

Auburn Vocational School District BOARD OF EDUCATION

Minutes of October 1, 2019

The October 1, 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

158-19 Approve Agenda and Addendum

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the October 1, 2019 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

159-19 Approve Minutes Last Meeting

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the minutes of the September 3, 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 and Mr. Walter

Nays: None

Abstain: Mrs. Wheeler

Mr. Walter declared the motion passed

Public Participation – None

Administrative Report

- a) 2018-2019 Ohio School Report Card
- b) Strategic Goals

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 August 31, 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.

160-19 Approve Five – Year Forecast

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to approve the FY2020-2024 Five-Year Forecast. The forecast and assumptions were sent to the Board electronically and they are believed to represent the most probable scenario for the forecast period. Raises have not been assumed but steps and educational advancement continue to be estimated. Foundation funding has been projected based on the current state aid estimates provided by the Department of Education and the Office of Budget and Management for FY 2019-2020 & FY 2020-2021. Finally, the Five-Year Facility Plan is not included due to lack of funding. It is possible that projects may be assumed as debt is paid down and the Forecast may be revised when such decisions are made. (See Attachment Item #10)

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

161-19 Approve Creating the Student Wellness State Grant Fund

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to approve fund number 467-9020 for the Student Wellness monies allocated in the State Budget. Authorize allocation to be moved from fund 499 to fund 467

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

162-19 Approve Authorization for Treasurer to Begin Bidding Process

A motion was made by Mr. Sedivy and seconded by Mr. Kent to approve the authorization for the Treasurer to begin the bidding process for student parking lot and alleyway between the main buildings.

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

163-19 Approve Donation

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the donation of one pallet of miscellaneous tools donated through the Milwaukee Technical Education Tool Donation program.

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

164-19 Approve Human Resources

A motion was made by Mr. Klima and seconded by Mr. Cahill to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplementals, Substitutes, Separations, Student Intern positions, Volunteers and Drivers. (Attachment Item #14)

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

165-19 Approve Seasonal Snow Removal Quote

A motion was made by Mrs. Javins and seconded by Mr. Kent to approve the following seasonal snow removal quote from Lake County Landscape & Supply, Inc. of Grand River, Ohio at the amount of \$16,900.00 for the snow removal and salting of Auburn Career Center parking lots for the 2019-2020 school year. We have received three quotes; the other quotes are from Landstyles Landscape Development of Painesville, Ohio; S.A.M. Landscaping Inc. Chardon, Ohio. (See Attachment Item #15)

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

Nays: None

Mr. Walter declared the motion passed

166-19 Approve Textbook/Workbook for Architecture Project Management Program

A motion was made by Mrs. Brush and seconded by Mr. Klima to approve the following textbooks for the architecture project management program:

Textbook:

Kicklighter, Clois E., and W. Scott Thomas. *Architecture Residential Drafting and Design*. 12th ed., Goodheart-Wilcox Company, Inc., 2018.

Workbook:

Kicklighter, Clois E., et al. *Architecture: Residential Drafting and Design: Workbook*. 12th ed., Goodheart-Wilcox Company, Inc., 2018.

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

Policies Modifications: First Reading

I recommend that the Board of Education make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public> and clicking on the policy number. (Attachment Item#17)

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

NO ACTION REQUIRED.

167-19 Consent Agenda: Contracts/Affiliation Agreements

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to approve items 18a-18c 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

168-19 Consent Agenda: Contracts/Affiliation Agreements

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the following contracts and affiliation agreements:

a. *Practical Nursing Affiliation Agreements (Attachment Item #18A)*

Ohman Family Living Facilities
University Hospitals Health System
Ashtabula County Medical Center
Maxim Healthcare Services

b. *Business Partnership Affiliation Agreements (Attachment Item #18B)*

c. *Public Safety Affiliation Agreements (Attachment Item #18C)*

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

169-19 Approve 2019-2020 Revised Purpose Statement/Activity Budget

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

Program	Acct. Number	Last Year Balance 6/30/19	Revenue Anticipated
Sports Medicine	200-932A	\$122.75	\$827.00

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

170-19 Executive Session

A motion was made by Mrs. Brush and seconded by Mr. Stefanko to enter into executive session at 6:43 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), **for the purpose of considering** the appointment, employment, dismissal, discipline, promotion, demotion, or **compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.
- **Pursuant to Ohio Revised Code Section 121.22(G)(3), I hereby recommend that the Board make a motion to adjourn to executive session to meet with Board Legal Counsel to discuss disputes involving the Board and/or the School District that are the subject of pending or imminent court action.**

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 7:38 p.m.

171-19 Approve Resolution of Auburn Career Center Strategic Goals

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to authorize the Superintendent and Treasurer to implement, support, monitor, and from time to time modify the Auburn Career Center Strategic Goals.



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

172-19 Adjourn

A motion was made by Mrs. Javins and seconded by Mr. Cahill to adjourn the meeting at 7:39 p.m.

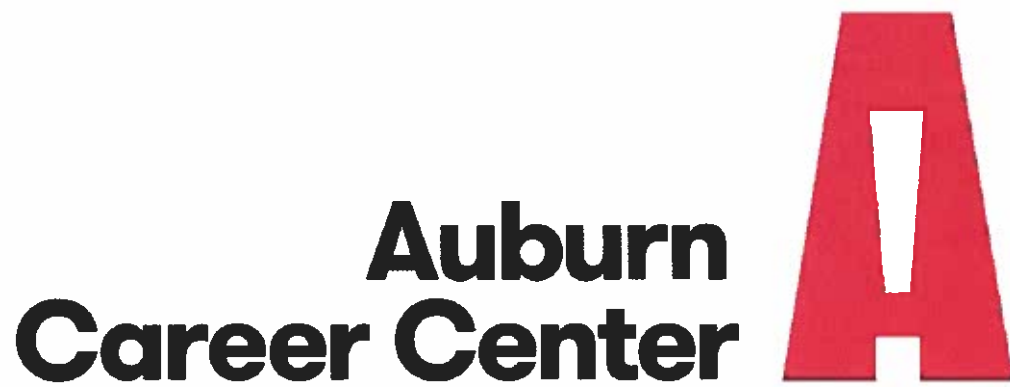
Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Treasurer

Board President



Attachment Item #6

Administrative Report

<https://data.ohio.gov/> | [About ODE \(http://education.ohio.gov/About\)](http://state.oh.us/portal/) | [State Agencies \(http://ohio.gov/agencies/\)](http://ohio.gov/agencies/) | [Online Services \(http://ohio.gov/services/\)](http://ohio.gov/services/) | **Ohio.gov** (<http://www.ohio.gov>)

Ohio School Report Cards



B CTPD Overview

School Grade

The Career Technical Planning District Report Cards include specific marks of performance, called measures, within broad categories called components. They receive grades for up to four measures and four components.

Achievement

The Achievement component represents the number of students who pass the state's tests and the technical assessments that measure the skills and knowledge learned in a student's career-technical program.

Technical Skill Attainment
80.2%
Indicators Met
0.0%

B

Component Grade

B

Career & Post-Secondary Readiness

Whether training in a technical field or preparing for work or college, the Career & Post-Secondary Readiness component looks at how well prepared Ohio's students are for all future opportunities.

C

Component Grade

Graduation Rate

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years.

Graduation Rates
95.3% of students graduated in 4 years
98.2% of students graduated in 5 years

A

Component Grade

A

Post-Program Outcomes

Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school. Industry credentials measures the proportion of students earning industry credentials or certificates before they leave high school, or in the first six months after leaving school.

Post-Program Placement
97.5%

A

Component Grade

A

Industry-Recognized Credentials
Status Known Rate
JVSD Post-Program Placement
JVSD Industry

29.0%
97.3%
97.4%
30.3%

Strategic Goal #1

All High School Students will graduate with a defined career path and related credentials as needed.

- In partnership with our districts, support focused career exploration programming in Middle Schools.
- Launch "Opportunity Committees" comprised of curriculum and content experts to align district courses with offerings at ACC in IT, Manufacturing/Engineering, and Health Care.
- Host ongoing meetings for school leaders to inform districts of programming that is available and potential funding opportunities.
- Evolve ACC higher cost campus programming to best serve regional needs. Communicate Career Information to students, parents, and communities in partnership with all affiliate districts.

Strategic Goal #2

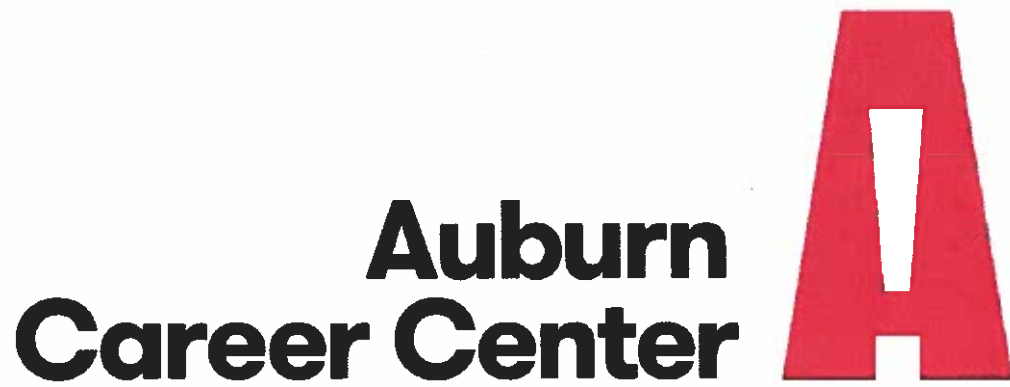
ACC will attract and serve adults in the region seeking training and related credentials in high demand careers.

- Reorganize leadership to provide continuity of support across MS, HS and Adult (OTC) programming.
- Leverage partnerships with affiliate districts to expand programming held in district facilities.
- Continuously explore and develop certificate and programming opportunities that meet local work force needs.
- Communicate Career Information and Adult Learner Program offerings.

Strategic Goal #3

ACC will enhance, expand, and diversify our services for career preparation and credentialing aligned with the employment opportunities and needs of our regional employers.

- Utilize feedback and information from the Opportunity Committees in the development of programming.
- Continuously lead a regional strategy for workforce development to all partners.
- Align Auburn Education Foundation Strategic Plan in support of this strategy.
- Establish a multi-year plan that is revisited annually to respond to this strategy and seek continual ACC Board support.
- Continuously monitor capacity of all facets of programming and support effort to ensure success of efforts.
- Communicate to regional leaders and all stakeholders of the continuous effort and completed tasks in responding to the work force needs of the region.



Attachment Item #9

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
August 31, 2019

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Fund	Description	FY Beginning	MTD	FYTD	MTD	FYTD	Current	Current	Unencumbered
		Fund Balance	Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance
001	General Fund	\$ 6,474,056.44	\$ 243,098.15	\$ 2,598,905.29	\$ 1,781,008.02	\$ 2,407,526.26	\$ 6,665,435.47	\$ 1,579,585.82	\$ 5,085,849.65
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,093,230.30	\$ 15,416.67	\$ 20,000.00	\$ 356,471.90	\$ 714,223.90	\$ 399,006.40	\$ 305,360.00	\$ 93,646.40
006	Food Service	\$ -	\$ 35,986.70	\$ 35,986.70	\$ 9,613.45	\$ 16,501.87	\$ 19,484.83	\$ 31,092.07	\$ (11,607.24)
009	USSF	\$ 22,101.11	\$ 6,558.00	\$ 6,608.00	\$ 5,862.20	\$ 5,862.20	\$ 22,846.91	\$ -	\$ 22,846.91
011	Rotary	\$ 1,207.21	\$ -	\$ -	\$ 38.00	\$ 76.00	\$ 1,131.21	\$ 16,593.00	\$ (15,461.79)
012	Adult Education	\$ 108,927.89	\$ 149,025.55	\$ 221,150.58	\$ 120,518.47	\$ 237,330.32	\$ 92,748.15	\$ 230,322.61	\$ (137,574.46)
014	Rotary Internal Service Fund	\$ 2,605.73	\$ -	\$ -	\$ 1,096.20	\$ 1,096.20	\$ 1,509.53	\$ -	\$ 1,509.53
018	Principal Fund	\$ 12,934.14	\$ 50,000.00	\$ 50,750.00	\$ 991.59	\$ 9,786.34	\$ 53,897.80	\$ 23,332.22	\$ 30,565.58
019	Trust Fund-Camp Discovery	\$ 162,070.36	\$ -	\$ -	\$ 5,646.78	\$ 70,090.05	\$ 91,980.31	\$ 10,653.22	\$ 81,327.09
022	District Agency	\$ 10,304.76	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 9,804.76	\$ 2,000.00	\$ 7,804.76
024	Employee Self Insurance Fund	\$ 9,330.40	\$ 29,386.76	\$ 29,386.76	\$ 3,040.27	\$ 4,068.97	\$ 34,648.19	\$ 29,042.41	\$ 5,605.78
70	Capital Projects	\$ 304,345.32	\$ 700,000.00	\$ 700,000.00	\$ 193,851.53	\$ 199,351.53	\$ 804,993.79	\$ 104,544.60	\$ 700,449.19
200	Student Activity Fund	\$ 79,290.07	\$ 212.95	\$ 212.95	\$ 230.94	\$ 230.94	\$ 79,272.08	\$ 6,712.40	\$ 72,559.68
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
499	Miscellaneous State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 4,455.44	\$ -	\$ -	\$ 20,369.61	\$ 40,920.76	\$ (36,465.32)	\$ 15,560.09	\$ (52,025.41)
524	VEPD Secondary and Adult Fund	\$ 44,328.18	\$ 44,328.18	\$ 44,328.18	\$ 6,181.00	\$ 96,518.36	\$ (7,862.00)	\$ 27,386.44	\$ (35,248.44)
Grand Totals		\$ 8,329,187.35	\$ 1,274,012.96	\$ 3,707,328.46	\$ 2,505,419.96	\$ 3,804,083.70	\$ 8,232,432.11	\$ 2,382,184.88	\$ 5,850,247.23

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
8/31/2019

Fund	Dec Description	FYTD Appropriated	Carryover	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 10,471,062.29	\$ 121,716.65	\$ 10,592,778.94	\$ 2,407,526.26	\$ 1,781,008.02	\$ 1,579,585.82	\$ 6,605,666.86	37.64%
002	Bond Retirement	\$ 613,599.00	\$ -	\$ 613,599.00	\$ -	\$ -	\$ -	\$ 613,599.00	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 78,229.73	\$ 1,019,583.90	\$ 1,097,813.63	\$ 714,223.90	\$ 356,471.90	\$ 305,360.00	\$ 78,229.73	0.00%
006	Luncheonroom Fund	\$ 213,985.81	\$ -	\$ 213,985.81	\$ 16,501.87	\$ 9,613.45	\$ 31,092.07	\$ 185,391.87	22.24%
009	Uniform School Supply Fund	\$ 22,151.11	\$ -	\$ 22,151.11	\$ 5,862.20	\$ 5,862.20	\$ -	\$ 16,288.91	0.00%
011	Customer Service Fund	\$ 1,207.21	\$ -	\$ 1,207.21	\$ 76.00	\$ 38.00	\$ -	\$ (15,461.79)	1380.79%
012	Adult Education Service Fund	\$ 1,528,934.12	\$ 12,114.08	\$ 1,541,048.20	\$ 237,330.32	\$ 120,518.47	\$ 230,322.61	\$ 1,073,395.27	30.35%
014	Rotary Internal Service Fund	\$ 1,155.73	\$ 1,450.00	\$ 2,605.73	\$ 1,096.20	\$ 1,096.20	\$ -	\$ 1,509.53	42.07%
018	Principal Fund	\$ 102,000.00	\$ 11,684.14	\$ 113,684.14	\$ 9,786.34	\$ 9,915.59	\$ 23,332.22	\$ 80,565.58	29.13%
019	Other Grants	\$ 159,423.58	\$ 2,646.78	\$ 162,070.36	\$ 70,090.05	\$ 5,646.78	\$ 10,653.22	\$ 81,327.09	24.26%
022	Scholarships	\$ 9,304.76	\$ 1,000.00	\$ 10,304.76	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 7,804.76	56.39%
024	Employee Benefits	\$ 57,361.25	\$ 1,355.91	\$ 58,717.16	\$ 4,068.97	\$ 3,040.27	\$ 29,042.41	\$ 25,605.78	30.26%
70	Capital Projects	\$ 832,948.32	\$ 171,397.00	\$ 1,004,345.32	\$ 199,351.53	\$ 193,851.53	\$ 104,544.60	\$ 700,449.19	30.26%
200	Student Activities	\$ 79,050.07	\$ 240.00	\$ 79,290.07	\$ 230.94	\$ 230.94	\$ 6,712.40	\$ 72,346.73	8.78%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
499	Misc. State Grant	\$ 51,090.00	\$ -	\$ 51,090.00	\$ -	\$ -	\$ -	\$ 51,090.00	16.88%
501	ABLE Literacy Fund	\$ 334,180.31	\$ 4,455.44	\$ 338,635.75	\$ 40,920.76	\$ 20,369.61	\$ 15,560.09	\$ 282,154.90	28.35%
524	VEPD Secondary and Adult	\$ 392,759.86	\$ 44,328.18	\$ 437,088.04	\$ 96,518.36	\$ 6,181.00	\$ 27,366.44	\$ 313,183.24	28.35%
	Grand Total:	\$ 14,950,243.15	\$ 1,391,972.08	\$ 16,342,215.23	\$ 3,804,083.70	\$ 2,505,418.98	\$ 2,382,184.88	\$ 10,158,946.85	37.85%

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

Auburn Career Center
Monthly History Comparison-General Fund
August 31, 2019

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	Monthly Comparison				Annual Comparison				Temp. Budget 2020 - Estimate	Remain 2020	Budget Expended	
	Aug FY18	Aug FY19	Aug FY20	Avg Chg	Actual 2018	Actual 2019	2020 - Estimate					
Revenue												
Real Estate	\$ 2,165,499	\$ 1,834,545	\$ 2,089,400		\$ 4,916,774	\$ 5,781,137	\$ 4,921,229	\$ 2,831,829	42%			
Commercial	\$ -	\$ -	\$ -		\$ 919,294	\$ -	\$ 859,906	\$ 859,906	0%			
Tangible Personal (P/U)	\$ 48,398	\$ 50,277	\$ -		\$ 414,345	\$ 370,973	\$ 370,973	\$ 370,973	0%			
Foundation	\$ 398,330	\$ 411,160	\$ 397,669		\$ 2,394,304	\$ 2,328,865	\$ 2,328,868	\$ 1,931,200	17%			
Homestead & Rollback	\$ -	\$ 205,361	\$ -		\$ 809,948	\$ 830,183	\$ 830,183	\$ 830,183	0%			
Other	\$ 56,695	\$ 66,675	\$ 63,205		\$ 409,978	\$ 772,987	\$ 487,566	\$ 424,361	13%			
Subtotal	\$ 2,668,922	\$ 2,568,018	\$ 2,550,274		\$ 9,864,643	\$ 10,084,145	\$ 9,798,725	\$ 7,248,451	26%			
Expense												
Salaries	\$ 654,549	\$ 648,665	\$ 701,295	3.6%	\$ 3,821,328	\$ 4,028,581	\$ 4,146,310	\$ 3,445,015	17%			
Benefits	\$ 277,864	\$ 294,927	\$ 333,161	9.6%	\$ 1,730,209	\$ 1,784,586	\$ 1,895,339	\$ 1,562,178	18%			
Purchased Services	\$ 332,951	\$ 295,940	\$ 239,544	-15.1%	\$ 1,441,037	\$ 1,542,845	\$ 1,514,140	\$ 1,274,596	16%			
Supplies	\$ 138,574	\$ 86,875	\$ 112,477	-3.9%	\$ 428,385	\$ 492,966	\$ 518,063	\$ 405,586	22%			
Capital Outlay/Equipment	\$ 92,250	\$ 124,035	\$ 192,282	44.7%	\$ 175,255	\$ 251,690	\$ 519,970	\$ 327,688	37%			
Other	\$ 35,136	\$ 34,584	\$ 22,512	-18.2%	\$ 132,419	\$ 133,098	\$ 147,820	\$ 125,308	15%			
Subtotal	\$ 1,531,324	\$ 1,485,026	\$ 1,601,271		\$ 7,728,633	\$ 8,233,767	\$ 8,741,642	\$ 7,140,371	18%			
Revenue/Expense (Operating Balance)	\$1,137,598	\$1,082,992	\$949,002		\$ 2,136,010	\$ 1,850,378	\$ 1,057,083					
Other Uses												
Advances Returned	\$ 40,575	\$ 57,467	\$ 48,631		\$ 57,516	\$ (42,605)						
Advances Out	\$ -	\$ -	\$ -		\$ 82,468	\$ 178,129						
Transfers	\$ 407,052	\$ 435,354	\$ 806,255		\$ 989,772	\$ 1,121,528						
Subtotal	\$ (366,477)	\$ (377,887)	\$ (757,623)		\$ (1,014,724)	\$ (1,342,262)						
Beginning Cash	\$ 6,591,007	\$ 7,251,718	\$ 8,203,345		\$ 7,069,633	\$ 7,568,876						
Ending Cash	\$ 5,615,774	\$ 6,671,047	\$ 6,665,435		\$ 5,965,939	\$ 6,474,056						
Encumbrances	\$ 1,023,559	\$ 1,301,363	\$ 1,579,586		\$ 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
Type: Default Payment										
24009	50224	ACCOUNTS_PA	Check	8/1/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	8/2/2019		\$ 2,498.79
24008	50225	ACCOUNTS_PA	Check	8/1/2019	OHIO SCHOOLS COUNCIL	672	RECONCILED	8/8/2019		3,807.00
24043	50226	ACCOUNTS_PA	Check	8/1/2019	OHIO SCHOOLS COUNCIL	812	RECONCILED	8/8/2019		4,128.00
24007	50227	ACCOUNTS_PA	Check	8/1/2019	MENTOR LUMBER & SUPPLY CO	834	RECONCILED	8/5/2019		1,697.09
24021	50228	ACCOUNTS_PA	Check	8/1/2019	ILLUMINATING COMPANY	925	RECONCILED	8/2/2019		2,008.08
24028	50229	ACCOUNTS_PA	Check	8/1/2019	WESTERN RESERVE OFFICE SUPPLY	1065	RECONCILED	8/5/2019		422.20
24025	50230	ACCOUNTS_PA	Check	8/1/2019	LAKE COUNTY DEVELOPMENT	1101	RECONCILED	8/22/2019		295.00
24035	50231	ACCOUNTS_PA	Check	8/1/2019	MARY ANN KERWOOD	1517	RECONCILED	8/2/2019		99.54
24039	50232	ACCOUNTS_PA	Check	8/1/2019	SEIVERS SECURITY SYSTEMS INC	1931	RECONCILED	8/5/2019		156.00
24019	50233	ACCOUNTS_PA	Check	8/1/2019	CHARDON LOCAL SCHOOL DISTRICT	2059	RECONCILED	8/5/2019		3,667.20
24033	50234	ACCOUNTS_PA	Check	8/1/2019	DOMINION ENERGY OHIO	4003	RECONCILED	8/9/2019		493.33
24053	50235	ACCOUNTS_PA	Check	8/1/2019	OH ASSOC. OF SECONDARY SCHOOL	7083	RECONCILED	8/6/2019		825.00
24016	50236	ACCOUNTS_PA	Check	8/1/2019	DATA RECOGNITION CORPORATION	7104	RECONCILED	8/9/2019		1,428.44
24032	50237	ACCOUNTS_PA	Check	8/1/2019	DEMILTA SAND & GRAVEL, INC	7602	RECONCILED	8/8/2019		340.00
24010	50238	ACCOUNTS_PA	Check	8/1/2019	HUNTINGTON NATIONAL BANK	10092	VOID	8/1/2019		202.96
24011	50239	ACCOUNTS_PA	Check	8/1/2019	LOWE'S COMPANIES, INC.	11038	RECONCILED	8/6/2019		112.26
24020	50240	ACCOUNTS_PA	Check	8/1/2019	GENERAL PEST CONTROL CO.	11210	RECONCILED	8/6/2019		204.75
24050	50241	ACCOUNTS_PA	Check	8/1/2019	PEARSON EDUCATION	11383	RECONCILED	8/6/2019		6,516.30
24026	50242	ACCOUNTS_PA	Check	8/1/2019	LAKE COUNTY SHERIFF'S	11385	RECONCILED	8/2/2019		10.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24029	50243	ACCOUNTS_PA	Check	8/1/2019	OFFICE GAZETTE NEWSPAPERS	11455	RECONCILED	8/6/2019		\$ 25.00
24024	50244	ACCOUNTS_PA	Check	8/1/2019	CDW GOVERNMENT	11547	RECONCILED	8/2/2019		255.00
24038	50245	ACCOUNTS_PA	Check	8/1/2019	TONY SCHEIBER TOWING	12185	RECONCILED	8/5/2019		600.00
24030	50246	ACCOUNTS_PA	Check	8/1/2019	TIME WARNER CABLE - NORTHEAST EDUCATIONAL FUNDING GROUP	13042	RECONCILED	8/13/2019		74.64
24049	50247	ACCOUNTS_PA	Check	8/1/2019	LBL PRINTING	13403	RECONCILED	8/26/2019		1,200.00
24046	50248	ACCOUNTS_PA	Check	8/1/2019	MULTI VENDOR	13500	RECONCILED	8/2/2019		237.77
24045	50249	ACCOUNTS_PA	Check	8/1/2019	PILLAR EXCAVATING & DEMOLITION	13597	VOID		8/1/2019	1,246.76
24018	50250	ACCOUNTS_PA	Check	8/1/2019	ACEWARE SYSTEMS, INC. SCREENVISION DIRECT	40075	VOID		8/1/2019	3,300.00
24042	50251	ACCOUNTS_PA	Check	8/1/2019	HANDY MAN INSULATION CO.	40106	RECONCILED	8/7/2019		6,012.80
24015	50252	ACCOUNTS_PA	Check	8/1/2019	READSPEAKER LLC	40250	RECONCILED	8/12/2019		432.00
24012	50253	ACCOUNTS_PA	Check	8/1/2019	AMY RYAN	40632	RECONCILED	8/5/2019		2,931.00
24027	50254	ACCOUNTS_PA	Check	8/1/2019	DENNIS C HARVEY	40987	RECONCILED	8/14/2019		600.00
24052	50255	ACCOUNTS_PA	Check	8/1/2019	LOUISE VADASZ	41013	RECONCILED	8/2/2019		49.53
24036	50256	ACCOUNTS_PA	Check	8/1/2019	TERESA DETWILLER	41173	RECONCILED	8/2/2019		49.53
24013	50257	ACCOUNTS_PA	Check	8/1/2019	JARED ROGGE	41388	RECONCILED	8/2/2019		51.91
24040	50258	ACCOUNTS_PA	Check	8/1/2019	SUMMIT PAINTING LLC	41389	RECONCILED	8/2/2019		267.96
24044	50259	ACCOUNTS_PA	Check	8/1/2019	ALLISON ESACK	41390	RECONCILED	8/2/2019		227.36
24048	50260	ACCOUNTS_PA	Check	8/1/2019	WELLS FARGO VENDOR FIN SERV	41403	RECONCILED	8/6/2019		8,000.00
24022	50261	ACCOUNTS_PA	Check	8/1/2019	WARREN ROOFING & INSULATING	41446	RECONCILED	8/2/2019		153.12
24058	50262	ACCOUNTS_PA	Check	8/1/2019		41459	RECONCILED	8/5/2019		1,681.00
24047	50263	ACCOUNTS_PA	Check	8/1/2019		41569	RECONCILED	8/5/2019		322,968.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24034	50264	ACCOUNTS_PA	Check	8/1/2019	CO CRYSTAL CLEAR ARCHITECTUR AL	41586	RECONCILED	8/12/2019		\$ 7,300.00
24041	50265	ACCOUNTS_PA	Check	8/1/2019	SCOTT SITZ	41607	RECONCILED	8/2/2019		68.93
24023	50266	ACCOUNTS_PA	Check	8/1/2019	DAVID COWEN	41608	RECONCILED	8/2/2019		66.46
24037	50267	ACCOUNTS_PA	Check	8/1/2019	DE LAGE LANDEN FINANCIAL	41637	RECONCILED	8/5/2019		646.78
24055	50268	ACCOUNTS_PA	Check	8/1/2019	SHELLER OFFICE SOLUTIONS	41656	RECONCILED	8/6/2019		229.50
24014	50269	ACCOUNTS_PA	Check	8/1/2019	PACTRAP LLC	41658	RECONCILED	8/5/2019		386.00
24056	50270	ACCOUNTS_PA	Check	8/1/2019	OHIO PEACE OFFICER	41679	RECONCILED	8/7/2019		465.00
24051	50271	ACCOUNTS_PA	Check	8/1/2019	ALL CONSTRUCTIO N SERVICES	41736	RECONCILED	8/6/2019		650.00
24057	50272	ACCOUNTS_PA	Check	8/1/2019	VERIZON WIRELESS	41745	RECONCILED	8/7/2019		78.42
24054	50273	ACCOUNTS_PA	Check	8/1/2019	LISA SPROWLS	41755	RECONCILED	8/8/2019		76.56
24017	50274	ACCOUNTS_PA	Check	8/1/2019	THIRTYSEVEN4 , LLC	41765	RECONCILED	8/12/2019		2,460.00
24031	50275	ACCOUNTS_PA	Check	8/1/2019	EMS LINQ INC	41766	RECONCILED	8/12/2019		4,500.00
24077	50279	ACCOUNTS_PA	Check	8/8/2019	PILLAR EXCAVATING & DEMOLITION	40075	RECONCILED	8/20/2019		3,300.00
24081	50280	ACCOUNTS_PA	Check	8/8/2019	AGM ENERGY SERVICES LLC	41355	RECONCILED	8/16/2019		1,246.76
24083	50281	ACCOUNTS_PA	Check	8/8/2019	NEOFUNDS	1945	RECONCILED	8/21/2019		202.96
24088	50282	ACCOUNTS_PA	Check	8/8/2019	AT&T	41770	RECONCILED	8/14/2019		183.88
24072	50283	ACCOUNTS_PA	Check	8/8/2019	VIVIANI FAMILY LIMITED	11774	RECONCILED	8/15/2019		1,512.03
24098	50284	ACCOUNTS_PA	Check	8/8/2019	ILLUMINATING COMPANY	925	RECONCILED	8/12/2019		22,014.16
24101	50285	ACCOUNTS_PA	Check	8/8/2019	SCHOOL INSURANCE CONSULTANTS	13047	RECONCILED	8/16/2019		500.00
24091	50286	ACCOUNTS_PA	Check	8/8/2019	GEAUGA MECHANICAL COMPANY, INC	11872	RECONCILED	8/14/2019		7,610.23

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24080	50287	ACCOUNTS_PA	Check	8/8/2019	BROWN SPRINKLER SERVICE INC	41397	RECONCILED	8/14/2019		\$ 2,600.00
		YABLE			CONTINENTAL FIRE & BUCKEYE POWER SALES INC	11490	RECONCILED	8/13/2019		269.00
24075	50288	ACCOUNTS_PA	Check	8/8/2019		12266	RECONCILED	8/13/2019		1,000.00
24096	50289	ACCOUNTS_PA	Check	8/8/2019		11290	OUTSTANDING			410.00
24095	50290	ACCOUNTS_PA	Check	8/8/2019	ROLL OFF INC.					
24094	50291	ACCOUNTS_PA	Check	8/8/2019	GRAINGER	466	RECONCILED	8/13/2019		1,999.54
		YABLE			REFRIGERATION SALES CORP.	56	RECONCILED	8/12/2019		173.45
24074	50292	ACCOUNTS_PA	Check	8/8/2019		40669	RECONCILED	8/14/2019		1,710.48
24092	50293	ACCOUNTS_PA	Check	8/8/2019	JOHNSON CONTROLS FIRE PROTECTION LP					
24073	50294	ACCOUNTS_PA	Check	8/8/2019	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	8/13/2019		11,387.05
24100	50295	ACCOUNTS_PA	Check	8/8/2019	MADISON LOCAL SCHOOLS	10906	RECONCILED	8/12/2019		10,833.34
		YABLE			AT&T	171	RECONCILED	8/12/2019		2,305.13
24082	50296	ACCOUNTS_PA	Check	8/8/2019		13078	RECONCILED	8/13/2019		265.27
24079	50297	ACCOUNTS_PA	Check	8/8/2019	JOHNSTONE SUPPLY	41682	RECONCILED	8/13/2019		3,600.00
24097	50298	ACCOUNTS_PA	Check	8/8/2019	COLLABORATIVE PARTNERS	13500	RECONCILED	8/12/2019		1,318.79
24076	50299	ACCOUNTS_PA	Check	8/8/2019	LBL PRINTING					
24099	50300	ACCOUNTS_PA	Check	8/8/2019	RAINBOW PRINTING	40571	RECONCILED	8/13/2019		275.00
24084	50301	ACCOUNTS_PA	Check	8/8/2019	BRENDA CARRAHER	1681	RECONCILED	8/13/2019		243.00
24086	50302	ACCOUNTS_PA	Check	8/8/2019	JONES & BARLETT	10442	RECONCILED	8/13/2019		25.00
24070	50303	ACCOUNTS_PA	Check	8/8/2019	LEARNING, LLC PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	8/14/2019		1,000.00
24090	50304	ACCOUNTS_PA	Check	8/8/2019	CITY OF P-VILLE UTIL.	215	RECONCILED	8/22/2019		527.44
24089	50305	ACCOUNTS_PA	Check	8/8/2019	WELLS FARGO FINANCIAL LEASING ASSOCIATED BUILDERS LAKE COUNTY	41562	RECONCILED	8/13/2019		1,000.00
24093	50307	ACCOUNTS_PA	Check	8/8/2019		13926	RECONCILED	8/26/2019		917.63

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24078	50308	YABLE ACCOUNTS_PA	Check	8/8/2019	TREASURER CRILE ROAD HARDWARE	551	RECONCILED	8/14/2019		\$ 369.43
24085	50309	YABLE ACCOUNTS_PA	Check	8/8/2019	RICHARD LAFORCE	40886	RECONCILED	8/26/2019		431.52
24087	50310	YABLE ACCOUNTS_PA	Check	8/8/2019	SYMPPLICITY CORPORATION	40124	RECONCILED	8/12/2019		2,152.00
24108	50314	YABLE ACCOUNTS_PA	Check	8/16/2019	OHIO RESTAURANT ASSOCIATION	11338	RECONCILED	8/22/2019		1,900.00
24135	50315	YABLE ACCOUNTS_PA	Check	8/16/2019	STATE CLEANING SOLUTIONS	12272	RECONCILED	8/20/2019		195.17
24133	50316	YABLE ACCOUNTS_PA	Check	8/16/2019	FA SOLUTIONS LCC	41342	RECONCILED	8/20/2019		1,788.00
24123	50317	YABLE ACCOUNTS_PA	Check	8/16/2019	LAKE COUNTY SHERIFF'S OFFICE	11385	RECONCILED	8/19/2019		10.00
24120	50318	YABLE ACCOUNTS_PA	Check	8/16/2019	CONCORD TOWNSHIP	8261	RECONCILED	8/20/2019		400.00
24140	50319	YABLE ACCOUNTS_PA	Check	8/16/2019	NAEMSE	10352	RECONCILED	8/22/2019		95.00
24126	50320	YABLE ACCOUNTS_PA	Check	8/16/2019	PLATINUM EDUCATIONAL GROUP	13338	RECONCILED	8/20/2019		4,835.00
24114	50321	YABLE ACCOUNTS_PA	Check	8/16/2019	NOC COG ONE STOP	40653	RECONCILED	8/21/2019		405.73
24118	50322	YABLE ACCOUNTS_PA	Check	8/16/2019	TELETRONICS SERVICES INC	41663	RECONCILED	8/20/2019		217,697.22
24109	50323	YABLE ACCOUNTS_PA	Check	8/16/2019	CICOGNA ELECTRIC & SIGN	41575	RECONCILED	8/21/2019		3,275.00
24107	50324	YABLE ACCOUNTS_PA	Check	8/16/2019	OHIO DEPT OF JOB & FAMILY RP	1877	RECONCILED	8/22/2019		2,758.28
24125	50325	YABLE ACCOUNTS_PA	Check	8/16/2019	BLONDOLILLO GENERAL CONTRACTOR, LLC	41772	RECONCILED	8/20/2019		13,285.00
24129	50326	YABLE ACCOUNTS_PA	Check	8/16/2019	AGM ENERGY SERVICES LLC	41355	RECONCILED	8/26/2019		2,750.00
24122	50327	YABLE ACCOUNTS_PA	Check	8/16/2019	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	8/19/2019		1,155.30
24132	50328	YABLE ACCOUNTS_PA	Check	8/16/2019	WEX BANK	41338	RECONCILED	8/22/2019		96.59
24121	50329	YABLE ACCOUNTS_PA	Check	8/16/2019	SPRINT	41733	RECONCILED	8/22/2019		89.44
24134	50330	YABLE ACCOUNTS_PA	Check	8/16/2019	OHIO SCHOOLS COUNCIL	812	RECONCILED	8/21/2019		4,128.00
24113	50331	YABLE ACCOUNTS_PA	Check	8/16/2019	FIRST	10610	RECONCILED	8/19/2019		85.53

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24137	50332	ACCOUNTS_PA	YABLE	8/16/2019	COMMUNICATI ONS LLC	11872	RECONCILED	8/19/2019		\$ 2,306.50
24138	50333	ACCOUNTS_PA	YABLE	8/16/2019	GEAUGA MECHANICAL COMPANY, INC UNITED PARCEL SERVICE	2108	RECONCILED	8/22/2019		6.27
24115	50334	ACCOUNTS_PA	YABLE	8/16/2019	DAWNCHEM, INC.	600	RECONCILED	8/19/2019		1,886.68
24127	50335	ACCOUNTS_PA	YABLE	8/16/2019	TREASURER, STATE OF OHIO	1188	RECONCILED	8/20/2019		100.00
24139	50336	ACCOUNTS_PA	YABLE	8/16/2019	MAJOR WASTE DISPOSAL	570	RECONCILED	8/23/2019		75.00
24119	50337	ACCOUNTS_PA	YABLE	8/16/2019	SHERWIN WILLIAMS	334	RECONCILED	8/20/2019		100.50
24111	50338	ACCOUNTS_PA	YABLE	8/16/2019	MARS ELECTRIC CO.	1230	RECONCILED	8/19/2019		185.39
24112	50339	ACCOUNTS_PA	YABLE	8/16/2019	GRAINGER	466	RECONCILED	8/20/2019		440.61
24124	50340	ACCOUNTS_PA	YABLE	8/16/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	8/19/2019		428.07
24117	50341	ACCOUNTS_PA	YABLE	8/16/2019	LANDSTYLES, INC	41366	RECONCILED	8/20/2019		963.13
24116	50342	ACCOUNTS_PA	YABLE	8/16/2019	CHARDON OIL CO.	8287	RECONCILED	8/19/2019		629.14
24110	50343	ACCOUNTS_PA	YABLE	8/16/2019	LAKELAND COMMUNITY COLLEGE	41781	OUTSTANDING			500.00
24130	50344	ACCOUNTS_PA	YABLE	8/16/2019	DANIEL HIMMELMAN	41782	RECONCILED	8/20/2019		3,085.00
24128	50345	ACCOUNTS_PA	YABLE	8/16/2019	SMOCKER BY BEXAR MFG CO	40974	RECONCILED	8/22/2019		361.00
24136	50346	ACCOUNTS_PA	YABLE	8/16/2019	LORI SMITH	7143	RECONCILED	8/18/2019		12.58
24131	50347	ACCOUNTS_PA	YABLE	8/16/2019	LAURA CISZEWSKI	40675	RECONCILED	8/18/2019		160.56
24183	50349	ACCOUNTS_PA	YABLE	8/23/2019	13 MESSAGES, LLC	41778	RECONCILED	8/28/2019		1,500.00
24191	50350	ACCOUNTS_PA	YABLE	8/23/2019	WASTE MANAGEMENT OF OHIO	734	RECONCILED	8/27/2019		976.77
24175	50351	ACCOUNTS_PA	YABLE	8/23/2019	FISHER UNITECH	41783	RECONCILED	8/28/2019		1,500.00
24159	50352	ACCOUNTS_PA	YABLE	8/23/2019	LAKE COUNTY EDUCATIONAL VOCATIONAL RESEARCH INST	134	RECONCILED	8/23/2019		650.00
24164	50353	ACCOUNTS_PA	YABLE	8/23/2019		53	RECONCILED	8/28/2019		299.00

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24156	50354	ACCOUNTS_PA	Check	8/23/2019	ASAP SANITARY SERVICES	41115	RECONCILED	8/27/2019		\$ 84.00
		YABLE			CAAHEP	41555	RECONCILED	8/27/2019		550.00
24151	50355	ACCOUNTS_PA	Check	8/23/2019	FIRST QUALITY POWER PLACE	755	RECONCILED	8/26/2019		58.85
		YABLE			ELBER SUPPLY	41457	RECONCILED	8/27/2019		1,027.77
24166	50356	ACCOUNTS_PA	Check	8/23/2019	LINCOLN ELECTRIC CO.	984	RECONCILED	8/26/2019		2,338.22
		YABLE			JONES & BARLETT	10442	RECONCILED	8/27/2019		1,518.00
24184	50357	ACCOUNTS_PA	Check	8/23/2019	LEARNING, LLC	11556	RECONCILED	8/27/2019		2,958.32
		YABLE			APOLLO SUPPLY COMPANY	7549	OUTSTANDING			260.00
24147	50358	ACCOUNTS_PA	Check	8/23/2019	LAKE BLUE INC.	40127	OUTSTANDING			275.00
		YABLE			KENSTON ATHLETIC BOOSTERS	41552	RECONCILED	8/27/2019		17,111.00
24173	50359	ACCOUNTS_PA	Check	8/23/2019	EDUCATION EASY GRAPHICS CORP.	1139	RECONCILED	8/28/2019		266.37
		YABLE			PRINT MANAGEMENT PARTNERS	10816	RECONCILED	8/27/2019		4,740.00
24167	50360	ACCOUNTS_PA	Check	8/23/2019	IDENTISTS, INC.	10770	RECONCILED	8/26/2019		1,197.07
		YABLE			RHS GRIDIRON CLUB	40154	RECONCILED	8/29/2019		600.00
24163	50361	ACCOUNTS_PA	Check	8/23/2019	CREATIVE ADVERTISING & ART	40627	OUTSTANDING			345.00
		YABLE			KEBM, INC	41777	RECONCILED	8/29/2019		85.00
24161	50362	ACCOUNTS_PA	Check	8/23/2019	HARVEY ATHLETIC DEPT.	40125	OUTSTANDING			295.00
		YABLE			PREMIER PAINT	1141	RECONCILED	8/26/2019		3,251.40
24154	50363	ACCOUNTS_PA	Check	8/23/2019	SMOCKER BY BEYAR MFG CO	40974	RECONCILED	8/28/2019		2,650.90
		YABLE			COLD HARBOR BUILDING CO.	40097	RECONCILED	8/26/2019		71,641.03
24172	50364	ACCOUNTS_PA	Check	8/23/2019	DICK O'MALLEY DECORATING	41574	RECONCILED	8/26/2019		31,775.00
		YABLE			BROCK	41545	RECONCILED	8/28/2019		18,504.00
24152	50365	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24180	50366	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24170	50367	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24177	50368	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24182	50369	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24148	50370	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24171	50371	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24160	50372	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24186	50373	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
24187	50374	ACCOUNTS_PA	Check	8/23/2019						
		YABLE								
	50375	ACCOUNTS_PA	Check	8/23/2019						

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24157	50376	YABLE	ACCOUNTS_PA	8/23/2019	CONSTRUCTIO N COMPANY	41787	RECONCILED	8/26/2019		\$ 33,250.00
24190	50377	YABLE	ACCOUNTS_PA	8/23/2019	CENTIMARK CORPORATION	41355	OUTSTANDING			623.38
24189	50378	YABLE	ACCOUNTS_PA	8/23/2019	AGM ENERGY SERVICES LLC	13078	RECONCILED	8/27/2019		140.95
24158	50379	YABLE	ACCOUNTS_PA	8/23/2019	JOHNSTONE SUPPLY	11872	RECONCILED	8/29/2019		40,850.40
24181	50380	YABLE	ACCOUNTS_PA	8/23/2019	GEAUGA MECHANICAL COMPANY, INC	11385	RECONCILED	8/27/2019		40,589.50
24178	50381	YABLE	ACCOUNTS_PA	8/23/2019	LAKE COUNTY SHERIFF'S OFFICE	41785	RECONCILED	8/27/2019		2,480.49
24185	50382	YABLE	ACCOUNTS_PA	8/23/2019	O'REILLY AUCTIONS	13802	RECONCILED	8/28/2019		3,750.00
24176	50383	YABLE	ACCOUNTS_PA	8/23/2019	KOZLOVICH PAINTING INC.	41745	RECONCILED	8/28/2019		628.41
24162	50384	YABLE	ACCOUNTS_PA	8/23/2019	VERIZON WIRELESS	40994	RECONCILED	8/29/2019		850.00
24179	50385	YABLE	ACCOUNTS_PA	8/23/2019	PLATTENBURG AND ASSOC., INC.	7406	RECONCILED	8/28/2019		119.47
24153	50386	YABLE	ACCOUNTS_PA	8/23/2019	ZEPPES PIZZERIA	11383	RECONCILED	8/27/2019		1,936.70
24188	50387	YABLE	ACCOUNTS_PA	8/23/2019	PEARSON EDUCATION	10328	RECONCILED	8/27/2019		2,407.50
24168	50388	YABLE	ACCOUNTS_PA	8/23/2019	CENGAGE LEARNING	13647	VOID		8/29/2019	500.00
24155	50389	YABLE	ACCOUNTS_PA	8/23/2019	LORAIN CTY COMMUNITY COLLEGE	41786	RECONCILED	8/30/2019		8,258.75
24165	50390	YABLE	ACCOUNTS_PA	8/23/2019	SC STRATEGIC SOLUTIONS	10092	RECONCILED	8/26/2019		831.50
24149	50391	YABLE	ACCOUNTS_PA	8/23/2019	HUNTINGTON NATIONAL BANK	640	RECONCILED	8/27/2019		4,939.35
24174	50392	YABLE	ACCOUNTS_PA	8/23/2019	GENE PTACHEK & SON	154	RECONCILED	8/25/2019		196.65
24150	50393	YABLE	ACCOUNTS_PA	8/23/2019	BORDEN DAIRY COMPANY	13407	RECONCILED	8/25/2019		1,794.51
24193	50394	YABLE	ACCOUNTS_PA	8/28/2019	ADVANCED GAS & WELDING	63	OUTSTANDING			69.80
24194	50395	YABLE	ACCOUNTS_PA	8/28/2019	SALLY BEAUTY SUPPLY CO.	8469	RECONCILED	8/29/2019		81.41
24195	50396	YABLE	ACCOUNTS_PA	8/28/2019	SAM'S CLUB HUNTINGTON	10092	OUTSTANDING			920.49

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24196	50397	YABLE	ACCOUNTS_PA Check	8/28/2019	NATIONAL BANK HUNTINGTON NATIONAL	10092	OUTSTANDING			\$ 869.09
24197	50398	YABLE	ACCOUNTS_PA Check	8/28/2019	TIME WARNER CABLE - NORTHWEST HUNTINGTON NATIONAL	13042	OUTSTANDING			399.00
24198	50399	YABLE	ACCOUNTS_PA Check	8/28/2019	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			3,331.55
24199	50400	YABLE	ACCOUNTS_PA Check	8/28/2019	FUTURE IMAGE PROMOTIONS HUNTINGTON NATIONAL	41176	OUTSTANDING			125.41
24201	50401	YABLE	ACCOUNTS_PA Check	8/29/2019	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			677.64
24200	50402	YABLE	ACCOUNTS_PA Check	8/29/2019	ZEPPER'S PIZZERIA HUNTINGTON NATIONAL	7406	OUTSTANDING			285.63
24203	50403	YABLE	ACCOUNTS_PA Check	8/30/2019	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			681.97
24204	50404	YABLE	ACCOUNTS_PA Check	8/30/2019	LORAIN CTY COMMUNITY COLLEGE FISHER UNITECH	13647	OUTSTANDING			1,680.00
24205	50405	YABLE	ACCOUNTS_PA Check	8/30/2019	FISHER UNITECH	41789	OUTSTANDING			1,500.00
\$ 1,068,927.00										
Default Payment Type: Electronic										
24192	0	YABLE	ACCOUNTS_PA Electronic	8/20/2019	US FEDERAL CONTRACTOR REG	900001	RECONCILED	8/24/2019		599.00
24146	0	YABLE	ACCOUNTS_PA Electronic	8/20/2019	BANK ONE/MEMO/FTCA	900693	RECONCILED	8/24/2019		15.50
24142	0	YABLE	ACCOUNTS_PA Electronic	8/20/2019	BANK ONE/MEMO/ME DICARE SERS	900663	RECONCILED	8/24/2019		3,301.66
24207	0	YABLE	ACCOUNTS_PA Electronic	8/30/2019	SCHOOL EMPLOYEES RETIRE-STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF OHIO SERS	900926	RECONCILED	8/31/2019		13,098.08
24145	0	YABLE	ACCOUNTS_PA Electronic	8/20/2019	SCHOOL EMPLOYEES RETIRE-STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF OHIO SERS	7727	RECONCILED	8/24/2019		8,613.68
24066	0	YABLE	ACCOUNTS_PA Electronic	8/6/2019	STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF OHIO SERS	480	RECONCILED	8/24/2019		25,380.39
24206	0	YABLE	ACCOUNTS_PA Electronic	8/30/2019	STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF OHIO SERS	999994	RECONCILED	8/31/2019		957.59
24062	0	YABLE	ACCOUNTS_PA Electronic	8/2/2019	STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF OHIO SERS	900926	RECONCILED	8/3/2019		1,245.72

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24067		YABLE		8/6/2019	SCHOOL EMPLOYEES RETIRE	7727	RECONCILED	8/24/2019		\$ 9,267.06
24064		0 ACCOUNTS_PA YABLE	Electronic	8/6/2019	Workers Comp	900950	RECONCILED	8/10/2019		970.99
24068		0 ACCOUNTS_PA YABLE	Electronic	8/7/2019	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	8/10/2019		108,239.61
24104		0 ACCOUNTS_PA YABLE	Electronic	8/16/2019	SERS	900926	RECONCILED	8/17/2019		1,596.29
24143		0 ACCOUNTS_PA YABLE	Electronic	8/20/2019	Workers Comp	900950	RECONCILED	8/24/2019		975.71
24069		0 ACCOUNTS_PA YABLE	Electronic	8/7/2019	FLEX SAVE	999992	RECONCILED	8/10/2019		100.00
24202		0 ACCOUNTS_PA YABLE	Electronic	8/30/2019	SERS	900926	RECONCILED	8/31/2019		1,255.30
24144		0 ACCOUNTS_PA YABLE	Electronic	8/20/2019	STATE TEACHERS RETIREMENT BANK ONE/MEMO/ME DICARE	480	RECONCILED	8/24/2019		25,604.27
24065		0 ACCOUNTS_PA YABLE	Electronic	8/6/2019		900663	RECONCILED	8/10/2019		3,360.94
\$ 204,581.79										
\$ 1,273,508.79										
Type: Default Payment	REFUND									
Type: Check	Check									
24060	50276	REFUND	Check	8/1/2019	MATTHEW ANTHONY	41491	RECONCILED	8/6/2019		1,000.00
24059	50277	REFUND	Check	8/1/2019	MATTHEW SUTTON	41716	RECONCILED	8/5/2019		1,443.50
24061	50278	REFUND	Check	8/1/2019	ROGER LATAK	41726	RECONCILED	8/2/2019		1,283.50
24102	50311	REFUND	Check	8/15/2019	DAN AGARDI	7857	OUTSTANDING			15.95
24106	50312	REFUND	Check	8/16/2019	LISA BURNS	41729	RECONCILED	8/20/2019		2,481.12
24105	50313	REFUND	Check	8/16/2019	TAYLOR STADLER	41775	OUTSTANDING			2,754.00
24103	50348	REFUND	Check	8/15/2019	TAYLOR STADLER	41775	VOID		8/23/2019	2,754.00
\$ 11,732.07										
\$ 11,732.07										
Type: Default Payment	PAYROLL									
Type: Check	0 PAYROLL									
24063	0	PAYROLL		8/9/2019	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/24/2019		215,752.52
24141	0	PAYROLL		8/20/2019	AUBURN		RECONCILED	8/24/2019		216,819.39

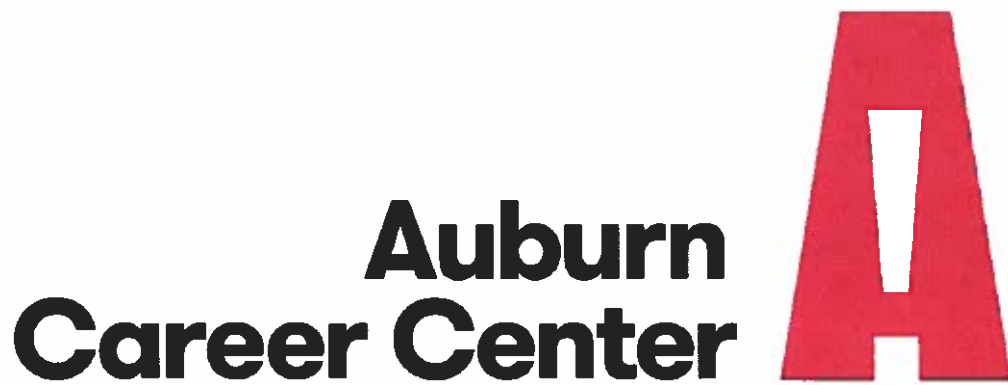
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
VOCATIONAL SCHOOL DISTR										
Grand Total										\$ 432,571.91
										\$ 432,571.91
										\$ 1,717,812.77

Auburn Career Center Bank Reconciliation <u>August 31, 2019</u>	E
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Dollar Bank - Main Depository	\$ 5,664,784.47
Huntington	\$ 55,379.43
O/S checks - a/p	\$ (17,463.12)
O/S checks - p/r	\$ (182.88)
Payroll Accum (O/S)-Checks NI	\$ (563.63)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	5,702,491.27
Health Care Deductible Pool - Dollar	\$ 29,053.98
Flexible Spending Account - Dollar	\$ 5,610.25
Star Ohio	\$ 106,034.85
Net Available Cash	\$ 5,843,190.35
Investments:	
UBS Financial	\$ 2,385,055.82
Total Investments	\$ 2,385,055.82
Balance per bank	\$ 8,228,246.17
Balance per books	\$ 8,232,432.11
+/- FSA Monthly Deduction Adjustment	\$ (4,185.94)
	\$ 0.00

Investments Report		F
Institution	Amount	
UBS Financial	\$	2,385,055.82
		\$2,385,055.82



Attachment Item #10

Approve Five-Year Forecast

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

	ACTUAL			FORECASTED				
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Revenue:								
1.010 General Property Tax (Real Estate)	5,543,931	5,836,068	5,781,135	5,866,404	5,866,697	5,736,984	5,607,265	5,607,545
1.020 Tangible Personal Property Tax	419,558	414,345	370,973	366,425	366,425	366,425	366,425	366,425
1.030 Income Tax	-	-	-	-	-	-	-	-
1.035 Unrestricted Grants-in-Aid	2,101,153	2,306,744	2,234,842	2,223,471	2,223,471	2,223,471	2,223,471	2,223,471
1.040 Restricted Grants-in-Aid	93,670	87,560	94,023	94,007	94,007	94,007	94,007	94,007
1.045 Restricted Federal Grants-in-Aid	-	-	0	-	-	-	-	-
1.050 Property Tax Allocation	787,438	809,948	830,183	834,334	838,505	842,698	846,911	851,146
1.060 All Other Revenues	73,739	147,816	239,048	246,220	253,606	261,214	269,051	277,122
1.070 Total Revenues	9,019,489	9,602,481	9,550,204	9,630,881	9,642,713	9,524,800	9,407,131	9,419,717
Other Financing Sources:								
2.010 Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 Advances-In	58,884	57,516	189,419	166,263	145,000	145,000	145,000	145,000
2.060 All Other Financing Sources	306,217	262,162	301,913	281,500	281,500	281,500	1,500	1,500
2.070 Total Other Financing Sources	365,101	319,678	491,332	447,763	426,500	426,500	146,500	146,500
2.080 Total Revenues and Other Financing Sources	9,384,590	9,922,159	10,041,536	10,078,624	10,069,213	9,951,300	9,553,631	9,566,217
Expenditures:								
3.010 Personnel Services	4,107,214	3,821,328	4,028,581	4,223,019	4,302,803	4,384,183	4,467,190	4,551,857
3.020 Employees' Retirement/Insurance Benefits	1,662,612	1,730,209	1,784,586	2,036,341	2,172,707	2,332,479	2,507,155	2,698,204
3.030 Purchased Services	1,305,045	1,441,037	1,542,845	1,677,443	1,554,405	1,601,037	1,443,068	1,486,380
3.040 Supplies and Materials	416,225	428,385	492,966	556,506	522,989	538,679	554,839	571,484
3.050 Capital Outlay	295,409	175,255	251,690	395,665	200,000	200,000	200,000	200,000
3.060 Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4.010 Principal-All (History Only)	-	-	-	-	-	-	-	-
4.020 Principal-Notes	-	-	-	-	-	-	-	-
4.030 Principal-State Loans	-	-	-	-	-	-	-	-
4.040 Principal-State Advancements	-	-	-	-	-	-	-	-
4.050 Principal-HB 264 Loans	-	-	-	-	-	-	-	-
4.055 Principal-Other	-	-	-	-	-	-	-	-
4.060 Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.300 Other Objects	133,047	132,419	133,098	137,090	141,202	145,438	149,802	154,296
4.500 Total Expenditures	7,919,552	7,728,833	8,233,767	9,026,064	8,894,106	9,201,815	9,322,053	9,682,201
Other Financing Uses								
5.010 Operating Transfers-Out	1,011,030	989,772	1,121,528	1,503,592	804,496	1,164,948	1,154,628	1,150,500
5.020 Advances-Out	40,575	82,468	178,129	43,300	43,300	43,300	43,300	43,300
5.030 All Other Financing Uses	-4,151	0	0	0	0	0	0	0
5.040 Total Other Financing Uses	1,047,454	1,072,240	1,299,657	1,546,892	847,796	1,208,248	1,197,928	1,193,800
5.050 Total Expenditures and Other Financing Uses	8,967,006	8,800,873	9,533,424	10,572,956	9,741,902	10,410,063	10,519,981	10,856,001
6.010 Excess of Rev & Other Financing Sources over (under) Expenditures and Other Financing Uses	417,584	1,121,286	508,112	-494,332	327,311	-458,763	-966,350	-1,289,784
7.010 Cash Balance July 1 - Excl Proposed Renewal/ Replacement and New Levies	4,427,073	4,844,657	5,965,943	6,474,055	5,979,723	6,307,034	5,848,271	4,881,920
7.020 Cash Balance June 30	4,844,657	5,965,943	6,474,055	5,979,723	6,307,034	5,848,271	4,881,920	3,592,136
8.010 Estimated Encumbrances June 30	99,104	115,351	121,717	150,000	150,000	150,000	150,000	150,000
Reservation of Fund Balance								
9.010 Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020 Capital Improvements	-	-	-	-	-	-	-	-
9.030 Budget Reserve	-	-	-	-	-	-	-	-
9.040 DPIA	-	-	-	-	-	-	-	-
9.045 Fiscal Stabilization	-	-	-	-	-	-	-	-
9.050 Debt Service	-	-	-	-	-	-	-	-
9.060 Property Tax Advances	-	-	-	-	-	-	-	-
9.070 Bus Purchases	-	-	-	-	-	-	-	-
9.080 Subtotal	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification of Appropriations	4,745,553	5,850,592	6,352,338	5,829,723	6,157,034	5,698,271	4,731,920	3,442,136
Rev from Replacement/Renewal Levies								
11.010 Income Tax - Renewal	-	-	0	0	0	0	0	0
11.020 Property Tax - Renewal or Replacement	-	-	0	0	0	0	0	0
11.300 Cumulative Balance of Replacement/Renewal Levies	-	-	0	0	0	0	0	0
Fund Balance June 30 for Certification of Contracts, Salary and Other Obligations	4,745,553	5,850,592	6,352,338	5,829,723	6,157,034	5,698,271	4,731,920	3,442,136
Revenue from New Levies								
13.010 Income Tax - New	-	-	0	0	0	0	0	0
13.020 Property Tax - New	-	-	0	0	0	0	0	0
13.030 Cumulative Balance of New Levies	-	-	0	0	0	0	0	0
14.010 Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15.010 Unreserved Fund Balance June 30	4,745,553	5,850,592	6,352,338	5,829,723	6,157,034	5,698,271	4,731,920	3,442,136

Comments: See accompanying notes for assumptions.

Auburn Career Center



**Five Year Forecast Assumptions FY20-24 (Summary)
Submitted October 2019**

The District:

Auburn Career Center is officially a Vocational School District within the definition of Ohio Revised Code and is comprised of eleven participating districts in Lake and Geauga County. Those districts include: Berkshire, Cardinal, Chardon, Kenston, Newbury, Fairport, Kirtland, Madison, Painesville City, Riverside and Perry Local.

Overview:

This financial forecast for the general operating fund is prepared according to the requirements legislated by HB412 and the district has prepared financial forecasts as a routine for many years and believes it is a valuable management tool. This forecast is an estimate of the most probable financial position, results of operations and changes in financial position for the five-year period. "Most probable" means that the assumptions have been evaluated by management and that the forecast is based upon management's judgment of the most likely set of conditions and its most likely course of action. "Most probable" is not used in a mathematical or statistical sense.

Summary Notes:

Revenue:

- Both Geauga and Lake County completed the sexennial tax value updates in 2017 and 2018 respectively. The next triennial update will occur for Geauga County in 2020 and in 2021 for Lake County. Therefore, the next full reappraisal will be 2023 for Geauga County and 2024 for Lake County. The forecast assumes that property values improve slightly. The potential Newbury property tax loss has been projected in the forecast based on an assumed two year transition agreement. The agreement mirrors the transition agreement between A-TECH and Auburn VSD passed in 2015 for the Ledgemont territory transfer. Projections continue to be calculated using a 95% collection rate.
- Foundation levels in FY2020-2021 have been adjusted to reflect the estimates received from the Ohio Department of Education and the Office of Budget and Management. HB166 ensured that no district would lose money; therefore, projections reflect Auburn at the FY2019 funding level through this budget cycle

and beyond. Also, shown in this line item are casino revenue and open enrollment adjustments/transfers.

- HB59 removed property rollback reimbursement on any new levies approved in November, 2013 and thereafter. However, local tax collections will offset on any new levies.
- Adult Funds are projected to repay the general fund \$100,000 per year for previous advances not yet returned. The balance at the end of FY2019 was \$1,155,000. The five year forecast reflects a payback schedule of \$100,000 per year for FY 2020-FY2024. The \$100,000 per year will continue to be assumed beyond FY2024 and, until such time the advances have been totally repaid to the general fund.
- Due to the investment strategy recommended and implemented in 2017, Auburn continues to see positive increases in "other operating revenues." In FY2019, Auburn realized a 99.96% increase in investment revenue compared to FY2018.
- All other revenues are projected to realize a 3% increase each year.
- The student constructed house sold in September, 2019. Proceeds are reflected in Line 2.060 of the forecast. FY2020-FY2022 reflect projected revenue from a student built house. The district purchased a 5 acre vacant lot in August, 2018, which has been split into three separate parcels to accommodate for a student build and sale for the next three years.

Expense:

- FY2020 estimates reflect a 4.83% increase in salaries due to administrative and staffing changes. The remaining years assume only step and educational advancements which is projected at 2%.
- FY2020 estimates reflect an 8% increase in healthcare premiums. All remaining years are projected with a 10% increase. These estimates have been supplied by the Lake County School Council.
- Purchased Services and Supplies are projected with an increase of 8.72% and an increase of 12.89% respectively for FY2020 due to a portion of the IT Network Infrastructure project and the LED Lighting project which were completed in the summer, 2019. Additionally, FY2020 and beyond reflect the technology services contract with Madison Local Board of Education. A 3% increase has been projected for FY2021-FY2024 based on inflationary trend data.
- Capital Outlay estimates include \$200,000 per year for technology and maintenance equipment purchases. In FY2020, a portion of the IT Network Infrastructure project completed in summer, 2019 is also reflected. It should be noted that many of the instructional equipment purchases continue to be funded by the Perkins Grant; however, these funds continue to be reduced resulting in the

need to shift the burden back to the general fund. The full Five-Year Facilities Plan is not included in the forecast. FY2019 reflects the purchase of the 5 acre vacant lot which has been split into three parcels for the construction of student built houses. This expense has been removed in FY2020 through FY2023.

- Other objects include expenditures such as liability insurance, county auditor fees, state auditor fees, membership dues and other miscellaneous expenditures. Projections reflect a 3% increase to the previous year's total expenditure.
- Debt will continue to be paid from the general fund for the two roof replacement projects totaling \$5.1 million in bond issues which included \$1.060 million for HB264 energy improvements. Debt repayment for the Industrial Arts Facility is also included for a \$600,000 bond issue. Debt repayment for the \$1.745 million bond issuance for the B-wing roof replacement and TLC parking lot replacement. The following tables reflect the debt repayment schedule and maturity:

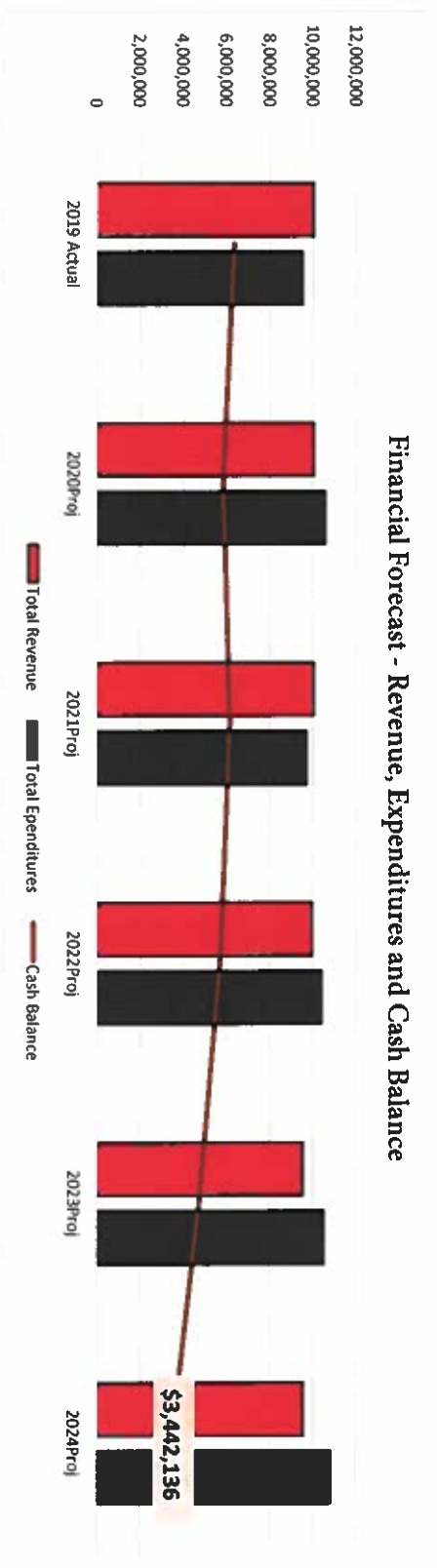
FISCAL YR.	TOTAL PRINCIPAL/INTEREST
2020	\$613,592
2021	\$614,496
2022	\$624,948
2023	\$614,628
2024	\$610,500 est.

BOND	MATURITY
\$2,800,000	6/1/2026
\$2,300,000	6/1/2027
\$ 600,000	6/1/2027
\$1,745,000	12/1/2033

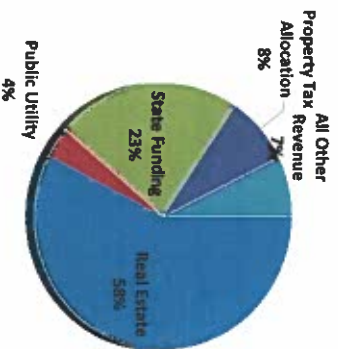
- Additionally, line 5.010 and 5.020 include projections of transfers to the Capital Improvement fund, Principal fund and Food Service.

Supplemental Information/Graphs

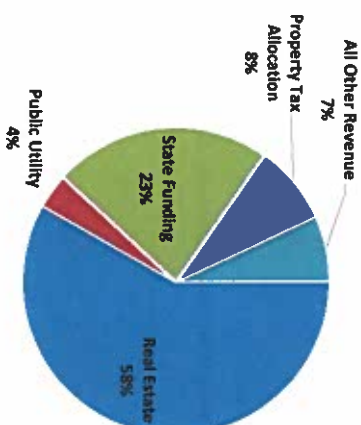
Financial Forecast - Revenue, Expenditures and Cash Balance



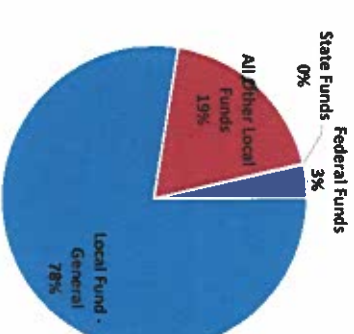
Revenue Sources - FY19Actual
General Fund



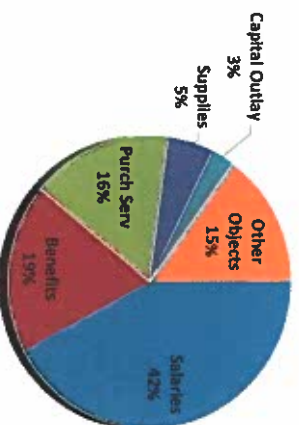
Revenue Sources - FY20Proj
General Fund



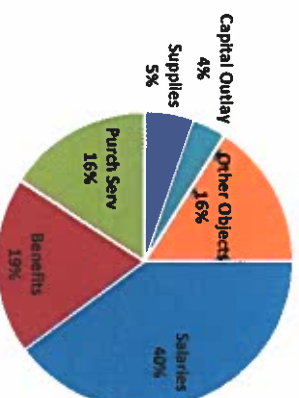
Revenue Sources - FY20Proj
All Funds



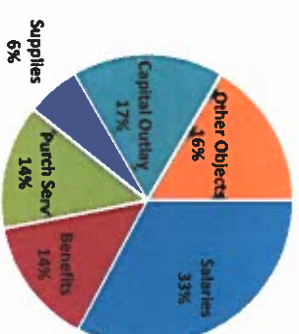
Expenditures - FY19Actual
General Fund

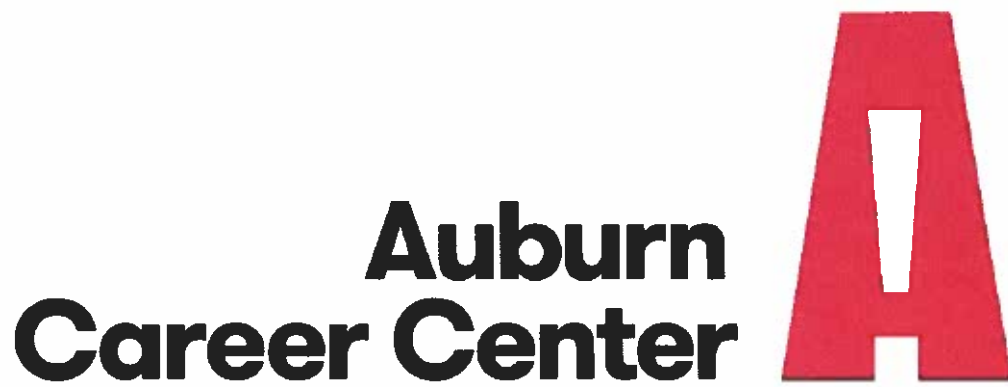


Expenditures - FY20Proj
General Fund



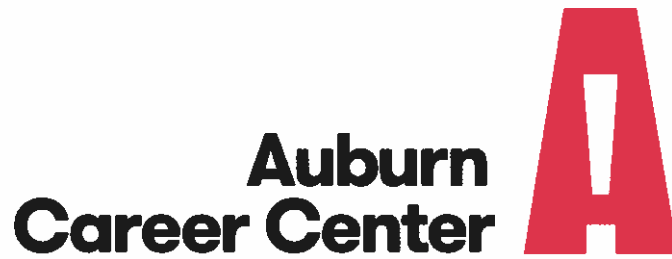
Expenditures - FY20Proj
All Funds





Attachment Item #14

Human Resources



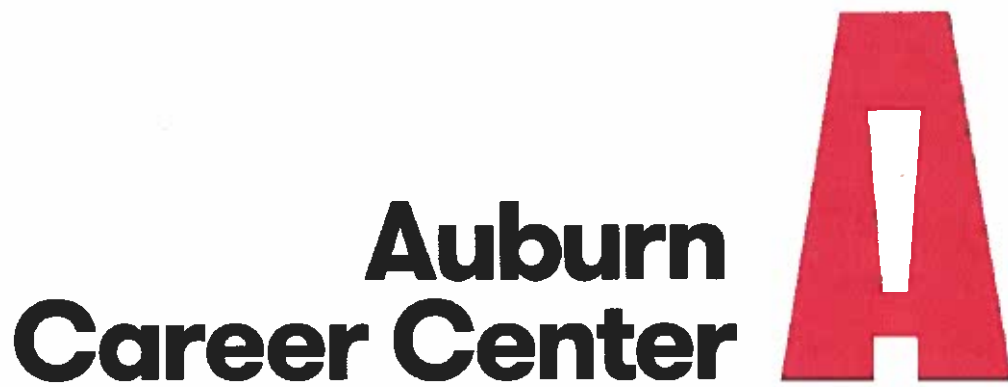
Human Resources
September 3, 2019

Certified Substitute
2019-2020

Name	Subject Certified
David Ivey	Aviation Occupations/Manufacturing Occupations
Amy Ferrell	General Substitute

Adult Workforce Education
2019-2020

Name	Title	Hourly Amount
Deborah Grgic	Aspire Instructor	\$21.63
Dianna Tabaj	PN Faculty	\$30.00
Geffry Turchon	Fire Instructor	\$30.00
Gregory Duy	Fire Instructor	\$30.00
Michael Brush	EMS Instructor	\$30.00
Michael Fink	Fire Instructor	\$30.00
Priscilla Valenti	PN Faculty	\$30.00
Rachel Boehnlein	EMS Instructor	\$30.00
Richard Rousch	Fire Instructor	\$30.00
Robert Curtis	Residential Wiring/Facilities Maintenance	\$25.00
Laura Ciszewski	Computer	\$30.00
James Davis	Fire Safety Inspector Instructor	\$30.00
Doug Rought	EMS Instructor	\$30.00
Carmen Tibaldi	Firefighter Instructor	\$30.00
Mathew Urie	Firefighter Instructor	\$30.00
Richard LaForce	Industrial Electrical Training	\$30.00
Michael Girbino	Firefighter Instructor	\$30.00
Gregory Hollerbach	Firefighter/Fire Safety Inspector Instructor	\$30.00



Attachment Item #15

*Approve Seasonal Snow
Removal Quote*

Lake County Landscape & Supply, Inc.

P.O. Box 0070
Grand River, OH 44045-0070

Proposal

Proposal # 3536
Date 8/31/2019
Phone # 440-354-8698
Fax # 440-354-8710

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

Project/Job

Description	Total
SNOW SERVICES CONTRACT : 2019-2020 SEASON Plow snow at accumulations of One inch (1") or more Salt application as necessary Includes Lake County Educational Service Center Snow Removal - not included in proposal sum: Skid Steer for Stacking & Moving Snow Around Property - \$75.00 per Hour Loader to stack snow or load trucks in order to remove from property - \$130.00 per hour Truck to haul snow from property - \$75.00 per hour All Equipment/Truck require four hour minimum charge (port to port) when requested for snow removal services	16,900.00

All accounts with invoices not paid in full within 30 days are considered delinquent and subject to Finance Charges @ 2% or \$5.00, whichever is greater, per month and service will be stopped. All accounts 60+ days past due are subject to assignment to an outside collections agency for the full amount due including finance charges as well as any additional fees incurred by us and/or our assigns in attempts to collect monies due to us.

Subtotal	\$16,900.00
Sales Tax (7.0%)	\$0.00
Total	\$16,900.00

Signature _____



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

Date September 19, 2019
 Name Auburn Career Center
 Attn. Joe Atwell
 job address 8140 Auburn Road
 city, state, zip Concord, OH 44077
 mailing address
 home phone
 work phone

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

2019-2020 Season

Plowing and Salting of Parking Lots

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

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

Salting of driving lanes and entrance/exits shall be provided at time of plowing based on a seasonal rate, utilizing 1 ton of salt per application. Seasonal rate salting will be provided after a plowing event when lot is cleared from end to end. Salt will also be spread during ice storms. Additional services such as stacking and moving of snow can be done at client request.

Seasonal Cost: \$17,180.00

Terms of Payment- Seasonal Contract

Invoices will be issued on a monthly basis starting November 1, 2019 through March 1, 2020 (5 installments of \$3,436.00 per month). Net 30. A tax exempt certificate will be necessary to claim a tax exempt status. All additional services requested will be invoiced at completion of scheduled work.

Above costs are subject to sales tax

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

Seventeen thousand one hundred eighty and 00/100 Dollars: \$17,180.00

Payment Terms: Scheduling deposit due N/A

Additional deposit due upon start of work N/A

Additional Terms: See Above

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

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

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

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

Accepted by: _____ Date: _____

Landstyles, Inc. by: Dan Jacobson Date: September 19, 2019



September 18, 2019

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

E-Mail: jatwell@auburncc.org

RE: 2019 - 2020 Snow Removal and Salting

Plowing and Salting of Parking Lots:

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

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

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

Proposed Unlimited Seasonal: \$ 17,280.00

Terms of Payment – Seasonal Contract:

Invoices will be issued monthly November 1, 2019 through March 1, 2020 (5 installments) @ \$3,456.00 each. Net 30. If a (2) season contract is accepted, payment terms will follow suite as a (1) year contract but spread out over the (2) seasons. A tax exemption certificate is required for tax exempt status. All additional services requested will be invoiced at completion of scheduled work.

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

Sincerely,
S.A.M. LANDSCAPING, INC.

Steve Moore

Accepted:

By: _____

Date: _____

P.O. # _____



Attachment Item #17

*Policies Modifications:
First 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

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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.

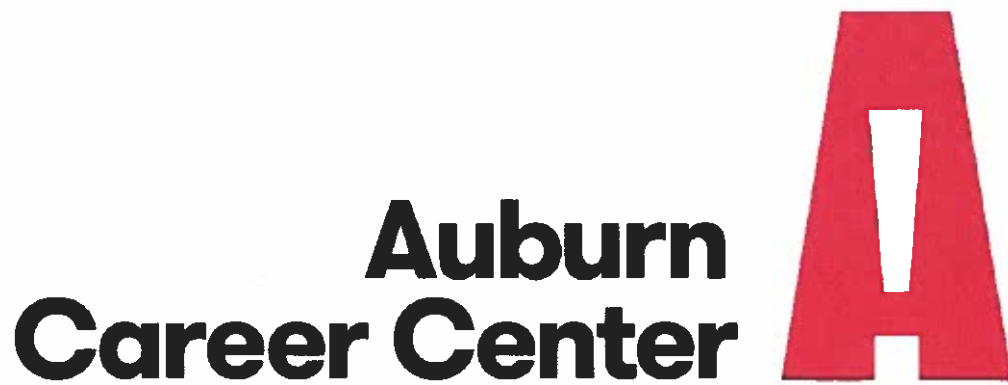
Proceeds from the Sale of Real Property

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.

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Legal

R.C. 3313.17, 3313.40, 3313.41, 3313.411, 3313.413, 5705.10
2 C.F.R. 200.78, 200.85



Attachment Item #18A

Consent Agenda: Contracts/Affiliation Agreements - Practical Nursing

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

This Auburn Practical Nursing Program Clinical Site and Preceptor Experience Agreement (“Agreement”) is entered into on the 12 day of September 2019 between the Auburn Vocational School District Board of Education 8140 Auburn Rd, Concord Twp, OH 44077 (“Auburn”) and Ohman Family Living Facilities (Clinical Site”) (collectively, “Parties”).

WHEREAS, Clinical Site is willing to provide space for supervised clinical educational experience; and

WHEREAS, Auburn offers an educational program for practical nursing students and requires the participation of the Clinical Site to provide a clinical educational experience to nursing students; and

WHEREAS, Clinical Site either provides preceptor experiences currently or in the future.

NOW, THEREFORE, in consideration of the mutual promises and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

FACILITIES

1. Auburn acknowledges and understands that the patient care units included in this Agreement are referenced in the attached Appendix A.
2. This Agreement is not joint and several and is binding upon each Clinical Site individually. Each Clinical Site is bound only in regards to the students participating in the educational program at that Clinical Site facilitated by this Agreement.

MUTUAL RESPONSIBILITIES

1. Clinical Site will accept students from Auburn for a period of clinical education determined acceptable by both Parties. The clinical educational experience will correspond to the stated philosophies and objectives outlined by Auburn and Clinical Site.
2. Students participating in the clinical educational experience will not be considered employees of either Party, nor will the students be covered by social security, unemployment compensation, or workers’ compensation policies.
3. Placement of students shall be agreed upon by the administrator of the Auburn Practical Nursing Program, or designee, and the administrator of the Clinical Site Nursing Service, or designee, in advance of the time students and/or clinical instructors are to appear on the patient care units.
4. Clinical Site shall provide an orientation to Auburn faculty, and Auburn will provide the time for faculty orientation to Clinical Site prior to students appearing on the patient care units. Faculty orientation shall be scheduled at appropriate business hours and suitable

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

times for both Parties.

5. The Auburn nursing education personnel and Clinical Site nursing service personnel shall engage in cooperative planning for the selection and assignment of student learning experiences.
6. The ratio of students to clinical instructors will be no more than ten (10) students to one (1) instructor.
7. The number of students and clinical instructors assigned to a patient care unit at any given time, the number of patient care units to be used, and the proximity of these units to one another shall be considered in the planning of clinical experiences.
8. Parties shall notify the other, as soon as possible and in writing, if one party becomes aware of a claim served by any person that arises out of disagreement or any activity carried out under this Agreement.

AUBURN RESPONSIBILITIES

1. Auburn reserves the right to withdraw students from Clinical Site when, in Auburn's judgment, the clinical educational experience does not meet the need of the student.
2. Auburn will provide Clinical Site a list of students who will participate in the clinical educational experience and the dates those students will be at Clinical Site. Auburn will provide this list, in writing, no later than seven (7) days before the students arrive at Clinical Site to start their clinical educational experience. Prior to sending the list, Auburn will discuss its intentions with Clinical Site. Clinical Site shall reserve the right to refuse a student that was previously an employee at Clinical Site and was removed or terminated from their position.
3. Auburn faculty shall be properly and currently licensed as required by the State of Ohio and under any applicable local laws.
4. Auburn shall provide students with cardiopulmonary resuscitation training before starting the clinical education experience.
5. Auburn shall require all students to provide evidence of current laboratory and immunology data as deemed necessary by both Auburn and Clinical Site.
6. Auburn shall require students to adhere to the school dress code and appear on the Clinical Site in an appropriate uniform with an identification badge.
7. Auburn shall be responsible for the planning of the student's clinical experience and for the evaluation and discipline of any student of Auburn. Auburn will accept input from

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

Clinical Site representative(s) related to the student's assignments and conduct during the clinical experience.

8. Auburn will be responsible for the supervision of each student during the clinical experience.

CLINICAL SITE RESPONSIBILITIES

1. Clinical Site shall provide the students with the opportunity to learn clinical skills by observing or performing them under supervision and to apply the skills that they have already learned.
2. Clinical Site shall provide an orientation to the students and Auburn faculty, which orientation shall include, but will not be limited to, Clinical Site's policies and procedures, regulations, and work schedules.
3. Clinical Site shall provide Auburn written evaluations of the faculty and/or students, as requested by Auburn. Auburn shall provide any necessary forms or information for such evaluations.
4. Clinical Site has the right to request that Auburn withdraw an assigned student from Clinical Site if the student's performance is unsatisfactory, or if the student's conduct is a detriment to (1) the student's successful completion of the clinical educational experience assignment, (2) the well-being of the patients at Clinical Site, or (3) the overall operation of Clinical Site. The request for student withdrawal will be directed to the administrator of the Auburn Practical Nursing Program.
5. Clinical Site shall at all times indemnify and hold harmless Auburn, its employees, agents, and representatives from any and all suits, claims, demands, costs, damages, counsel fees, charges, liabilities, and expenses whatsoever which they shall or may at any time sustain or incur or become individually liable for, by reason or in consequence of any actions or omissions of Clinical Site, its servants, agents, or assigns, in performance of the Agreement. Auburn will withdraw a student from the Clinical Site if, after consultation with Clinical Site, Auburn determines such action to be warranted.
6. Clinical Site agrees that it will provide a member of its staff to sign a form verifying the student's attendance at the clinical educational experience.
7. Clinical Site shall be ultimately responsible for patient care within its facility, and Auburn shall retain the responsibility for the nursing education program.
8. Clinical Site shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied.

STUDENT RESPONSIBILITIES

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

1. Students will be required to adhere to Clinical Site policies, procedures, and to other rules and regulations of Clinical Site providing for patient/resident rights mandated under Centers for Medicare and Medicaid Services and/or The Joint Commission on Accreditation of Healthcare Organizations.
2. The Auburn shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in R.C. Chapter 4723 and the rules adopted under that chapter, including, but not limited to the following:
 - A. Students shall, in an accurate and timely manner, report and document nursing assessments or observations, the care provided by the students for the client, and the client's response to that care.
 - B. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 - C. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
 - D. A student shall implement measures to promote a safe environment for each client.
 - E. A student shall delineate, establish, and maintain professional boundaries with each client.
 - F. At all times when a student is providing direct nursing care to a client, the student shall:
 - 1) Provide privacy during examinations or treatment and in the care of personal or bodily needs; and
 - 2) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
 - G. A student shall practice within the appropriate scope of practice as set forth in R.C. 4723.01(F) and R.C. 4723.28 (B)(21) for a practical nurse.
 - H. A student shall use universal blood and body fluid precautions established by O.A.C. Chapter 4723.20.
 - I. A student shall not:
 - 1) Engage in behavior that causes or may cause physical, verbal, mental, or

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

emotional abuse to a client;

- 2) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

J. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph. A student shall not misappropriate a client's property or:

- 1) Engage in behavior to seek or obtain personal gain at the client's expense;
- 2) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- 3) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
- 4) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

K. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not:

- 1) Engage in sexual conduct with a client;
- 2) Engage in conduct in the course of practice that may reasonably be interpreted as sexual; or
- 3) Engage in any verbal behavior that is seductive or sexually demeaning to a client.

L. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the students in any of the following:

- 1) Sexual contact, as defined in R.C. 2907.01;
- 2) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

M. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in R.C. 4729.01, in any way not in accordance with a legal, valid prescription issued for the student.

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

- N. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- O. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- P. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability.
- Q. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- R. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
- S. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- T. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- U. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- V. A student shall not assist suicide as defined in R.C. 3795.01.
- W. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.
- X. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

- Y. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- Z. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

MUTUALLY AGREED UPON PRECEPTOR EXPERIENCE

In those instances, when Clinical Site is also responsible for providing, or begins providing, preceptor experiences, the following shall apply:

- 1. Parties mutually agree to follow the Ohio Administrative Code applicable to offering the preceptor experience as they exist on the effective date of this Agreement and as they are modified thereafter. At the time of entering into this Agreement, those relevant rules provide as follows:
 - A. The teaching assistant or preceptor providing supervision of a nursing student shall at least:
 - 1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student.
 - 2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled.
 - 3) Clarify with a faculty member:
 - a) The role of the teaching assistant or preceptor;
 - b) The responsibilities of the faculty member;
 - c) The course and clinical objectives or outcomes; and
 - d) The clinical experience evaluation tool;
 - 4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.
 - B. A preceptor shall not provide supervision to more than two (2) nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

2. Parties mutually agree that Clinical Site will provide Licensed Practical Nurses (“LPN”) or Registered Nurses (“RN”) as preceptors during the course of the contract, particularly during the final course named “Nursing Across the Lifespan.” The preceptor will be responsible for only one (1) or two (2) students at any time from Auburn and all other programs utilizing Clinical Site and will have the responsibility for the assigned patients.
3. The LPN/RN will be identified by Clinical Site as having demonstrated expertise in the area of clinical practice in which the preceptor will provide supervision to nursing students.
4. Auburn will provide employees who function only as a faculty member during the student’s preceptor experience. The faculty member will supervise the students being precepted and will be accessible to the student at all times. The faculty member will make spot visits to the clinical setting during the preceptor experience to evaluate the student’s experience. The preceptor will contribute to the student’s evaluation. Clinical Site acknowledges that Auburn has ultimate responsibility for the student.
5. Auburn will provide a coordinator who will work closely with Clinical Site in planning the preceptor experience and will be responsible for the final evaluation of the students.
6. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member during the nursing student’s clinical experience. The faculty member providing direction shall:
 - A. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled.
 - B. Communicate clinical objectives or outcomes to:
 - 1) The student;
 - 2) The teaching assistant and preceptor, if utilized; and
 - 3) The staff at the clinical site.
 - C. Provide for orientation of each student to the environment of the clinical site, including introduction to staff.
 - D. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student’s experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled.
 - E. Provide supervision of each student in accordance with O.A.C. 4723-5-18; and

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

- F. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.
7. Auburn will provide a preceptor orientation at no cost to the preceptor. Auburn will arrange for the orientation with the preceptor. The preceptor will receive no financial benefit for the preceptor experience form Auburn.
8. Auburn and the preceptor will sign an agreement identifying the preceptor's responsibilities and the responsibilities of Auburn.
9. Clinical Site shall agree to provide preceptors who are qualified to provide supervision to the nursing students during their preceptorship during Nursing Across the Lifespan. Patient care units to be used by Auburn will be supervised by competent qualified professional nurses and staffed by competent qualified professional nurses and practical nurses.

MISCELLANEOUS TERMS

1. In the event of illness or injury during the clinical experience, the student or clinical instructor shall receive emergency care through an emergency room at the student's expense and/or with personal insurance and be referred to their family physician or hospital as needed. In case of emergency, any first aid care would be to stabilize the student or instructor for transport to emergency room only.
2. All Auburn students and employees shall be covered under a policy of liability insurance of at least \$1,000,000 per incident and \$3,000,000 per annual aggregate. Auburn shall furnish to the Clinical Site evidence of coverage indicating type of coverage, applicable dates, amount of coverage, and name of insured, and will notify Clinical Site immediately if there is any change in such insurance coverage, including cancellation of such insurance policy.
3. This Agreement shall be effective as of the date first written above and shall remain in effect unless terminated by either party by written notice as provided herein. Either Party may terminate this Agreement with, or without, cause by giving the other Party ninety (90) days' written notice, via first-class mail, postage prepaid, to the addresses. *Regardless of whether the other Party gives written notice, students who are currently involved in Clinical Learning Experiences shall be permitted to complete such experiences.*
4. This Agreement is not assignable, but is binding on the corporate successors or affiliates of the parties.
5. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other Party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and Ohio law

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

best efforts to accommodate the terms and intent of the Agreement to the greatest extent possible consistent with the requirements of law.

7. This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.
8. Nothing contained in this Agreement is intended to nullify, override, or otherwise limit either Party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.
9. No Party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.
10. This Agreement is only for the benefit of the Parties as political subdivisions and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action or obtain any right to benefits or position of any kind for any reason whatsoever.
11. At all times, the relationship of the Parties shall be as separate entities. Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other. Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for its respective employees.

[SIGNATURES ON FOLLOWING PAGE]

**AUBURN PRACTICAL NURSING PROGRAM
CLINICAL SITE AND PRECEPTOR
EXPERIENCE AGREEMENT**

IN WITNESS WHEREOF, the undersigned have signed this Clinical Site Agreement effective the date and year first above written.

Auburn Career Center

Superintendent Brian Bontempo (In Official Capacity Only)* Date _____

Karen Howell
Program Administrator Karen A. Howell (In Official Capacity Only)* Date 9/18/19

Ohman Family Living

H. Smith VP of Operations Date 9/13/19
Name Title

AUTHORIZED PURSUANT TO BOARD RESOLUTION NO.
* This Agreement has no binding legal effect absent the approval of the Auburn Joint Vocational School District Board of Education

AFFILIATION AGREEMENT FOR STUDENTS
between
UNIVERSITY HOSPITALS HEALTH SYSTEM
and
Auburn Career Center

This Affiliation Agreement for Students (the "Agreement") is made and entered into July 31, 2019 (the "Effective Date") by and between University Hospitals Health System, Inc. dba University Hospitals ("UH"), a not-for-profit corporation and Auburn Career Center ("School").

RECITALS

WHEREAS, for purposes of the Agreement, UH includes: University Hospitals Accountable Care Organization, Inc. ("ACO"), University Hospitals Ahuja Medical Center ("Ahuja"), UH Regional Hospitals ("UHRH"), University Hospitals Conneaut Medical Center ("Conneaut"), University Hospitals Elyria Medical Center ("Elyria"), University Hospitals Geauga Medical Center ("Gauga"), University Hospitals Geneva Medical Center ("Geneva"), University Hospitals Cleveland Medical Center ("UHCMC"), University Hospitals Home Care Services ("Home Care"), University Hospitals Parma Medical Center ("Parma"), University Hospitals Portage Medical Center ("Portage") d/b/a Robinson Health System, Inc., Samaritan Regional Health System d/b/a University Hospitals Samaritan Medical Center ("Samaritan"), and University Hospitals St. John Medical Center ("SJMC"), each of which is a nonprofit organization; University Hospitals Medical Group ("UHMG") for its physicians and physician practice sites; and University Primary Care Practices, Inc. dba University Hospitals Medical Practices ("UHMP") for its Primary and Specialty Care Practices. Hereinafter, each and all of these shall be referred to as "Facility" or "Facilities"; and

WHEREAS, UH, in the course of its operations as a regional health care provider, can provide an educational environment within its clinical sites (the "Clinical Sites") at the Facilities, which would be beneficial to students pursuing a career in the field of Nursing and Allied Health ("Program(s)") and which would further UH's mission to provide clinical and non-clinical educational opportunities and quality health care to citizens of the region; and

WHEREAS, UHMP is the largest primary care physician group complemented by a diverse group of specialty practices in northeastern Ohio with practicing at a multitude of practice sites from Sandusky to Ashtabula; the network of practices includes internists, family practitioners, pediatricians and obstetricians/gynecologists and urgent care physicians, podiatrists, nurse practitioners, and physician assistants; and

WHEREAS, UHMG owns and operates a multi-specialty physician group practice in accordance with the charitable mission of University Hospitals Health System and University Hospitals Cleveland Medical Center; and employs, among others, physicians and other individuals who participate in the delivery of clinical and teaching services related to some student programs; and

WHEREAS, School operates one or more programs for qualified students leading to a certification or degree in the field of Nursing and Allied Health ("Program(s)") and which requires a general clinical or non-clinical experience, an internship or preceptorship.

NOW, THEREFORE, in order to establish high quality Programs and in consideration of the mutual agreements set forth herein, School and UH agree as follows.

A. GENERAL INFORMATION

1. The School Dean or his/her designee (the "School Director") shall be responsible for the performance of the terms of this Agreement on behalf of School and shall cooperate with UH to implement and manage the Program and the terms of this Agreement.
2. The Chief Nursing Director, Director of Clinical Operations, or other designated professional at the Facility or his/her designee (the "Facility Director") shall be responsible for the performance of the terms of this Agreement on behalf of the Facility and shall cooperate with the School Director to implement and manage the Program according to the terms of this Agreement.
3. This Agreement references School faculty throughout and applies to faculty only if faculty are present at a Facility or Clinical Site. References to faculty will not be removed from this Agreement.
4. Upon reasonable request by Facility, School will withdraw any faculty or student from the Clinical Site or any student from the Program under this Agreement, who, in the discretion of UH or Facility, fails to cooperate with Facility personnel or conducts himself/herself in an inappropriate manner, whose performance is unsatisfactory, or who is a detriment to the operation of a Facility or any Clinical Site. Students or faculty who violate federal, state or local laws or the UH policies, including but not limited to those related to patient privacy, may be deemed to have conducted themselves in an inappropriate manner.
5. Upon request, the School Director or his/her designee may inspect the Clinical Site which is directly related to the students' clinical experience and training.
6. Neither party shall unlawfully discriminate against any student.
7. School's faculty and students shall conform to the Policies and Procedures of UH and follow all directives of Facility staff.
8. School may refer to the affiliation with UH in the School course catalog and in other public information materials upon the prior written approval of the authorized representative of UH or his or her designee. UH may refer to the affiliation with School in UH brochures and other public information materials describing clinical education programs upon the prior approval of School.
9. UH has no responsibility to accept any students pursuant to this Agreement, if a Facility Director determines that it cannot accommodate the students at the time the School wishes to schedule them, whether or not the School has complied with all other terms of this Agreement. School is not required to schedule any students at a UH Facility and no UH Facility is required to accept any of School's students.
10. This Agreement is non-exclusive.
11. This Agreement covers students enrolled at any level in any current or future Nursing and Allied Health program at the School, at any of the School's campuses. It is the responsibility of the School Director and the Facility Director to determine which Program(s) can be accommodated at a specific Facility.
12. The final responsibility for health care rendered to patients remains at all times with the UH Facility.
13. School shall maintain the Program according to established standards of the appropriate accrediting agency. The final responsibility for determining the academic status, the education / assessment and the participation of students remains at all times with the School.
14. School shall maintain all responsibility for ensuring that School's students meet all Program requirements. UH shall only be responsible for those requirements set forth in this Agreement, any additional Program requirements for School's students shall not be the responsibility of UH.

B. RESPONSIBILITIES OF SCHOOL

1. School's Director shall select and schedule students for clinical training/internship at Facility, according to Program guidelines and subject to the approval of the Facility Director, whom School believes are adequately prepared to engage in this experience, with or without accommodation.

2. School will notify Facility at least four (4) weeks prior to the beginning of a clinical rotation of the number of students selected and scheduled for clinical instruction during the ensuing semester and will coordinate with the Clinical Site Director to designate clinical supervisors and preceptors to facilitate clinical training.
3. School must provide a teacher student ratio of 1:8 if there is a clinical experience. School will provide an appropriate faculty member where, for purposes of licensing or other certification, faculty presence is required at the Clinical Site. In the event there are not enough clinical faculty for a given student experience, the School Director, or designee, shall contact the Facility Director to determine how to address the matter.
4. School will ensure that students and faculty are informed that under the terms of this Agreement:
 - a. Students are responsible for transportation costs to and from the Clinical Site;
 - b. Each student, while at a Clinical Site shall wear the appropriate regulation student uniform and identifying identification badge as required by Facility;
 - c. Students and faculty shall conform to the Policies and Procedures of UH and the Facility and follow all directives of its staff;
 - d. Students are not employees of UH or Facility, shall not be paid wages or other remuneration, and shall not be entitled to any employee benefits, including but not limited to social security, unemployment compensation, or workers' compensation;
 - e. Students scheduled for clinical training through Home Care will be in a patient setting over which UH has no control or responsibility relative to safety at the site; a student's exposure to any unsafe condition at the site will be similar to that of the professional who is supervising the student;
 - f. Students assume the risk of exposure to a contagious or infectious disease, or environmental or occupational hazards. In the event this occurs, Facility will, if indicated and with the consent of the student, either administer immediate precautionary treatment consistent with current medical practice or, depending on the circumstances, refer the student to an emergency or urgent care facility, for precautionary treatment. Initial screening tests or prophylactic medical treatment shall be paid for by the student's own medical coverage. UH shall have no responsibility for any further diagnosis, medication or treatment; and
 - g. Students must at all times during the term of this Agreement accept and maintain financial responsibility for health insurance coverage and that such student must agree that UH shall not arrange, provide or pay for any such coverage, and that Facility may require proof of such coverage from the student at any time.
5. Prior to the beginning of a clinical rotation, School will:
 - a. Ensure that any student or faculty who will be involved with direct patient care or patient access comply with the University Hospitals Patient Safety Requirements, attached hereto as Exhibit C; and incorporated herein. All Patient Safety Requirements are subject to change at UH's sole discretion. School shall contact UH prior to commencement of a specific training experience to verify the current list of health screening requirements. UH reserves the right to prevent a student from beginning a training experience until all then current health screening requirements are met.
 - b. Complete the attached VerifyQC/University Hospitals Student Cover Sheet, attached hereto as Form A, or provide other information as may be specifically requested by a particular UH Facility, for each student or group of students assigned to a UH Facility. The UH Human Resources Department ("HR") must receive this form and/or other specifically requested information at least four (4) weeks before the individual is scheduled at the Clinical Site to allow adequate time for verification of the results.
 - i. Each student and any faculty who will be present at the Facility will not be permitted at the Clinical Site until UH HR clears him/her to start. This clearance will occur even if the student will miss a planned start date or it affects the student's meeting the completion date for the clinical period or any other School obligation.

- ii. An individual may be excluded from the Clinical Program at any UH hospital or other UH entity, based upon the results of the Background Check, as solely determined by UH.
 - iii. The School shall determine whether it or the student will arrange for and/or assume the cost of the Background Check and shall inform the student accordingly: UH will have no responsibility to do either.
 - c. Instruct each student and faculty member to provide Facility a written waiver, in the form attached to this Agreement as Exhibit A, relative to injury or illness that could occur at the Clinical Site.
 - d. Ensure that each student is in compliance with the provisions of Section D.1 of this agreement and that the Facility is provided with the appropriate evidence of such coverage.
6. The School Director will coordinate with the Facility Director to designate clinical supervisors and preceptors to facilitate the internship.
7. School shall advise its students and instructors of their responsibility to maintain patient confidentiality in both written and verbal communication with other students, instructors, with any other individuals, in clinical rounds or in class discussion, as well as in any published materials. To that end, School will instruct its students and instructors to remove any patient identifying information prior to any type of sharing of other patient information. In addition, School shall:
 - a. Assure students have completed a course or class that includes discussion of HIPAA (the Health Insurance Portability and Accountability Act) and federal, state and local laws regarding patient confidentiality; and
 - b. Instruct each student and faculty member (if faculty will be present at the Clinical Site) that prior to reporting to their assigned area of the Facility, each must make arrangements with the educator (or his/her designee) at the Facility for HIPAA training.

C. RESPONSIBILITIES OF UH.

1. For any student assigned to a qualified preceptor, clinical supervisor, or other professional at a Facility, upon completion of that student's clinical experience and training at the Facility, the Facility Director will ensure that a written performance evaluation is completed for each student in the form and within the time limits specified by the School Director.
2. Facility will provide adequate orientation for School faculty and students that includes information about the Facility's and/or UH's general rules and regulations, minimum safety standards, including the fire safety procedures, hazardous material management, occupational safety, universal precautions, airborne and protective isolation, patient privacy and security, and how to access policies and procedures.
3. Facility will provide School's students will appropriate resources for student's education and will maintain in coordination with School an appropriate learning environment.
4. In the event any student requires emergency medical care while at Facility or is exposed to blood from a patient who is a carrier of a contagious or infectious disease or a patient who is, in the judgment of Facility, at risk of being a carrier of a contagious or infectious disease, Facility will, with the consent of the student, either administer immediate precautionary treatment consistent with current medical practice or, depending on the circumstances, refer the student to an emergency or urgent care facility, for immediate precautionary treatment. Initial screening tests or prophylactic medical treatment shall be paid for by the student's own medical coverage. UH shall have no responsibility for any further diagnosis, medication or treatment.
5. UH understands that information received from the School regarding students participating in clinical training is subject to the provisions of the Family Educational Rights and Privacy Act, and UH agrees to use such information only for the purpose for which it was disclosed and not to make it available to any third party without first obtaining the student's consent.

D. INSURANCE AND INDEMNIFICATION RESPONSIBILITIES.

1. Insurance Responsibilities of School:

a. School shall provide and maintain comprehensive professional liability coverage in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate and commercial general liability coverage in an amount not less than Five Million Dollars (\$5,000,000) per occurrence and in the aggregate for each of its employees, students, and any faculty who may be present at the Hospital in connection with the performance of its obligations under this Agreement. School will provide evidence of such coverage, acceptable to UH, naming UH as an additional insured for commercial general liability and certificate holder for professional liability coverage. School shall provide UH at least thirty (30) days' prior written notice of any material change, cancellation or termination of such coverage; and shall contain the following affirmation of coverage:

“Coverage is extended to the Named Insured, including its students and faculty while acting within the course and scope of the Affiliation Agreement for Students (the “Agreement”) between UH (as defined in the Agreement) and the Named Insured. UH is named as an additional insured under the policy number referenced on this certificate.”

Evidence of such coverages shall be attached to this Agreement as Exhibit B.

b. *If* the School does not provide professional liability protection to its students under the above coverage(s), then the student shall obtain and maintain comprehensive professional liability coverage in the amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate for liability incurred as a result of the performance of obligations under this Agreement. UH will be provided with evidence of coverage, acceptable to the University Hospitals Law Department, naming UH as certificate holder for professional liability coverage and shall provide that UH be provided with at least thirty (30) days' prior written notice of any material change, cancellation or termination of such coverage. Evidence of such coverages shall be attached to this Agreement as Exhibit B.

Acceptance and/or approval by UH of the insurances required under paragraphs D.1.a. and/or D.1.b., above, does not and shall not be construed to relieve the School and/or Student of any obligations, responsibilities or liabilities under the Agreement.

2. Insurance Responsibilities of UH:

a. UH certifies that it maintains general liability and professional liability coverage in the amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate.

E. NOTICES.

Any notice required or permitted by this Agreement shall be sent by certified or registered mail, signature required and return receipt requested, and shall be deemed given upon receipt thereof.

a. Notices to UH shall be addressed as follows:

i. For notices regarding **insurance**:

Manager of Insurance Services
University Hospitals Health System
UH Management Services Center
3605 Warrensville Center Road
Shaker Heights, Ohio 44122-5203

ii. For notices to the respective UH Facility, notices shall be addressed to the respective contact listed on Attachment 1 to this Agreement.

iii. For notices to either a. or b., a copy shall be sent to:

Chief Legal Officer
University Hospitals Health System

3605 Warrensville Center Road
Shaker Heights, Ohio 44122-5203

b. Notices to the School shall be addressed as follows:

Auburn Career Center
Attention: Dr. Brian Bontempo, Superintendent
8140 Auburn Road
Concord, Ohio 44077

F. HIPAA COMPLIANCE.

School agrees that in the performance of its rights and responsibilities under this Agreement, it shall use its best efforts to comply (and to ensure the compliance by each of its students and faculty) with UH's written policies and procedures implemented pursuant to the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-91, as amended by Pub. L. No. 111-5 Division A, title XIII ("HITECH") and the rules and regulations promulgated thereunder, as well as guidance issued by the United States Department of Health and Human Services (collectively such Act, rules and regulations and guidance is referred herein as "HIPAA"). For HIPAA purposes only and for no other reason, students shall be considered a part of the Facility's workforce.

G. TERM AND TERMINATION.

1. This Agreement shall be effective for one (1) year (the "Initial Term") beginning on Effective Date and shall automatically renew for successive one (1) year periods (each year, a "Renewal Term") up to no more than four (4) Renewal Terms unless earlier terminated by either party upon at least sixty (60) days' prior written notice to the other party.

2. Either party may terminate this Agreement by providing thirty (30) days prior written notice to the other party. However, both parties may mutually agree to terminate this Agreement at any time. Where the Program at the School has a credentialing or certification requirement that requires that students currently enrolled be provided the opportunity to complete the clinical component of the program, those students will be permitted to complete their clinical programs then in progress at Clinical Site.

**H. UNIVERSITY HOSPITALS ("UH")¹
CORPORATE COMPLIANCE AND COMPLIANCE WITH LAW.**

In performing its obligations under this Agreement, each party will comply with, and will cause its affiliates, employees, and agents to comply with, the requirements of all applicable laws, rules, and regulations, including, without limitation, The Social Security Act, the federal Stark Law, the federal Anti-Kickback Statute, the federal False Claims Act, the federal Health Insurance Portability and Accountability Act (HIPAA), and all other applicable state and federal fraud and abuse laws and rules, as each of the foregoing may be amended from time to time. If any terms or conditions of this Agreement are determined by any court or by the Office of Inspector General of the Department of Health and Human Services to be contrary to any such statutes or regulations, the parties agree to promptly and in good faith confer and resolve any issues so as to make the performance of this Agreement consistent with all applicable statutes and regulations. In the event the parties are unable to agree to new or modified terms as required to bring the entire Agreement into compliance, either party may terminate this Agreement on thirty (30) days' written notice to the other party.

Each party represents and warrants that neither it, nor any person providing services under this Agreement is or will become ineligible to participate in Federal health care programs or Federal procurement or nonprocurement programs, and has not been convicted of a criminal offense that could result in such party or individual becoming ineligible to participate in such programs. Each party will indemnify and hold the other harmless for any breach of this provision.

¹ Except where otherwise noted, "UH" means all hospitals, ancillary providers, and other entities owned or controlled, directly or indirectly, by University Hospitals Health System.

I. MISCELLANEOUS TERMS OF AGREEMENT.

1. Entire Agreement. This Agreement (and any appendices, exhibits or attachments hereto, as amended from time to time in accordance with this Agreement) contains the entire agreement of the parties and supersedes all prior agreements, Affiliation Agreements for Students, contracts and understandings, whether written or otherwise, between UH or any one or more of the Facilities and the School relating to the subject matter hereof. No representations, inducements, promises or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
2. Assignment. This Agreement is not assignable in whole or in part by either party, but is binding on any corporate successor of either.
3. Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio, and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.
4. Non-Exclusive. This Agreement is non-exclusive and both parties have the right to enter into similar agreements with other institutions.
5. Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by an authorized representative of School, who shall be a individual designated by the School as having the authority to bind the School in contract, and the UH Facilities, who shall be at least a Senior Vice President. No amendment or modification to this Agreement shall be binding upon UH unless such amendment is also executed as "Approved as to Form" by a UH Law Department attorney.
6. Approval. This Agreement must have UH Law Department approval prior to signatures. Such approval will be evidenced by a stamp on the signature page of the Agreement reading "Approved as to Form" and signed by a UH attorney. Any amendments or modifications to this Agreement require a separate review and respective attorney approvals.

BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the respective dates below.

University Hospitals Health System, Inc.

By: _____
William W. Brien, M.D. Date
Chief Medical & Chief Quality Officer



Russell Horn
cn=Russell Horn, o=University
Hospitals, ou=Legal Department,
email=russell.horn@UHhospitals.
org, c=US
Approved as to form.
2019.09.13 14:38:40 -04'00'

Auburn Career Center

By: _____
Dr. Brian Bontempo Date
Superintendent

EXHIBIT A

STUDENT OR FACULTY WAIVER

Clinical training in a health care setting assumes certain risks, including the possibility of exposure to an infectious disease, environmental hazard, injury from equipment or medical materials, and illness or injury to oneself, employees, patients or visitors. I understand that University Hospitals Health System and the Clinical Site where I am assigned for my student clinical experience (together or separately, "UH"), and their affiliates do not provide any accident, malpractice, health, medical, or workers' compensation insurance coverage for any illness or injury I may acquire or cause at UH. I understand and agree that I waive, for myself or any heirs and/or assigns, any and all claims which I might have against UH, or its agents or representatives, in any way resulting from personal injuries, illness, or property damage sustained by me and arising out of participation in the Program at UH, except for claims arising out of the gross negligence or reckless or willful misconduct of UH or its employees.

In the event I am exposed to a contagious or infectious disease or a patient who is, in the judgment of UH, at risk of carrying a contagious or infectious disease, UH shall, if indicated and with my consent, either administer immediate precautionary treatment consistent with current medical practice or, depending on the circumstances, refer me to an emergency or urgent care facility, for immediate precautionary treatment. I shall pay for the initial screening tests or prophylactic medical treatments. UH shall have no responsibility for any further diagnosis, medication or treatment and I acknowledge and assume the risk of working with patients at risk of carrying a contagious or infectious disease, except for the risk of gross negligence or willful or reckless misconduct on the part of UH, its trustees, officers, agents, and employees.

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

It is understood that in the performance of my duties, I may obtain confidential information about or from UH ("Confidential Information"). Confidential Information includes, but is not limited to, financial or proprietary data about UH, information about UH's business and employees, patient information, methods of operating, development plans, programs, documentation, techniques, trade secrets, systems, know-how, policy statements and other confidential data. I will not disclose Confidential Information (including, but not limited to, protected health information ("PHI")) to anyone, including my family and friends, under any circumstances. I agree to maintain in strict confidence all Confidential Information and will not, unless otherwise required by law, disclose such Confidential Information to any third party without UH's prior written consent. Prior to discussion of or writing about any UH patient in an academic context relative to my program of study, all individually identifiable information will be removed.

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

"PHI" is defined as individually identifiable health information, which is health information created, received or used by UH relating to (a) the past, present or future physical or mental health or condition of a patient, or (b) payment for the provision of healthcare to a patient. PHI contains identifiers that identify a patient or for which there is a reasonable basis to believe the information can be used to identify a patient. Examples of individual identifiers include, but are not limited to, patient name, complete addresses, social security number, date of birth, medical record number and dates of treatment. PHI may include any or all of these individual identifiers coupled with a patient's health information, examples of which are a social security number and diagnosis, date of birth and past medical history, or dates of treatment and symptoms present at the time of treatment.

I understand and agree that this signed Exhibit A shall remain effective for the duration of my student clinical rotations (or faculty duties) at UH.

Signed: _____ Date: _____

[Printed Name of Student or Faculty Member] School: _____

HIPAA training completed _____ and verified by _____
[Date] [Signature of UH Employee]

CLINICAL SITE TO RETAIN THIS SIGNED EXHIBIT FOR AT LEAST SIX YEARS PER UH P&P GM-1

EXHIBIT B

AUBURCOU2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (614) 228-5565 USI Insurance Services LLC 580 North 4th Street, Suite 400 Columbus, OH 43215-2153	CONTRACT NAME: Rebekah Canada
	PHONE (814) 407-7613 FAX (614) 407-7613 EMAIL: rebekah.canada@usi.com ADDRESS: rebekah.canada@usi.com
INSURED Auburn County Joint Vocational School 8140 Auburn Rd Painesville OH 44077	INSURER(S) AFFORDING COVERAGE INSURER A: Markal Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 38970

COVERAGES **CERTIFICATE NUMBER: 14073908** **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

GEN LTR	TYPE OF INSURANCE	ADDL. SUBR. (IND. WVD)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	8502WSI034954-1	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA/LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED. RETENTION \$		4802WSI034957-1	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AND PROPRIETORS PARTNERS/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in OH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N				PER STATUTE OTH. ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Educators Legal Liability		3802WSI034958-1	07/01/2018	07/01/2019	\$1,000,000/limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 University Hospitals Health System, Inc. is listed as additional insured under the General Liability as required by written contract. Coverage is extended to the named insured including their students and faculty while acting within the course and scope of the Affiliation Agreement.

CERTIFICATE HOLDER University Hospitals Health System University Hospitals LH Management Service Center 3605 Warrensville Center Rd. Shaker Heights, Ohio 44122-5203	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS AUTHORIZED REPRESENTATIVE
--	---

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 ACORD 25 (2016/03)

ATTACHMENT 1

NOTICE ADDRESSES FOR SPECIFIC UNIVERSITY HOSPITALS CONTACTS

See Attachment 1-B for University Hospitals Cleveland Medical Center Program Contacts.

University Hospitals Accountable Care Organization, Inc. 3605 Warrensville Center Road Shaker Heights, Ohio 44122 Attn: Kelly Butterfield 216-844-3323	University Hospitals Ahuja Medical Center 1400 Richmond Road Beachwood, Ohio 44122 Attn: Wilma Rodriguez 216-593-5511
University Hospitals Cleveland Medical Center 11100 Euclid Avenue Mail Stop: MPV 5033 Cleveland, Ohio 44106 Attn: Beth Wolf 216-844-0505	University Hospitals Conneaut Medical Center 158 W. Main Road Conneaut, Ohio 44030 Attn: JoAnne Surbella 440-735-3510
University Hospitals Geauga Medical Center 13207 Ravenna Road Chardon, Ohio 44024 Attn: Agnes Lane 440-285-6210	University Hospitals Geneva Medical Center 870 West Main Street Geneva, Ohio 44041 Attn: Maritza Osborne 440-415-0245
University Hospitals Home Care Services 4901 Galaxy Parkway Warrensville Heights, Ohio 44128 Attn: Donna Schott 216-360-7251	University Hospitals Medical Group 11100 Euclid Avenue Cleveland, Ohio 44106 Attn: Nancy Stall 216-844-3558
University Hospitals Medical Practices 24701 Euclid Avenue, Third Floor Euclid, Ohio 44117-1714 Attn: Corinne Hurley 216-844-3820	University Hospitals Parma Medical Center 7007 Powers Boulevard Parma, Ohio 44129 Attn: Laurie Melvin 440-743-4296
University Hospitals Portage Medical Center 6847 North Chestnut Street Ravenna, Ohio 44266 Attn: Jami Englehart 330-297-2540	UH Regional Hospitals – Bedford Campus 44 Blain Ave. Bedford, Ohio 44146 Attn: President 440-585-6500
UH Regional Hospitals - Richmond Campus 27100 Chardon Road Richmond Heights, Ohio 44143 Attn: President 440-585-6500	University Hospitals St. John Medical Center 29000 Center Ridge Road Westlake, Ohio 44145 Attn: Pamela Billick 440-827-5576
University Hospitals Samaritan Medical Center 1025 Center Street Ashland, Ohio 44805 Attn: Shawn French Wise, SPHR, MBA, SHRM-SCP 419-207-2608	University Hospitals Elyria Medical Center 630 East River Street Elyria, Ohio 44035 Attention: Barbara Baraona, MSN, RN-BC 440-329-7338

ATTACHMENT 1-B

**UNIVERSITY HOSPITALS CLEVELAND MEDICAL CENTER
HOSPITAL CONTACTS FOR SPECIFIC STUDENT PROGRAMS AS OF DATE**

PROGRAM	CONTACT & EMAIL	DEPARTMENT	PHONE NUMBER
Audiology	Robin Piper Robin.Piper@UHhospitals.org	Rehabilitation Services	(216) 844-5455
Bio Medical Technology	Ray Braun Ray.Braun@UHhospitals.org	Engineering Services	(216) 844-1487
Cardiac Catheterization	Kathy Sanniti Kathy.Sanniti@UHhospitals.org	RB&C	(216) 844-1335
Child Life	Catherine Cashin Catherine.Cashin@UHhospitals.org	Pediatric	(216) 844-1985
Dental Assisting	Gerald Ferretti, DDS Gerald.Ferretti@UHhospitals.org	Dentistry	(216) 844-8128 or (216) 844-3080
Dental Hygiene	Gerald Ferretti, DDS Gerald.Ferretti@UHhospitals.org	Dentistry	(216) 844-8128 or (216) 844-3080
Diagnostic Medical Sonography	Claudia Kraly Claudia.Kraly@UHhospitals.org Michael Morley Michael.Morley@UHhospitals.org	Radiology	(216) 844-5768 (216) 844-1170
Dietetic Technology	Felicia Vatakis Felicia.Vatakis@UHhospitals.org	Nutrition Services	(216) 844-3677
Echocardiography	Keith Fox Keith.Fox@UHhospitals.org	Cardiology	(216) 844-3824
Echocardiology	Marvin Lough Marvin.Lough@UHhospitals.org	Pediatric Cardiology	(216) 844-3249
Echocardiology – Pediatric	Kathy Sanniti Kathy.Sanniti@UHhospitals.org	RB&C	(216) 844-1335
EEG (Epilepsy)	Lucica Buzoianu Lucica.Buzoianu@UHhospitals.org	RB&C	(216) 844-1301
EKG	Rene Jackson Rene.Jackson@UHhospitals.org	Cardiology	(216) 844-1850
Electroneurodiagnostic Technology	Michael Harrison Michael.Harrison@UHhospitals.org	EEG	(216) 844-3199
Emergency Medical Technology	Danny Ellenberger Daniel.Ellenberger@UHhospitals.org	EMS Liaison Hospital & Ambulatory Services	(216) 844-1384 or (216) 844-1111
Health Information Management	Renee Banks Renee.Banks@UHhospitals.org	Health Information Services	(216) 844-3901
Human Services	Julie Chester Julie.Chester@UHhospitals.org	Human Resources	(216) 844-3426
Laboratory Phlebotomy	Don Landek Don.Landek@UHhospitals.org	Laboratory Services	(216) 844-5678
Mammography	Ethel Randall Ethel.Randall@UHhospitals.org	MacDonald – Breast Center	(216) 844-8789
Medical Laboratory Technology	Don Landek Don.Landek@UHhospitals.org	Laboratory Services	(216) 844-5678
Music Therapy	Deborah Taylor Deborah.Taylor@UHhospitals.org	Ireland Cancer Center	(216) 844-7795
Nuclear Medicine	Patricia Devlin Patricia.Devlin@UHhospitals.org	Radiology	(216) 844-4993
All Nursing Programs	Kim Schippits RN, PhD Kim.Schippits@UHhospitals.org	Nursing	(216) 844-1670
Pharmacy Technology	Carl Lufter Carl.Lufter@UHhospitals.org	Pharmacy Services Administrative Offices	(216) 844-3314
Phlebotomy	Don Landek Don.Landek@UHhospitals.org	Laboratory Services	(216) 844-5678
Physical Therapist Assistant	Sandra Falck	Rehabilitation Services	(216) 844-8497

PROGRAM	CONTACT & EMAIL	DEPARTMENT	PHONE NUMBER
	Sandra.Falck@UHhospitals.org		
Physician Assistant Pediatric CT Surgery	Special Arrangement Diane Gorbey Diane.Gorbey@UHhospitals.org	Schedule well in advance.	(216) 844-5465
Physician Assistant Physician Office (not in hospital)	Corinne Hurley Corinne.Hurley@UHhospitals.org	University Hospitals Medical Practices	(216) 844-1824
Polysomnography	Lucica Buzoianu Lucica.Buzoianu@UHHospital.org	Sleep Center – RB&C Lakeside 5th Floor	(216) 844-1301
Psychology	Felipe Amunategui Felipe.Amunategui@UHhospitals.org	Psychology	(216) 844-8952
Radiography	Claudia Kraly Claudia.Kraly@UHhospitals.org	Radiology	(216) 844-5768
Respiratory Care Technology	Steven Slaughter Steven.Slaughter@UHhospitals.org	Respiratory Care	(216) 844-7930 (216) 844-1792
Social Work	Kathleen Stanek Kathleen.Stanek@UHhospitals.org	Manager	(216) 844-7040 (216) 844-3386
Speech Therapy	Marie DiTomas Marie.DiTomas@UHhospitals.org	Rehabilitation Services	(216) 844-5201
Sterile Processing and Distribution	James Horvath-Stange James.Horvath-Stange@UHhospitals.org	Materials Services	(216) 844-2011
Surgical Physician Assistant	Special Arrangement	Schedule well in advance.	
Surgical Technology	Juana Clark Juana.Clark@UHhospitals.org Judy Beeler Judy.Beeler@UHhospitals.org Pat Beam Pat.Beam@UHhospitals.org	Operative Services M/S Coordinator – Pediatrics	(216) 844-3594 (216) 844-3580 (216) 844-1358 (216) 844-1035

Please contact Beth Wolf at (216) 844-0505 for rotations not included on this Attachment 1-B.



Student Cover Sheet

Directions: Please complete this cover sheet for each group of students submitted to University Hospitals. To help us process your student(s) background checks in a timely fashion, please ensure to print clearly and complete this cover sheet in its entirety. Thank you for your cooperation. Please attach this coversheet to the student(s) background check results and fax or email to:

Fax: 216-201-4289
Email: Students@UHhospitals.org

School _____ **Type of Student(s)** Nursing Allied

School Contact: _____ **Phone #** _____ Other

UH Contact/Nurse Educator:

Name _____ **Telephone #** _____

Email _____

UH Facility:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Ahuja | <input type="checkbox"/> Geauga | <input type="checkbox"/> Portage Medical Center | <input type="checkbox"/> Cleveland Medical Center |
| <input type="checkbox"/> Bedford | <input type="checkbox"/> Geneva | <input type="checkbox"/> Richmond | <input type="checkbox"/> St. John's Medical Center |
| <input type="checkbox"/> Conneaut | <input type="checkbox"/> Homecare | <input type="checkbox"/> UH Medical Groups | <input type="checkbox"/> Samaritan Medical Center |
| <input type="checkbox"/> Elyria Medical Center | <input type="checkbox"/> Parma Medical Center | | |

	Name (last name, first name)	Clinical Start Date	Month/Day of birth	Last 4 digits of Social Security Number	Criminal check (if lived in OH > 5 years)	Criminal Check (Lived in OH < 5 years)
1.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI
2.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI
3.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI
4.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI
5.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI
6.					<input type="checkbox"/> OH BCI	<input type="checkbox"/> OH BCI <input type="checkbox"/> FBI

Comments: _____

Please fax OR email to:
 UH Human Resources
 3605 Warrensville Ctr Rd.
 Shaker Hts, OH 44122
 Atten: JoAnn Canitia
 Fax: 216-201-4289
 Email: Students@UHhospitals.org
 For assistance or questions, please contact UH HR at 216-767-8471

EXHIBIT C
UNIVERSITY HOSPITALS PATIENT SAFETY REQUIREMENTS - STUDENTS AND FACULTY
(Backgrounds, Health Screening and Compliance)

CURRENT UH EMPLOYEES ARE EXEMPT FROM THESE REQUIREMENTS

	DIRECT PATIENT CARE	PATIENT ACCESS
Definition	Requires the student/faculty to have direct interactions with a UH patient, which at times may be unobserved.	Requires the student/faculty to have routine presence in a patient care area AND Type 1: Does NOT involve direct patient interactions, but the student/faculty will be unobserved OR Type 2: DOES involve direct patient interactions, but the student/faculty will <u>always</u> be observed by UH personnel
Criminal Background Check Requirement	<ul style="list-style-type: none"> • Preferred Method: Live in Ohio for 5 years: <ol style="list-style-type: none"> 1. Ohio Fingerprints (BCII Check) AND 2. FCRA-Compliant* National Database Criminal background check OR Live in Ohio < 5 years: Ohio BCII and FBI fingerprint check • Accepted Methods Live in Ohio for 5 years: <ul style="list-style-type: none"> • Ohio Fingerprints (BCII Check) OR Live in Ohio < 5 years: <ul style="list-style-type: none"> • Ohio BCII and FBI fingerprint check <p><i>*FCRA Compliant equates to a consumer reporting agency researching all hits from the database at the originating court.</i></p> <p><i>* All fingerprints must be FCRA compliant.</i></p>	<ul style="list-style-type: none"> • Option 1- FCRA-Compliant National Database Criminal background check • Option 2- FBI fingerprint check (National Coverage, must be FCRA Compliant*) <p><i>*FCRA Compliant equates to a consumer reporting agency researching all hits from the database at the originating court.</i></p>
Health Screening Requirement	Utilization of a certified laboratory to perform health screening process with proof of: <ul style="list-style-type: none"> • Negative Tuberculosis skin test (using the standard two-step Tuberculosis test and then one-step for subsequent years after that, or IGRA Blood Assay) in the previous twelve (12) months with appropriate follow-up for positive tests, and • Appropriate immunizations for measles (Rubeola), German measles (Rubella), mumps, chicken pox (varicella) and hepatitis B with documented positive titers; and (no titer required if proof of a fully completed Hepatitis B vaccination series showing immunity has been documented. 2 or 3 series is acceptable). • Health status that qualifies person to work directly with patients. • Immunizations for above, required Hepatitis B accept/decline statement • Tdap vaccination (Tetanus, diphtheria, acellular Pertussis) required. • Annual Influenza Vaccination during Influenza Season (October through March) 	Utilization of a certified laboratory to perform health screening process: <ul style="list-style-type: none"> • TB test and, if positive, further assessment in Corporate Health • If working in any Skilled Nursing facility (i.e., Hanna House, ECC) requires annual two-step TB with clinical read.
Compliance Training Requirement	<ul style="list-style-type: none"> • Student/faculty must complete general compliance training prior to arriving at UH. 	<ul style="list-style-type: none"> • <u>If providing patient care items or services</u>, general compliance training must be completed prior to arriving at UH.

**Auburn
Career Center**



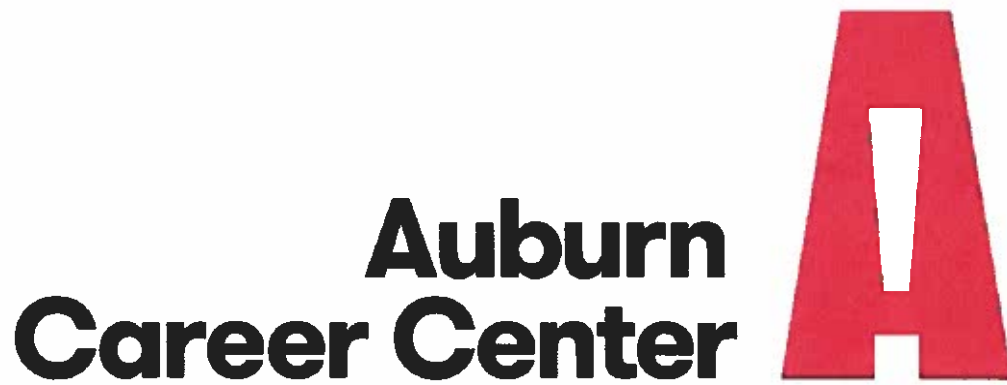
Attachment Item #18B

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



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

3 S Towing and Recovery	J. Patrick Audio & Video	Target
A&W Drywall Repair	Jergens, Inc.	Tec, Inc.
Advanced Auto Parts	Junie Balloonie	The Driftwood Group (Welshfield Inn)
Alvord's Yard & Garden	Lake County Educational Service Center	The John F. Gallagher
Aqua Ohio, Inc.	Lake County General Health District	The Lubrizol Corporation
Arthur Lewis Steel	Lake County Nursery	The Mullet Company
Bowden Manufacturing	Lake Health Systems	Tiny Tots Day Care
Cable Communications	Lake-Geauga Computer Association	Titan Aircraft Supply
Carvana	Lake-Geauga Habitat for Humanity	Towlift Inc.
City of Painesville	Lintern Corporation	TT Electronics
Claridon	Madison Healthcare	Turfscape, Inc.
Cleveland Clinic	Maxim Healthcare Services	Universal Auto & Tire
Clover Electric	Mentor Icebreakers	University Hospital
Concord Motorsports	Metz Culinary Management	Vehicles Unlimited
Concord Village Skilled Nursing & Rehabilitation	Monroe Auto Service	Vinney's Authentic Italian Eatery
CT Consultants	Ohio Landscape Association	Visual Marking Systems, Inc.
Czuba Cycles	Ohio Valley Group	Wolf Creek Company
Davey Tree Expert Co.	Ohman Family Living Facilities	Woodhill Supply
DCR Systems	Old School Kustoms	Wrap Ohio, LLC.
Euclid Heat Treat	Painesville Public Library	Zappy's Auto Wash
Executive Events & Entertainment	Parker Hannifin	Zeppe's
Federico Tire Pros	Presrite Corporation	
Freshcoat Painters	Quail Hollow Golf Course	
Garage Experts	Radick's Landscaping Inc.	
Glenn's Golf Cart Central	R.D. Banks Chevrolet	
Great Lakes Cheese	Ravenwood Health	
Habitat for Humanity	Red Stone Schoolhouse	
Heisley Tire & Brake, Inc.	Schill Grounds Management	
Herman Losely & Son, Inc.	Sitework Developing Inc.	
Highway Auto Center	SKF Company	
Hillcrest	Spectrum Cable	
Hy-Gain Electric	Sunroof & Restylers City, Inc.	
Independent Tree	Symphony at Mentor	



Attachment Item #18C

*Consent Agenda:
Contracts/Affiliation
Agreements -
Public Safety*



***List of Affiliation Agreements
for Public Safety Programs***

Bainbridge Township Fire Department
Chardon Fire Department
Community Care Ambulance
Concord Fire Department
Eastlake Fire Department
Euclid Fire Department
Jefferson Emergency Rescue District
Madison Fire Department
Mayfield Heights Fire Department
Mentor Fire Department
Munson Fire Department
Northwest Ambulance District
Painesville City Fire Department
Painesville Township Fire Department
Perry Fire Department
Solon Fire Department
Lake Hospitals System
Lane Life Transportation
South Euclid Fire Department
Wickliffe Fire Department
Willoughby Fire Department
Kirtland Fire Department (EMT only)
Willoughby Hills Fire Department (EMT only)