.56	44.26%
002	Bond Retirement	\$ 613,599.00	\$ -	\$ 613,599.00	\$ -	\$ -	\$ -	\$ 613,599.00	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 93,646.40	\$ 1,019,583.90	\$ 1,113,230.30	\$ 940,443.90	\$ 226,220.00	\$ 79,140.00	\$ 93,646.40	0.00%
006	Lunchroom Fund	\$ 213,985.81	\$ -	\$ 213,985.81	\$ 28,066.75	\$ 11,564.88	\$ 35,926.87	\$ 149,992.19	29.91%
009	Uniform School Supply Fund	\$ 28,879.11	\$ -	\$ 28,879.11	\$ 15,950.44	\$ 10,088.24	\$ 6,147.00	\$ 6,781.67	0.00%
011	Customer Service Fund	\$ 2,644.24	\$ -	\$ 2,644.24	\$ 291.06	\$ 215.06	\$ 21,943.00	\$ (19,589.82)	840.85%
012	Adult Education Fund	\$ 1,528,934.12	\$ 12,114.08	\$ 1,541,048.20	\$ 350,489.75	\$ 113,139.43	\$ 218,211.14	\$ 972,367.31	36.90%
014	Rotary Internal Service Fund	\$ 1,179.53	\$ 1,450.00	\$ 2,629.53	\$ 1,096.20	\$ -	\$ -	\$ 1,533.33	41.68%
018	Principal Fund	\$ 153,005.00	\$ 11,684.14	\$ 164,689.14	\$ 9,786.34	\$ -	\$ 26,085.21	\$ 128,817.59	21.79%
019	Other Grants	\$ 159,423.58	\$ 2,646.78	\$ 162,070.36	\$ 70,765.18	\$ 675.13	\$ 10,253.09	\$ 81,052.09	0.00%
022	Scholarships	\$ 9,304.76	\$ 1,000.00	\$ 10,304.76	\$ 500.00	\$ -	\$ 2,000.00	\$ 7,804.76	24.26%
024	Employee Benefits	\$ 57,361.25	\$ 1,355.91	\$ 58,717.16	\$ 4,643.04	\$ 574.07	\$ 28,742.67	\$ 25,331.45	56.86%
70	Capital Projects	\$ 832,948.32	\$ 171,397.00	\$ 1,004,345.32	\$ 202,101.53	\$ 2,750.00	\$ 101,794.60	\$ 700,449.19	30.28%
200	Student Activities	\$ 79,115.15	\$ 240.00	\$ 79,355.15	\$ 4,307.85	\$ 4,076.91	\$ 18,757.27	\$ 56,290.03	29.07%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
499	Misc State Grant	\$ 51,090.00	\$ 4,455.44	\$ 51,090.00	\$ -	\$ -	\$ -	\$ 51,090.00	21.97%
501	ABLE Literacy Fund	\$ 334,180.31	\$ -	\$ 338,635.75	\$ 60,555.44	\$ 19,634.68	\$ 13,841.22	\$ 264,239.09	37.20%
524	VEPD Secondary and Adult	\$ 392,759.86	\$ 44,328.18	\$ 437,088.04	\$ 142,647.66	\$ 46,129.30	\$ 19,938.49	\$ 274,501.89	37.20%
	<b>Grand Total</b>	\$ <b>15,024,918.73</b>	\$ <b>1,391,972.08</b>	\$ <b>16,416,890.81</b>	\$ <b>4,973,024.08</b>	\$ <b>1,168,940.38</b>	\$ <b>2,129,714.00</b>	\$ <b>9,314,152.73</b>	<b>43.28%</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, 2019**

**C**

	Monthly Comparison			Avg Chg	Annual Comparison			Temp. Budget 2020 -	Remain 2020	Budget Expended
	Sept FY18	Sept FY19	Sept FY20		Actual 2018	Actual 2019	Estimate			
<b>Revenue</b>										
Real Estate	\$ 2,639,733	\$ 2,566,948	\$ 2,776,471		\$ 4,916,774	\$ 5,781,137	\$ 4,921,229	\$ 2,144,758	56%	
Commercial	\$ -	\$ -	\$ -		\$ 919,294	\$ -	\$ 859,906	\$ 859,906	0%	
Tangible Personal (PU)	\$ 209,957	\$ 188,399	\$ 166,414		\$ 414,345	\$ 370,973	\$ 370,973	\$ 204,559	45%	
Foundation	\$ 612,596	\$ 608,611	\$ 588,576		\$ 2,394,304	\$ 2,328,865	\$ 2,328,868	\$ 1,740,292	25%	
Homestead & Rollback	\$ 2,658	\$ 207,578	\$ -		\$ 809,948	\$ 830,183	\$ 830,183	\$ 830,183	0%	
Other	\$ 315,831	\$ 373,307	\$ 75,608		\$ 409,978	\$ 772,987	\$ 487,566	\$ 411,958	16%	
<b>Subtotal</b>	<b>\$ 3,780,775</b>	<b>\$ 3,944,843</b>	<b>\$ 3,607,069</b>		<b>\$ 9,864,643</b>	<b>\$ 10,084,145</b>	<b>\$ 9,798,725</b>	<b>\$ 6,191,656</b>	<b>37%</b>	
<b>Expense</b>										
Salaries	\$ 987,344	\$ 943,903	\$ 1,040,669	2.9%	\$ 3,821,328	\$ 4,028,581	\$ 4,146,310	\$ 3,105,641	25%	
Benefits	\$ 422,019	\$ 435,578	\$ 493,624	8.3%	\$ 1,730,209	\$ 1,784,586	\$ 1,895,339	\$ 1,401,715	26%	
Purchased Services	\$ 430,410	\$ 379,286	\$ 343,165	-10.7%	\$ 1,441,037	\$ 1,542,845	\$ 1,514,140	\$ 1,170,975	23%	
Supplies	\$ 168,687	\$ 191,435	\$ 194,698	7.6%	\$ 428,385	\$ 492,966	\$ 518,063	\$ 323,365	38%	
Capital Outlay/Equipment	\$ 92,800	\$ 137,037	\$ 207,746	49.6%	\$ 175,255	\$ 251,690	\$ 519,970	\$ 312,224	40%	
Other	\$ 48,978	\$ 43,092	\$ 56,062	-56.0%	\$ 132,419	\$ 133,098	\$ 147,820	\$ 91,758	38%	
<b>Subtotal</b>	<b>\$ 2,150,238</b>	<b>\$ 2,130,331</b>	<b>\$ 2,335,964</b>	<b>-20.6%</b>	<b>\$ 7,728,633</b>	<b>\$ 8,233,767</b>	<b>\$ 8,741,642</b>	<b>\$ 6,405,678</b>	<b>27%</b>	
Revenue/Expense (Operating Balance)	\$1,630,537	\$1,814,512	\$1,271,105		\$ 2,136,010	\$ 1,850,378	\$ 1,057,083			
<b>Other Uses</b>										
Advances Returned	\$ 40,575	\$ 58,108	\$ 48,906		\$ 57,516	\$ (42,605)				
Advances Out	\$ -	\$ 114,000	\$ -		\$ 82,468	\$ 178,129				
Transfers	\$ 405,167	\$ 434,995	\$ 805,435		\$ 989,772	\$ 1,121,528				
	\$ (364,592)	\$ (490,887)	\$ (756,529)		\$ (1,014,724)	\$ (1,342,262)				
Beginning Cash	\$ 5,615,774	\$ 6,671,047	\$ 6,665,435		\$ 7,069,633	\$ 7,568,876				
Ending Cash	\$ 6,110,598	\$ 7,289,567	\$ 6,988,633		\$ 5,965,939	\$ 6,474,056				
Encumbrances	\$ 1,052,808	\$ 1,234,390	\$ 1,546,933		\$ 115,351	\$ 121,717				

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

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Type: ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type: Check</b>										
24217	50406	ACCOUNTS_PA	Check	9/4/2019	REFRIGERATIO N SALES CORP.	56	RECONCILED	9/6/2019		\$ 336.24
24248	50407	ACCOUNTS_PA	Check	9/4/2019	BUCKEYE EDUCATIONAL QUILL CORP	746	RECONCILED	9/10/2019		3,116.60
24230	50408	ACCOUNTS_PA	Check	9/4/2019	ILLUMINATING COMPANY	855	RECONCILED	9/17/2019		159.60
24224	50409	ACCOUNTS_PA	Check	9/4/2019	WESTERN RESERVE OFFICE SUPPLY	925	RECONCILED	9/5/2019		1,873.91
24220	50410	ACCOUNTS_PA	Check	9/4/2019	DOMINION ENERGY OHIO	1065	RECONCILED	9/6/2019		1,116.03
24229	50411	ACCOUNTS_PA	Check	9/4/2019	OH ASSOC. OF SECONDARY SCHOOL	4003	RECONCILED	9/11/2019		513.90
24209	50412	ACCOUNTS_PA	Check	9/4/2019	SHOP SUPPLY & TOOL CO., INC.	7083	RECONCILED	9/12/2019		270.00
24213	50413	ACCOUNTS_PA	Check	9/4/2019	COMDOC INC.	7258	RECONCILED	9/6/2019		2,199.50
24221	50414	ACCOUNTS_PA	Check	9/4/2019	DEE STARK- KURTZ	8170	RECONCILED	9/9/2019		653.00
24222	50415	ACCOUNTS_PA	Check	9/4/2019	PENNCARE	8279	RECONCILED	9/7/2019		193.72
24211	50416	ACCOUNTS_PA	Check	9/4/2019	NEOLA, INC.	8957	RECONCILED	9/10/2019		2,951.69
24241	50417	ACCOUNTS_PA	Check	9/4/2019	TESTOUT	11092	RECONCILED	9/9/2019		650.00
24208	50418	ACCOUNTS_PA	Check	9/4/2019	LAKE COUNTY SHERIFF'S OFFICE	11186	RECONCILED	9/10/2019		5,270.50
24225	50419	ACCOUNTS_PA	Check	9/4/2019	MICHELLE RODEWALD	11385	RECONCILED	9/5/2019		204.54
24226	50420	ACCOUNTS_PA	Check	9/4/2019	CDW GOVERNMENT NGS PEARSON, INC	11544	RECONCILED	9/7/2019		246.17
24234	50421	ACCOUNTS_PA	Check	9/4/2019	BARRUNGTON CONSULTING	11547	RECONCILED	9/8/2019		447.24
24239	50422	ACCOUNTS_PA	Check	9/4/2019	ADVANCED GAS & WELDING	12139	RECONCILED	9/8/2019		4,117.00
24228	50423	ACCOUNTS_PA	Check	9/4/2019	LBL PRINTING	12900	RECONCILED	9/13/2019		212.50
24227	50424	ACCOUNTS_PA	Check	9/4/2019		13078	RECONCILED	9/9/2019		4,434.07
24231	50425	ACCOUNTS_PA	Check	9/4/2019		13407	RECONCILED	9/8/2019		1,698.40
24218	50426	ACCOUNTS_PA	Check	9/4/2019		13500	RECONCILED	9/5/2019		269.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24247	50427	ACCOUNTS_PA	Check	9/4/2019	JEFF SLAVKOVSKY	13632	RECONCILED	9/7/2019		\$ 193.72
24243	50428	ACCOUNTS_PA	Check	9/4/2019	MAIL FINANCE	40153	RECONCILED	9/9/2019		695.82
24212	50429	ACCOUNTS_PA	Check	9/4/2019	ESC OF NORTHEAST OHIO	40648	RECONCILED	9/5/2019		80.00
24223	50430	ACCOUNTS_PA	Check	9/4/2019	SUMMIT COUNTY ESC	40881	RECONCILED	9/16/2019		375.00
24240	50431	ACCOUNTS_PA	Check	9/4/2019	SMOCKER BY BEYAR MFG CO	40974	RECONCILED	9/12/2019		284.00
24216	50432	ACCOUNTS_PA	Check	9/4/2019	ALRO STEEL CORPORATION	41193	RECONCILED	9/8/2019		1,764.95
24236	50433	ACCOUNTS_PA	Check	9/4/2019	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	9/8/2019		2,157.10
24242	50434	ACCOUNTS_PA	Check	9/4/2019	FUTURE POS OHIO, INC	41337	RECONCILED	9/10/2019		2,475.00
24246	50435	ACCOUNTS_PA	Check	9/4/2019	PARK PLACE TECHNOLOGIES	41339	RECONCILED	9/6/2019		4,935.84
24219	50436	ACCOUNTS_PA	Check	9/4/2019	BRIAN BONTEMPO	41373	RECONCILED	9/7/2019		256.98
24214	50437	ACCOUNTS_PA	Check	9/4/2019	COLLISION SERVICES INC	41456	RECONCILED	9/10/2019		1,494.64
24238	50438	ACCOUNTS_PA	Check	9/4/2019	CHRISTOPHER MITCHELL	41578	RECONCILED	9/7/2019		179.57
24237	50439	ACCOUNTS_PA	Check	9/4/2019	SCOTT STTZ	41607	RECONCILED	9/7/2019		66.79
24210	50440	ACCOUNTS_PA	Check	9/4/2019	DAVID COWEN	41608	RECONCILED	9/7/2019		219.91
24235	50441	ACCOUNTS_PA	Check	9/4/2019	DE LAGE LANDEN FINANCIAL	41637	RECONCILED	9/11/2019		675.13
24232	50442	ACCOUNTS_PA	Check	9/4/2019	SHELLER OFFICE SOLUTIONS	41656	RECONCILED	9/10/2019		2,009.36
24244	50443	ACCOUNTS_PA	Check	9/4/2019	OHIO PEACE OFFICER	41679	RECONCILED	9/11/2019		100.00
24245	50444	ACCOUNTS_PA	Check	9/4/2019	ALL CONSTRUCTION SERVICES	41736	RECONCILED	9/9/2019		1,935.00
24233	50445	ACCOUNTS_PA	Check	9/4/2019	CAMCOR, INC	41763	RECONCILED	9/9/2019		9,099.20
24215	50446	ACCOUNTS_PA	Check	9/4/2019	FUND FOR OUR ECONOMIC FUTURE	41788	RECONCILED	9/10/2019		240.00
24314	50453	ACCOUNTS_PA	Check	9/10/2019	THE MONTEFIORE HOME	41780	OUTSTANDING			45.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24283	50454	ACCOUNTS_PA	Check	9/10/2019	LAKE COUNTY EDUCATIONAL	134	RECONCILED	9/16/2019		\$ 1,854.72
		YABLE								
24275	50455	ACCOUNTS_PA	Check	9/10/2019	4IMPRINT, INC.	10665	RECONCILED	9/13/2019		1,309.20
		YABLE								
24267	50456	ACCOUNTS_PA	Check	9/10/2019	21ST CENTURY MEDIA - OHIO	414	RECONCILED	9/17/2019		137.15
		YABLE								
24263	50457	ACCOUNTS_PA	Check	9/10/2019	SCREENVISION DIRECT	40250	RECONCILED	9/18/2019		624.00
		YABLE								
24310	50458	ACCOUNTS_PA	Check	9/10/2019	WKKY	12341	RECONCILED	9/12/2019		720.00
		YABLE								
24309	50459	ACCOUNTS_PA	Check	9/10/2019	ZEPPE'S PIZZERIA	7406	RECONCILED	9/12/2019		65.00
		YABLE								
24308	50460	ACCOUNTS_PA	Check	9/10/2019	ALIDATA	4020	RECONCILED	9/13/2019		975.00
		YABLE								
24272	50461	ACCOUNTS_PA	Check	9/10/2019	BARRINGTON CONSULTING	12900	RECONCILED	9/13/2019		1,275.00
		YABLE								
24293	50462	ACCOUNTS_PA	Check	9/10/2019	AUTOMOTIVE SUPPLY, INC.	631	RECONCILED	9/12/2019		1,488.03
		YABLE								
24296	50463	ACCOUNTS_PA	Check	9/10/2019	GAZETTE NEWSPAPERS	11455	RECONCILED	9/12/2019		25.00
		YABLE								
24298	50464	ACCOUNTS_PA	Check	9/10/2019	CAREERSAFE	12972	RECONCILED	9/16/2019		1,875.00
		YABLE								
24299	50465	ACCOUNTS_PA	Check	9/10/2019	ACTE	376	RECONCILED	9/13/2019		395.00
		YABLE								
24277	50466	ACCOUNTS_PA	Check	9/10/2019	LAKE COUNTY SHERIFFS OFFICE	11385	RECONCILED	9/12/2019		10.00
		YABLE								
24281	50467	ACCOUNTS_PA	Check	9/10/2019	JONES & BARLETT LEARNING, LLC	10442	RECONCILED	9/16/2019		4,263.84
		YABLE								
24305	50468	ACCOUNTS_PA	Check	9/10/2019	ELSEVIER	11447	RECONCILED	9/22/2019		1,512.71
		YABLE								
24304	50469	ACCOUNTS_PA	Check	9/10/2019	AT&T	171	RECONCILED	9/13/2019		174.62
		YABLE								
24315	50470	ACCOUNTS_PA	Check	9/10/2019	VIVIANI FAMILY LIMITED	11774	RECONCILED	9/12/2019		1,544.25
		YABLE								
24311	50471	ACCOUNTS_PA	Check	9/10/2019	WELLS FARGO VENDOR FIN SERV	41459	RECONCILED	9/13/2019		1,681.00
		YABLE								
24278	50472	ACCOUNTS_PA	Check	9/10/2019	THE AMERICAN BOTTLING COMPANY	41426	RECONCILED	9/13/2019		138.75
		YABLE								
24301	50473	ACCOUNTS_PA	Check	9/10/2019	ALFRED NICKLES	1071	RECONCILED	9/23/2019		101.92
		YABLE								
24287	50474	ACCOUNTS_PA	Check	9/10/2019	BAKERY INC GORDON FOOD SERVICE	8479	RECONCILED	9/12/2019		1,572.62
		YABLE								
24276	50475	ACCOUNTS_PA	Check	9/10/2019	AMERICA EXPRESS	40915	RECONCILED	9/13/2019		3,959.94
		YABLE								



# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24288	50476	ACCOUNTS_PA	Check	9/10/2019	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	9/17/2019		\$ 74.64
24285	50477	ACCOUNTS_PA	Check	9/10/2019	CAMCOR, INC	41763	RECONCILED	9/13/2019		1,058.00
24292	50478	ACCOUNTS_PA	Check	9/10/2019	AGM ENERGY SERVICES LLC	41355	RECONCILED	9/23/2019		2,750.00
24294	50479	ACCOUNTS_PA	Check	9/10/2019	WARREN ROOFING & INSULATING CO	41569	RECONCILED	9/13/2019		226,220.00
24302	50480	ACCOUNTS_PA	Check	9/10/2019	JUSTINE MALVICINO	40700	RECONCILED	9/12/2019		60.00
24264	50481	ACCOUNTS_PA	Check	9/10/2019	ARROWHEAD SCIENTIFIC, INC	41773	RECONCILED	9/16/2019		350.10
24279	50482	ACCOUNTS_PA	Check	9/10/2019	STS EDUCATION	41552	RECONCILED	9/16/2019		3,235.00
24284	50483	ACCOUNTS_PA	Check	9/10/2019	VIG SOLUTIONS INC	41771	RECONCILED	9/16/2019		1,256.00
24282	50484	ACCOUNTS_PA	Check	9/10/2019	UH GEALUGA MEDICAL CENTER	7298	RECONCILED	9/30/2019		300.00
24269	50485	ACCOUNTS_PA	Check	9/10/2019	JOHNSTONE SUPPLY	13078	RECONCILED	9/13/2019		1,187.46
24268	50486	ACCOUNTS_PA	Check	9/10/2019	R.E. MICHEL COMPANY INC	12295	RECONCILED	9/16/2019		3,318.95
24271	50487	ACCOUNTS_PA	Check	9/10/2019	SWEETHAVEN DOOR INC	8931	RECONCILED	9/18/2019		1,000.00
24265	50488	ACCOUNTS_PA	Check	9/10/2019	GRAINGER	466	RECONCILED	9/13/2019		2,268.31
24274	50489	ACCOUNTS_PA	Check	9/10/2019	KINZUA ENVIRONMENTAL INC	4035	RECONCILED	9/12/2019		275.45
24297	50490	ACCOUNTS_PA	Check	9/10/2019	LANDSTYLES, INC	41366	RECONCILED	9/13/2019		963.13
24266	50491	ACCOUNTS_PA	Check	9/10/2019	SHERWIN WILLIAMS	334	RECONCILED	9/13/2019		10.23
24289	50492	ACCOUNTS_PA	Check	9/10/2019	MARS ELECTRIC CO.	1230	RECONCILED	9/12/2019		312.06
24273	50493	ACCOUNTS_PA	Check	9/10/2019	GENERAL PEST CONTROL CO.	11210	RECONCILED	9/13/2019		204.75
24270	50494	ACCOUNTS_PA	Check	9/10/2019	CINTAS CORPORATION	532	RECONCILED	9/13/2019		185.00
24306	50495	ACCOUNTS_PA	Check	9/10/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	9/13/2019		107.90
24295	50496	ACCOUNTS_PA	Check	9/10/2019	GCA SERVICES GROUP	41167	RECONCILED	9/12/2019		17,052.67

## Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24300	50497	ACCOUNTS_PA	Check	9/10/2019	BORDEN DAIRY COMPANY	154	RECONCILED	9/22/2019		\$ 86.65
		YABLE								
24290	50498	ACCOUNTS_PA	Check	9/10/2019	CDW	11547	RECONCILED	9/22/2019		79.41
		YABLE			GOVERNMENT					
24303	50499	ACCOUNTS_PA	Check	9/10/2019	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	9/22/2019		2,638.49
		YABLE								
24280	50500	ACCOUNTS_PA	Check	9/10/2019	DEE STARK-KURTZ	8279	RECONCILED	9/21/2019		119.58
		YABLE								
24291	50501	ACCOUNTS_PA	Check	9/10/2019	DAWN BUBONIC	12967	RECONCILED	9/21/2019		30.28
		YABLE			ALLISON ESACK					
24312	50502	ACCOUNTS_PA	Check	9/10/2019	CAYLEY VOLPIN	41446	RECONCILED	9/21/2019		153.12
		YABLE								
24307	50503	ACCOUNTS_PA	Check	9/10/2019	JARED ROGGE	41417	RECONCILED	9/21/2019		10.67
		YABLE								
24286	50504	ACCOUNTS_PA	Check	9/10/2019	TOM WELK	41390	RECONCILED	9/21/2019		227.36
		YABLE								
24313	50505	ACCOUNTS_PA	Check	9/10/2019	FUTURE IMAGE PROMOTIONS	40790	RECONCILED	9/21/2019		227.36
		YABLE								
24355	50512	ACCOUNTS_PA	Check	9/20/2019	U S POSTAL SERVICE	41176	RECONCILED	9/23/2019		7,190.15
		YABLE								
24379	50513	ACCOUNTS_PA	Check	9/20/2019	THE OHIO STATE UNIVERSITY	7745	RECONCILED	9/25/2019		4,000.00
		YABLE								
24329	50514	ACCOUNTS_PA	Check	9/20/2019	MCGOWN & MARKLING CO., L.P.A	10817	RECONCILED	9/27/2019		760.00
		YABLE								
24385	50515	ACCOUNTS_PA	Check	9/20/2019	LAKE COUNTY SHERIFF'S OFFICE	12253	RECONCILED	9/23/2019		3,618.10
		YABLE								
24334	50516	ACCOUNTS_PA	Check	9/20/2019	UH GEAUGA MEDICAL CENTER	11385	RECONCILED	9/23/2019		20.00
		YABLE								
24326	50517	ACCOUNTS_PA	Check	9/20/2019	PATTENBURG AND ASSOC., INC.	7298	OUTSTANDING			70.00
		YABLE								
24375	50518	ACCOUNTS_PA	Check	9/20/2019	COLLABORATIVE PARTNERS WESTERN RESERVE	40994	RECONCILED	9/23/2019		1,200.00
		YABLE								
24369	50519	ACCOUNTS_PA	Check	9/20/2019	POCKET NURSE ENTERPRISES, INC.	41682	RECONCILED	9/24/2019		3,600.00
		YABLE								
24324	50520	ACCOUNTS_PA	Check	9/20/2019	WEISKOPF INDUSTRIES	1065	RECONCILED	9/25/2019		531.27
		YABLE								
24373	50521	ACCOUNTS_PA	Check	9/20/2019	OFFICE SUPPLY	507	RECONCILED	9/24/2019		280.80
		YABLE								
24330	50522	ACCOUNTS_PA	Check	9/20/2019	HARTMAN	10331	RECONCILED	9/23/2019		472.40
		YABLE								
24347	50523	ACCOUNTS_PA	Check	9/20/2019		12899	RECONCILED	9/27/2019		775.93

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24374	50524	YABLE	ACCOUNTS_PA Check	9/20/2019	PUBLISHING, INC.	10442	RECONCILED	9/25/2019		\$ 1,442.59
24340	50525	YABLE	ACCOUNTS_PA Check	9/20/2019	JONES & BARLETT LEARNING, LLC	414	RECONCILED	9/24/2019		1,600.00
24381	50526	YABLE	ACCOUNTS_PA Check	9/20/2019	21ST CENTURY MEDIA - OHIO BALL HORTICULTUR E CO.	11318	RECONCILED	9/25/2019		3,518.16
24370	50527	YABLE	ACCOUNTS_PA Check	9/20/2019	MAIOR WASTE DISPOSAL	570	RECONCILED	9/27/2019		75.00
24362	50528	YABLE	ACCOUNTS_PA Check	9/20/2019	REFRIGERATIO N SALES CORP.	56	RECONCILED	9/24/2019		106.55
24366	50529	YABLE	ACCOUNTS_PA Check	9/20/2019	BFG SUPPLY CO, LLC	1284	RECONCILED	9/23/2019		540.64
24383	50530	YABLE	ACCOUNTS_PA Check	9/20/2019	PREMIER PAINT	1141	RECONCILED	9/23/2019		2,112.79
24372	50531	YABLE	ACCOUNTS_PA Check	9/20/2019	BURMAX COMPANY, INC.	482	RECONCILED	9/24/2019		978.82
24361	50532	YABLE	ACCOUNTS_PA Check	9/20/2019	TIME WARNER CABLE - NORTHEAST ILLUMINATING COMPANY	13042	RECONCILED	9/27/2019		399.00
24352	50533	YABLE	ACCOUNTS_PA Check	9/20/2019	LAKE COUNTY DEPARTMENT	925	RECONCILED	9/25/2019		15,204.65
24328	50534	YABLE	ACCOUNTS_PA Check	9/20/2019	SPEED-METALS	171	RECONCILED	9/24/2019		2,299.44
24325	50535	YABLE	ACCOUNTS_PA Check	9/20/2019	CITY OF P-VILLE UTIL.	1435	RECONCILED	9/24/2019		769.61
24333	50536	YABLE	ACCOUNTS_PA Check	9/20/2019	CONSOILDATE D FLEET SERVICES	1679	RECONCILED	9/27/2019		2,296.00
24367	50537	YABLE	ACCOUNTS_PA Check	9/20/2019	FIRE-SAFETY SERVICE, INC.	215	RECONCILED	9/25/2019		834.20
24354	50538	YABLE	ACCOUNTS_PA Check	9/20/2019	OHIO ACTE	41612	RECONCILED	9/24/2019		1,440.05
24336	50539	YABLE	ACCOUNTS_PA Check	9/20/2019	4IMPRINT, INC.	40316	RECONCILED	9/27/2019		2,081.00
24353	50540	YABLE	ACCOUNTS_PA Check	9/20/2019	SPRINT	41733	RECONCILED	9/26/2019		87.12
24364	50541	YABLE	ACCOUNTS_PA Check	9/20/2019	OHIO ACTE	682	RECONCILED	9/26/2019		310.00
24339	50542	YABLE	ACCOUNTS_PA Check	9/20/2019	COMDOC INC.	10665	RECONCILED	9/25/2019		2,184.26
24345	50543	YABLE	ACCOUNTS_PA Check	9/20/2019	OHIO PEACE OFFICER	8170	RECONCILED	9/23/2019		491.76
24358	50544	YABLE	ACCOUNTS_PA Check	9/20/2019	KURTZ BROS., INC	41679	RECONCILED	9/27/2019		100.00
24360	50545	YABLE	ACCOUNTS_PA Check	9/20/2019		8980	RECONCILED	9/26/2019		1,057.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24349	50546	ACCOUNTS_PA	YABLE	9/20/2019	OHIO DEPT OF JOB & FAMILY WELLS FARGO FINANCIAL LEASING	1877	RECONCILED	9/26/2019		\$ 719.35
24350	50547	ACCOUNTS_PA	YABLE	9/20/2019	PEARSON EDUCATION PA SOLUTIONS LLC	40583	RECONCILED	9/26/2019		3,924.00
24348	50548	ACCOUNTS_PA	YABLE	9/20/2019	MULTI VENDOR	11383	RECONCILED	9/26/2019		7,812.87
24376	50549	ACCOUNTS_PA	YABLE	9/20/2019	GEAUGA GROWTH PARTNERSHIP, INC	41342	RECONCILED	9/26/2019		1,788.00
24380	50550	ACCOUNTS_PA	YABLE	9/20/2019	LEAF	13597	VOID		9/26/2019	623.38
24368	50551	ACCOUNTS_PA	YABLE	9/20/2019	OHIO SCHOOLS COUNCIL	40116	RECONCILED	9/24/2019		1,000.00
24377	50552	ACCOUNTS_PA	YABLE	9/20/2019	FIRST COMMUNICATI ONS LLC	1519	RECONCILED	9/25/2019		1,100.00
24378	50553	ACCOUNTS_PA	YABLE	9/20/2019	ELBER SUPPLY	812	RECONCILED	9/23/2019		4,128.00
24365	50554	ACCOUNTS_PA	YABLE	9/20/2019	WEX BANK	10610	RECONCILED	9/25/2019		149.76
24331	50555	ACCOUNTS_PA	YABLE	9/20/2019	SABO'S WOODSIDE NURSERY	41457	RECONCILED	9/24/2019		195.70
24351	50556	ACCOUNTS_PA	YABLE	9/20/2019	JAMECO ELECTRONICS	41338	RECONCILED	9/26/2019		199.77
24343	50557	ACCOUNTS_PA	YABLE	9/20/2019	BUCKEYE EDUCATIONAL	13258	RECONCILED	9/27/2019		458.75
24341	50558	ACCOUNTS_PA	YABLE	9/20/2019	OHIO DEPT OF AGRICULTURE	389	RECONCILED	9/25/2019		826.90
24359	50559	ACCOUNTS_PA	YABLE	9/20/2019	KARLOVEC MEDIA GROUP	746	RECONCILED	9/24/2019		1,510.00
24335	50560	ACCOUNTS_PA	YABLE	9/20/2019	Noon Sharpening, Inc.	11994	RECONCILED	9/30/2019		35.00
24337	50561	ACCOUNTS_PA	YABLE	9/20/2019	LEARNING	1614	RECONCILED	9/30/2019		1,580.00
24384	50562	ACCOUNTS_PA	YABLE	9/20/2019	LAKE COUNTY EDUCATIONAL	41800	RECONCILED	9/26/2019		359.00
24344	50563	ACCOUNTS_PA	YABLE	9/20/2019	Marty's Classic Machinery	10328	RECONCILED	9/24/2019		947.10
24371	50564	ACCOUNTS_PA	YABLE	9/20/2019	JOHNSTONE SUPPLY	134	RECONCILED	9/26/2019		30.00
24342	50565	ACCOUNTS_PA	YABLE	9/20/2019	ALRO STEEL CORPORATION	41799	RECONCILED	9/23/2019		275.00
24327	50566	ACCOUNTS_PA	YABLE	9/20/2019	ELSEVIER	13078	RECONCILED	9/24/2019		679.19
24356	50567	ACCOUNTS_PA	YABLE	9/20/2019		41193	RECONCILED	9/20/2019		2,776.01
24338	50568	ACCOUNTS_PA	YABLE	9/20/2019		11447	RECONCILED	9/20/2019		6,752.32

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24332	50569	YABLE ACACCOUNTS_PA	Check	9/20/2019	BLACKBOARD INC.	11896	RECONCILED	9/20/2019		\$ 37,500.00
24346	50570	YABLE ACACCOUNTS_PA	Check	9/20/2019	ALLISON ESACK	41446	RECONCILED	9/20/2019		153.12
24382	50571	YABLE ACACCOUNTS_PA	Check	9/20/2019	BRIAN BONTEMPO	41373	RECONCILED	9/20/2019		253.92
24357	50572	YABLE ACACCOUNTS_PA	Check	9/20/2019	TERESA DETWILLER	41389	RECONCILED	9/20/2019		102.08
24363	50573	YABLE ACACCOUNTS_PA	Check	9/20/2019	LISA SPROWLS	41755	RECONCILED	9/20/2019		114.84
24413	50589	YABLE ACACCOUNTS_PA	Check	9/25/2019	COMDOC INC.	8170	RECONCILED	9/30/2019		245.88
24414	50590	YABLE ACACCOUNTS_PA	Check	9/25/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	9/27/2019		3,460.50
24416	50591	YABLE ACACCOUNTS_PA	Check	9/25/2019	OHIO PEACE OFFICER	41679	OUTSTANDING			125.00
24412	50592	YABLE ACACCOUNTS_PA	Check	9/25/2019	AT&T	171	RECONCILED	9/30/2019		1,008.65
24408	50593	YABLE ACACCOUNTS_PA	Check	9/25/2019	SCREENVISION DIRECT	40250	OUTSTANDING			624.00
24417	50594	YABLE ACACCOUNTS_PA	Check	9/25/2019	GAZETTE NEWSPAPERS	11455	RECONCILED	9/27/2019		25.00
24415	50595	YABLE ACACCOUNTS_PA	Check	9/25/2019	WKKY	12341	RECONCILED	9/26/2019		840.00
24406	50596	YABLE ACACCOUNTS_PA	Check	9/25/2019	VERIZON WIRELESS	41745	OUTSTANDING			78.42
24411	50597	YABLE ACACCOUNTS_PA	Check	9/25/2019	ROYAL PLUMBING	40777	RECONCILED	9/30/2019		3,300.00
24418	50598	YABLE ACACCOUNTS_PA	Check	9/25/2019	GCA SERVICES GROUP	41167	RECONCILED	9/27/2019		16,724.73
24410	50599	YABLE ACACCOUNTS_PA	Check	9/25/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	9/26/2019		921.76
24407	50600	YABLE ACACCOUNTS_PA	Check	9/25/2019	CRILE ROAD HARDWARE	551	OUTSTANDING			606.08
24409	50601	YABLE ACACCOUNTS_PA	Check	9/25/2019	IDENTISYS, INC.	10770	RECONCILED	9/30/2019		262.07
24419	50602	YABLE ACACCOUNTS_PA	Check	9/26/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	9/30/2019		1,475.65
24420	50603	YABLE ACACCOUNTS_PA	Check	9/26/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	9/30/2019		176.04
24421	50604	YABLE ACACCOUNTS_PA	Check	9/26/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	9/30/2019		1,479.72
24422	50605	YABLE ACACCOUNTS_PA	Check	9/26/2019	SAW'S CLUB	8469	RECONCILED	9/27/2019		1,349.88

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24423	50606	ACCOUNTS_PA	Check	9/30/2019	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			\$ 2,549.92
24425	50607	ACCOUNTS_PA	Check	9/30/2019	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			7,574.65
<b>Default Payment Electronic</b>										<b>\$ 532,951.24</b>
24389		ACCOUNTS_PA	Electronic	9/20/2019	STATE TEACHERS RETIREMENT FLEX SAVE	480	RECONCILED	9/28/2019		25,264.03
24262		ACCOUNTS_PA	Electronic	9/9/2019	Workers Comp	999992	RECONCILED	9/14/2019		100.00
24251		ACCOUNTS_PA	Electronic	9/6/2019	SERS	900950	RECONCILED	9/22/2019		958.84
24405		ACCOUNTS_PA	Electronic	9/27/2019	BANK ONE/MEMO/ME DICARE	900926	RECONCILED	9/29/2019		1,410.17
24388		ACCOUNTS_PA	Electronic	9/20/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	9/22/2019		3,195.85
24250		ACCOUNTS_PA	Electronic	9/6/2019	STATE TEACHERS RETIREMENT	480	RECONCILED	9/14/2019		24,987.54
24386		ACCOUNTS_PA	Electronic	9/20/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	9/28/2019		8,160.66
24252		ACCOUNTS_PA	Electronic	9/6/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	9/22/2019		3,248.16
24261		ACCOUNTS_PA	Electronic	9/9/2019	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	9/14/2019		110,732.71
24387		ACCOUNTS_PA	Electronic	9/20/2019	Workers Comp	900950	RECONCILED	9/22/2019		942.93
24424		ACCOUNTS_PA	Electronic	9/30/2019	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	9/30/2019		299.74
24254		ACCOUNTS_PA	Electronic	9/6/2019	BANK ONE/MEMO/FICA	900693	RECONCILED	9/28/2019		15.50
24322		ACCOUNTS_PA	Electronic	9/13/2019	SERS	900926	RECONCILED	9/14/2019		858.90
24253		ACCOUNTS_PA	Electronic	9/6/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	9/14/2019		8,602.92

Type: REFUND

\$ 188,777.95  
\$ 721,729.19

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Default Payment Type:</b>										
24255	50447 REFUND	Check	Check	9/6/2019	JAMES MATHIS	41717 RECONCILED	9/10/2019			\$ 1,283.50
24256	50448 REFUND	Check	Check	9/6/2019	JONATHON RICHARDSON	41794 OUTSTANDING				85.00
24257	50449 REFUND	Check	Check	9/6/2019	DEBORAH BLAUVELT	41791 RECONCILED	9/12/2019			250.00
24258	50450 REFUND	Check	Check	9/6/2019	LISA HAMILTON	41792 RECONCILED	9/11/2019			250.00
24259	50451 REFUND	Check	Check	9/6/2019	MICHAEL JOYCE	41793 RECONCILED	9/13/2019			250.00
24260	50452 REFUND	Check	Check	9/6/2019	MARISA LAPISH	13853 RECONCILED	9/13/2019			113.75
24321	50506 REFUND	Check	Check	9/11/2019	PATRICIA WILSON	41537 RECONCILED	9/23/2019			993.00
24317	50507 REFUND	Check	Check	9/11/2019	LARAE DUKES	41671 RECONCILED	9/17/2019			208.00
24318	50508 REFUND	Check	Check	9/11/2019	KIMBERLY CONCOBY	41796 RECONCILED	9/17/2019			91.00
24319	50509 REFUND	Check	Check	9/11/2019	YOLANDA MOLINA	41797 RECONCILED	9/17/2019			75.00
24320	50510 REFUND	Check	Check	9/11/2019	DAWN LANDRY	41798 RECONCILED	9/17/2019			91.00
24316	50511 REFUND	Check	Check	9/11/2019	JENNIFER KEPPLER	41801 RECONCILED	9/17/2019			200.00
24390	50574 REFUND	Check	Check	9/23/2019	JENNA RADCLIFFE	41815 RECONCILED	9/27/2019			715.00
24391	50575 REFUND	Check	Check	9/23/2019	LAURIE BOTT	41802 OUTSTANDING				57.00
24392	50576 REFUND	Check	Check	9/23/2019	AMANDA HERMAN	41803 RECONCILED	9/30/2019			210.00
24393	50577 REFUND	Check	Check	9/23/2019	MICHAEL ELEFTERIOU	41804 OUTSTANDING				25.00
24394	50578 REFUND	Check	Check	9/23/2019	KRISSY GOBLE	41805 OUTSTANDING				25.00
24395	50579 REFUND	Check	Check	9/23/2019	KARNAL KHALIL	41806 OUTSTANDING				91.00
24396	50580 REFUND	Check	Check	9/23/2019	KARNAL KHALIL	41806 VOID		9/25/2019		91.00
24397	50581 REFUND	Check	Check	9/23/2019	IVANIA DOMINGUEZ	41807 RECONCILED	9/30/2019			210.00
24398	50582 REFUND	Check	Check	9/23/2019	MARGARET KUKLA	41808 OUTSTANDING				59.00
24399	50583 REFUND	Check	Check	9/23/2019	VICTORIA LOMBARDO	41809 RECONCILED	9/30/2019			59.00
24400	50584 REFUND	Check	Check	9/23/2019	TIMOTHEA MARQUEZ	41810 RECONCILED	9/27/2019			59.00
24401	50585 REFUND	Check	Check	9/23/2019	LINGA ROBINSON	41811 RECONCILED	9/30/2019			57.00
24402	50586 REFUND	Check	Check	9/23/2019	KASSANDRA FULLER	41812 RECONCILED	9/27/2019			67.00
24403	50587 REFUND	Check	Check	9/23/2019	AMIRAH	41813 OUTSTANDING				79.00





**Auburn Career Center**  
**Bank Reconciliation**  
September 30, 2019

**E**

Dollar Bank - Main Depository	\$ 5,719,464.17
Huntington	\$ 27,827.33
O/S checks - a/p	\$ (17,168.23)
O/S checks - p/r	\$ (86.17)
Payroll Accum (O/S)-Checks NI	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	5,730,574.10
Health Care Deductible Pool - Dollar	\$ 28,760.37
Flexible Spending Account - Dollar	\$ 5,334.78
Star Ohio	\$ 106,228.50
<b>Net Available Cash</b>	<b>\$ 5,870,897.75</b>
<b>Investments:</b>	
UBS Financial	\$ 2,389,414.04
<b>Total Investments</b>	<b>\$ 2,389,414.04</b>
<b>Balance per bank</b>	<b>\$ 8,260,311.79</b>
<b>Balance per books</b>	<b>\$ 8,263,607.06</b>
<b>+/- FSA Monthly Deduction Adjustment</b>	<b>\$ (3,295.27)</b>
	\$ 0.00

**Investments Report**

**F**

Institution	Amount
UBS Financial	\$ 2,389,414.04
	\$2,389,414.04

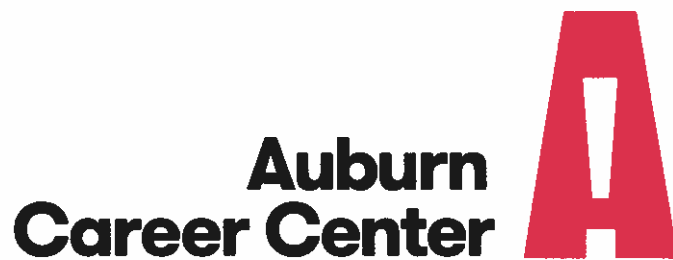


**Auburn  
Career Center**



*Attachment Item #11*

*Human Resources*



**Human Resources**  
**November 7, 2019**

**Resignation**  
**2019-2020**

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>
Allison Esack	Geauga One-Stop	October 31, 2019
Dominic DePasquale	Evening Maintenance	November 15, 2019

**Adult Workforce Education**  
**2019-2020**

<b>Name</b>	<b>Title</b>	<b>Hourly Amount</b>
MaryAnne Engel	Practical Nursing	\$30.00
Christopher Kish	Welding Instructor	\$30.00
Thomas Dalton	HVAC Instructor	\$25.00

**Substitutes - Certified**  
**2019-2020**

<b>Name</b>	<b>Subject Area</b>
Thomas Rutledge	Agriscience (010100)
Brianna Wolfe	Cosmetology ( 172602)

**Van Driver**  
**2019-2020**

<b>Name</b>
Ann Ebner

**Student Interns**  
**2019-2020**

<b>Student Name</b>	<b>Auburn Program</b>	<b>Department</b>	<b>Hourly Rate</b>
Gianna Lapish	Business Management Technology	Board Office	\$8.98
Raynesha Bryson	Business Management Technology	Enrollment	\$8.98

***Out-of-State Professional Development Travel  
2019-2020***

<b>Employee Name</b>	<b>Title</b>	<b>Location</b>	<b>Purpose of Travel</b>	<b>Dates of Travel</b>
Lori Smith	Executive Administrative Assistant	Reno, Nevada	Council On Occupational Education (Accreditation)	11/12-15/19
David Cowen	Coordinator of Internships & Programs	Reno, Nevada	Council On Occupational Education (Accreditation)	11/12-15/19

**Auburn  
Career Center**



*Attachment Item #13*

*Policies Modifications:  
Second/Final Reading*



Book Policy Manual  
Section Vol. 38, No. 1 - August 2019  
Title Vol. 38, No. 1 - August 2019 Revised EMPLOYMENT OF THE TREASURER  
Code po1310  
Status From Neola  
Adopted July 1, 1990  
Last Revised March 4, 2014

### 1310 - EMPLOYMENT OF THE TREASURER

The Board of Education shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be vacant. The Board shall appoint a Treasurer as chief fiscal officer and fix his/her salary and term of office which shall be not more than five (5) years.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A.  a committee of Board members;
- B.  a professional consultant;
- C.  the retiring Treasurer;
- D.  a committee of community laypersons.

To aid in the search, the Board may use:

- A.  a written job description for the position;
- B.  informative materials describing the School District;
- C.  a written specification of the salary and benefits;
- D.  the opportunity for each applicant to visit the District should s/he so desire.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the

District.

candidate.

No person may be employed as Treasurer of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A.  the term for which employment is contracted, including beginning and ending dates;
- B.  the salary which the Treasurer shall be paid and the intervals at which s/he shall be paid;
- C.  the benefits to which s/he is entitled;
- D.  a specification of any powers and duties assigned by the Board to the Treasurer pursuant to R.C. 3319.031;
- E.  such other matters as may be necessary to a full and complete understanding of the employment contract.

The Treasurer shall be responsible for the financial affairs of the District.

The Treasurer so appointed shall devote himself/herself exclusively to the duties of his/her office and maintain his/her principal residence within the District, unless otherwise approved by the Board.

The Treasurer shall report to and is subject to the direction of the Board.

The Treasurer shall direct and assign employees directly engaged in the day-to-day fiscal operations of the District, as those employees are so designated by the Board.

Before entering upon the duties of the office, the Treasurer of the Board shall execute a bond, in an amount and with surety to be approved by the Board, payable to the State, and conditioned for the faithful performance of all official duties required of the Treasurer. Such bond shall be deposited with the President of the Board, and a copy thereof, certified by the Treasurer, shall be filed with the County Auditor.

In lieu of executing a surety bond, the Board may authorize the Treasurer to be covered by an insurance policy issued by a Board-approved and accredited insurance carrier or joint self-insurance pool. The policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of the Treasurer or other employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond. The Treasurer shall deposit with the President of the Board a certified copy of documentation from the insurance provider that evidence proof of coverage before the employee is considered qualified for the position or undertakes official duties.

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

R.C. 3.061, 3.30, 2909.34, 3301.074, 3313.22, 3313.24, 3313.25, 3319.031

A.C. 3301-5-01

© Neola ~~2013~~2019

Legal R.C. 3.061, 3.30, 2909.34, 3301.074, 3313.22, 3313.24, 3313.25, 3319.031  
A.C. 3301-5-01





Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised NON-REEMPLOYMENT OF THE TREASURER
Code	po1340
Status	From Neola
Adopted	December 4, 2007
Last Revised	December 6, 2016

### 1340 - NON-REEMPLOYMENT OF THE TREASURER

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this District.

The Board may, at any regular or special meeting held during the period beginning on the first day of January of the calendar year preceding the year the Treasurer's contract of employment expires and ending on the first day of March of the year the contract expires, re-employ the Treasurer for a succeeding term not longer than five (5) years, beginning the first day of August immediately following the expiration of the Treasurer's current term of employment and ending July 31st.

At the expiration of a Treasurer's current term of employment, the Treasurer is deemed re-employed for a term of one (1) year at the same salary plus any increment that the Board may authorize, unless the Board, on or before March 1st of the year in which his/her contract of employment expires, either re-employs the Treasurer for a succeeding term or gives to the Treasurer written notice of its intent not to re-employ the Treasurer.

~~Except for a Treasurer who is automatically disqualified from service for failing to hold a valid Treasurer's license, and is not considered an "otherwise qualified Treasurer", the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 and may be terminated for good and just cause.~~

A Treasurer is automatically disqualified from service for failing to hold a valid Treasurer's license. In addition, a Treasurer who is unable to secure a surety bond or insurance policy as required by law is not considered an "otherwise qualified Treasurer", and is similarly disqualified from service. Otherwise, the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 for good and just cause.

#### Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board and/or the Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of professional misconduct on the part of the Treasurer, as a licensed professional, including a conviction of the Treasurer of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not the Treasurer has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the Treasurer. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting the Treasurer's license, the report(s) of any investigation will be moved to a separate public file.

R.C. 3.061, 3313.22, 3313.25, 3319.16, 3319.31, 3319.313, 3319.39  
A.C. 3301-73-21

Legal

R.C. 3.061, 3313.22, 3313.25, 3319.16, 3319.31, 3319.313, 3319.39

A.C. 3301-73-21



Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY
Code	po7300
Status	From Neola
Adopted	July 1, 1990
Last Revised	February 6, 2018

#### 7300 - **DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY**

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

All property considered for disposition (sale) (~~shall~~) (**may**) be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

#### **Disposition of Personal Property under \$10,000**

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (see Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

#### **Disposition of Real Property under \$10,000**

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

#### **Disposition of Personal and Real Property over \$10,000**

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

##### **A. Unless the property is being:**

1. sold to an exempt entity, as defined in R.C. 3313.41(C);

2. sold and/or leased to a community school or the board of trustees of a college preparatory boarding school, or a STEM school as set forth in R.C. 3313.411 or 3313.413; or
3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F); or
4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(D) or

the District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by:

1.  publication in a newspaper of general circulation; or
2.  posting notices in five (5) of the most public places in the District in which the property, if it is real property, is situated, or if it is personal property, in the District of the Board that owns the property.

B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:

1.  Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
2.  All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
3.  Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
4.  All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
5.  The authorized agents of the Board are to review all purchase or lease offers pertaining to sale or lease of property shall be selected by legal counsel and the Supt. & Treas.. The Board shall give final approval of all contracts.
6.  In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
7.  Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
8.  Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

C. If the Board decides to dispose of real property, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of all start-up community schools, the board of trustees of any college preparatory boarding schools, and the governing bodies of any STEM schools located within the territory of the District. The Board shall give priority to governing authorities of high-performing community schools that are located within the territory of the District. If more than one (1) governing authority of a high-performing community school offered the property notifies the Treasurer in writing of its intent to purchase the property within sixty (60) days after the offer is made, the Board shall conduct a public auction utilizing the process described above. If no governing authority from a high-performing community school expresses an intent to purchase the property within sixty (60) days after the offer is made, the Board shall proceed with the offers from all other governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school and the governing bodies of any STEM schools located within the territory of the District.

1. The Board shall offer the property to any community school governing authority, college preparatory boarding school board of trustees or governing body of a STEM school at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.

2. In the event that more than one (1) community school governing authority, college preparatory boarding school board of trustees or STEM school governing body notifies the Treasurer of its intent to purchase the property within the prescribed time, the Board shall conduct a public auction utilizing the process described above.

**[DRAFTING NOTE: The Board may dispose of the property by public auction only if no high performing community school, start-up community school governing authority, college preparatory boarding school board of trustees or STEM school governing body that are located within the territory of the District accepts the Board's offer within sixty (60) days.]**

#### **D. Disposition of Unused School Facilities**

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for one (1) year ~~two (2) years~~.
2. The Board shall first offer any unused school facilities it owns for lease or sale to the governing authority of any community school, the board of trustees of any college preparatory boarding school, and the governing bodies of any STEM schools that are located within the territory of the District.

The Board shall give priority to the governing authorities of high-performing community schools that are located within the territory of the District.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sell to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

3. If only one (1) governing board of a high-performing community school accepts the Board's offer within the prescribed time, the Board shall sell or lease the property to that party for the appraised fair market value of the property as determined in an appraisal that is not more than one (1) year old. If more than one (1) governing board of a high-performing community school offered the property accepts the Board's offer within sixty (60) days, the Board shall conduct a public auction utilizing the process described above or, in the event of a lease, the Board shall conduct a lottery to select the one (1) qualified governing authority to which the Board shall lease the property.

If no governing authority of a high-performing community school notifies the Treasurer of its intent to purchase or lease the property within the prescribed time, the Board shall then proceed with the offers from all other start-up community schools, college-preparatory boarding schools, and STEM schools that responded within the prescribed time. If more than one such entity notifies the Treasurer of its intent to purchase or lease the property, the Board shall conduct a public auction or, in the event of a lease, a lottery to select the one qualified governing authority to which the Board shall lease the property.

Only the parties that notify the Board within sixty (60) days may offer a bid at the auction or participate in a lottery. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.

4. Any subsequent lease or sale of the property shall proceed in accordance with law.
5. If no governing authority of any start-up community school or STEM school or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the subsequent offer is made, the Board may offer the property for sale or lease to any other permissible entity.

E. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

F. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

#### **Donation of Real or Personal Property**

- A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an

eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).

B. Prior to donating the property, the Board shall adopt a resolution that contains the following:

1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
2. guidelines and procedures the Board considers to be necessary to implement the donation program;
3. an indication of whether the District will conduct such program or by a representative under contract with the Board;
4. contact information for such representative, if the person is known when the resolution is adopted;
5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
  - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
  - b. a description of its primary purposes;
  - c. a description of the type or types of property the organization needs; and
  - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.

C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the District's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.

D. The Board or its representative must maintain a list of:

1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
2. a list of all real or personal property that qualifies for the program.

The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.

E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

### **Proceeds from the Sale of Real Property**

When the Board disposes of real property pursuant to R.C. 3313.41, 3313.411, or 3313.413, the proceeds received from the sale shall be used for either of the following purposes: 1) to retire any debt that was incurred by the District with respect to that real property - any proceeds in excess of the funds necessary to retire that debt may be paid into the District's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment; or 2) paid into a special fund for the construction or acquisition of permanent improvements.

© Neola ~~2017~~2019

Legal

R.C. 3313.17, 3313.40, 3313.41, 3313.411, 3313.413, 5705.10

2 C.F.R. 200.78, 200.85

**Auburn  
Career Center**



*Attachment Item #15B*

*Consent Agenda:  
Contracts/Affiliation  
Agreements -  
Business Partnership*





*List of Business & Industry  
Affiliation Agreements for Business Partnerships*

Air Lift  
Air Technical Industries  
Amped  
Bainbridge Body Shop  
Cowboy Earthworks, LLC  
Driftwood Restaurants and Catering  
Easy Signs  
Home Depot  
Impullitti Landscaping, Inc.  
J.F.D Landscape  
Johnny Law's Automotive Services  
Lowe's  
Mapledale Landscaping  
Pace Engineering  
Paris Room  
Precision Orthopedic  
Parker Place  
Shoreside Plumbing  
Signature Health  
Smylie One Heating, Cooling and Plumbing  
Spruceberry Farm  
Topgolf  
Total Lawn Care  
WF Hann and Sons  
XCEL Athletics Cheer & Tumble Academy/Step 1  
Zagar Inc.

**Auburn  
Career Center**



# *Attachment Item #15C*

*Consent Agenda:*

*Contracts/Affiliation Agreements*

*National Healthcareer Association  
Agreement*

## CUSTOMER AGREEMENT

Organization Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Primary Contact Email \_\_\_\_\_

### Shipping Information

Shipping Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Shipping Contact Email \_\_\_\_\_

**Billing Information**  Check here if same as Shipping

Billing Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Contact Email \_\_\_\_\_

Tax Exempt  Yes  No Tax Exempt ID: \_\_\_\_\_

If your organization is tax exempt, a copy of your tax exemption certificate is required. Organizations not tax exempt are subject to all applicable sales tax.

### Career Services Information (Only if applicable at your organization)

Career Services Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Career Services Contact Email \_\_\_\_\_

### Additional Organization Contact

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

### Accreditation Information (Check all that apply)

National Accreditation <input type="checkbox"/>	Currently Seeking Accreditation <input type="checkbox"/>
Regional Accreditation <input type="checkbox"/>	Employer/Healthcare Provider <input type="checkbox"/>
Programmatic Accreditation <input type="checkbox"/>	

- If your organization is accredited, please attach a copy of your accreditation approval to this application.
- If your organization is not accredited, or is currently seeking accreditation, please attach a copy of a letter from your state Board of Education stating your organization is in good standing to this application.
- If your organization is an employer or healthcare provider, please attach a copy of your business' Articles of Incorporation/Organization.

## NHA Payment Explanation

NHA offers several methods for invoicing of certification preparation and examination products. Please review those options below and initial next to the option your institution wishes to utilize.

**Standard Orders** – Most Customers contract for a set quantity of Products and Services at an agreed-upon price, which is referred to here as Standard Orders. For Standard Orders consisting only of online Products or Services, NHA will invoice Customer on the date Customer is provided access to online Product or Service. For Standard Orders consisting only of Products that are shipped, NHA will invoice Customer when the Product is shipped. For Standard Orders consisting of both online and shipped Products, NHA will invoice Customer when provided access to online Product(s); please note that, depending on shipping method, deliveries of the shipped product typically occur 1-5 days after invoicing. Product and Service fees are due and payable net thirty (30) days from the invoice date, regardless of whether Customer or its Candidates actually have begun utilizing said Products and Services.

Initial: \_\_\_\_\_

**Bulk Pre-Payment** – Customers that have contracted to pre-purchase bulk quantities of Products and Services in advance of anticipated utilization will receive an invoice for requested quantities that customer can begin using immediately. Fees for these Products and Services are due and payable net thirty (30) days from the invoice date, regardless of whether Customer or its Candidates actually have begun utilizing said Products and Services. Bulk pre-payments are non-refundable and will instead carry forward to future exams or courses.

Initial: \_\_\_\_\_

**Monthly subscription** – Customers can arrange to receive and pay for Products and Services via a subscription process. NHA will assess historical usage of materials by the Customer and, based on this historical usage, set a flat monthly subscription rate. A monthly subscription agreement is arranged under the guidance of an NHA sales director and can be reviewed quarterly to ensure that the subscription quantities remain in line with the Customer's Product utilization patterns. Subscription invoicing requires an account review and completion of a master license and service agreement with your NHA representative.

Initial: \_\_\_\_\_

**Candidate Pay** – If a Customer chooses to have its Candidates pay for Products or Services directly, the Candidates affiliated with an institution are prompted to pay for Products and Services at time of registration or checkout through NHA's online portal. Candidates are required to submit payment via credit or debit card at time of purchase. Reporting is fully available to institution regardless of the fact products were purchased by candidate. That said, if a Candidate opts-out of reporting individual data to his or her institution, the institution will see that Candidate's data only in aggregate reporting.

Initial: \_\_\_\_\_

## Payment Terms

NHA reserves the right to suspend online access and stop shipments in the event payments are more than 60 days overdue; suspension of online access will impact a Customer's Candidate's use of the Products and Services. As the NHA Order is solely between NHA and Customer, NHA has no obligation to accept payment from any third party and Customer is fully responsible for timely payment to NHA of all fees noted on the NHA Order. All fees noted on an NHA Order are exclusive of any sales, use, value added or other taxes, fees, or costs which may be imposed, levied, or assess licensing, delivery, or Products or Services. Shipping and handling costs, as well as any tax owed by Customer, will be added to the purchase amount. Customer shall use of pay all taxes that may become due as a result of the NHA Order, excepting only NHA's income and payroll related taxes. NHA shall invoice Customer for all such taxes, which may be paid by NHA unless, prior to Product delivery or commencement of applicable Services, Customer provides NHA with a valid tax-exempt certificate. No returns shall be accepted on Products delivered hereunder. If Customer requires a purchase order for payment, customer shall issue a purchase order referencing this NHA Order upon execution. Failure of the Customer to provide such purchase order within fifteen (15) calendar days shall be deemed a waiver by Customer of its need to issue a purchase order.

Initial: \_\_\_\_\_

**Program Information**

Offering Program?	Certification Product	Prep Material Payment	Exam Delivery Method	Who will pay for 1 <sup>st</sup> attempt?	Who will pay for retakes?
	Billing & Coding (CBCS)	Select One ..	Select One	Select One ..	Select One ..
	Clinical Medical Assistant (CCMA)	Select One ..	Select One ..	Select One ..	Select One ..
	Electronic Health Records (CEHRS)	Select One ..	Select One ..	Select One ..	Select One ..
	EKG Technician (CET)	Select One ..	Select One ..	Select One ..	Select One ..
	Medical Administrative Assistant (CMAA)	Select One ..	Select One ..	Select One ..	Select One ..
	Patient Care Technician (CPCT/A)	Select One ..	Select One ..	Select One ..	Select One ..
	Pharmacy Technician (ExCPT)	Select One ..	PSI	Select One ..	Select One ..
	Phlebotomy Technician (CPT)	Select One ..	Select One ..	Select One ..	Select One ..
Offering Program?	Specialty Certificate Products		Exam Delivery Method	Who will pay for 1 <sup>st</sup> attempt?	Who will pay for retakes?
	TEAM Based Care (TBC)		Online	Select One ..	Select One ..
	Principles of Health Coaching (HC)		Online	Select One ..	Select One ..

## Terms of Use



National Healthcareer Association ("NHA"), United States ("Territory")

- PURPOSE; DEFINITIONS.** These Terms of Use govern the use by the Customer (defined to include all employees, staff, faculty and agents of the Customer) of the NHA Products and Services listed on the NHA Order Form, to which this Terms of Use is attached ("NHA Order"), and all other Proprietary Materials provided to or obtained by the Customer. "Products" shall mean the proprietary products of Assessment Technologies Institute, LLC ("ATI"), the parent company of NHA, or its affiliated entities ("Affiliates"), sold through NHA, as listed on the NHA Order and made available to Customer in any form or medium delivered or made accessible to Customer, including hard copy and/or electronic delivery and all copies made thereof, and all updates and revisions provided by NHA, ATI or its Affiliates thereto. "Services" shall mean any service provided by NHA, ATI or its Affiliates to the Customer in connection with Product(s). "Proprietary Materials" shall mean all other forms of content created by or on behalf of ATI or NHA, including but not limited to reports, benchmarking, analytic or metric reporting, publications, white papers, studies, blog posts or other similar materials (together with Products, "Products/Materials").
- LICENSE GRANT AND RESTRICTIONS FOR PRODUCTS AND SERVICES.** (a) Subject to the terms herein and provided that Customer has paid all outstanding balances due NHA or ATI pursuant to any prior agreements, orders or understandings between the Parties, ATI, through NHA, grants to Customer a non-exclusive, non-transferable, non-sublicensable right to access and use the Products/Materials and Services delivered or made available to Customer by NHA as described herein ("General License"). Such Products/Materials and Services may be used only by Customer's sponsored certification candidates (each, a "Candidate") or certificate program learners ("Learner"), administrators, faculty, and staff in the Territory noted above (collectively, "Authorized Users"). Products are strictly licensed on a per Candidate/Learner basis and are not to be (i) shared among Candidates/Learners, (ii) reproduced or copied in whole or in part in any manner by Customer, including faculty, or any Candidate/Learner, (iii) projected for shared viewing or use, or (iv) made available in any library or electronic learning management system operated by Customer for use on other than on a per Candidate/Learner basis, all of which are material violations of the General License granted by NHA and grounds for immediate termination of the General License. (b) Products which are comprised of certification examinations offered by NHA ("Certification Exam Products") are subject to a limited license and may be used only in connection with the administration of Certification Exam Products on particular exam date(s) for which the Customer has registered with NHA ("Limited Exam License"). Customer is prohibited from offering a Certification Exam Product to any Candidate who has not registered online with NHA. Customer, as an NHA-authorized test administration site, will ensure that each Certification Exam Product is only administered to Candidates who have registered to take such exam on that specific date and no Candidate or any other individual who is not registered or is registered for a different date will be permitted to take the exam. Customer will not administer Certification Exam Products at any location other than the locations approved in advance by NHA as authorized test administration sites. Customer is prohibited from transporting, in any manner, Certifications Exam Products from an authorized test administration site to any other location, including another authorized test administration site. Customer's Limited Exam License begins at the start and automatically terminates at the conclusion of each exam administration. To be clear, Customer, including its facility, has no right under the Limited Exam License to access, review, or otherwise utilize any content contained in any Certification Exam Product(s) before, during or at any time after the administration of an examination and Customer's rights to use Certification Exam Products are limited only to the administration of the exam pursuant to NHA's exam administration instructions. Customer is strictly forbidden from reproducing, copying, recording, summarizing, making notes concerning or otherwise capturing the content of any Certification Exam Product or any portion thereof in any manner or using any medium, and from distributing or transferring the Certification Exam Product or any portion thereof in any manner to any person other than to Candidate(s) registered to take such exam on that specific date.
- CUSTOMER OBLIGATIONS.** Customer shall supervise all use of the Products/Materials and Services by Authorized Users and take reasonable measures to allow only Authorized Users to access the Products/Materials consistent with these Terms of Use. Customer shall not (and shall take reasonable steps to ensure Authorized Users do not) (i) modify, translate, disassemble, decompile, or create derivative works of the Products, Services, Proprietary Materials or any portion thereof; (ii) copy, reproduce, transfer, loan, rent, lease, distribute, or grant any access to or rights in any form to Products/Materials or remove or obscure any copyright or other proprietary notice, labels or proprietary marks in any Products/Materials or Services; and (iii) allow any third party any access to the Products/Materials or Services not authorized under these General Terms. All Products/Materials and Services are subject to copyright and contain proprietary and trade secret information belonging to ATI or its Affiliates and Customer agrees not to disclose any Product/Material or portion thereof to any person who is not an Authorized User. If Customer is obtaining online access to Products/Materials or Services hosted on ATI's or its Affiliates' servers, Customer, including Authorized Users, shall receive and utilize access information, such as passwords and usernames, ("Access Information") to permit Product/Material and Services access. Customer shall implement reasonable measures to safeguard against improper sharing or unauthorized use of such Access Information. Customer will maintain the confidentiality, security and integrity of the Products/Materials, placing special security emphasis on all examination questions and answers. Customer is responsible for securing its facilities and implementing procedures such that all Certification Exam Products, including test content, data, questions and answers, provided hereunder do not leave the Customer's control and custody at any time and are returned, whether used or unused, to NHA within 3 business days via courier service, such as Federal Express, following the conclusion of each exam administration. NHA may terminate the Licenses by written notice (i) with immediate effect if Customer infringes or misappropriates any Product/Material or Service made available hereunder, including failure to return exam materials timely, or otherwise breaches any material License provision contained in these Terms of Use, or (ii) if Customer fails to cure any other material breach of these terms within thirty (30) days after receipt of written notice from NHA. On the License termination date, Customer shall make no further use of the Products/Materials or Services and, in the event of a breach of these terms, NHA shall deactivate Customer's access to the Products/Materials and Services licensed hereunder. NHA reserves the right to periodically conduct an audit, on its own or through ATI or an ATI Affiliate, of Customer's facility and records to confirm the integrity and security of the Products/Materials and Services and verify Customer's compliance with the terms set forth herein to the extent permitted by law. Customer will comply with and facilitate such audit, which will be conducted at NHA's expense. If an audit reveals any use of Products/Materials or Services by Customer in excess of the amount paid for by Customer, Customer shall promptly pay to NHA fees associated therewith. Under no circumstances is Customer permitted to state or imply that it or any program, course, training, materials (except for NHA Products/Materials) or software it offers, sells or licenses to others is certified, accredited, endorsed or approved by NHA, ATI or its Affiliates.
- PROPRIETARY RIGHTS.** Customer acknowledges that the Products, Services and Proprietary Materials it receives are the sole and exclusive intellectual property of ATI, its Affiliates, or their respective licensors and are protected by copyright. All use of NHA's or ATI's names, logos or marks must be pre-approved by NHA. All rights are reserved by ATI and its Affiliates. No part of the Products, Services or Proprietary Materials may be copied, reproduced, recorded, distributed, or made public, in whole or in part, without prior review by, and written consent of, NHA. Other than as expressly set forth in these Terms of Use, no license or other rights in or to the Products, Services or Proprietary Materials are granted to Customer, and all such licenses and rights are hereby expressly reserved by ATI and its Affiliates. Customer's limited right to use the Products, Services and Proprietary Materials is governed by these Terms of Use, and any terms included in the applicable Products, Services and Proprietary Materials. NHA, ATI, and its Affiliates reserve the right to seek all legal and equitable rights and remedies available to them for any Customer violation of these Terms of Use.
- ORDERS; FEES AND PAYMENT.** For each Customer order of Products and Services under the NHA Order, Customer shall register with NHA using its online registration and reporting system. All NHA Orders are subject to these Terms of Use. Customer represents that Customer is fully authorized to enter into these Terms of Use and NHA Order and has all necessary authority to properly commit to the expenditure of Customer funds for the payment of fees hereunder. For orders of online Products and Services, NHA will invoice Customer on the date Customer is provided access to the Products/Materials or Services. For orders consisting of shipments, NHA will invoice Customer when the Products/Materials are shipped to Customer. For orders consisting of both electronic and shipped Products, NHA will invoice Customer when Customer is provided access to the electronic Product(s) and shipments will be made three to five days thereafter. NHA reserves the right to adjust its pricing at any time, such price changes to be posted on NHA's website at [www.nhanow.com](http://www.nhanow.com) and effective with respect to any NHA Order placed fifteen (15) days following the initial posting date on the website regardless of prices listed on any form used to place the order. Products/Materials and Services fees are due and payable net thirty (30) days from the invoice date. All prices and fees are expressed in U.S. dollars and all fees are to be paid by Customer in US dollars. Customer shall pay NHA for all Products/Materials and Services ordered, regardless of whether Customer or its Students actually utilizes all of said Product(s), Proprietary Materials and Service(s). NHA reserves the right to suspend online access and stop shipments in the event payments are more than sixty (60) days overdue. Discount/access codes are valid for one (1) year from the date of issuance and the system will reject codes entered after the code expiration date. As the NHA Order is solely between NHA and Customer, NHA has no obligation to accept payment from any third party and Customer is fully responsible for timely payment to NHA of all fees noted on the NHA Order. All fees noted on an NHA Order are exclusive of any sales, use, value added or other taxes, fees, or costs which may be imposed, levied, or assessed against the sale, licensing, delivery, or use of Products/Materials or Services. Customer shall pay all taxes that may become due as a result of the NHA Order, excepting only NHA's and its Affiliates' income and payroll related taxes. NHA shall invoice Customer for all such taxes, which may be paid by NHA or its applicable Affiliates unless, prior to Product delivery or commencement of applicable Services, Customer provides NHA with a valid tax-exempt certificate. Shipping and handling costs, as well as any tax owed by Customer, will be added to the purchase amount. If Customer requires a purchase order for payment, customer shall issue a purchase order referencing this NHA Order upon execution. Failure of the Customer to provide such purchase order within fifteen (15) calendar days shall be deemed a waiver by Customer of its need to issue a purchase order. No returns shall be accepted on Products delivered hereunder.
- TERM:** These Terms of Use shall be effective as of the date of the Customer's signature and may be terminated, without cause or penalty, by either party on thirty (30) days written notice, which may be by email. Notwithstanding the foregoing, NHA reserves the right to update these Terms of Use to reflect then current offerings, by replacing these Terms regularly but not more frequently than annually, such replacement Terms to be mutually agreed upon.
- MISCELLANEOUS:** These terms may not be modified except by a written amendment signed by an authorized representative of Customer and NHA. Customer may not assign any of its rights or obligations herein without NHA's express written permission. These Terms of Use are governed by the laws of the State of Kansas. No warranty of merchantability or fitness for a particular purpose is promised, express or implied, with respect to any Product or Service. NHA's, ATI's and its Affiliates' liability, actual or implied, is limited to the purchase price of the Products/Materials and Services ordered in the accompanying NHA Order. The NHA Order contains the terms between NHA and Customer regarding the Products/Materials and Services. Customer acknowledges that the certification Products/Materials and Services do not comprise an educational or training program or course, but rather, are exam preparation tools and professional certification exams provided for use by Customer in programs and courses developed or licensed and implemented by Customer. The certificate program Products/Materials and Services are specialized content which can be incorporated by Customer in its programs and courses, stand-alone for specialized training or provide continuing education. Customer expressly permits NHA to share data it receives from Customer, including, as applicable, student data, with ATI and its Affiliates for purposes of Product and Service delivery, improvement, system operations, generate reports and analytics for use by your Institution or by your Candidates/Learners or by NHA for research. In connection with any federal contracts, the online Products and Services and Proprietary Materials were developed solely at private expense, contain "restricted computer software" submitted with restricted rights in accordance with the US FAR 52.227-19 (a) through (c) of the Commercial Computer Software License (Dec 2007) Clause and its successors, and in all respects is proprietary data belonging to ATI and its Affiliates. Neither ATI nor NHA intend to be a "Third Party Service" as that term is defined in 34 C.F.R. § 668.2 or as used under Title IV of the Higher Education Act of 1965, as amended. Customer should not include ATI or NHA in its institutional reporting requirements to the U.S. Department of Education pursuant to 34 C.F.R. § 668.25(e). (Rev. Apr 2018)

Customer Printed Name

NHA Printed Name

Customer Signature

NHA Signature

Date

Date

## Testing Center Criteria Attestation

Testing Center Name \_\_\_\_\_ Phone \_\_\_\_\_

Testing Center Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### GENERAL

- The Testing Center must be located at a site under control of the NHA customer. If the customer does not have a suitable Testing Center at the location in which it plans to administer an NHA certification examination, the customer will not be approved as a test administration site and candidates will be required to sit for their examination through NHA's approved 3<sup>rd</sup> party testing site company, PSI.
- Each Testing Center must conform to local building, sanitation & health codes, as well as ADA requirements.
- Building/grounds must be kept clean and properly maintained with exits and emergency exits marked and unobstructed
- Fire extinguishers must be present and in working order, with location well marked and easily accessible

### TESTING CENTER ENVIRONMENT

- Test room must be well-ventilated, with continuous air circulation to maintain a consistent and comfortable temperature.
- Test room must be lit so every candidate can easily read all diagrams, charts, etc. regardless of exam administration method
- Any bulletin boards, charts and posters providing strategies for solving problems must be removed or covered.
- Wires for computer stations must be secured to prevent accidental dislodging or unplugging and to avoid tripping hazards.
- If the exam is administered using computers, only Testing Center computers may be used. Each computer must be equipped with a keyboard, mouse and display of sufficient size and must conform to the technical specifications made available on the NHA website.

### TEST ROOM SET UP AND SEATING ARRANGEMENT

- Test stations and chairs must be placed so candidates are comfortably seated at least three feet apart.
- Test station surfaces must comfortably accommodate a computer and applicable testing materials. (42"x36" recommended)
- All Testing Centers must be a separate room with a closable door.
- All examinees must face the same direction in the test room regardless of number of examinees or distance between them
- Each Testing Center must have a proctor station, located inside the Testing Center with the proctor facing the candidates. If the exam is administered using computers, the proctor station must be equipped with a computer, to be used only by the proctor(s). Such computer must be equipped with a keyboard, mouse and display of sufficient size and must conform to the technical specifications made available on the NHA website.
- Each candidate should have his/her own testing station. If candidates are seated at a shared table, each candidate must be allotted the station table space described above and a divider should be erected between the candidates. If round tables are used, regardless of size, only one candidate may be seated at each table and, must be seated so as to face the proctor station.
- During the administration of an exam, the Testing Center shall be free from any other activity and the surrounding area shall be free of any activity that can cause distraction; during non-testing time, the Testing Center may be available for other uses.
- The Testing Center should not be scheduled for a different use for a sufficient time following the end of the examination period to avoid distraction that can be caused by foot traffic or loud noise caused by people gathering outside of the Testing Center awaiting the next use.
- There must be sufficient aisle space for proctors to get to every seat during testing without disturbing candidates.
- If there are candidates that have received approval of a request for accommodation that cannot be provided while adhering to the above set-up and seating arrangement requirements, a separate Testing Center must be provided to the candidate (or candidates, if each of the approved-accommodations of each of the candidates can be met in a shared Testing Center). The separate Testing Center must comply with the approved accommodation and meet as many, if not all, of the above set-up and seating arrangement requirements as practicable considering the specific accommodation(s). The separate Training Center room must have its own proctor.

### SECURITY and SURVEILLANCE

- Each exam administration must be proctored pursuant to NHA guidelines and by an NHA-approved proctor(s) (see the NHA Proctor Manual for additional information). All proctors must meet NHA's eligibility requirements and complete the proctor registration, training and oath in order to become NHA-approved proctors.
- During the administration of an examination, the Testing Centers must have proper supervision at all times. The proctor(s) must be in the Testing Center for the entire test administration period with a proctor to candidate ratio no less than 1 proctor for every 25 candidates.
- Video surveillance is preferred and should be used when available. Video surveillance, if available, must be used in addition to having the required number of proctors in the Testing Center and cannot be used in lieu of having the required number of proctors in the Testing Center at all times.
- Any person who has a "conflict of interest", as defined in the Proctor Manual, is not permitted to serve as a proctor or have access to the Testing Center during exam administration. Persons deemed to have a conflict of interest include, but is not limited to, anyone who is (1) responsible for the administration of an allied health field of study at the institution attended by the candidates, including owners, directors, program directors and any person that is involved in the development of course or program materials, curricula, skills training or any other form of course or program content; (2) an instructor that is or has been in the preceding two years responsible for teaching allied health subjects to the candidates sitting for the exam, including any assistants, tutors, clinical preceptors, or skills lab or simulation lab personnel; (3) an institution employee having a vested

interest in the candidates' (or any one candidate's) performance on the exam, such as a guidance or career counselor, school psychologist, special education teacher, or mentor that the candidate(s) associate with, or have associated with, on a regular basis in the preceding two years; (4) the employer, manager or supervisor of the candidates sitting for the exam; (5) a fellow student or fellow employee of the candidates sitting for the exam; or (6) a family member of any candidate challenging the exam.

- Employees of the educational institution, including instructors, are not permitted to sit for an NHA certification examination at the customer's site but may sit for an NHA certification examination at NHA's approved 3<sup>rd</sup> party testing site company, PSI.
- At least one proctor during each test administration must be capable of (1) fully monitoring the examination room, including being able to move about the room and hear and see the test takers to ensure computers are in use, access to servers, databases, USB ports, websites other than the NHA certification portal and other sources of computer-based information are not accessed during test administration; (2) reading and providing instructions to test takers in English; and (3) operating the computer-based Certification Portal provided by NHA, printing and copying equipment and a timepiece.
- Testing Center door must restrict any unauthorized access during exam administration.
- No reference materials of any kind can be in the Testing Center during the administration of any NHA examination.
- Telephones, computers (other than those provided by the Testing Center), electronic tablets, electronic readers, cameras, MP3 players, pagers, radios, watches, electronic translators, calculators and all other electronic devices are prohibited in the Testing Center, except to the extent the electronic device is approved pursuant to an accommodation request or a medically-prescribed assistive device for a disability. Such devices are subject to inspection.
- All exam material must be fully secured in a locked cabinet or locked room when not in use and at no time may any exam material (excluding required forms to be completed by the proctor) be copied in any manner or for any reason. Only NHA-approved proctors are permitted to open packaging containing exam material or handle the exam material once removed from the shipping packaging. Proctors are responsible for distributing, collecting and returning all exam materials and protecting the chain of custody of such materials (from proctor to candidate to proctor to NHA without intervention by any other party). With respect to computer-based exam materials, except for NHA-approved proctors, no employees or agents of the customer, including Program administrators, instructors or staff, are permitted to access any computer-based exam materials, and NHA-approved proctors may only do so during the administration of the exam.
- No employee, agent or contractor of the customer may sit for an NHA certification examination administered by or at the institution.

#### EQUIPMENT and SUPPLIES

- Each Testing Center must have an accurate wall clock(s) that is visible to all exam candidates and the proctors. In addition, the proctor(s) should have at least one additional timepiece in the Testing Center to ensure accurate timing.
- A copy machine or scanner must be available and in good working order to generate copies of candidate IDs, test eligibility documentation and any confiscated items if test misconduct or an irregularity occurs. Exam materials are not to be copied or scanned.
- Scrap paper, pencils and such other supplies specified by NHA in the instructions provided to the proctors or supplied by NHA.

#### Terms and Conditions:

I certify and represent, on behalf of the above named institution, that the above requirements are in place and it is sufficiently prepared and equipped to perform as noted herein and shall comply with all NHA test administration policies, including without limitation these terms. I also understand and agree that NHA has the right to terminate its relationship with any test site or test site personnel without advance notice if NHA determines, in its sole discretion and for any reason, that such termination is appropriate and necessary.

---

Customer Printed Name

---

Customer Signature

---

Date



## Post Externship Certification Release Addendum

Organization Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By signing below, Customer agrees and acknowledges that it is seeking to administer NHA certification examinations to its candidates prior to the full completion of externship portion of the organization's training program for the specific programs selected below and that it will abide by the following requirements when doing the didactic (coursework) portion of the training program and prior to completion of the required externship, provided each of the below conditions has been met:

- the candidate has successfully completed the didactic (coursework) portion of his/her training program before sitting for the certification examination;
- the candidate completes his/her externship within 90 days of sitting for the exam; and
- if the candidate is a phlebotomy or EKG candidate, such candidate can provide evidence upon request that he/she successfully performed during the didactic portion of the training program and prior to sitting for the exam (a) a minimum of 30 venipunctures and 10 capillary sticks on live individuals; or (b) a minimum of 10 EKGs on live individuals, depending on the exam the candidate is taking .

Customer agrees to notify NHA immediately, in writing ("Notice"), if:

- any candidate who, pursuant to this addendum, took an exam prior to completion of the externship, fails to complete the externship and training program within 90 days of his/her exam date; or
- any candidate fails to adhere to the above conditions.

Customer further understands that NHA reserves the right to revoke the certification or invalidate the exam score of any candidate, where such candidate or any other party acting on behalf of each candidate provides NHA with inaccurate information, including with respect to the conditions above, or who does not successfully complete his/her externship or training program within the required timeframe.

NHA also reserves the right to disallow Customer's continued participation in this eligibility exception if Customer:

- does not require all participating candidates to abide by the above conditions;
- fails to provide the Notice required above to NHA in a timely manner; or
- the Customer Agreement, to which this addendum is attached, is terminated by either Customer or NHA.

**Please check the applicable NHA certificate exams that you want this addendum to apply to. NOTE: You should only check those exams where your applicable training program includes an externship and where you want to test prior to the externship:**

- Medical Assistant (CCMA)       Patient Care Technician/Assistant (CPCT/A)       Phlebotomy Technician (CPT)
- EKG Technician (CET)       Medical Administrative Assistant (CMAA)
- Billing and Coding Specialist (CBCS)       Electronic Health Records Specialist (CEHRS)

By signing below, on behalf of Customer, I state that I have the authority to bind Customer to these terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_