



Auburn Vocational School District BOARD OF EDUCATION

Minutes of October 4, 2016

The October 4, 2016 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

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

Absent: Mr. Klima

Administrators: Margaret Lynch, Sherry Williamson, Jeff Slavkovsky, Dee Stark and Victoria Bryant

149-16 Approve Agenda and Addendum

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the October 4, 2016 agenda and addendum.

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

Nays: None
Mr. Walter declared the motion passed

150-16 Approve Minutes Last Meeting

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the minutes of the September 6, 2016 regular Board meeting.

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

Abstain: Mr. Kent

Nays: None
Mr. Walter declared the motion passed

Public Participation – There was no Public Participation at the meeting.

Administrative Report

- a) Blackboard Analysis – Mr. John Dicks and Mrs. Dee Stark presented to the Board
- b) Concord Township Tax Increment Financing Proceedings – Mrs. Sherry Williamson presented information to the Board
- c) Visit Associate Schools Board Meetings to inform them of current Board Members Term ending December 31, 2016: Dr. Susan Culotta; Mrs. Mary Javins; Mr. Geoffrey Kent; Mr. Ken Klima; Mr. Roger Miller; Mr. Paul Stefanko; Mr. Erik Walter; Mrs. Kelly Wanyek; and Mrs. Mary Wheeler – Ms. Maggie Lynch shared information with the Board.

151-16 Executive Session

A motion was made by Mr. Stefanko and seconded by Dr. Kolkowski to enter into executive session at 7:28 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), I hereby recommend that the Board make a motion to adjourn to executive session 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)(2), I hereby recommend that the Board make a motion to adjourn to executive session to consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest.
- 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, Dr. Culotta, Mrs. Javins, Mr. Kent, Dr. Kolkowski, Mr. Miller, Mr. Stefanko, Mr. Walter, Mrs. Waynek and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Return to public session at 7:53 p.m.

Facilities Committee Report – Mrs. Mary Javins

- a. Update – Summer Projects

Student Achievement Report – Mrs. Jean Brush-Monthly update

Legislative Report – Mrs. Mary Javins-None

Recruitment/Curriculum Committee Report – Ms. Maggie Lynch

152-16 Approve 2nd Enrollment Specialist

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve Beth Cueni as temporary enrollment specialist not to exceed 59 days. A substitute teacher will be placed in the Tech Literacy class during the 59 days.

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

Nays: None

Mr. Walter declared the motion passed

Finance Committee Report – Mrs. Sherry Williamson gave an update to the Board

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, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (See Attachments Item #13)

No Action Required

153-16 Approve Five Year Forecast

A motion was made by Dr. Kolkowski and seconded by Mr. Miller to approve the FY2017-2021 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 Department of Taxation for FY16-17. 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 #14)

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

Nays: None
Mr. Walter declared the motion passed

154-16 Approve Donations

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the monetary donation of \$50.00 for the Landscape Horticulture program. This donation is from Mr. Brian Gilson of Perry, Ohio.

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

Nays: None
Mr. Walter declared the motion passed

155-16 Approve Items 16-18 into One Motion

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to combine item #'s 16-18 into one motion.

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

Nays: None
Mr. Walter declared the motion passed

156-16 Approve Activity Account Changes

A motion was made by Mr. Stefanko and seconded by Dr. Kolkowski to approve the following Activity Account changes:

- A. Closing of the following purpose statement/activity budget accounts. Last year ending balance will be transferred into the general fund account.

Program	Acct. Number	Last Year Balance 6/30/16
GRADS	200-904A	\$153.60
Green Club	200-965A	\$52.18
Job Club	200-926A	\$136.69
Business & Computer Services II	200-984A	\$671.42
Hospitality & Community Services	200-920A	\$1,107.74
Marketing Education	200-935A	\$527.67
Northeast Ohio Culinary Institute	200-916A	\$73.08
Yearbook	200-905A	\$624.07

- B. Combining of funds for the purpose statement/activity budget for the Teaching Professions Pathway Jr. (200-928A) and Teaching Professions Pathway Sr. to now be Teaching Professions Pathway Jr. & Sr. (200-945A).

- C. Approve the following purpose statement/activity for the 2016-2017 school year.

Program	Acct. Number	Last Year Balance 6/30/16	Revenue Anticipated
Advance Manufacturing	200-902A	\$70.00	\$30.00
Allied Health Technology	200-901A	\$76.59	\$1,950.00
Architecture & Project Management	200-909A	\$596.35	\$600.00
Automotive Collision Sr.	200-985A	\$1,053.86	\$400.00
Automotive Technology Jr. & Sr.	200-912A	\$3,399.02	\$1,700.00
Bullying Prevention Team	200-914A	\$0.00	\$1,100.00
Computer Networking & Technology	200-903A	\$0.00	\$850.00
Construction Jr. & Sr.	200-987A	\$321.10	\$1,200.00
Cosmetology Jr. /Holland	200-991A	\$0.00	\$1,500.00
Cosmetology Jr. /Malvicino	200-991B	\$0.00	\$1,500.00
Cosmetology Sr. / Holland	200-992A	\$2,291.52	\$2,200.00
Cosmetology Sr. /Malvicino	200-992B	\$2,649.42	\$1,700.00
Culinary Arts Jr. & Sr.	200-940A	\$2,294.39	\$2,900.00



Program	Acct. Number	Last Year Balance 6/30/16	Revenue Anticipated
DECA	200-930A	\$0.00	\$6,300.00
Electrical Engineering Prep	200-996A	\$11.57	\$600.00
Horticulture	200-915A	\$52,935.22	\$46,000.00
HVAC Jr. & Sr.	200-937A	\$0.00	\$600.00
Information Support and Services	200-917A	\$0.00	\$850.00
Internet Program Development Jr.	200-981A	\$0.00	\$1,000.00
Internet Program Development Sr.	200-982A	\$2,023.39	\$1,000.00
Maintenance & Environmental Services	200-925A	\$6,972.78	\$2,200.00
National Technical Honor Society	200-908A	\$579.34	\$900.00
Patient Care Technician Jr. & Sr.	200-995A	\$803.14	\$600.00
Practical Nursing Adult	200-911A	\$829.83	\$0.00
SADD	200-950A	\$801.97	\$300.00
Skills USA	200-990A	\$45.00	\$12,500.00
Sports Medicine Jr. & Sr.	200-932A	\$9.00	\$375.00
Teaching Professions Pathway Jr. & Sr.	200-945A	\$31.23	\$3,700.00
Welding Jr. & Sr.	200-924A	\$439.04	\$1,000.00
Total		\$79,988.98	\$101,555.00

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

Nays: None

Mr. Walter declared the motion passed

157-16 Approve Substitutes for the 2016-2017 School Year

A motion was made by Mr. Miller and seconded by Mrs. Brush to approve the following substitutes for the 2016-2017 school year.

Michael Lerman
Suzanne Jackson
Stephanie Evanoff
Stacey Murray

EMT/Firefighter Instructor
Diversified Health Occupations
Substitute Kitchen Helper
General Education

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

Nays: None

Mr. Walter declared the motion passed

158-16 Approve Adult Workforce Education Staff

A motion was made by Mrs. Javins and seconded by Mr. Miller to employ the following adult workforce education staff for the 2016-2017 school year. One – Year Limited Contracts.

First Name	Last Name	Title	Hourly Rate
Phillip	Stropkey	Residential Wiring	\$30.00
Robert	Lloyd	EMT/Firefighter	\$30.00
Richard	Sumrada	Welding Instructor	\$30.00
Harry	Pearce	EMT/Paramedic Medical Director	\$30.00

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

Nays: None

Mr. Walter declared the motion passed

159-16 Family Medical Leave and Extended Leave

Family Medical Leave & Extended Leave for Mrs. Jane Metrisin, Teaching Professions Pathway Instructor. Based on the collective bargaining agreement article 16.5.5.

No Action Required

160-16 Motion to Untable Blackboard Five – Year Renewal Contract

A motion was made by Mr. Miller and seconded by Mrs. Javins to untable the Blackboard Five – Year Renewal Contract.

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

Nays: Dr. Kolkowski

Mr. Walter declared the motion passed

161-16 Approve Blackboard Three – Year Contact

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve a three – year of the Blackboard License and Service Agreement contract for October 1, 2016 thru September 30, 2019, in the amount of \$150,000.00 (\$50,000/year) which will be coming out of the VEPD Grant. This renewal includes contract and the users. The clients that participate in the use of Blackboard are Perry High School, Hall of Fame Akron Stem, and Lake County Educational Service Center. (See Attachment Item #23)

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

Nays: None
 Mr. Walter declared the motion passed

162-16 Policies Modifications: Final Reading

A motion was made Mrs. Javins and seconded by Dr. Kolkowski to make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at www.neola.com/auburnjvs-oh and clicking on the policy number. (Attachment Item #24)

Section	Title	Revised/New Policy
Professional Staff 3223	Standard-Based School Counselor Evaluation	New Policy

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

Nays: None
 Mr. Walter declared the motion passed

163-16 Approve Adult Workforce Education Student Handbook for 2016-2017

A motion was made by Mr. Miller and seconded by Mr. Stefanko to approve the Adult Workforce Education student handbook for the 2016-2017 school year. Note any of the changes are highlighted to meet federal standards and/or board policies. (See Attachment Item #25: Emailed)

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

Nays: None
 Mr. Walter declared the motion passed

164-16 2016-2017 Housing Project – 7070 Auburn Road

A motion was made by Mrs. Wheeler and seconded by Mr. Miller.

A. Approve Siding

It is my recommendation that the Board of Education approve the siding quote from Apollo Siding Supply Inc., of Willoughby, Ohio, in the amount of \$3,459.80. There were a total of three quotes submitted, the other two quotes are from ABC Supply Company Inc. of Madison, Ohio and Carter Lumber of Chardon, Ohio. (See Attachment Item #26A)

B. Approve Roofing

It is my recommendation that the Board of Education approve the roofing quote from Apollo Siding Supply Inc., of Willoughby, Ohio, in the amount of \$3,438.70. There were a total of three quotes submitted, the other two quotes are from ABC Supply Company Inc. of Madison, Ohio and Carter Lumber of Chardon, Ohio. (See Attachment Item #26B)

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

Nays: None
Mr. Walter declared the motion passed

165-16 Approve Geauga County Educational Service Center Interdistrict Service Area Contract for 2016-2017

A motion was made by Mrs. Javins and seconded by Mr. Kent.

After discussion, the motion was rescinded and was tabled until November 1, 2016.

166-16 Approve Geauga ESC, Lake ESC and Auburn Career Center Collaborative

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve the amount of \$10,000 for the Geauga ESC, Lake ESC, and Auburn Career Center Collaborative.

Roll Call: **Ayes:** Mrs. Brush, Mrs. Javins, Mr. Kent, Mr. Miller, Mr. Stefanko, and Mrs. Waynek

Nays: Dr. Culotta, Dr. Kolkowski, Mr. Walter and Mrs. Wheeler
Mr. Walter declared the motion passed

167-16 Approve Educational Consulting Services Agreement

A motion was made by Mrs. Javins and seconded by Mr. Kent to approve the educational consulting services agreement between Podojil Consulting and Professional Services and the GLA professional development collaborative in the amount up to \$22,500. (See Attachment #29)

Roll Call: **Ayes:** Mrs. Brush, Mrs. Javins, Mr. Kent, Mr. Miller, Mr. Stefanko, and Mrs. Waynek

Nays: Dr. Culotta, Dr. Kolkowski, Mr. Walter and Mrs. Wheeler
Mr. Walter declared the motion passed

168-16 Approve Membership Dues for Geauga Growth Partnership, Inc.

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve the membership dues of \$1,000 for Geauga Growth Partnership, Inc. of Newbury, OH. The partnership believes that focused, proactive economic development is needed in the county and that a business-led organization can play a critically important role. (See Attachment Item #30)

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

Nays: None
Mr. Walter declared the motion passed

169-16 Approve District Organizational Chart

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the 2016-2017 organizational chart for the Auburn Vocational School District. (See Attachment Item #31)

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

Nays: None
Mr. Walter declared the motion passed

170-16 Approve Volunteer

A motion was made by Mrs. Javins and seconded by Mr. Stefanko to accept the volunteer services of Mrs. Linda Clements of Mentor, Ohio pending a satisfactory background check FBI/BCI fingerprints.

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

Nays: None
Mr. Walter declared the motion passed

171-16 Executive Session

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to enter into executive session at 8:55 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) (5), discussion of matters required to be kept confidential by federal law, rules or state statutes.

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

Nays: None
Mr. Walter declared the motion passed

Return to public session at 10:13 p.m.

172-16 Adjourn

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to adjourn the meeting at 10:14 p.m.

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

Nays: None
Mr. Walter declared the motion passed.



Attachment Item #6b

Administrative Reports: Concord Township Tax Increment Financing Proceedings

October 4, 2016



Concord Township, Lake County, Ohio

NOTICE

8/29/16

Trustees

Christopher A. Galloway
Caroline N. Luhta
Paul R. Malchesky
trustees@concordtwp.com

Fiscal Officer

Wendy L. Dawson
440) 354 7516
440) 350-0904 FAX
wdawson@concordtwp.com

Administrator

Kathy Mitchell
440) 354 7513
440) 354-7511 FAX
kmitchell@concordtwp.com

Fire Chief

Matt Sabo
1600 Concord-Hambden Rd.
440) 354 7503
440) 354-7507 FAX
msabochief@concordtwp.com

Recreation Director

Community Center
Debra L. Bechel-Esker
1671 Auburn Rd.
440) 639-4650
440) 639-4654 FAX
desker@concordtwp.com

Service Director

Frank A. Kraska
440) 350-3226
440) 357-4463 FAX
kraska@concordtwp.com

Planning Director/ Planning Inspector

Bruce Bullard
440) 354 7505
440) 350-0904 FAX
bullard@concordtwp.com

To: Auburn Vocational School District
8140 Auburn Road
Concord Township, Ohio 44077
Attention: Margaret Lynch, Superintendent

Re: Concord Township
Tax Increment Financing Proceedings

Pursuant to Ohio Revised Code Section 5709.73(B), Concord Township is hereby providing notice that the Board of Township Trustees intends to consider adoption of a Resolution (the "TIF Resolution") that would declare the "Improvements" (as defined below) relating to the commercial development on the parcel(s) described on "Exhibit B" attached to the TIF Resolution (the "Property"), to be a public purpose and exempt from real property taxation. A copy of the proposed TIF Resolution is attached hereto. Improvements are defined in Ohio Revised Code Section 5709.73 to be the increase in the assessed value of the Property that would first appear on the tax list and duplicate of real and public utility property after the effective date of the TIF Resolution if it were not for the exemption granted by the TIF Resolution.

To finance the costs of certain public improvements identified in "Exhibit A" of the TIF Resolution that are necessary as a result of development of the area, the Board of Township Trustees intends to consider adoption of the TIF Resolution pursuant to Ohio Revised Code Section 5709.73(B), exempting 75% of the Improvements with respect to the Property from real property taxation for a period of 10 years.

The Board of Trustees plans to consider and may adopt the TIF Resolution at its meeting to be held as early as October 5, 2016, commencing at 7:30 p.m. It is anticipated that the TIF Resolution will be effective immediately upon such adoption.

Any comments that you may have concerning the proposed TIF Resolution should be made to the Township Administrator prior to that meeting. Please let the undersigned know if additional information is required. Your cooperation in connection with this mutually beneficial project for the community is much appreciated.

Date: August 29, 2016

CONCORD TOWNSHIP, OHIO

By: Caroline N. Luhta
Caroline Luhta, Chairman
Concord Township Board of Trustees

Upon receipt, please sign and date this notice and return the signed copy to the Township for the Township's files.

Received: Auburn Vocational School District

Date: _____, 2016

By: _____

Title: _____

Enclosure: TIF Resolution

Trustee _____ moved for the adoption of the following Resolution 2016-XX

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Ohio Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

RESOLUTION NO. 2016- XX

A RESOLUTION DECLARING IMPROVEMENTS TO CERTAIN PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, DESCRIBING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE TO DIRECTLY BENEFIT THOSE PARCELS, REQUIRING THE OWNERS THEREOF TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES AND ESTABLISHING A TAX INCREMENT EQUIVALENT FUND.

WHEREAS, Ohio Revised Code Sections 5709.73 through 5709.75 (the "Act") provide that this Board may (i) declare improvements to parcels of real property located in the Township to be a public purpose, thereby exempting those improvements from real property taxation for a period of time, (ii) specify public infrastructure improvements to be made to directly benefit those parcels and declare those public improvements to be for a public purpose, (iii) provide for the making of service payments in lieu of taxes by the owners thereof, and (iv) establish a public improvement tax increment equivalent fund into which such service payments shall be deposited; and

WHEREAS, the public infrastructure improvements described in "Exhibit A" hereto (the "Public Improvements") if undertaken, or caused to be undertaken, by the Township will directly benefit the parcel(s) described on "Exhibit B" hereto (the territory of each of those parcels, as it may be consolidated with other parcels or split, is hereinafter referred to as the "Property") and are necessary for the development of the Property; and

WHEREAS, the Township has determined that it is necessary and appropriate and in the best interests of the Township to provide for service payments in lieu of taxes with respect to the Property pursuant to the Act; and

WHEREAS, the Property is located in the Riverside Local School District and the Auburn Career Center Joint Vocational School District, and the Boards of Education of those School Districts have received the notice of this Resolution as required by Ohio Revised Code Section 5709.83;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Concord Township, Lake County, Ohio, that:

Section 1. Pursuant to and in accordance with the provisions of the Act, and, in particular, Ohio Revised Code Section 5709.73(B) this Board hereby finds and determines that 100% of the increase in assessed value of the Property that would first appear on the tax list and duplicate of real and public utility property after the effective date of this Resolution were it not for exemption granted by this Resolution (which increase in assessed value is hereinafter referred to as the "Improvements" as defined in Ohio Revised Code Section 5709.73) is a public purpose, and 75% of the Improvements

are hereby declared to be a public purpose for a period of 10 years and exempt from taxation, commencing with tax year 2017, and ending on the earlier of (1) the date the Improvements have been exempted from taxation for a period of 10 years, or (2) the date on which the Township has collected into the Fund established in "Section 4" hereof a total amount of payments in lieu of taxes available for and sufficient to pay the costs provided in "Section 4" hereof.

Section 2. The Public Improvements set forth in "Exhibit A" hereto intended to be undertaken, or caused to be undertaken, by the Township, are hereby declared to be for a public purpose and are hereby designated as those public infrastructure improvements that directly benefit, or that once made will directly benefit, the Property, and are necessary for the development of the Property, including any of the Public Improvements not to be owned by the Township.

Section 3. As provided in Section 5709.74 of the Ohio Revised Code, the owner or owners of the Improvements are hereby required to, and shall make, service payments in lieu of taxes to the Lake County Treasurer on or before the final dates for payment of real property taxes, which service payments shall be deposited in the Fund established in "Section 4" hereof. This Board hereby authorizes and directs any member of this Board, the Township Administrator, the Township Fiscal Officer, or other appropriate officers of the Township to make such arrangements as are necessary and proper for collection from the owner of said service payments in lieu of taxes and to provide such information and certifications, and execute and deliver or accept delivery of such instruments, as are necessary and incidental to receiving payment of said service payments in lieu of taxes.

Section 4. This Board hereby establishes pursuant to and in accordance with the provisions of Section 5709.75 of the Ohio Revised Code, the **Auburn Road Interconnect** Public Improvement Tax Increment Equivalent Fund (the "Fund"), into which shall be deposited all of the service payments in lieu of taxes distributed to the Township with respect to the Improvements on the Property by or on behalf of the County Treasurer as provided in Section 5709.74 of the Ohio Revised Code, and hereby provides that all of the moneys deposited in the Fund shall be used solely for the following purposes:

- (a) To pay any and all planning, engineering, acquisition, construction, installation, financing costs, and any and all other direct and indirect costs of the Public Improvements, including all costs described in Ohio Revised Code Section 133.15(B);
- (b) To pay the principal, interest and premium, if any, on bonds or notes or other obligations issued under division (H) of Section 5709.73 of the Ohio Revised Code or on other obligations issued or loans entered into by the Township or other governmental entity at the request of the Township to finance the Public Improvements,

including refunding or additional bonds or notes or other obligations, and to pay trustee and other costs related to servicing those obligations and providing and replenishing a reserve fund and to pay any costs charged by the lender or issuer of those obligations (if other than the Township); and

- (c) To reimburse the Township or other governmental entity for any funds used by the Township or other governmental entity at the request of the Township to pay costs of the Public Improvements, or to pay interest or principal, or premium, on any of the aforesaid notes, bonds, or loans, prior to receipt of service payments in lieu of taxes as described in Section 3 hereof.

The Fund shall remain in existence so long as such service payments are collected and used for the aforesaid purposes, after which said Fund shall be dissolved in accordance with said Section 5709.75.

Section 5. Pursuant to Section 5709.73 of the Ohio Revised Code, the Township Fiscal Officer of this Board is hereby directed to deliver a copy of this Resolution to the Director of the Department of Development of the State of Ohio within fifteen days after its adoption. On or before March 31st of each year that the exemption set forth in "Section 1" hereof remains in effect, the Township Administrator or other authorized officer of this Township shall prepare and submit to the Director of the Department of Development of the State of Ohio the status report required under Section 5709.73 of the Ohio Revised Code.

Section 6. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22 of the Ohio Revised Code..

Section 7. This Resolution shall be in full force and effect from and immediately after its adoption.

Trustee _____ seconded the motion and upon roll call the vote resulted as follows:

Vote: _____ ayes _____ nays

_____ Caroline N. Luhta, Chairman

_____ Paul R. Malchesky, Vice-Chair

_____ Christopher A. Galloway, Trustee

The foregoing is a true and correct counterpart of Resolution #2016-XX, duly adopted on October __ 2016 and filed with me, as the Township Fiscal Officer on October __ 2016.

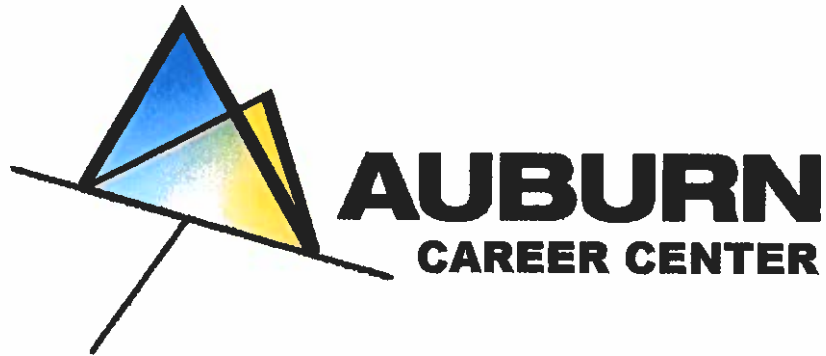
*Amy L. Dawson, Fiscal Officer
Concord Township, Lake County, Ohio*

“EXHIBIT A”

DESCRIPTION OF PUBLIC INFRASTRUCTURE IMPROVEMENTS

The Public Infrastructure Improvements include the following:

- (i) The construction of a road connecting Auburn Road to State Route 44 to align with Capital Parkway, and all drainage improvements, signalization, public utilities, lighting and other improvements related thereto;
- (ii) Any changes made to the intersection of Auburn Road at its intersection with State Route 44;
- (iii) Construction of a sanitary sewer service line along State Route 44;
- (iv) The acquisition of interests in real estate related to the foregoing; and
- (v) The construction and improvement of all other public roads and road related improvements and the installation of public utilities, in each case, located in and around or otherwise directly benefitting the Property.



Attachment Item #13

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
August 31, 2016

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,427,067.11	\$ 888,971.09	\$ 2,536,294.43	\$ 863,848.85	\$ 1,473,324.18	\$ 5,490,037.36	\$ 1,055,368.80	\$ 4,434,668.56
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 50,583.00	\$ 54.78	\$ 126.53	\$ 35,221.42	\$ 84,613.52	\$ (33,903.99)	\$ 15,361.58	\$ (49,265.57)
006	Food Service	\$ 2,738.07	\$ 80,421.95	\$ 80,423.45	\$ 15,489.44	\$ 22,542.27	\$ 60,619.25	\$ 7,239.86	\$ 53,379.39
009	USSF	\$ 10,196.82	\$ 5,994.00	\$ 6,019.00	\$ -	\$ -	\$ 16,215.82	\$ 10,196.82	\$ 6,019.00
011	Rotary	\$ 91,779.53	\$ -	\$ -	\$ -	\$ -	\$ 91,779.53	\$ 15,620.00	\$ 76,159.53
012	Adult Education	\$ 136,667.16	\$ 134,659.55	\$ 187,548.42	\$ 187,451.81	\$ 295,999.51	\$ 28,216.07	\$ 98,251.82	\$ (70,035.75)
014	Rotary Internal Service Fund	\$ 2,261.27	\$ -	\$ -	\$ 1,418.78	\$ 1,418.78	\$ 842.49	\$ 1,500.00	\$ (657.51)
018	Principal Fund	\$ 3,261.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 610.91	\$ 27,650.09	\$ 800.00	\$ 26,850.09
019	Trust Fund-Camp Discovery	\$ 431,938.70	\$ -	\$ 15,000.00	\$ 15,324.64	\$ 15,824.64	\$ 431,114.06	\$ 17,455.69	\$ 413,658.37
022	Scholarships	\$ 14,544.28	\$ -	\$ -	\$ 1,000.00	\$ 1,333.33	\$ 13,210.95	\$ 1,666.65	\$ 11,544.30
024	Employee Self Insurance Fund	\$ 11,544.05	\$ -	\$ -	\$ 1,838.50	\$ 2,905.86	\$ 8,638.19	\$ 27,094.14	\$ (18,455.95)
031	Underground Storage Tank Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	Student Activity Fund	\$ 83,551.17	\$ 110.00	\$ 610.00	\$ 5,628.01	\$ 5,673.01	\$ 78,488.16	\$ 6,412.08	\$ 72,076.08
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 2,505.38	\$ 7,865.64	\$ 7,865.64	\$ 5,124.90	\$ 20,744.68	\$ (10,373.66)	\$ 17,056.97	\$ (27,430.63)
524	VEPD Secondary and Adult Fund	\$ -	\$ -	\$ -	\$ 18,409.76	\$ 18,409.76	\$ (18,409.76)	\$ 11,460.00	\$ (9,949.76)
573	Title V Innovative Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
584	Drug Free Grant Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals		\$ 5,268,637.54	\$ 1,143,077.01	\$ 2,858,887.47	\$ 1,150,756.11	\$ 1,943,400.45	\$ 6,184,124.56	\$ 1,285,484.41	\$ 4,898,640.15

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
 8/31/16

B

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,332,151.07	\$ 59,426.01	\$ 9,391,577.08	\$ 1,473,324.18	\$ 863,848.85	\$ 1,055,368.80	\$ 6,862,884.10	26.33%
002	Bond Retirement	\$ 475,595.50	\$ -	\$ 475,595.50	\$ -	\$ -	\$ -	\$ 475,595.50	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 56,318.67	\$ 50,583.00	\$ 106,901.67	\$ 84,613.52	\$ 35,221.42	\$ 15,361.58	\$ 6,926.57	0.00%
006	Lunchroom Fund	\$ 232,470.07	\$ -	\$ 232,470.07	\$ 22,542.27	\$ 15,489.44	\$ 7,239.86	\$ 202,687.94	12.81%
009	Uniform School Supply Fund	\$ 16,215.82	\$ -	\$ 16,215.82	\$ -	\$ -	\$ 10,196.82	\$ 6,019.00	0.00%
011	Customer Service Fund	\$ 91,779.53	\$ -	\$ 91,779.53	\$ -	\$ -	\$ 15,620.00	\$ 76,159.53	17.02%
012	Adult Education Fund	\$ 1,624,387.13	\$ 22,580.99	\$ 1,646,968.12	\$ 295,999.51	\$ 187,451.81	\$ 98,251.82	\$ 1,252,716.79	23.94%
014	Rotary Internal Service Fund	\$ 3,342.49	\$ 1,418.78	\$ 4,761.27	\$ 1,418.78	\$ 1,418.78	\$ 1,500.00	\$ 1,842.49	61.30%
018	Principal Fund	\$ 25,750.00	\$ 2,511.00	\$ 28,261.00	\$ 610.91	\$ -	\$ 800.00	\$ 26,850.09	4.99%
019	Other Grants	\$ 442,238.70	\$ 4,700.00	\$ 446,938.70	\$ 15,824.64	\$ 15,324.64	\$ 17,455.69	\$ 413,658.37	0.00%
022	Scholarships	\$ 12,877.62	\$ 1,666.66	\$ 14,544.28	\$ 1,333.33	\$ 1,000.00	\$ 1,666.65	\$ 11,544.30	20.63%
024	Employee Benefits	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 2,905.86	\$ 1,838.50	\$ 27,094.14	\$ -	100.00%
200	Student Activities	\$ 83,924.17	\$ 237.00	\$ 84,161.17	\$ 5,673.01	\$ 5,628.01	\$ 6,412.08	\$ 72,076.08	14.36%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 252,906.10	\$ 2,505.38	\$ 255,411.48	\$ 20,744.68	\$ 5,124.90	\$ 17,056.97	\$ 217,609.83	14.80%
524	VEPD Secondary and Adult	\$ 323,741.99	\$ -	\$ 323,741.99	\$ 18,409.76	\$ 18,409.76	\$ 11,460.00	\$ 293,872.23	9.23%
590	Improving Teacher Quality	\$ 1,260.61	\$ -	\$ 1,260.61	\$ -	\$ -	\$ -	\$ 1,260.61	0.00%
599	REAP	\$ 33,000.00	\$ -	\$ 33,000.00	\$ -	\$ -	\$ -	\$ 33,000.00	0.00%
	Grand Total	\$ 13,039,759.47	\$ 145,628.82	\$ 13,185,388.29	\$ 1,943,400.45	\$ 1,150,756.11	\$ 1,285,484.41	\$ 9,956,503.43	24.49%

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, 2016

C

	Monthly Comparison			Avg Chg	Note	Annual Comparison			Temp. Budget 2017 - Estimate	Remain 2017	Budget Expended 17%
	Aug FY15	Aug FY16	Aug FY17			Actual 2015	Actual 2016	2017 - Estimate			
Revenue											
Real Estate	\$ 2,525,478	\$ 2,539,686	\$ 1,771,122	-14.8%		\$ 5,398,396	\$ 4,612,462	\$ 4,612,337	\$ 2,841,215		38%
Commercial	\$ -	\$ -	\$ -	#DIV/0!		\$ 399,421	\$ 880,675	\$ 880,799	\$ 880,799		0%
Tangible Personal (PU)	\$ 142,695	\$ 202,999	\$ 42,050	-18.5%		\$ -	\$ 412,393	\$ 412,394	\$ 370,344		10%
Gen Tan & Exempt	\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	\$ -	\$ -		#DIV/0!
Foundation	\$ 335,352	\$ 336,262	\$ 338,054	0.4%		\$ 1,976,358	\$ 2,012,256	\$ 2,012,257	\$ 1,674,203		17%
PU Reimb	\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	\$ -	\$ -		#DIV/0!
Tang Tx Rep/Casino	\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	\$ -	\$ -		#DIV/0!
Homestead & Rollback	\$ 4,359	\$ -	\$ -	#DIV/0!		\$ 817,295	\$ 784,736	\$ 784,735	\$ 784,735		0%
Other	\$ 25,827	\$ 47,586	\$ 326,183	334.9%		\$ 243,693	\$ 199,220	\$ 481,045	\$ 154,862		68%
Subtotal	\$ 3,033,711	\$ 3,126,533	\$ 2,477,409	-8.9%		\$ 8,835,163	\$ 8,901,742	\$ 9,183,567	\$ 6,706,158		27%
Expense											
Salaries	\$ 724,157	\$ 672,721	\$ 675,327	-3.4%		\$ 4,531,297	\$ 4,024,840	\$ 3,421,543	\$ 2,746,216		20%
Benefits	\$ 254,344	\$ 269,346	\$ 278,775	4.7%		\$ 1,636,795	\$ 1,565,727	\$ 1,334,783	\$ 1,056,008		21%
Purchased Services	\$ 205,261	\$ 163,642	\$ 213,964	5.2%		\$ 1,506,175	\$ 1,191,991	\$ 1,064,699	\$ 850,735		20%
Supplies	\$ 33,875	\$ 62,382	\$ 57,524	38.2%		\$ 470,293	\$ 406,676	\$ 350,702	\$ 293,178		16%
Capital Outlay/Equipment	\$ 53,859	\$ 33,459	\$ 20,213	-38.7%		\$ 262,034	\$ 153,859	\$ 127,033	\$ 106,820		16%
Summer Projects	\$ -	\$ -	\$ 83,221	#DIV/0!		\$ -	\$ -	\$ 300,000	\$ 216,779		28%
Parking Lot	\$ -	\$ 340,528	\$ -			\$ -	\$ 348,532	\$ -	\$ -		#DIV/0!
Other	\$ 39,856	\$ 51,160	\$ 42,477	5.7%		\$ 161,285	\$ 198,199	\$ 160,891	\$ 118,414		26%
Subtotal	\$ 1,311,352	\$ 1,593,238	\$ 1,371,501			\$ 8,567,879	\$ 7,889,824	\$ 6,759,651	\$ 5,388,151		
Revenue/Expense (Operating Balance)	\$1,722,359	\$1,533,295	\$1,105,909			\$267,284	\$1,011,918	\$2,423,916			
Other Uses											
Advances Returned	\$ 411,769	\$ -9,503	\$ 58,884			\$ 456,805	\$ 9,503				
Sale of Student House	\$ -	\$ -	\$ -			\$ -	\$ -				
Repay Construction Loan	\$ -	\$ -	\$ -			\$ -	\$ -				
Advances Out	\$ -	\$ -	\$ -			\$ 9,503	\$ 58,884				
Transfers	\$ 389,033	\$ 94,237	\$ 101,823			\$ 905,906	\$ 644,792				
Subtotal	\$22,736	(\$84,734)	(\$42,939)			(\$458,604)	(\$694,173)				
Beginning Cash	\$ 4,343,944	\$ 5,268,500	\$ 5,464,915			\$ -	\$ 5,540,489				
Ending Cash	\$ 6,045,739	\$ 5,557,886	\$ 5,490,036			\$ (191,320)	\$ 4,427,070				
Encumbrances	\$ 1,306,122	\$ 1,029,750	\$ 1,055,369			\$ 598,965	\$ 59,426				

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

Date: 09/01/2016
Time: 10:43 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 08/01/2016 AND 08/31/2016
ALL CHECKS SELECTED

Page: 1
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043854	W	08/04/2016	CONTINENTAL FIRE & SECURITY	011490	RECONCILED:08/10/2016		259.00
043855	W	08/04/2016	CONSOLIDATED ELECTRIC DIST INC	008980	RECONCILED:08/09/2016		772.10
043856	W	08/04/2016	LAKE COUNTY TOWNSHIP ASSN	040572	RECONCILED:08/29/2016		12.00
043857	W	08/04/2016	ASCERTED LLC	041170	RECONCILED:08/08/2016		256.00
043858	W	08/04/2016	OHIO ACTE	000682	RECONCILED:08/09/2016		60.00
043859	W	08/04/2016	FOOD FOR THOUGHT	008777	RECONCILED:08/12/2016		242.90
043860	W	08/04/2016	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED:08/10/2016		2,620.50
043861	W	08/04/2016	GAZETTE NEWSPAPERS	011455	RECONCILED:08/08/2016		198.00
043862	W	08/04/2016	KARLOVEC MEDIA GROUP	001614	RECONCILED:08/10/2016		886.20
043863	W	08/04/2016	ALLYSON GUTOWSKI	041177	RECONCILED:08/19/2016		1,000.00
043864	W	08/04/2016	OHIO SCHOLS COUNCIL - GAS	000812	RECONCILED:08/08/2016		3,177.09
043865	W	08/04/2016	LAUREN K. WEISENBACH	041178	RECONCILED:08/12/2016		1,000.00
043866	W	08/04/2016	ILLUMINATING COMPANY	000925	RECONCILED:08/08/2016		23,393.94
043867	W	08/04/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	RECONCILED:08/11/2016		77.49
043868	W	08/04/2016	AT&T	000171	RECONCILED:08/09/2016		1,381.46
043869	W	08/04/2016	EDUCATIONAL MANAGEMENT SERVICES INC	001227	RECONCILED:08/12/2016		1,050.00
043870	W	08/04/2016	AT&T	000171	RECONCILED:08/08/2016		154.97
043871	W	08/04/2016	STRS OHIO	040508	RECONCILED:08/09/2016		20.00
043872	W	08/04/2016	CRILE ROAD HARDWARE	000551	RECONCILED:08/08/2016		289.07
043873	W	08/04/2016	PAINESVILLE PUBLISHING INC.	000493	RECONCILED:08/08/2016		145.00
043874	W	08/04/2016	HENGST STREFF BAJKO ARCHITECTS INC	041179	RECONCILED:08/11/2016		4,310.10
043875	W	08/04/2016	SHOUTPOINT, INC.	013704	RECONCILED:08/09/2016		1,035.00
043876	B	08/04/2016	UH GEAUGA MEDICAL CENTER	007298			50.00
043877	B	08/04/2016	GREAT LAKES TRUCK DRIVING SCHOOL	008207	RECONCILED:08/08/2016		1,053.38
043878	C	08/08/2016	Payroll	999999	RECONCILED:08/31/2016		224,731.23
043879	W	08/10/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED:08/15/2016		24,028.32
043880	W	08/10/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:08/29/2016		10,090.28
043881	W	08/11/2016	BRENDA CARRAHER	001681	RECONCILED:08/15/2016		243.00
043882	W	08/11/2016	NEOPOST USA INC	001945	RECONCILED:08/17/2016		166.99
043883	W	08/11/2016	VIVIANI FAMILY LIMITED PARTNERSHIP	011774	RECONCILED:08/25/2016		1,490.90
043884	W	08/11/2016	SUNRISE SPRINGS WATER CO.	001256	RECONCILED:08/15/2016		90.60
043885	W	08/11/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:08/15/2016		1,771.10
043886	W	08/11/2016	PACIFIC TELEMAGEMENT SERVICES	040344	RECONCILED:08/17/2016		153.00
043887	W	08/11/2016	IDENTISYS, INC.	010770	RECONCILED:08/16/2016		1,227.71
043888	W	08/11/2016	UH GEAUGA MEDICAL CENTER	007298	RECONCILED:08/17/2016		65.00
043889	W	08/11/2016	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED:08/18/2016		658.88
043890	W	08/11/2016	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:08/15/2016		399.00
043891	W	08/11/2016	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED:08/15/2016		333.11
043892	W	08/11/2016	APPLIED EDUCATIONAL SYSTEMS, I	040782	RECONCILED:08/15/2016	1	3,850.00
043893	W	08/11/2016	LAKE HEALTH	004099	RECONCILED:08/16/2016		122.00
043894	W	08/11/2016	TOTAL QUALITY TESTING	040323	RECONCILED:08/16/2016		3,675.00
043895	W	08/11/2016	MAIL FINANCE	040153	RECONCILED:08/17/2016		634.13
043896	W	08/11/2016	IRON MOUNTAIN	011058	RECONCILED:08/16/2016		1,511.52

Date: 09/01/2016
 Time: 10:43 am

AUBURN VOCATIONAL SCHOOL DISTR
 SORT BY CHECK NUMBER
 CHECK DATES BETWEEN 08/01/2016 AND 08/31/2016
 ALL CHECKS SELECTED

Page: 2
 (CHECKPT)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043897	W	08/11/2016	AT&T	000171	RECONCILED:08/16/2016		663.60
043898	W	08/11/2016	CITY OF P'VILLE UTIL.	000215	RECONCILED:08/17/2016		703.28
043899	W	08/11/2016	BAUDVILLE	010143	RECONCILED:08/18/2016		216.49
043900	W	08/11/2016	OHIO SCHOOLS COUNCIL	000672	RECONCILED:08/18/2016		3,232.00
043901	W	08/11/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:08/15/2016		1,766.00
043902	W	08/11/2016	FOOD FOR THOUGHT	008777	RECONCILED:08/19/2016		835.25
043903	W	08/11/2016	WASTE MANAGEMENT OF OHIO	000734	RECONCILED:08/15/2016		499.53
043904	W	08/11/2016	FOOD FOR THOUGHT	008777	RECONCILED:08/19/2016		654.00
043905	W	08/11/2016	DIANE MARJENIN	012755	RECONCILED:08/12/2016		50.60
043906	W	08/11/2016	GERALD ALLEN	040907	RECONCILED:08/12/2016		23.76
043907	W	08/11/2016	MARY ANN KERWOOD	001517	RECONCILED:08/12/2016		131.90
043908	W	08/11/2016	JANE ISHEE A	010194	RECONCILED:08/12/2016		106.92
043909	W	08/11/2016	CAROL BRAFFORD	041142	RECONCILED:08/12/2016		95.04
043910	W	08/11/2016	CDW GOVERNMENT	011547	RECONCILED:08/12/2016		848.00
043911	C	08/23/2016	Payroll	999999	RECONCILED:08/31/2016		220,711.18
043912	W	08/25/2016	STATE TEACHERS RETIREMNT	000480	RECONCILED:08/29/2016		24,669.99
043913	W	08/25/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:08/29/2016		9,946.56
043914	W	08/26/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/26/2016	1	187.47
043915	W	08/26/2016	STATE CLEANING SOLUTIONS	012272	RECONCILED:08/29/2016		233.36
043916	W	08/26/2016	FIRST COMMUNICATIONS	010610	RECONCILED:08/30/2016		133.06
043917	W	08/26/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/26/2016		999.75
043918	W	08/26/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435	RECONCILED:08/31/2016		6.89
043919	W	08/26/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/26/2016		533.91
043920	W	08/26/2016	UH GEAUGA MEDICAL CENTER	007298			45.00
043921	W	08/26/2016	ILLUMINATING COMPANY	000925	RECONCILED:08/29/2016		1,422.84
043922	W	08/26/2016	QUILL CORP	000855	RECONCILED:08/31/2016		143.10
043923	W	08/26/2016	HANDY MAN INSULATION CO.	040632	RECONCILED:08/30/2016		1,200.00
043924	W	08/26/2016	PATRICIA I. KOSLO	040283	RECONCILED:08/30/2016		3,000.00
043925	W	08/26/2016	GCA SERVICES GROUP	041167	RECONCILED:08/29/2016		15,760.08
043926	W	08/26/2016	DIANA FLORES VILLANUEVA	041183	RECONCILED:08/30/2016		1,000.00
043927	W	08/26/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2502458767	010207	RECONCILED:08/30/2016		393.61
043928	W	08/26/2016	YARDMASTER INC.	008148	RECONCILED:08/29/2016		1,475.63
043929	W	08/26/2016	GENE PTACHEK & SON PIPE EQUIPMENT, INC.	000640	RECONCILED:08/30/2016		5,656.38
043930	W	08/26/2016	WEX BANK	010639	RECONCILED:08/30/2016		227.69
043931	W	08/26/2016	PLATTENBURG AND ASSOC., INC.	040994			1,738.00
043932	W	08/26/2016	GENERAL PEST CONTROL CO.	011210			103.75
043933	W	08/26/2016	PMF RENTAL	041084	RECONCILED:08/31/2016		210.00
043934	W	08/26/2016	TREASURER, STATE OF OHIO	001188	RECONCILED:08/29/2016		100.00
043935	W	08/26/2016	POLL OFF INC.	011290			410.00
043936	W	08/26/2016	BLACKMORE'S SECURITY INC	000022			189.00
043937	W	08/26/2016	MAJOR WASTE DISPOSAL SERVICES, INC	000570	RECONCILED:08/31/2016		70.00
043938	W	08/26/2016	PEPPE & WAGGONER, LTD.	012424	RECONCILED:08/29/2016		8,301.00
043939	W	08/26/2016	R.E. MICHEL COMPANY INC	012295	RECONCILED:08/30/2016		8,055.28
043940	W	08/26/2016	AT&T	000171	RECONCILED:08/30/2016		156.76
043941	W	08/26/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/26/2016		2,790.92
043942	W	08/26/2016	NATIONAL ALLIANCE OF	010450			150.00

Date: 09/01/2016
 Time: 10:43 am

AUBURN VOCATIONAL SCHOOL DISTR
 SORT BY CHECK NUMBER
 CHECK DATES BETWEEN 08/01/2016 AND 08/31/2016
 ALL CHECKS SELECTED

Page: 3
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT

BUSINESS							
043943	W	08/26/2016	LINCOLN ELECTRIC CO.	000984	RECONCILED:08/29/2016		1,772.32
043944	W	08/26/2016	SMOCKER BY BEZAR MFG CO	040974	RECONCILED:08/31/2016		3,546.00
043945	W	08/26/2016	ROBERT J. NEMECEK	041160			100.00
043946	W	08/26/2016	NICHOLAS HUEBNER	041161			100.00
043947	W	08/26/2016	SHERRI J. VENMAN	041162			100.00
043948	W	08/26/2016	CHRIS BASICH	041163	RECONCILED:08/29/2016		100.00
043949	W	08/26/2016	JAVELINA SOFTWARE INC.	011563			291.38
043950	W	08/26/2016	GRAINGER	000466	RECONCILED:08/29/2016		316.00
043951	W	08/26/2016	OH ASSOC. OF SECONDARY SCHOOL ADMINISTRATORS	007083			550.00
043952	W	08/26/2016	SCREENVISION DIRECT	040250	RECONCILED:09/30/2016		1,296.00
043953	W	08/26/2016	SUNRISE SPRINGS WATER CO.	001256	RECONCILED:08/31/2016		2,159.20
043954	W	08/26/2016	BALL HORTICULTURE CO.	011318	RECONCILED:08/30/2016	1	3,539.40
043955	W	08/26/2016	AUBURN CAREER CENTER	000499	RECONCILED:08/29/2016		130.00
043956	W	08/26/2016	NEOLA, INC.	011092			650.00
043957	W	08/26/2016	MCMASTER-CARR SUPPLY CO.	010826	RECONCILED:08/29/2016		148.62
043958	W	08/26/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/26/2016		650.52
043959	W	08/26/2016	BFG SUPPLY CO., LLC	001284	RECONCILED:08/29/2016	1	1,875.14
043960	W	08/26/2016	21ST CENTURY MEDIA - OHIO	000414			400.00
043961	W	08/26/2016	WHITEHOUSE CONSTRUCTION CO.	041039	RECONCILED:08/30/2016		35,221.42
043962	W	08/26/2016	DOMINION EAST OHIO	004003	RECONCILED:08/29/2016		57.76
043963	W	08/26/2016	WHITEHOUSE CONSTRUCTION CO.	041039	RECONCILED:08/30/2016		51,716.22
043964	W	08/30/2016	GEAUGA COUNTY AGRICULTURAL SOCIETY	012377			600.00
043965	W	08/30/2016	DOMINION EAST OHIO	004003			288.48
043966	W	08/30/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/30/2016		4,313.37
043967	W	08/30/2016	TESTOUT	011186			2,500.00
043968	W	08/30/2016	ORA EDUCATION FOUNDATION	011338			1,900.00
043969	W	08/30/2016	AMERICA EXPRESS	040915			21,748.69
043970	W	08/30/2016	LAKE CTY DEPT OF JOB & FAMILY	013530			113.27
043971	W	08/30/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:08/30/2016		2,423.53
043972	W	08/30/2016	FOOD FOR THOUGHT	008777			1,419.50
043973	W	08/30/2016	SAM'S CLUB	008469			507.16
043974	W	08/31/2016	HARTMAN PUBLISHING, INC.	012899		1	736.14
043975	W	08/31/2016	GOODHEART-WILLCOX PUBLISHER	000370		1	1,243.69
043976	W	08/31/2016	MSC INDUSTRIAL SUPPLY CO. INC.	007489			2,297.33
043977	W	08/31/2016	SHOP SUPPLY & TOOL CO., INC.	007258			2,561.80
043978	W	08/31/2016	OHIO ACTE	000682			100.00
043979	W	08/31/2016	WESTERN RESERVE OFFICE SUPPLY	001065			311.37
043980	W	08/31/2016	WWLC CHAMBER OF COMMERCE	040233			275.00
043981	W	08/31/2016	KENSTON ATHLETIC BOOSTERS	040127			200.00
043982	W	08/31/2016	HARVEY ATHLETIC DEPT. C/O CREATIVE ADVERTISING & ART	040125			280.00
043983	W	08/31/2016	LAKE COUNTY SHERIFF'S OFFICE	011385			84,491.00
043984	W	08/31/2016	LBL PRINTING	013500			1,700.30
043985	W	08/31/2016	FISDAP	013929			756.00
043986	W	08/31/2016	PLATINUM EDUCATIONAL GROUP	013338			1,440.00
043987	W	08/31/2016	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053			6,378.33
043988	W	08/31/2016	SKILLS USA INC. ATTN: MEMBERSHIP DEPT.	000290			26.00

Date: 09/01/2016
 Time: 10:43 am

AUBURN VOCATIONAL SCHOOL DISTR
 SORT BY CHECK NUMBER
 CHECK DATES BETWEEN 08/01/2016 AND 08/31/2016
 ALL CHECKS SELECTED

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043989	W	08/31/2016	GRAINGER	000466			19.80
043990	W	08/31/2016	EDUCATIONAL MANAGEMENT SERVICES INC	001227			1,050.00
043991	W	08/31/2016	WALMART COMMUNITY	001862			397.31
043992	W	08/31/2016	LAKE COUNTY DEPARTMENT OF UTILITIES	001435			867.15
043993	W	08/31/2016	ILLUMINATING COMPANY	000925			25,085.55
043994	W	08/31/2016	PACIFIC TELEMAGEMENT SERVICES	040344			153.00
043995	W	08/31/2016	MELIOR, INC.	040584			2,600.00
043996	W	08/31/2016	PEARSON EDUCATION	011383		1	587.86
043997	W	08/31/2016	CENGAGE LEARNING	010328		1	4,068.50
043998	W	08/31/2016	JONES & BARLETT LEARNING, LLC	010442		1	2,740.64
043999	W	08/31/2016	ALFRED NICKLES BAKERY INC	001071			85.76
044000	W	08/31/2016	SPEE-D-METALS	001679			1,220.50
044001	W	08/31/2016	GORDON FOOD SERVICE	008479			7,121.29
044002	W	08/31/2016	DEE STARR-KURTZ A	008279			25.26
044003	W	08/31/2016	CHRISTINE TREDENT	040990			25.39
044004	W	08/31/2016	ANDREA TRACY A	041184			37.27
044005	W	08/31/2016	MARGARET LYNCH A	011104			227.93
044006	W	08/31/2016	JEFF SLAVKOVSKY	013632			27.12
044007	W	08/31/2016	LUCINDA YOO A	014013			29.70
044008	W	08/31/2016	DAWN BUBONIC A	012967			15.12
044009	W	08/31/2016	ADVANCED GAS & WELDING SOLUTIONS LLC	013407			1,027.00
044010	W	08/31/2016	BORDEN DAIRY COMPANY	000154			350.38
900716	M	08/09/2016	SERS MEMO ONLY	900926			1,037.70
974737	M	08/10/2016	BANK ONE/MEMO/MEDICARE	900663			3,229.85
974738	M	08/10/2016	BANK ONE/MEMO/FICA	900693			23.25
974739	M	08/10/2016	Workers Comp	900950			1,010.28
974740	M	08/01/2016	FLEX SAVE MZ: 04 2W 8317	999992			157.60
974741	M	08/01/2016	LAKE COUNTY SCHOOLS COUNCIL	999993			93,428.13
974825	M	08/25/2016	BANK ONE/MEMO/MEDICARE	900663			3,153.66
974826	M	08/25/2016	Workers Comp	900950			993.27
990722	T	08/07/2016	AUBURN CAREER CENTER	000499	RECONCILED:08/31/2016		100,780.00
990723	M	08/31/2016	MEDICAL MUTUAL OF OHIO MEMO ONLY	999994			1,838.50

V VOIDED CHECKS	0	CHECK TOTALS	0.00
R RECONCILED CHECKS	99	CHECK TOTALS	845,853.10
W WARRANT CHECKS	153	CHECK TOTALS	483,041.08
M MEMO CHECKS	9	CHECK TOTALS	104,872.24
B REFUND CHECKS	2	CHECK TOTALS	1,103.38
I INVESTMENT CHECKS	0	CHECK TOTALS	0.00

Date: 09/01/2016
Time: 10:43 am

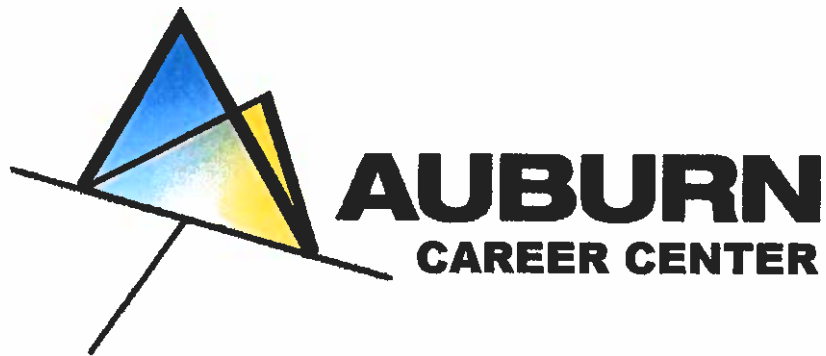
AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 08/01/2016 AND 08/31/2016
ALL CHECKS SELECTED

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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
T	TRANSFER CHECKS		1	CHECK TOTALS			100,760.00
D	DISTRIBUTION CHECKS		0	CHECK TOTALS			0.00
C	PAYROLL CHECKS		2	CHECK TOTALS			445,442.41
	MISSING CHECKS		0				
**	TOTAL CHECKS (LESS VOIDED)		167	** TOTAL NET			1,135,239.11
***	TOTAL CHECKS WRITTEN		167	*** GRAND TOTALS			1,135,239.11

Auburn Career Center Bank Reconciliation <u>August 31, 2016</u>		E
First Merit Checking	\$	276,231.84
Huntington (Main Depository)	\$	3,725,843.02
O/S checks - a/p	\$	(219,054.02)
O/S checks - p/r	\$	(233.17)
Payroll Accum (O/S)-Checks NI	\$	(459.43)
Deposit in Transit	\$	-
Petty Cash	\$	400.00
Change Funds	\$	287.00
Net Operating Check + Cash		3,783,015.24
Health Care Deductible Pool - Huntington	\$	8,638.19
Star Ohio	\$	890,325.98
Fifth - Third Construction Investment - Interest Only	\$	1,317.43
Net Available Cash	\$	4,683,296.84
Investments:		
Marketable Gov't Bonds	\$	-
Non-Marketable CD's/ (CDARS)		\$1,500,827.72
Total Investments	\$	1,500,827.72
Balance per bank	\$	6,184,124.56
Balance per books	\$	6,184,124.56
	\$	-

Investments Report			F
Institution	Maturity Date	Date Placed	Amount
First Merit CD	11/14/2016	5/16/2016	\$ 250,000.00
Tri State CDARS	11/25/2016	5/26/2016	\$ 507,079.53
First Merit CD	1/3/2017	1/4/2016	\$ 500,000.00
Tri State CDARS	8/10/2017	8/10/2015	\$ 243,748.19
			\$1,500,827.72



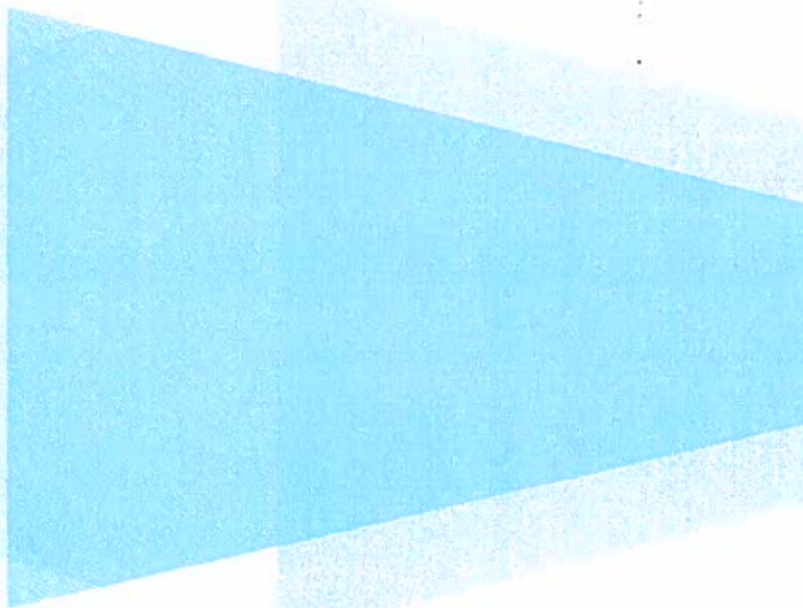
Attachment Item #14

Approve Five Year Forecast



Five Year Forecast

FY2017-FY2021
(Submitted October 2016)



**Auburn Career Center
Five Year Forecast Assumptions FY17-21 (Summary)
Submitted October 2016**

The District:

Auburn Career Center is technically 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 2011 and 2012 respectively. The triennial update occurred for Geauga County in 2014 and in 2015 for Lake County. Therefore, the full reappraisal will be 2017 for Geauga County and 2018 for Lake County. The forecast assumes that property values will remain relatively stable. The additional tax revenue as a result of the Ledgemont/Berkshire merger has been projected to begin in FY2018.
- Foundation levels have been adjusted to reflect the estimates received from the Ohio Department of Education and Department of Taxation. Estimates of HB64 forecast that Auburn will remain on the transitional aid guarantee in FY2017 in order to maintain at a FY2015 funding level. However, state funding levels has been projected to realize a 5% reduction in FY2018 and FY2019 of the guarantee amount. Also, shown in this line item are casino revenue and open enrollment adjustments/transfers.
- HB59 removes property rollback reimbursement on any levies approved in November, 2013 and thereafter. Homestead is beginning to phase-out as well. However, local tax collections will offset.
- Adult Funds are anticipated to repay the general fund for advances over the next five years. The balance owed at of the beginning of FY2017 is \$1,155,000. Projections reflect \$100,000 each year FY2017-FY2021.
- Student Constructed House sold in June, 2016. Proceeds were received in August, 2016 and are reflected in FY2017. The forecast reflects a cycle of a June completion with the sale and a close date in the next fiscal year.

Expense:

- In FY2017, projections reflect a potential increase in salaries for open positions that were vacated during the 15-16 school year but have been unfilled to date as well as two newly created positions. The remaining projected years are assumed to increase by scheduled experience steps and educational advancements only.
- In FY2017, projections reflect a 4% increase in healthcare premiums and a 6% increase in all other years of the forecast. Additionally, there are estimates projected for additional retirement and healthcare for new positions.
- Purchased Services and Supplies have been projected with an increase of 15.58% and 3.00% respectively for FY2017. In FY2016, legal expenses were down 37% compared to FY15 and natural gas expense was down 65% due to the gas program Auburn participates through Ohio Schools Council. Therefore, \$150,000 was been projected in FY2017 to bring these expenses in alignment with historical averages. A slight increase has been projected for FY2018-FY2021 based on trend data.
- Capital Outlay allocates \$350,000 for FY2017-FY2021 for capital projects. In addition, there is an allocation of \$125,000 per year for instructional, technology and maintenance equipment purchases. It should be noted that many of the equipment purchases continue to be funded by Perkins Grants and REAP funds. Five-Year Facilities Plan is not included in the forecast. FY2017 and FY2018 reflect the purchase of two (2) lots in the amount of \$110,000 for construction of student houses. These lots are estimated at \$55,000 each. This expense has been removed in FY2019 through FY2021.
- Other objects include expenditures such as liability insurance, county auditor fees, state auditor fees, membership dues and other miscellaneous expenditures. This line item also reflects the repayment of the Lease-Purchase agreement with Fifth Third Bank beginning in June, 2016 for the Technology Learning Center addition project. Projections reflect a 3% increase to the previous year's total expenditure.
- Debt will be paid from the general fund for the two roof replacement projects totaling \$5.1 million in bond issues and included \$1.065 million for HB264 energy improvements. Debt repayment for the Industrial Arts Facility is also included for a \$600,000 bond issue. The following table reflects the debt repayment schedule:

Fiscal Yr.	Principal	Interest	Total
2016	340,000	135,696	475,696
2017	350,000	125,595	475,595
2018	365,000	115,190	480,190
2019	375,000	104,307	479,307
2020	380,000	93,127	473,127
2021-2025	2,085,000	287,613	2,372,613
2026-2027	690,000	24,722	714,722
Total	4,585,000	886,250	5,471,250



Attachment Item #23

**Approve Blackboard
Five-Year Renewal
Contract**

October 4, 2016

Blackboard

This Blackboard Order Form ("Order Form") by and between Blackboard (as defined below) and Auburn Career Center ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary

Qty	Product Name	Product or Service Description	Term 1 10/1/2016 – 9/30/2017
1	PERSONALIZED LEARNING SAAS PLUS (2,000 users)	Blackboard Personalized Learning SaaS Plus consists of: <ul style="list-style-type: none"> • Blackboard Learn SaaS Plus • Bb Collaborate Web Conferencing – SaaS Deployment 	\$34,800.00
1	PERSONALIZED LEARNING SERVICES	Blackboard Personalized Learning Services Package consists of: <ul style="list-style-type: none"> • Small District Bundle Training • Bb Collaborate SAS Advanced Workshop • Bb Collaborate Technical Services SAS Essentials • Bb Collaborate Technical Services Health Check • Bb Collaborate Getting Started with Web Conferencing 	\$15,200.00
1	AS-MIGR-ARCHIVE	Blackboard Learn Migration Archive*	\$0.00
TOTAL			\$50,000.00

Qty	Product Name	Product or Service Description	Term 2 10/1/2017 – 9/30/2018
1	PERSONALIZED LEARNING SAAS PLUS (2,000 users)	Blackboard Personalized Learning SaaS Plus consists of: <ul style="list-style-type: none"> • Blackboard Learn SaaS Plus • Bb Collaborate Web Conferencing – SaaS Deployment 	\$50,000.00

Qty	Product Name	Product or Service Description	Term 3 10/1/2018 – 9/30/2019
1	PERSONALIZED LEARNING SAAS PLUS (2,000 users)	Blackboard Personalized Learning SaaS Plus consists of: <ul style="list-style-type: none"> • Blackboard Learn SaaS Plus • Bb Collaborate Web Conferencing – SaaS Deployment 	\$50,000.00

Qty	Product Name	Product or Service Description	Term 4 10/1/2019 – 9/30/2020
1	PERSONALIZED LEARNING SAAS PLUS (2,000 users)	Blackboard Personalized Learning SaaS Plus consists of: <ul style="list-style-type: none"> • Blackboard Learn SaaS Plus • Bb Collaborate Web Conferencing – SaaS Deployment 	\$50,000.00

Qty	Product Name	Product or Service Description	Term 5 10/1/2020 – 9/30/2021
1	PERSONALIZED LEARNING SAAS PLUS (2,000 users)	Blackboard Personalized Learning SaaS Plus consists of: <ul style="list-style-type: none"> • Blackboard Learn SaaS Plus • Bb Collaborate Web Conferencing – SaaS Deployment 	\$50,000.00

* Parallel Environment: For 90 days after the date this Order Form is signed, Customer may continue to operate one production copy of the Software Course Delivery and Community Engagement including Support and Maintenance (the "Existing Software License") concurrently with one production copy of the Software Personalized Learning SaaS Plus (the "New Software License") for no additional charge subject to the terms of Customer's Blackboard Software Schedule dated November 18, 2014, solely for the purposes of migrating to the New Software License. After such 90 day period, if Customer wishes to continue to operate the Software with both concurrent copies in production, the then-current pricing for an annual parallel license shall apply. Or, if Customer does not wish to continue using their Existing Software License in a parallel environment, then the Old Software License will be terminated in its entirety on the ninety-first day after this Order Form is signed.

DESIGNATED SERVER SITE: Blackboard SaaS environment

B. Term

1. **Renewal Term:** Unless otherwise specified in the Product or Service Description above, the Renewal Term shall be from October 1, 2016 through September 30, 2021.
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Renewal Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. **Effective Date:** October 1, 2016.

C. Payment Terms

1. All initial and subsequent payments shall be due Net 30. Unless otherwise specified, all dollars (\$) are United States currency.
2. **Sales Tax:** If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

Customer Auburn Career Center
Signature
Name (printed)
Title (printed)
Date

Blackboard ("Blackboard")
Signature BILL JONES
Name (printed) ASSOCIATE GENERAL COUNSEL
Title (printed)
Date

EXHIBIT TO
BLACKBOARD ORDER FORM
STATEMENT OF WORK

This Work Statement is a preliminary expectation of both Blackboard and Auburn Career Center ("Customer") of the services that may need to be performed. As such it may be modified by a writing approved by the designated representatives of each Blackboard and Customer. The work described below is intended to be performed on a fixed price basis.

This Statement of Work (SOW) is an exhibit to the Order Form between Blackboard and Customer which is hereby referenced and incorporated into this SOW and will legally control the delivery of services.

I Scope of Services

Based on discussions with the customer and our derived understanding, Blackboard will deliver the following Services

The objective of the Personalized Learning Services bundle is to accelerate new K12 customer onboarding of the Blackboard™ products. This program will provide customers with some baseline planning, guidance, and suggested effective practices and instructions on some of the tools/features for Blackboard Learn, Blackboard Collaborate, and Blackboard Open Content as part of the Personalized Learning Solution.

More specifically, through a series of remote workshops and online & remote training, this program will include:

- Adoption Completion to include an Adoption Completion Questionnaire, Visioning Session, 2 Q&A sessions for Blackboard Learn system administrators or instructional support staff, 2 Adoption Completion sessions suited for teachers who are using Blackboard Learn, and 2 online class packages that the customer may use to supplement their own internal training or professional learning for Blackboard Learn.
- Project Manager and Functional Consultant will provide an overview of the inclusive training offerings and recommendations for who should complete the training, the training timeline, as well as recommendations for the modules of training that will be conducted remotely. Bundle Training includes:
 - Two seats in:
 - **Introduction to Blackboard Learn - Blackboard Online Self-Paced Training** - This training course provides a self-paced introduction to the Blackboard Learn course environment and highlights some of the instructional tools that enhance student learning and save time for instructors. You will learn how to organize and add course content, manage online communication, and build assessments. In the course, you will listen to four recordings in which the presenter will demonstrate how to use the Blackboard tools and discuss pedagogical principles related to online learning in both Web-enhanced and distance education environments. This course is best designed for those that will be doing course development. The participant should plan for 8-10 hours of independent course work.
 - One seat in each of the following online training courses for Blackboard Learn Technical Administrators. These courses are **online/asynchronous** led by a facilitator and must be completed in 21 days from the opening day of the course. Each course is approximately 20 hours of course work:
 - **Course Delivery GUI Administration Certification Training**- This facilitated online course provides you with the skills necessary to set up and manage Blackboard Learn™ for Course Delivery in the graphical user interface (GUI). Through readings, recordings, activities, discussions, and tests, the course prepares you to manage users, courses, settings, and system tools. In addition, you will learn how to extend your Blackboard Learn environment through Blackboard Building Blocks. Finally, you will run system reports and locate helpful administrative support information. Throughout the course, you will have opportunities to discuss best practices for managing your Blackboard Learn environment.
 - **Community Engagement GUI Administration Certification Training**- This facilitated online course provides you with the skills necessary to set up and manage Blackboard Learn™ for Community Engagement in the graphical user interface (GUI). Through readings, recordings, activities, discussions, and tests, the course introduces you to Community Engagement features and functions which are accessed through the System Administrator tab. In addition, the course reviews best practices for managing the look of your Blackboard environment and providing targeted information to learners.
 - **Content Management GUI Administration Certification Training** - This facilitated online course provides you with the skills necessary to set up and manage Blackboard Learn™ for Content Management in the graphical user interface (GUI). Through readings, recordings, activities, discussions, and tests, the course introduces you to Content Management features and functions which are accessed through the System Administrator tab. In addition, the course reviews best practices for managing content folders, quotas, permissions, and other system-wide settings.
 - **SIS Framework Online Training** - The objective of the Integrations Framework Online Course is to provide Blackboard Learn™ Release 9.1 Service Pack 8 and above customers with the knowledge necessary to use the Integration Framework. This service will provide the customer with best practices around planning, auditing, guidance, scripting, technique overview, troubleshooting and general overview of the data integration process.
 - Course Objectives include:
 - Overview of the Integrations Framework
 - Business Policies Review
 - File Format Types Review
 - How to Create a Sample Data File
 - Data Mapping Configuration
 - Integration Framework Configuration Walkthrough
 - Custom Scripting Techniques and Best Practices
 - Integration Framework Testing & Troubleshooting
 - Data Lifecycle Timeline and Data Maintenance
 - **2 Seats Blackboard Open Content training** - This Bb Open Content End User Training course provides a self-paced introduction to using Bb Open Content from the Blackboard Learn course environment. It is designed for participants who already have a foundation in using Blackboard Learn to build courses. Bb Open Content houses shareable, reusable content accessible to courses across multiple Learning Management System (LMS) platforms. Instructors and other content providers can create or upload content that can then be shared with other users and institutions as determined

by specific parameters and sharing filters. Content can be searched according to grade level, subject matter, standards, and other criteria while enforcing multiple copyright standards. While the course is not facilitated, participants should still take a hands-on approach. Therefore, each participant is given a Development course in which to practice during the course duration. Two consecutive days of remote or onsite training for the teachers and/or the instructional design team. Customer will have the option to choose from the **Blackboard Learn – K12 Getting Started – Core Remote Blackboard Training** or the **Blackboard Learn – K-12 Getting Started – Flex Remote Blackboard Training**. Each workshop is limited to 15 participants. (You may add additional consecutive days if desired. Contact your sales representative for more details)

OPTION 1

- **Blackboard Learn – K12 Getting Started – Core Remote Training** – With this remote or onsite workshop, instruction will cover a very high level overview of basic course building, assessment, and communication tools. Each day will be broken into two – 3 hour sessions which will accommodate for a break and hands-on work.
 - Day 1 – Topics
 - Getting Started with Course Delivery
 - Presenting Dynamic Content
 - Creating and Managing Assignments
 - Monitoring Students
 - Day 2 – Topics
 - Creating and Managing Tests & Surveys
 - Mastering the Grade Center
 - Designing Engaging Discussions
 - Building Communities Online

OPTION 2

- **Blackboard Learn – K12 Getting Started – Flex Remote Training** – With this remote or onsite workshop, the customer can choose up to four (4) of the instructional modules listed below that best addresses the audiences' needs and the district's/school's adoption strategy. Keep in mind that much more depth will be covered in the chosen areas as opposed to the above noted option which focuses on breadth of coverage with less depth. Each module is approximately 3 hours in length (with accommodation for a break and hands on work).
 - Getting Started with Course Delivery
 - Presenting Dynamic Content
 - Monitoring Student Activity
 - Designing Engaging Discussions
 - Creating and Managing Assignments
 - Creating and Managing Tests & Surveys
 - Building Communities
 - Mastering the Grade Center

Customer has the option to participate in the various cohort meetings as well as regularly scheduled K12 Office Hours as managed by Product Marketing

- **Blackboard Collaborate Essentials: Web Conferencing**

Up to 20 participants in this Facilitator led, remote workshop will get a solid foundation, enabling them to deliver live, interactive Blackboard Collaborate web conferencing sessions. Participants will learn how to effectively manage the session communication tools, display PowerPoint content and record sessions for later playback

Upon completion of this workshop, participants will be able to:

- Understand the user interface – layouts and customization
- Identify different methods of communication – audio, chat, video, and polling
- Manage classroom interaction from the Participants Panel – participant permissions and understanding activity and status indicators
- Manage Whiteboard content
- Generate a session recording

- **Beyond the Basics of Blackboard Collaborate: Web Conference**

In this interactive workshop, participants build upon the Moderator foundation skills acquired in the Essentials workshop. Participants will learn to use the Whiteboard, Application Sharing, Web Tour and Breakout Rooms to make sessions more collaborative and interactive

Upon completion of this workshop, participants will be able to:

- Develop Interactive Whiteboards
- Customize the Clip Art Library
- Deliver a session using Application Sharing
- Deliver a session using Web Tour
- Deliver a session using Breakout Rooms
- Hand-out a file to session participants using File Transfer

- **Putting it all Together in Blackboard Collaborate: Web Conferencing**

In this interactive workshop, participants will be provided with tips and tricks to deliver a great Blackboard Collaborate experience for everyone. Upon completion of this workshop, participants will be able to:

- Review the content options
 - Match content types to the best session tool to achieve the learning objective

- Demonstrate the ability to add content to the session i.e. load a Whiteboard and load a file to the File Transfer library
- Practice putting a session in action
 - Demonstrate the ability to manage participants utilizing the tools and functionality of the
 - Participants panel
 - Demonstrate how to start and pause the session recorder
 - Demonstrate the use of the Polling tool
 - Demonstrate how to share an application or the desktop and how to pass control to Participants
 - Demonstrate the effective use of the Web Tour tool and understand the difference between Application Sharing and Web Tour
 - Identify best practices
 - Through practice and discussion identify Moderator and session best practices
 - Map best practices to personal and institutional teaching and learning goals
 - Explore next steps
 - Identify additional resources

- **Blackboard Collaborate Technical Services**

The Blackboard Collaborate Technical Services for Web Conferencing package includes a series of three online workshops delivered in live synchronous sessions that will be recorded. The following workshops are part of the package:

- **Blackboard Collaborate System Configuration & Integration Health Check Workshop**

A one-hour online session for up to 15 participants will offer participants an overview of the technical aspects of your Blackboard Collaborate products. This technical overview is designed to help you efficiently implement the Collaborate products on your campus. During this session our specialist will work directly with you on the installation and configuration of your Learning Management System Integration. During this session Blackboard Collaborate Technical Consultant will work together with your integration team to analyze, define and demonstrate integration options and recommend the best solution based on institutional resources.

Session Topics:

- Understanding of End User Requirements
- Overview of the Collaborative Communications Framework
- Review of Communication Port Requirements
- Understanding General Troubleshooting of Bad Connections
- Installation and Configuration of your Learning Management Integration Component

This online session is appropriate for Information Technology staff, Support staff, Distance Learning Coordinators, and project leads.

- **Blackboard Collaborate Technical Services SAS Essentials Workshop**

A two-hour online session for up to 7 participants will give participants a solid foundation of how the Blackboard Collaborate Session Administration System (SAS) functions, enabling them to create users and create sessions with appropriate settings. Finally, administrators will learn how to manage and designate access to sessions outside of integration, and view and convert available recordings for later playback.

This session is appropriate for support staff, server administrators, and project leads.

Prerequisites: Prior experience with Blackboard Collaborate products and Internet technologies will make this course easier to understand but is not required.

Upon completion of this workshop, participants will be able to

- Identify the different component in the SAS interface
- Understand SAS systems roles
- Create single users in the SAS
- Carry out meeting management functions
- Manage native and converted (MP3 & MP4) recordings

- **Blackboard Collaborate Technical Services SAS Advanced Workshop**

The SAS Advanced workshop is an interactive workshop for administrators designed to build upon the skills acquired in the SAS Essentials workshop. During the session, administrators will learn user and group management, working with additional session types, file management, and review of available system reports.

This online session is appropriate for server administrators and project leads.

Prerequisites: Participants should have prior completion or knowledge of the SAS Essential workshop. Experience with Blackboard Collaborate products and Internet technologies will make this course easier to understand but is not required.

This workshop will cover:

- SAS essential concepts check and QA
- Batch management of users and groups

- How to manage additional session types
 - Review SAS general configuration and customization options
 - File and quota management best practices
 - Walkthrough and definition of SAS reporting capabilities
- Customer has the option to participate in the various cohort meetings as well as regularly scheduled K12 Office Hours as managed by Product Marketing

Program Artifacts

- Adoption Completion Questionnaire
- Two online class packages
- Remote agenda for teachers/instructional design team

Customer Requirements/Assumptions

- Pre-installation of production and test Blackboard Learn environments
- Access to the Blackboard System Administrator during activities to resolve issues, if they arise
- Creation of users and courses as requested by the trainer prior to training

2 Resource Requirements

In order to complete this project, Blackboard proposes the following projected staffing model

Role	Activities and Responsibilities
Project Manager	Responsible for management of project tasks, schedule, and resources
Bb Solutions Engineer	Responsible for facilitating and gathering business rules to aid in system configuration
Bb Functional Consultant	Responsible for the facilitation of remote and online courses

3 Customer Responsibilities

Blackboard Consulting's approach assumes active participation from the customer team. The customer is responsible for staffing resources on the project that have the necessary functional and technical knowledge to execute required tasks.

Customer Role	Involvement
Project Owner/Executive Sponsor	The Project Owner provides strategic direction and executive sponsorship of the engagement.
Project Manager	Responsible for management of customer project tasks, schedules, and resources
Data Owners	Personnel responsible for access to and interoperation of student information data.
Information Technology Representation	Personnel responsible for the technology infrastructure of the institution.
Academic Computing/Education Technology Representation	Personnel responsible for the education technology infrastructure and training needs of the institution.
Training & Support Personnel	Personnel responsible for the ongoing training and support of the end users of the Blackboard solution.
Blackboard Solution Administrator(s)	Individuals responsible for the configuration and administration of the component systems that comprise the Blackboard solution. Activities like, but not limited to: Create institutional hierarchy, manage user roles, perform system administration and maintain integration components. While the Blackboard solution will be software as a service, there will still be day-to-day management responsibility.
Faculty	Participate in use case development sessions.

4 Professional Fees, Expenses and Terms

The Personalized Learning Services bundle listed is inclusive of all services fees, with the exception of travel expenses associated with the delivery of services.

4.1 Travel Expenses related to Consulting and Training Services

Should the customer decide to have training delivered onsite, Blackboard Consulting will invoice the customer for the actual travel related costs as incurred as part of this engagement. Travel costs are not included in the Service Pricing Section. Blackboard Consulting will make reasonable efforts to manage travel costs without compromising project objectives.

4.2 Cancellation of On-site Workshops or On-Site Consulting Visits

In the event the Customer chooses to cancel a scheduled on-site training workshop or consulting visit within two (2) weeks of the scheduled event, Blackboard Consulting may invoice the Customer for the following:

- For on-site training workshops, the full price of the workshop plus any incurred travel change fees
- For on-site consulting visits, the cost of all consultant hours scheduled for the site visit plus incurred travel change fees.

4.3 Cancellation on Synchronous On-Line Training or Consulting Engagements or Workshops

In the event the Customer chooses to cancel a scheduled synchronous on-line training workshop or consulting engagement within two (2) weeks of the scheduled event, Blackboard Consulting may invoice the Customer for the scheduled days at the then current rate for the scheduled consultant(s).

5 Project Timeline

The actual project schedule will be finalized with the Customer's project lead upon project initiation.

6 Change Control

Changes to scope, resources, staffing, or timeline may impact this estimate. In the event a change occurs, the Blackboard Consulting Project Manager will capture and assess the impact and relevant implications through the project Change Control Process. This process will yield a Project Change Request (PCR) document for the customer's review and consideration. The PCR requires customer and Blackboard approval to be valid and actionable, if applicable.

7 Services Pricing

7.1 Firm-Fixed Price Services

The costs for additional services to be provided on a Firm-Fixed Price basis are detailed below:

Service Name	Product Code	Term of Service	Fees
Personalized Learning Services	SAAS3-PL-K12-P	12 months upon contract signature	*as noted on contract
Total			*as noted on contract

7.1.2 Firm-Fixed Price Milestone Invoicing Schedule

Service Name	Milestone	Invoice Amount
Personalized Learning Services	Invoiced upon receipt of signed SOW	*as noted on contract

8 General Engagement Assumptions

Our approach, timeline, team structure, and professional fees are based on the below assumptions. Variance from these assumptions will be managed through the Change Control Process and may affect the actual schedule and cost of the project.

- Pricing estimates outlined herein expire 30 days from prepared date.
- All pricing and discounts are valid for 90 days from the executed Order Form date for work not initiated.
- This agreement covers only the activities as described.
- Staffing and scheduling for project roles/positions will begin once the Order Form is signed and Purchase Order is received.
- Payment for any software licenses is not contingent on or related to payment or performance for professional services.
- Customer will provide Blackboard with access to the appropriate physical and technical environments in the timeframes confirmed with Blackboard Project Manager to complete the effort outlined in this document.
- Any scheduling estimates are based on the assumption that the Customer will respond to any decision required from the Customer within 5 business days.

- Customer will complete a review of all submitted draft working products, or set of working products, in five business days unless otherwise agreed to in writing;
- The Customer shall assign a representative to be the primary point of contact for the Blackboard Project Manager. This representative shall have full authority to make all decisions regarding project scope, overall timeline, and related projects costs, as well as ensuring the necessary customer project personnel, resources, etc. are available to complete the project(s);
- Quality involvement and working products from the Customer are critical to the project's completion. The Customer's representative shall be responsible for coordinating all meetings that involve Customer and third-party contractor staff members, working products, and information requests within the agreed upon timeframes;
- Customer is responsible for providing subject matter experts to assist in identifying business rules, resolving process discrepancies and answering ad hoc questions. The subject matter expert will be made available as needed during the course of the engagement and will be responsible for soliciting input from additional Customer personnel as needed
- Hardware and software configuration and environment(s), either managed or self-hosted, can support the functional/technical services included in this SOW
- All interfacing systems in the environment(s) designated for functional testing will be available
- Third-party products and services, except as expressly noted above, Customer will separately procure and provide all third-party products and services in a timely manner to support the Services as defined in this Statement of Work. Blackboard is not responsible for making changes to the configuration or data contained or used in third-party systems, including but not limited to the Customer's SIS
- Working Products are artifacts, used by Blackboard, that demonstrate progress toward a deliverable; however, they are not themselves deliverables;
- Services are estimated and billed based upon a maximum eight (8) hour workday per Consultant and a maximum forty (40) hour work week per Consultant. The applicable billing rate for the Consultants shall be at the rates set forth in the table above;
- The customer shall pay all outstanding invoices from any previous Blackboard agreements greater than thirty (30) days, prior to beginning work under this document;
- The estimates above were developed based on the estimated project duration. In the event the project exceeds the duration and crosses a new fiscal year, rate may be adjusted accordingly based on the effort expended in the new fiscal year;
- Except as otherwise stated in this Agreement with regard to the Consulting Services performed hereunder, Blackboard reserves the right to change the services it offers to its customers generally and related rates at any time.
- For Time and Materials Consulting Services related to this project, as outlined in the document, all fees and expenses shall be billed on a monthly basis and such bills shall be due and payable Net 30
- All Firm-Fixed Price Consulting Services related to this Project, as outlined in this document, shall be billed according to the Milestone/Invoicing Schedule as outlined in this document section Services Pricing
- All reasonable travel, meals and lodging expenses shall be billable at cost and all such expenses shall be borne solely by Customer

APPENDIX

TRAINING SERVICES

The following assumptions / requirements apply to Training Services to be provided by Blackboard Consulting.

- Blackboard, upon request of Customer, shall provide Training Services to Customer. Upon acceptance of this Agreement, Blackboard will designate a Project Manager/Coordinator to schedule training event. Events are typically scheduled 4-6 weeks in advance. Schedules for facilitated and non-facilitated asynchronous online training course are published to the Blackboard Inc. website
- Onsite training may be eligible for synchronous remote delivery upon request of Customer, however, a single method of delivery must be chosen. Splitting delivery methods is strictly prohibited
- Onsite/synchronous remote class size is restricted to a maximum of 15 Authorized End Users (as defined in Customer's Software Schedule) to maintain an effective instructor-student ratio
- Requests for additional participants will be reviewed on a case by case basis and, if approved, will be subject to a fee equal to 10% of the listed price of the training and may require additional materials and delivery days.
- Facilitated, asynchronous online training course/workshop class sizes are restricted to a maximum of 20 Authorized End Users (as defined in Customer's Software Schedule) to maintain an effective instructor-student ratio
- Participants in facilitated, asynchronous online training courses should expect to spend eight to fifteen hours per week reading assignments, completing exercises, and participating in Discussion Board forums. The Customer must provide the name(s) and email address(es) of each participant in advance of the course start date
- Onsite Training events are only for Customer's on-campus, internal use. Training events may not be video recorded.
- Remote Synchronous events delivered using Collaborate may be recorded. The recordings are intended for participants who attended the training and need review or for those who missed the training but were part of the 15 person roster. Recordings are not for wide distribution or consumption. They must not be posted on a public website or even made available to the customers' larger teacher population. They may not be sold or otherwise distributed for the purpose of profit and remain the intellectual property of Blackboard, Inc.
- Onsite classes are structured as a hands-on/active training seminar held in a computer classroom unless otherwise agreed. To ensure the best learning experience, Customers must provide
 - A computer lab containing one computer for each student
 - A high bandwidth Internet connection from each computer
 - A video projection device capable of 1024x768 resolution attached to a "lead" computer
- Access to the locally installed version of Blackboard software or a Blackboard Managed Hosting installation.
- Please confirm that all computers meet the Blackboard Learn supported browser and operating system requirements as outlined in Blackboard Learn's customer materials and websites
- Each participant must possess basic Web navigation and file management skills, internet access, and an email address.



Attachment Item #24

Policies Modifications: Final Reading



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NEW POLICY - SPECIAL UPDATE - MAY 2016

STANDARD - BASED SCHOOL COUNSELOR EVALUATION

[DRAFTING NOTE: This is only a policy "template" and requires numerous and important local choices prior to finalization and for any subsequent revisions. In addition, the final policy including subsequent revisions must be adopted "in consultation with school counselors employed by the Board"]

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

[] The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy shall be implemented as set forth herein

() and shall be included in the collective bargaining agreement with the _____, and in all extensions and renewals thereof.

[] This policy has been developed in consultation with school counselors.
[Drafting Note: Consultation is not included as a requirement in statute or ODE framework, but is consistent with provisions of OTES.]

The Board authorizes the Superintendent to establish and maintain an ongoing _____ **[insert name of local evaluation committee]**, with continuing participation by District counselors

() represented by the _____,

for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.



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Definitions

"OSCES" - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

"School Counselor"- For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy () and/or utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the _____.

"Credentialed Evaluator"- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.

[CHOOSE ONE]

- The Board will approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.
- The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

[END OF OPTION]



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[Drafting Note: Districts may wish to consider further definitions, including but not limited to those listed below:]

"Evaluation Cycle" - is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

"Evaluation Factors"- refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six standards and the student metrics, which shall be weighted equally (1/7 of the final summative score).

"Evaluation Framework" - means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

"Evaluation Instruments" - refers to the forms used by the school counselor's evaluator as developed locally.

"Evaluation Procedure" - the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

"Evaluation Rating" - means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

"High Performing School Counselor" - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.



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"School Counselor Performance" - is the assessment of a school counselor's performance on each of the six State-adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

"Student Metrics" - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

Standards-Based School Counselor Evaluation

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

- A. Accomplished;
- B. Skilled;
- C. Developing; or
- D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.



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Assessment of School Counselor Performance

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for School Counselors*:

- A. Comprehensive School Counseling Program Plan;
- B. Direct Services for Academic, Career and Social/Emotional Development;
- C. Direct Services for Academic, Career and Social/Emotional Development;
- D. Evaluation and Data;
- E. Leadership and Advocacy; and
- F. Professional Responsibility, Knowledge and Growth.

Formal and Informal Observations

- A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.



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- B. A high performing school counselor will be evaluated less frequently as follows.
1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.
 2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

Evaluations will be completed by () May 1st () _____ and each school counselor will be provided a written report of the results of his/her evaluation by () May 10th () _____. Written notice of nonrenewal will be provided by June 1st.

- [] Each school counselor evaluated under this policy shall annually complete a "Self-Assessment" utilizing the Self-Assessment Summary Tool approved by the Board.



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Formal Observation Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

[CHOOSE ONE]

- The first formal observation shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. The second observation will be unannounced.
- All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

[Drafting Note: the ODE framework permits both announced and unannounced observations. Pre and post conferences are considered "best practice" but are not required.]

Informal Observation/Walkthrough Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State-adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.



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Data gathered from the observation must be placed on the form designated in the Appendix. Feedback from observations shall be provided electronically within _____ days. The school counselor and/or evaluator may request a face to face meeting to discuss observations relative to the identified focus of the informal observation.

- A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.
- B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

Assessment of Student Metrics

The Board will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year. **[Drafting Note: In order to obtain an "Accomplished" rating in this area, a school counselor must have a top score in all three (3) categories. Therefore, metrics should be included in all three (3) areas for such a rating. A counselor may obtain a score in just one (1) area, however, to receive a summative score.]**

Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

Final Evaluation Procedures

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative.

The evaluator shall provide that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt. If signed by the employee, the receipt is to be sent to the Superintendent as soon as received.



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Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

- A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan.
- B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator.
- C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan.
- D. School counselors with a final summative rating of "Ineffective" will develop an improvement plan with their evaluator. A building administrator must approve the improvement plan.

Professional growth and improvement plans must be completed by _____ each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

Board Professional Development Plan

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.



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Retention and Promotion Decisions/Removal of Poorly Performing School Counselors

The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

Definitions:

"Retention"- for purposes of this policy refers to employment decisions on the question of whether or not to suspend a contract pursuant to a reduction in force, nonrenew a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decision on contract suspensions, except in the instance of comparable evaluations. The decision to nonrenew or terminate the contract of a poorly performing school counselor may be informed by the evaluation(s) conducted under this policy. However, decisions to nonrenew or terminate an employment contract are not limited by the existence of this policy.

"Promotion"- as used in this context is of limited utility given the fact that school counselors covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining employee assignments, the Board will consider school counselor performance as indicated by evaluations.

"Poorly Performing School Counselors"- refers to school counselors identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

"Comparable Evaluations"- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."



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PROFESSIONAL STAFF
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Removal of Poorly Performing School Counselors

Poorly performing school counselors may be removed, upon recommendation of the Superintendent, either through nonrenewal or termination, when the following has been demonstrated:

- A. receipt of an "Ineffective" rating by a school counselor;
- B. _____
- () _____

OR [Recommended]

- [] Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code
- () and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the _____.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law and the terms of the collective bargaining agreement in effect between it and the _____. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16
A.C. 3301-24-05
H.B. 64



Attachment Item #26A

Housing Project Approve Siding



BRANCH:
5700 N RIDGE RD
MADISON OH
44057 2706

(440)428-5689

Superior Service - Quality Products - On-Time Delivery - Brands You Want

This Quotation is subject to the Terms and Conditions set forth on the reverse side. This Quotation is NOT VALID for purchases made beyond thirty (30) days of issuance unless signed by an officer or branch manager of ABC Supply, in addition to the signature of an ABC Supply salesman or other ABC Supply representative.

QUOTATION

CUSTOMER:
AUBURN CAREFR CENTER
8140 AUBURN RD
CONCORD OH
44071

SHIP TO:
WOODSMAN

SIDDUU

QUOTE NO.	CUSTOMER ORDER NO.	SHIP VIA	CUSTOMER NO.	TERMS	QUOTE DATE	EXP. DATE	SLS#	OT#	PAGE
2060109		13522	309559	NET 10TH PROX	9/22/16	10/22/16			1
ITEM NUMBER	ITEM DESCRIPTION	U/M	QTY	UNIT PRICE	EXTENDED PRICE				
*****CHANGE ORDER TYPE: QUOTE FROM 649		#01	QUOTE EDIT	9/18/16					
22NXWM4SI	NDX WOODSMAN SEL D4 SIERRA	PL	420	5.12	2150.40				
26QAGSSV5	QA GALV 2-1/2" STARTER STRIP GSSV5	PC	30	3.50	105.00				
26NX0012SI	NDX 12" UNIVERSAL OSCP SIERRA ACRYL	PC	12	13.00	156.00				
26NXIM34SI	NDX MATTE ISCP 3/4 SIERRA ACRYLIC	PC	8	7.80	62.40				
26NXFM15WH	NDX MATTE 1/2 PF F CHAN WHITE	PC	24	7.36	176.64				
26NXJ3M1SI	NDX 3/4 MATTE J-CHAN 1FCE SIERRA	PC	80	4.90	392.00				
31MPMMB08	MID-AM MOUNT MASTER BLOCK SQR 008	EA	3	7.75	23.25				
ATCS24XWH	ALUM TRIM CL SM 24" MT WHITE	PL	5	59.95	299.75				
26NXUTMSI	NDX MATTE UTILITY TRIM SIERRA	PC	13	3.40	44.20				
34NXT4MSWH	NDX T4 MATTE SOL SOFF WHITE	PL	50	8.00	400.00				
34NXT4MVWH	NDX T4 MATTE FULL VENT WHITE	PL	17	8.00	136.00				
						SUBTOTAL	3945.64		
Salesman or other ABC Supply Representative						FREIGHT	25.00		
Title: _____						EST. SALES TAX	.00		
Duration: _____						QUOTE TOTAL (U.S.)	3970.64		

CARTER Lumber

Carter Lumber OH 067 (90-84)
467 Center Street
Chardon, OH 44024-1069

PH(440)-286-3833

Fax(440)-286-1745

REQUEST DATE	
09/23/16	
EXPIRATION DATE	
10/23/16	
FILLED-BY	DELV-BY
DELIVERED	WILL CALL

SOLD TO	
Auburn Career Center	
8140 Auburn Rd	
Concord Township, OH 44077	
440-357-7542	

SHIP TO	
Auburn Career Ce	
8140 Auburn Rd	
Concord Township, OH 4407	
440-357-7542	

QUOTE NUMBER
67035512
QUOTE DATE
09/23/16 07:03:17
ACCOUNT NUMBER
G0670204-001
CUSTOMER PO
Siding
OPERATOR
Steve Hart
PAGE NUMBER
001 OF 001

SIDING

QUANTITY X	DESCRIPTION	ITEM	UNIT PRICE	UNIT	EXT PRICE
35	D410 .040 AD EDGE D4 CLAY	65483	49.00	SQ	1,715.00
30	SS2 ALUM STARTER STRIP 10'	16040	2.19	EACH	65.70
12	VIN SDG OCPN10 OS CORNR PST CLAY	270277	10.49	EACH	125.88
8	VIN SDG IC10 IS CORNER CLAY	270079	6.79	EACH	54.32
16	VIN SDG FTN10 FINISH TRIM CLAY	270074	3.89	EACH	62.24
84	VIN SDG 1JNU10 UNV J CHNNL CLAY	271059	3.19	EACH	267.96
25	VIN SDG FC10 F-CHANNEL CLAY	270077	4.49	EACH	112.25
3	VIN SDG SOF T4SS01 SOLID WHITE	271068	132.00	CTN	396.00
1	T4FS01 FULL VENT SOFFIT WHITE	39310	132.00	CTN	132.00
5	C24PVC WHITE TRIM COIL 50'	82658	72.99	EACH	364.95

CUSTOMER COPY

NON-TAXABLE
0.00
TAXABLE
3,296.30
Geauga Cnty
222.50
TOTAL
3,518.80

Divisions of the Carter Lumber Company

Holmes Lumber 

 Kempsville
Building Materials

 Kight
HOME CENTER

SEE TERMS AND CONDITIONS ON REVERSE OF CUSTOMER COPY.



Attachment Item #26B

Housing Project Approve Roofing

October 4, 2016

E

APOLLO SIDING SUPPLY INC.

38396 Apollo Pkwy.
Willoughby, OH 44094

Estimate

Date	Estimate #
9/22/2016	0015-174

Name / Address
Auburn Career Center 8140 Auburn Rd Palmsville OH 44077 TAX EX

Project

Description	Qty	Cost	Project
			Total
ISO Cambridge Ar Dual Black 30 yr. 13 bdl sq ft siding	90	22.33	2,009.70
Cerama-tec Starter Swiftstart 2 Pc Perforated-7 5/8" x 38 3/4" split (116' bdl)	5	42.00	210.00
Henry Ice & Water Shield (2 sq roll)	5	40.00	200.00
Ice 30 lb roll (2 sq ea)	15	18.00	270.00
AIRVENT 20' ROLLED AIR SHIELD	8	26.00	208.00
ISO Marathon "AR" Dual Black (3 bdl sq) Ridge CAP	5	25.00	125.00
White Drop Edge 1 1/2" Face, (10'-2) 10' length	30	3.00	90.00
W-A-Alky 2 1/2" x 10" Black (1 pc)	10	18.00	180.00
Coil Nails 1 1/4" (7200 btl)	2	25.00	50.00
NeverLeak Black 3"-4" Aluminum Multi-Fit Collar (2 pc ea)	12	8.00	96.00
Total			3,343.70

Customer Signature _____

CARTER Lumber

Carter Lumber OH 067 (90-84)
467 Center Street
Chardon, OH 44024-1069

PH(440)-286-3833

Fax(440)-286-1745

REQUEST DATE	09/23/16
EXPIRATION DATE	10/23/16
FILLED-BY	DELV-BY
DELIVERED	WILL CALL

SOLD TO
Auburn Career Center 8140 Auburn Rd Concord Township, OH 44077 440-357-7542

SHIP TO
Auburn Career Ce 8140 Auburn Rd Concord Township, OH 4407 440-357-7542

QUOTE NUMBER	67035511
QUOTE DATE	09/23/16 06:46:38
ACCOUNT NUMBER	G0670204-001
CUSTOMER PO	Roofing
OPERATOR	Steve Hart
PAGE NUMBER	001 OF 001

ROOF

QUANTITY X	DESCRIPTION	ITEM	UNIT PRICE	UNIT	EXT PRICE
4	IKO STARTER STRIP	101886	42.00	BDL	168.00
8	IKO H&R 12 WEATHERWOOD	104570	39.32	BDL	314.56
14	IKO STORM SHIELD ICE GUARD	117007	49.00	EACH	686.00
90	IKO CAMBRIDGE WEATHERWOOD	92475	19.66	BDL	1,769.40
15	30 FELT	89972	16.25	EACH	243.75
30	ADE34 WHITE ALUM DRIP EDGE 10'	28833	3.59	EACH	107.70
10	WVAL1824 BLACK W VALLEY 10'	112363	17.19	EACH	171.90
2	1-1/4 COIL ROOF NAILS 7.2M	80781	18.99	EACH	37.98
2	12977 3"-4" ALUM ROOF FLASH	359999	8.99	EACH	17.98
100	70800 5X7 GALV STEP FLASHING	7242	0.29	EACH	29.00
1	ROOFTOP DELIVERY TAXABLE	C9912	50.00	EACH	50.00

NON-TAXABLE	0.00
TAXABLE	3,596.27
Geauga Cnty	242.74
TOTAL	3,839.01

Divisions of the Carter Lumber Company

Holmes Lumber 

 Kempsville
Building Materials

 Right
HOME CENTER

SEE TERMS AND CONDITIONS ON REVERSE OF CUSTOMER COPY.



Attachment Item #27

- Approve Geauga County Educational Service Center Interdistrict Service Contract for 2016-2017

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER

Inter-district Service Area Contract

2016-2017 School Year

A contract entered into between the Auburn Career Center and the Governing Board of the Geauga County Educational Service Center, located at 470 Center Street, Building #2, Chardon, OH 44024.

In consideration of the promises and terms contained and pursuant to the provisions of Sections 3313.17, 3313.841, 3313.842, 3313.91 and 3323.08 of the Ohio Revised Code, the Geauga County Educational Service Center Board agrees to provide to the Auburn Career Center Center with an Administrator for the term of the 2016-2017 school year commencing August 1, 2016 and concluding July 31, 2017. The Board shall provide the following services:

Jaina Gandolfi, Vocational Director
Cost sheet attached - \$30,000.00

The terms of this contract shall automatically terminate at the conclusion of the term as stated above.

Estimated cost sheet attached. Actual cost is \$30,000.00 for services as needed per the instruction of the Auburn Career Center Superintendent.

All applicable federal and state laws, regulations and/or rules shall govern the implementation of the services provided pursuant to this agreement.

This agreement constitutes the entire understanding between the parties with respect to the services and Service Area designated herein. There are no provisions, terms, conditions or obligations other than those contained herein, and this contract shall supercede all previous communications, representations, or agreements, whether verbal or written, between the parties. Any subsequent agreement between the parties is a separate and distinct contract and not a renewal hereof.

By:

Superintendent

Treasurer

Date _____

By:



Educational Service Center Superintendent



Educational Service Center Treasurer

Date 8/30/16



Attachment Item #29

Approve Educational Consulting Services Agreement

EDUCATIONAL CONSULTING SERVICES AGREEMENT

This Educational Consulting Services Agreement ("Agreement") is made by and between Podojil Consulting and Professional Services ("Podojil Consulting") as one party to the Agreement and Lake County Educational Service Center, Geauga County Educational Service Center and Auburn Career Center, collectively referred to herein as the Geauga/Lake/Auburn Professional Development Collaborative ("GLAPD Collaborative") as the other party to the Agreement. Collectively, Podojil Consulting and the GLAPD Collaborative shall be referred to herein as the "Parties."

Whereas, Podojil Consulting will serve as an independent contractor under this Agreement to provide the GLAPD Collaborative with consulting services as described herein; and

Whereas, the GLAPD Collaborative desires to obtain such consulting services from for an agreed upon fee set forth herein; and

Therefore, in consideration of the mutual covenants, conditions, and promises contained herein, the GLAPD Collaborative and Podojil Consulting agree as follows:

1. General Provisions:

- A. Podojil Consulting agrees to designate Anthony R. Podojil, Ph.D. (the "Consultant") as its representative under the Agreement to provide the GLAPD Collaborative with the services contracted for herein.
- B. Consultant shall perform such professional services as set forth herein ("Consulting Services") during the term of this Agreement, using the standard of professional care and skill customarily provided in the performance of such service.
- C. The GLAPD Collaborative shall provide Consultant with reasonable and adequate work space at Auburn Career Center located at 8140 Auburn Road, Concord Twp., OH 44077 during the term of this Agreement, from which Consultant can provide Consulting Services to the GLAPD Collaborative.
- D. The GLAPD Collaborative agrees to designate Margaret Lynch, Superintendent of Auburn Career Center, to serve as its representative and fiscal agent under the agreement and shall vest Ms. Lynch with authority to make decisions and speak on behalf of the GLAPD Collaborative with respect to this Agreement.

2. Term of Agreement

The Consulting Services to be provided under this Agreement shall commence on or about August 1, 2016 and shall continue until July 31, 2017, at which time the agreement shall automatically expire.

3. Provision of Consulting Services

- A. The Consulting Services to be rendered under this Agreement shall include the provision of services necessary to assist the GLAPD Collaborative in developing and implementing a systematic and collaborative professional structure that fosters a cross-district network to meet the needs of participating school districts and their educators, while the same time improving the instructional needs and learning outcomes for all students, and shall include all necessary preparation and travel time related to the provision of such services.
- B. Consultant shall provide the GLAPD Collaborative with a total of sixty (60) days of Consulting Services and shall have full discretion in determining when, how often, the standards and techniques to be used, and how to best perform such Consulting Services, except that Consultant shall render Consulting Services within the dates of August 1, 2016 and July 31, 2017.
- C. For purposes of this Agreement, a "day" of Consulting Services shall equal a total of seven (7) hours of such work, which shall be billable in one-hour increments.
- D. Consultant shall cooperate with designated representatives of the GLAPD Collaborative and all other persons that may be identified or assigned by the GLAPD Collaborative to work with or assist Consultant in connection with the services to be performed by Consultant hereunder; and, Consultant agrees to meet with such designated representatives and other persons at such times and places as the GLAPD Collaborative may require in order to maintain a continuous review process so as to expedite determinations and approvals required to be made in the various phases of the performance of Consulting Services pursuant to this Agreement.
- E. Consultant shall communicate regularly with designated representatives of the GLAPD Collaborative concerning the progress of Consultant's work, through telephone calls, written correspondence, emails, face-to-face meetings, or whatever means deemed appropriate by Consultant in consultation with designated representatives of the GLAPD Collaborative.

4. Payment for Consulting Services

- A. The GLAPD Collaborative shall pay Podojil Consulting a total of up to TWENTY TWO THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$22,500.00) for sixty (60) days of Consulting Services at the rate of THREE HUNDRED SEVENTY FIVE DOLLARS AND ZERO CENTS (\$375.00) per day of Consulting Services rendered or the equivalent of FIFTY THREE Dollars and FIFTY SEVEN CENTS (\$53.57) per one hour of Consulting Services rendered.
- B. Consultant shall track the performance of Consulting Services in one-hour increments and Podojil Consulting shall invoice the GLAPD Collaborative for all such services rendered. Invoices shall be issued on the following dates:

1. October 1, 2016 - for Consulting Services rendered between the dates of August 1, 2016 and September 30, 2016.
2. December 1, 2016 - for Consulting Services rendered between the dates of October 1, 2016 and November 30, 2016.
3. February 1, 2017 - for Consulting Services rendered between the dates of December 1, 2016 and January 30, 2017.
4. April 1, 2017 - for Consulting Services rendered between the dates of February 1, 2017 and March 30, 2017.
5. June 1, 2017 - for Consulting Services rendered between the dates of April 1, 2017 and May 30, 2017.
6. July 31, 2017 - for Consulting Services rendered between the dates of June 1, 2017 and July 31, 2017.

C. Invoices are to be paid in full within fifteen (15) days of the issue date of the invoice.

5. Independent Contractors

- A. Podojil Consulting and the GLAPD Collaborative are separate and independent entities, and this Agreement shall not be deemed to create a joint venture or a relationship of agency, employment, or partnership between the Parties. The Parties understand and acknowledge that this Agreement establishes an independent contractor relationship between the Parties for the provision and receipt of consulting services and that the agents or employees of each respective Party are not employees or agents of the other Party.
- B. It is expressly understood that Consultant is an employee of Podojil Consulting, and is not the agent, partner or employee of the GLAPD Collaborative. Consultant shall not have the authority to enter into any contract or agreement to bind the GLAPD Collaborative and shall not represent to anyone that Consultant has such authority.

6. Termination

- A. Either Podojil Consulting or the GLAPD Collaborative may at any time and for any reason terminate this Agreement upon not less than 30 days prior written notice to the other Party.
- B. Podojil Consulting may terminate this Agreement at any time the GLAPD Collaborative fails to render timely payment for Consulting Services provided. Such termination of the Agreement shall not diminish Podojil Consulting's right to pursue other equitable and legal remedies for breach of the Agreement.
- C. If, for any reason, Consultant is unable to provide the GLAPD Collaborative with Consulting Services under this Agreement, Podojil Consulting may, at its discretion, designate another person to serve as its representative to provide the GLAPD

Collaborative with Consulting Services. If Podojil Consulting chooses not to designate a new representative to provide the GLAPD Collaborative with Consulting Services or if the GLAPD Collaborative chooses not to accept the designation of a new representative, then this Agreement shall immediately terminate.

- D. Upon expiration or termination of this Agreement Podojil Consulting shall submit a final invoice to the GLAPD Collaborative accounting for all monies due and owing to Podojil Consulting for Consulting Services previously rendered but not yet paid. The final invoice shall be paid in full within fifteen (15) days of the GLAPD Collaborative's receipt of such invoice.

7. Assignment

Neither Podojil Consulting nor the GLAPD Collaborative may assign, transfer, convey, pledge, or otherwise dispose of its interest or delegate any part of its duties hereunder without the prior written consent of the other.

8. Indemnification

To the fullest extent permitted by law, the GLAPD Collaborative shall indemnify and hold harmless Podojil Consulting and its agents, representatives, trustees, officers, and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Consulting Services, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, regardless of whether or not such claim, damage, loss or expense is caused in part by a person indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

9. Notices

Any notice, approval, consent, acceptance, request, invoice, demand, or statement hereunder from either party to the other shall be in writing and shall be deemed given if delivered by hand, sent via electronic mail, sent overnight via a reputable overnight carrier, or deposited with the United States Postal Service in a postage pre-paid envelope sent regular mail and addressed as follows:

If to Podojil Consulting, submitted to:

Anthony Podojil, PhD
President
Podojil Consulting and Professional Srv.
2111 Kingsborough Drive
Painesville Twp. OH 44077

Wghs97@aol.com

If to the GLAPD Collaborative, submitted to:

Margaret Lynch
Superintendent
Auburn Career Center
8221 Auburn Road
Concord Twp., 01-1 44077
mlynch@aubumcc.org

Any notice, approval, consent, acceptance, request, invoice, demand, or statement given hereunder by either Party shall be deemed received by the other as follows: (1) at the time given if delivered by hand or sent via electronic mail; (2) one day after given if sent overnight via a reputable overnight carrier; or (3) three days after given if deposited with the United States Postal Service in a postage pre-paid envelope sent regular mail.

10. Captions or Headings

The captions or headings of the various articles, paragraphs and subparagraphs contained in this Agreement are intended for convenience and for reference purposes only and in no way define, limit, or describe the scope or intent of this Agreement or in any way effect this Agreement.

11. Miscellaneous

- A. If this Agreement contains any unlawful provisions not an essential part of the Agreement and which appear not to have been a controlling or material inducement to the making hereof, the same shall be deemed to be of no effect, and the same shall, Upon the application of either Party, be stricken from this Agreement without affecting the binding force of the Agreement as it shall remain after omitting such provisions.

- B. This Agreement and the rights and obligations of the Parties hereto shall be construed and enforced in accordance with, and governed by, the laws of the State of Ohio without regard to its conflict or choice of law principles. The Parties consent to the jurisdiction of the Court of Common Pleas for Cuyahoga County, Ohio for the adjudication of any disputes arising under this Agreement.
- C. Paragraphs 4, 6.D., 8 and 9 herein shall survive the expiration or termination of this Agreement.
- D. This Agreement constitutes the entire agreement between the Parties and incorporates all prior understandings in connection with the subject matter hereof. This Agreement cannot be modified except by an instrument in writing signed by the Parties.

IN WITNESS WHEREOF, Podojil Consulting, Lake County Educational Service Center, Geauga County Educational Service Center, and Auburn Career Center have executed this Agreement by and through their respective representatives as of the date set forth below their names.

Podojil Consulting and
Professional Services

By:

Name: Anthony Podojil

Title: President

Date: 07-31-2016

Auburn Career Center

By: _____

Name: Erik Walter

Title: Board President

Date: _____

By: _____

Name: Margaret T. Lynch

Title: Superintendent

Date: _____

By: _____

Name: Sherry L. Williamson

Title: Treasurer

Date: _____



Attachment Item #30

- Approve Membership Dues for Geauga Growth Partnership, Inc.

Geauga Growth Partnership, Inc.



Geauga Growth Partnership, Inc.
12373 KINSMAN RD
NEWBURY, OH 44065

(440)564-1060
info@geaugagrowth.com

Invoice

Date	Invoice #
09/13/2016	16-10526
Terms	Due Date
Net 30	10/13/2016

Bill To

Auburn Career Center
Attn: Maggie Lunch
8140 Auburn Road
Concord, OH 44077

Amount Due	Enclosed
\$1,000.00	

Please detach top portion and return with your payment.

Activity	Quantity	Rate	Amount
• Membership Renewal: Period September 15, through September 14, 2017	1	1,000.00	1,000.00
Total			\$1,000.00

Geauga Growth Partnership, Inc. is a 501(c)(3) organization.
TIN: 27-2897243
Thank You for your Support!



leading business growth in Geauga County

geauga growth partnership, inc.

MEMBERSHIP RENEWAL

If no address change this

Company: _____

Date: _____

Address: _____ City: _____ St: _____ Zip: _____

Website: _____ Main office #: (____) _____

Primary Contact: _____ Title: _____

Email: _____ Cell: _____

Alternate Contact: _____ Title: _____

Email: _____ Phone: contact via Main # or _____

**Please add additional representatives that would benefit from GGP programs and information.*

HR Representative: Name: _____

Email: _____

Other Representative: Name: _____

Title: _____ Email: _____

Please update the following:

Primary Sales Market(s): Geauga County NE Ohio Ohio National International

Primary Industries Served: _____

Member location school district(s) _____ # of Years In Business _____

of employees working within Geauga County _____ # Outside of Geauga _____

Purpose (SIC code or products & services) _____

What would make GGP more valuable to you and your organization? _____

Membership dues are based on Geauga County revenue: please the revenue level that is applicable.

Business & Professional Memberships: Dues based on annual revenue as follows:

Government & Education Memberships: Dues based on annual general fund revenue as follows:

_____ \$15,000 dues if annual revenue exceeds \$500,000,000

_____ \$10,000 dues if annual revenue exceeds \$100,000,000 but is less than \$500,000,000

_____ \$5,000 dues if annual revenue exceeds \$50,000,000 but is less than \$100,000,000

_____ \$2,500 dues if annual revenue exceeds \$10,000,000 but is less than \$50,000,000

_____ \$1,000 dues if annual revenue exceeds \$5,000,000 but is less than \$10,000,000

_____ \$500 dues if annual revenue exceeds \$2,500,000 but is less than \$5,000,000

_____ \$275 dues if annual revenue is less than \$2,500,000

_____ **Nonprofit 501c(3) Organization Membership:** _____ \$250

_____ **Individual Membership:** A person who is not actively employed. _____ \$250

Geauga Growth Partnership Inc. | 12373 Kinsman Rd, #106 Newbury, OH | 440-564-1060



Attachment Item #31

Approve District Organizational Chart

Auburn Vocational School District Board of Education
 Mr. Erik Waller, Esq., President Mrs. Mary Javins, Vice President
 Mrs. Jean Brush, Dr. Susan Culotta, Mr. Geoffrey Kent,
 Mr. Ken Klima, Dr. Brian Kolkowski, Mr. Roger Miller,
 Mr. Paul Stefanko, Mrs. Kelley Wanyek, Mrs. Mary Wheeler

Superintendent
 Margaret T. Lynch

Inter-District Cooperative Services for Financial Services
 Treasurer
 Sherry Williamson

Principal
 Jeff Slavkovsky

Board/Executive Administrative Assistant
 Lori Smith

ACC/ESC Assistant Treasurer
 Victoria Bryant

Professional Services

***Maintenance Supervisor**
 Joe Atwell

***Maintenance**
 Mike Franko
 Rich Gamber
 Dominic DePasqualone

Catereria Manager
 Brenda Carraher

Catereria Staff
 Kathy Neill
 Judy Osmond
 Sonja Medved
 Diane Tyvergyak

***IT Systems and Networking**
 John Dicks
 Tim Marek

Training/EMIS/Infirnie Campus Support
 Kelley Golinar

Marketing
 Dawn Bubonic

*** SERVICES INCLUDE ALL TENANTS**
 LCESC- (All there outsource operations)
 LEAF
 iSTEM
 LGCA

High School Administrative Assistants

Advanced Manufacturing Instructor
 Terry Colascott

Allied Health Technology Instructor
 Sue Lefler

Architecture & Project Management Inst.
 Salman Prizada

Automotive Instructors
 Chuck Torre
 Tom Welk

Business Management Tech Instructor
 Angela Nelson

Business Partnership Coordinators
 Michelle Rodewald

Career Development
 Liz Stief

Construction Instructor
 Bob Hill
Teacher Assistant
 Phil Stropkey

Cosmetology Instructors
 Brandi Holland
 Justine Malvicino

Culinary Arts Instructor
 Amy Ryan
Teacher Assistant
 Cindy Johnson

Assistant Principal
 Dee Stark

Electrical Engineering Prep Instructor
 Mark Todd

Emergency Medical Services Instructor
 John Blauch

English Instructors
 Margaret Hecht
 Robin Nunes

Enrollment Specialists
 Barb Gordon

Guidance Counselors
 Dan Crail
 Judy Falcone

Heating, Ventilation & Air Conditioning Instructor
 Wayne Reed

Industrial Maintenance Instructor
 Dan Agardi

Intervention Specialists
 Dorothy Bentley
 Gregg Evans
 Barb Rausch

IT Instructors
 Beth Cueni
 Jason Gardner
 Rodney Kozar
 Darrin Spondike
 Laura Czewski

High School Administrative Assistants

Landscaping Instructor
 Dave Richards
Teacher Assistant
 Jessica Szoka

Math Instructor
 Arnie Irving

Patient Care Technician Instructor
 Christine Tredent

PBIS
 Stacy Allen

Resource Officer
 Deputy Scott Sitz
 Deputy Dale Pohlo

Sports Medicine Instructor
 Virginia Gontero

Teaching Profession Pathway Instructor
 Jane Mettrish

Vocational Assessments
 Stephanie Wiencek

VOSE Coordinator
 Suzanne Holmen

Welding Instructor
 Jarred Rogge

Director of Adult Workforce Education
 Andrea Tracy

Receptionist
 Jessica Brown

Workforce Education Administrative Assistant
 Laura Karnis

Facilities/Testing Coordinator
 Wendy Lauer

Career Advisor
 Jen Reese

Geauga One Stop Career Center
 Gerald Allen
 Janene Ishsee
 Carol Brafford

Adult Workforce Education Programs
 ACC Kennametal Manufacturing Administrative Assistant & Office Specialist
 Automotive Technology
 CDL Truck Driving
 CNC Operations
 Electronic Technician Training
 EMT-Basic
 FAB Lab
 Facility Maintenance
 Firefighter Levels I & II
 HVAC
 Industrial Electrical Training
 LPN
 Paramedic
 Welding

Program Administrator Auburn Practical Nursing Program
 Sandy Ranck

PN Full Time Faculty
 Linda Yoo

PN Part Time Faculty
 Lisa Kernode
 Debbie Upole
 Roberta Widleis
 Stacy Yarnell

Auburn Payroll/Benefits
 Eileen Hauser

Auburn Accounts Payable
 Carrie McVicker

ACC/LCESC Grants
 Bonnie Brockway

Lake County ESC Pay
 Karolyn Johnson

Lake County ESC Accounts Payable
 Ellen Cochran

Financial Aide
 Shelley Barto

ABLE/GED Coordinator
 Mary Ann Kerwood

Administrative Assistant
 Catherine Coyne (PT)

ABLE/GED Locations
 Auburn Career Center
 Eastlake - McKinley
 Geauga - OMG & Jail
 Lakeland Community College
 Lake County Jail
 Madison
 Northeast Ohio Community Alternative Program
 Painesville

KEY

District Administrators



Workforce Education Student Handbook 2016-2017

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

We believe that:

- People are personally responsible for their choices and actions.
- Treating people with dignity and respect will enhance learning.
- Attitude and goals drive achievement.
- All people can learn.
- All people can make positive contributions.
- Change is exciting and essential for growth.

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542
www.auburncc.org

Consumer Disclosure

The school is required by Federal Law to disclose certain information to our prospective and enrolled students on an annual basis:

- ✓ Available Financial Assistance
- ✓ Campus Security Report – Clery Act
- ✓ Completion/Graduation Rates
- ✓ Drug/Alcohol Abuse Prevention
- ✓ Family Education Rights & Privacy Act (FERPA)
- ✓ Institutional Information
- ✓ Job Placement Information
- ✓ Retention Rate

All of the above information and more is found in our Student Handbook and Student Financial Aid web page which is made available to all prospective and current students.

This information is available in hard copy upon request. To obtain a copy please contact the Financial Aid Specialist at: 440-357-7542 extension 8326.

AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

Mr. Erik Walter, President
Mrs. Mary Javins, Vice President
Mrs. Jean Brush
Dr. Susan Culotta
Mr. Geoffrey Kent
Mr. Ken Klima
Dr. Brian Kolkowski
Mr. Roger Miller
Mr. Paul Stefanko
Mrs. Kelly Wanyek
Mrs. Mary Wheeler

AUBURN ADMINISTRATION

Margaret Lynch
Superintendent
Andrea Tracy
Director of Adult Workforce
Education
Sherry Williamson
Treasurer
Jeff Slavkovsky
High School Principal
Dee Stark
Assistant Principal

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Welcome to Auburn!



Dear Adult Workforce Education Student,

You have chosen Auburn Career Center as the educational institution that will prepare you for workplace employment. In addition, Auburn Adult Workforce Education courses may also prepare you for Industry Certifications as well as help you transition to college coursework as a sequence to your training. At Auburn Career Center, we expect you to find coursework that is focused on rigorous and relevant instruction. We want you to be successful and we are here to help you.

Our mission statement reads: Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and to enrich their community. Our goal is to provide you with the knowledge and skills necessary to become a productive and responsible employee. Please try to earn as many industry certificates as possible to help you have the competitive edge to market yourself when interviewing for a desired job.

As an Auburn Career Center Workforce Education student, you are encouraged to utilize all of our resources to aid you in obtaining your career goals. Please use our Career Resource Department and Job Placement Office to assist you with your interviewing skills, job-hunting skills, exit resume and assembling your portfolio. In some programs, an internship opportunity may be available and our Business Partnership Coordinator will match you with a company for this experience. We appreciate that gainful employment is your goal at the end of your training program. We are here to assist you in obtaining a good job and be available to continue to help succeed in your career pathway.

Please read and review the Student Handbook. This handbook will help you understand the expectations Auburn Career Center has for students. We believe that every student is personally responsible for their actions and should follow the established guidelines found in the student code of conduct.

Best wishes as you take your next steps in your career preparation.

Sincerely,

Ms. Margaret T. Lynch
Superintendent

ADULT WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST

Evening Receptionist, Cindy Coin 440.357.7542

ADULT WORKFORCE EDUCATION OFFICE

Office Hours

Monday through Thursday 10:00 am – 8:00 pm

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

Services

Registration – Transcripts – Book Purchases - Student Records

Please contact Administrative Assistant, Laura Kamis at ext. 8276

CAREER RESOURCES

Office Hours

Monday through Thursday 12:00 am – 8:00 pm

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

Services

Career Planning, Vocational Assessments, Student Academic Advising

Career Resources Coordinator

Ms. Jen Reese, Ext. 8248

Business Partnership Coordinator/Job Placement

Internship Placement, Interview Preparation, Resume Writing,
Job Board, Job Search and Placement Services

CUSTOMIZED TRAINING

COST Coordinator

Ms. Andrea Tracy8028

EMS/PARAMEDIC/FIRE FIGHTER TRAINING

Coordinator

Mr. Sean Davis8026

FINANCIAL AID

Financial Aid Coordinator

Mrs. Shelly Barto8326

GED – AUBURN ABLE PROGRAM

ABLE/GED Coordinator

Mrs. Mary Ann Kerwood8237

Administrative Assistant

Mrs. Cathy Coyne8237

Ms. Wendy Lauer8278

Administrative Assistant

Ms. Darlene Billy8027

ABLE Instructor

Mr. Bruce Cline8237

ABLE Instructor	Ms. Barbara Bouck.....	8237
ABLE Instructor	Mr. Rich Merhar.....	8237
ABLE Instructor	Ms. Dee Marjenin.....	8032
ABLE Instructor	Ms. Cindy Metzger.....	8237
Orientation Specialist	Ms. Gloria Kilfoyle.....	8237

PRACTICAL NURSING

Administrator	Mrs. Sandy Ranck.....	8366
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RESOURCE OFFICER

Lake Co. Sheriff's Dept. Personnel	Officer on Duty.....	8111
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TESTING COORDINATOR/RENTAL RESERVATIONS

Administrative Assistant	Ms. Wendy Lauer.....	8278
--------------------------	----------------------	------

Directory of Adult Workforce Education Personnel

DIRECTOR OF ADULT WORKFORCE EDUCATION.....Andrea Tracy

ACC Kennametal Manufacturing

Instructor.....Tim Portik (tportik@auburncc.org)
Instructor.....Steve Borkowski (sborkowski@auburncc.org)
Instructor.....Chip Bojanowski (cbojanowski@auburncc.org)
Instructor.....Al Large (alarge@auburncc.org)

Administrative Assistant & Office Specialist/Computer Classes

Instructor.....Andrew Venclauskas (avenclauskas@auburncc.org)
Instructor.....TBD

Auburn Practical Nursing Program

Practical Nursing Administrator.....Sandy Ranck (sranck@auburncc.org)
Instructor.....Linda Yoo (lyoo@auburncc.org)

Automotive Technology

Instructor.....Dan Morrow (dmorrow@auburncc.org)
Instructor.....Randy Horvath (rhorvath@auburncc.org)

EMT Basic

Instructor.....Sean Davis (sdavis@auburncc.org)
Instructor.....Sue Vigh (svigh@auburncc.org)
Instructor.....Robert Ivancic (rivancic@auburncc.org)
Instructor.....Robert Clark (rclark@auburncc.org)
Instructor.....James Davis (jdavis@auburncc.org)
Instructor.....Justin Meister (jmeister@auburncc.org)
Instructor.....John Blauch (jblauch@auburncc.org)
Instructor.....Matt Urie (murie@auburncc.org)
Instructor.....Dan Murdock (dmurdock@auburncc.org)
Instructor.....Carmen Tibaldi (ctibaldi@auburncc.org)

Facilities Maintenance

Instructor.....Richard LaForce (rlaforce@auburncc.org)
Instructor.....Tom Roseum (troseum@auburncc.org)
Instructor.....John Chapin (jchapin@auburncc.org)
Instructor.....Ken Johnson (kjohnson@auburncc.org)

Firefighter I & II

Instructor.....Ron Terriaco (rterriaco@auburncc.org)
Instructor.....Mike Fearing (mfearing@auburncc.org)
Instructor.....Tom Sitz (tsitz@auburncc.org)

HVAC Technician

Instructor.....John Chapin (jchapin@auburncc.org)
Instructor.....Joe Ballentine (jballentine@auburncc.org)

Industrial Electrical Training

Instructor..... Richard LaForce (rlaforce@auburncc.org)

Industrial Maintenance

Instructor.....Chip Bojanowski (cbojanowski@auburncc.org)

Instructor..... Richard LaForce (rlaforce@auburncc.org)

Instructor.....Tim Portik (tportik@auburncc.org)

Instructor..... Al Large (alarge@auburncc.org)

Paramedic

Instructor.....Sean Davis (sdavis@auburncc.org)

Instructor..... Susie Vigh (svigh@auburncc.org)

Instructor..... Robert Ivancic (rivancic@auburncc.org)

Instructor.....Robert Clark (rclark@auburncc.org)

Instructor..... James Davis (jdavis@auburncc.org)

Instructor..... Justin Meister (jmeister@auburncc.org)

Instructor.....John Blauch (jblauch@auburncc.org)

Instructor..... Matt Urie (murie@auburncc.org)

Instructor..... Dan Murdock (dmurdock@auburncc.org)

Instructor..... Carmen Tibaldi (ctibaldi@auburncc.org)

Welding

Instructor..... Ken Johnson (kjohnson@auburncc.org)

Instructor..... Joe Renda (jrenda@auburncc.org)

ADULT WORKFORCE EDUCATION-CALENDAR (2016-17)

September 5 (Mon.)	Labor Day
October 14 (Fri.).....	NEOEA Day
November 23, 24, 25	Thanksgiving Break
December 22 - January 3, 2017	Winter Break
January 16 (Mon.).....	Martin Luther King Day
February 20 (Mon.)	President's Day
March 27 - March 31.....	Spring Break
April 14 & 17	No School ~Break
May 29 (Mon.).....	Memorial Day
July 4 (Mon.).....	Independence Day

CLASS SCHEDULE

COURSE NAME	COURSE HOURS	DAYS CLASS MEETS	TIME OF SCHEDULED CLASS	START DATE	END DATE
Industrial Maintenance	658	M, T, W, TH	6:00 pm – 10:00 pm	9/12/16	7/26/17
Facilities Maintenance	652	M, T, W, TH	6:00 pm – 10:00 pm	9/12/16	7/24/17
ACC/Kennametal Manufacturing	665	M, T, W, TH Mod 5 M-F	5:00 pm – 9:00 pm 7:00 am – 3:00 pm	5/9/16	12/5/16
Industrial Electrical Training	320	M, T, W, TH	6:00 pm – 10:00 pm	9/12/16	2/14/17
Great Lakes Truck Driving	600	M, T, W, TH	7:30 am – 6:00 pm	9/12/17	1/9/17
Residential Wiring	48	T/TH	6:00 pm – 9:00 pm	9/27/16	11/17/16
Small Engine Repair	48	M/T	6:00 pm – 9:00 pm	10/17/16	12/6/16
Welding	620	M, T, W, TH	5:00 pm – 9:00 pm	9/12/16	7/10/17
HVAC Technician	600	M, T, W, TH	6:00 pm – 10:00 pm	9/12/16	6/28/17
Automotive Technology	600	M, T, W, TH	6:00 pm – 10:00 pm	9/12/16	6/28/17
Auburn Practical Nursing Day	1200	M, T, W, TH, F	7:30 am – 2:30 pm	TBD	TBD
Auburn Practical Nursing Evening	1200	M, T, W, TH, F	4:30 pm – 10:00 pm	4/6/16	3/22/17
Healthcare Readiness	36	M/W 9-12	9:00 am – 12:00 pm	TBD	TBD
EMT Basic	220	T, W, TH	6:00 pm – 10:00 pm	8/16/16	2/9/17
Paramedic	1020	M/W	6:00 pm – 10:00 pm	8/8/16	7/29/17
Firefighter I & II	260	TH/F & Sat/Sun	6:30 pm-10 pm & 8 am-5 pm	8/4/16	1/29/17
Volunteer Firefighter	36	TH	6:00 pm – 10:00 pm	9/13/16	11/15/16
Word Level I	6	W/TH	6:00 pm – 9:00 pm	TBD	TBD
Word Level II	6	W/TH	6:00 pm – 9:00 pm	TBD	TBD
Word Level III	6	T/TH	6:00 pm – 9:00 pm	TBD	TBD
Excel Level I	6	W/TH	6:00 pm – 9:00 pm	TBD	TBD
Excel Level II	6	W/TH	6:00 pm – 9:00 pm	TBD	TBD
Excel Level III	6	T/TH	6:00 pm – 9:00 pm	TBD	TBD
Access Level I	6	M/W	6:00 pm – 9:00 pm	TBD	TBD
Access Level II	6	M/W	6:00 pm – 9:00 pm	TBD	TBD
Access Level III	6	M/W	6:00 pm – 9:00 pm	TBD	TBD
Publisher 2010 Basic	6	T/TH	6:00 pm – 9:00 pm	TBD	TBD
QuickBooks Pro2012	6	T/TH	6:00 pm – 9:00 pm	TBD	TBD
PowerPoint 2010	6	T/TH	6:00 pm – 9:00 pm	TBD	TBD
Administrative Asst.	172	M,T,W,H	9:00 am – 12:00 pm	TBD	TBD

AUBURN CAREER CENTER

Campus

Auburn Career Center has established a strong tradition of providing education to meet the needs of area students, employers and agencies dealing with economic and human resource development within the local community. As a result, various programs, services and facilities have evolved to fill those needs. Auburn has five buildings on its campus including the main building, the Technology Learning Center, the Industrial Arts Building, Horticulture Center, and Annex totaling approximately 170,000 square feet. It includes 24 classrooms and 26 hands-on labs. Auburn Career Center is a non-smoking facility located in the setting of Concord Township.

Equipment

Auburn Career Center is equipped with a state of the art welding lab as well as a brand new Industrial Arts lab that provides the most current technology in the field. The EMS programs utilizes a full service ambulance as part of their training and the practical nursing school has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, and Health Careers. Computer accessibility is available to every student at a 1:1 ratio.

ACCREDITATION AND AFFILIATIONS

Accreditation

In 2016, Auburn Career Center became fully accredited with the Council on Occupational Education (C.O.E.) and received the highest recommendation of a six-year accreditation. The Council on Occupational Education is a nationally recognized accrediting agency by the United States Department of Education assuring quality and integrity in career and technical education. COE can be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: (800) 917-2081

Additional Accreditations/Associations and Professional Boards

Auburn Career Center's Adult Workforce Education Program is recognized by many professional boards and associations, some of which are:

- Ohio Board of Nursing
- Ohio Department of Public Safety
- Auburn's Paramedic Program is holds a letter of review by CoAEMSP

The Auburn Career Center Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation

AUBURN CAREER CENTER'S EQUAL OPPORTUNITY- POLICY

Auburn Career Center believes that all persons are entitled to equal educational and employment opportunities. We do not discriminate in application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices against anyone because of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age. We do not discriminate against any individual because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any class or program which otherwise meets minimum qualifications. Ohio law also requires that all individuals be provided with an educational opportunity to any individual or otherwise to discriminate against an individual, with respect to classes or programs offered, regardless of whether the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking.

AUBURN CAREER CENTER ADMISSIONS PROCEDURES

Students admitted to short-term classes (less than 90 contact hours in length) must be at least 16 years of age.

A. Eligibility for Admission Career Development Classes

Admission to Auburn Career Center Workforce Education is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
3. Out of School applicants age 16 years of age or older with no high school diploma. Students without a high school diploma can only gain admissions to programs that are approved as "Ability to Benefit Programs".
4. High school students 16 years of age or older with written permission from parents and school principal prior to registration.

Students seeking admittance into Adult Workforce Education full time classes are responsible for completion of the Work Keys placement test prior to registering for courses. The assessment is given at Auburn Career Center and must have been taken within the last two years in order for the scores to be valid. An appointment can be made by contacting Wendy Lauer, 440-357-7542 extension 8278. Work Keys score requirements vary by program.

B. Ability to Benefit

Auburn Career Center recognizes several occupational programs that offer the ability to benefit when the student has not obtained a GED or High School Diploma. These programs are: ACC Kennametal Manufacturing, Administrative Assistant & Office Specialist, Automotive Technology, Facilities Maintenance, HVAC Technician, and Welding.

Student candidates for admission seeking to enroll in any of these programs shall follow all written admissions policies in addition to the following:

1. The student shall be offered verbal and/or written information on how he/she can obtain his/her GED.
2. The student shall be offered industry specific information regarding the outlook of securing employment in his/her chosen field without having a GED or high school diploma.

3. The Career Resource Coordinator shall follow up on student progress at the mid-point of the class to determine if the student is maintaining academic success. Students failing to maintain academic success will follow policies and procedures.
4. The student shall be offered the opportunity to participate in a career assessment to further identify career and training paths with the Career Resources Coordinator.

Programs with the "ability to benefit" policy shall be reviewed annually at the Advisory Board meeting to ensure the policy is in alignment with the views and practices of business and industry.

NOTE: "Ability to benefit" students are not eligible for Federal Title IV funds.

C. Admissions Process - Long Term Training (more than 90 hours)

1. Prospective students must make an appointment with an academic advisor to review admissions criteria, registration steps, address course selection questions, and discuss payment options. Students who are interested in funding their institutional costs through financial aid will be send to speak with Auburn's Financial Aid Coordinator.
2. After meeting with an academic counselor, students must take the WorkKeys test and obtain the necessary benchmark scores for their desired program. Students that do not meet the necessary scores will be given access to KeyTrain, remediation software, and have the ability to retake the WorkKeys test. Students can retake the WorkKeys test two weeks after their initial testing.
3. After obtaining the needed scores on WorkKeys, students must submit a completed registration form to the Adult Workforce Education Office and pay a non-refundable admissions fee (\$25 for classes starting after 2/1/2017).
4. Students interested in the Health Technology programs may have additional admission requirements and should contact the Director of the program for which they are interested.

D. Short-Term Training

To register for short-term class (less than 90 hours)

1. Contact the Adult Workforce Education Administrative Office at 440-357-7542 extension 8276. Complete registration and payment over the phone, in person, U.S. mail or via fax, or online at www.auburncc.org
2. To send the completed registration form via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
3. To send the completed registration form via facsimile, include the credit card number to Adult Workforce Education Office at 440-358-8012.

TUITION

Students are responsible for payment of all tuition and fees by the first day of class unless they have completed a Payment Plan or are funding their costs through Federal Financial Aid. Students will be unable to attend class if they have a balance or have not completed their Federal Financial Aid paperwork. Students who have not made arrangements to pay their tuition and fees, completed their Federal Financial Aid Paperwork or signed up for a Payment Plan before the second day of class will be dismissed. Students who are dismissed will be subject to Auburn Career Center's Refund Policy.

A. Withdrawal and Refund Policy

To officially withdraw from a class or program the student must complete the Workforce Education Withdrawal Form, located in the Adult Workforce Education Office. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or other telecommunication system.

Students that are absent 10 consecutive calendar days, and have not contacted the school, will be Administratively Withdrawn from their program.

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. It means that tuition will be adjusted according to the refund schedule below and students who have paid their tuition and fees may be given a refund. Students with Federal Financial Aid are subject not only to Auburn's Refund Policy, by the Return of Title IV Funding (page 31) calculation done on any disbursed federal aid. Before withdrawing, students should talk to the Financial Aid Coordinator to see how their disbursed Federal funds will be impacted.

Please note: Students who have not paid on their account will not be given a refund but will owe the institution the percentage of tuition noted on the schedule below. Student fees, tools and book are non-refundable.

Students may withdraw and receive a full refund prior to and on the first day of class for programs that are 200 clock hours or greater. **Students taking a program that is less than 200 clock hours, or an individual module, are only given a full refund prior to the first day of class.**

After the first day of class, the refund schedule is as follows:

Clock Hours	Full Refund	90% Refund	80% Refund	70% Refund	No Refund
Programs 1000 Clock Hours or More	Prior to and on the first day of class	Day 2-Day 8 of Class Student owes: 10% of Tuition	Day 9-Day 16 of Class Student owes: 20% of Tuition	Day 17-Day 28 of Class Student owes: 30% of Tuition	Starting Day 29 of Class Student owes: 100% of Tuition

Programs 600 Clock Hours to 999	Prior to and on the first day of class	Day 2-Day 4 of Class Student owes: 10% of Tuition	Day 5-Day 8 of Class Student owes: 20% of Tuition	Day 9-Day 12 of Class Student owes: 30% of Tuition	Starting Day 13 of Class Student owes: 100% of Tuition
Programs 200 Clock Hours to 599 Clock Hours	Prior to and on the first day class	Day 2-Day 3 of Class Student owes: 10% of Tuition	Day 4- Day 5 of Class Student owes: 20% of Tuition	Day 6- Day 7 of Class Student owes: 30% of Tuition	Starting Day 8 of Class Student owes: 100% of Tuition
Programs Less than 200 Clock Hours	Prior to the first day of class				Starting First Day of Class

Students who are removed from a class or program because of poor academic performance, not meeting SAP requirements (page ...), violations of the student conduct policies, violation of Board policies, or prosecutable offenses are not eligible for a refund and will owe 100% of their tuition, fees, tool fees and book costs.

NOTE: Students are responsible for repaying their Federal Student Loans whether or not they complete their training programs.

Any student who withdraws from Auburn must pick up his/her personal belongings within 30 days. If the student fails to do so, the item(s) will be disposed.

PAYMENT OPTIONS

B. Cash Option

Students utilizing the cash option payment, will pay 100% of their tuition and fees before the first day of class. This payment can be made through credit card, debit, cash or check. However, if students pay by check and the check bounces they will only allowed to pay through debit, credit card or cash and may be removed from class.

C. Tuition Payment Agreement

Self-paying students are required to complete a Tuition Payment Agreement for the program tuition at the time of registration. To participate in the payment plan, submission of a valid Visa, MasterCard or Discover card is required. The balance is payable in equal monthly, interest-free installments due on or before the 15th of each month, throughout the term of the class.

Students with expired/declined credit or debit cards will be notified in writing. The student will have ten (10) business days to present updated information in the Adult Workforce Education Office. Failure to provide current card information after the ten day period will result in withdrawal from the program.

D. Pell Grant Only Option

Students who are Pell Grant eligible, verified by the Financial Aid Coordinator, and do not want to utilize Federal Direct Student Loans to pay their balance are required to sign a Tuition Payment Agreement with credit/debit card information for the balance of the tuition.

E. Financial Aid

STATEMENT OF PHILOSOPHY

The philosophy of student financial aid at Auburn Career Center supports career preparation education of the student. Our objective is to help the student acquire general employability skills and the occupational specific skills necessary for initial job entry and continuing successful employment skills that will aid the student in achieving economic independence as productive and contributing member of society.

The following are the guiding principles of the student aid programs at Auburn Career Center.

- A. The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by the student and his/her parents and/or spouse.
- B. This school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
- C. The Office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
- D. Auburn Career Center provides equal opportunities in its educational programs. Auburn Career Center does not discriminate on the basis of race, color, natural origin, ancestry, creed, gender, age, religion, presence of a disability or handicap, marital status, pregnancy, sexual orientation or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.

STATEMENT OF PRINCIPLES

1. The primary purpose of Auburn Career Center Financial Aid program shall be to provide financial assistance to accept students who without such aid would be unable to enroll in our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books and supplies.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.

The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay.

7. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his/her family and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

FINANCIAL AID OFFICE PERSONNEL CODE OF CONDUCT

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. The student financial aid officer will provide counseling for students and parents and/or spouse who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office will not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.

12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office personnel will participate in relevant training provided by the school, state, federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

Financial aid is available to eligible, full-time students. A full-time student is any student who is enrolled in a program of 600 or more clock-hours. Contact the Financial Aid Officer for further information. For students desiring financial aid, additional financial information will be required.

Financial Aid recipients must attend 90% of scheduled class time to remain eligible for financial aid. **Failure to maintain 90% attendance will result in loss of Financial Aid funding, and you will be responsible for the balance of your account.**

Students must apply for financial aid **every award year** by completing the following steps:

- a) Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA can be completed any time after October 1st, but should be done no later than May 1st to optimize financial opportunities. **Auburn Career Center's school code is 030514.**
- b) Submit any other financial aid requested documents (i.e. verification worksheet, signed federal tax transcript, W-2 form, parents' tax information if needed, etc.).

The award year for Federal financial aid runs from July 1 to the following June 30. If a student is in a class that crosses over the June 30 to July 1 award year, they need to make an application with FAFSA for **both award years** to take advantage of all available financial aid.

After all requested documents are submitted, the student will receive a financial aid award letter. Financial aid award letters are mailed to students when Auburn Career Center is notified of the student's award standing.

A. Financial Aid Academic Good Standing and Satisfactory Progress Policy

1. All students who receive financial aid assistance are required to meet the standards of the Financial Aid Academic Good Standing and Satisfactory Progress Policy based on federal regulations. Failure to meet the minimum requirements of this policy can result in a student becoming ineligible for financial aid.
2. Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades issued by the instructor.

WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

Students interested in applying for financial aid to assist them with tuition and school related expenses, need to file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov then contact the Financial Aid Office at (440) 357-7542 for an appointment to review eligibility.

Note: Financial aid is not automatic, **STUDENTS MUST FILE THE FAFSA IN ORDER TO RECEIVE TITLE IV AID**

FINANCIAL AID OFFICE CONTACT INFORMATION

Financial Aid Office: (440) 357-7542 Extension 8326

Shelley Barto, Financial Aid Coordinator

sbarto@auburncc.org

Office Hours: Monday /Wednesday 10:00 a.m. – 6:00 p.m. Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

Federal Pell Grant Program

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a Federal grant given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at www.fafsa.ed.gov or a paper application may be used. FAFSA forms are available in the Financial Aid Office or other public places such as a library. Not all students will qualify for a Federal Pell Grant.

An Award Notification letter will be provided to the student indicating the type and the amount of aid awarded.

Federal Loan Programs

William D Ford Federal Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student's program. The federal government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

Federal Parent Loan to Undergraduate Student (PLUS) - PLUS loans are meant to provide additional funds to dependent students for education related expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

- 1) To receive a Federal Loan, a student must complete the FAFSA *and* loan application (Master Promissory Note). If the student is dependent, and the parent is borrowing loan funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note online at www.studentloans.gov.

Some of the information a borrower must provide are his or her name, address, date of birth, Social Security number, and driver's license number, e-mail, as well as next of kin and two personal references. The loan application is the promissory note in which the student or borrower must read and sign.

- 2) It takes about 20-30 minutes for the student to complete the entrance counseling quiz. The Financial Aid Officer instructs the student to take the quiz on their own.

All federal loans will be reported to the U.S. Department of Education's National Student Loan Data System as part of the student's financial aid history. This information will be accessible to authorized agencies, other post-secondary institutions, lenders and federal loan servicing agencies.

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

Recipients of the subsidized and the unsubsidized Federal Direct Student Loans must complete entrance counseling before their Federal Loans are disbursed and exit counseling before they complete their course of study or withdraw from classes. Entrance and Exit Counseling informs students of their rights and responsibilities regarding their loans, how to plan for repayment, repayment options and Deferment/Forbearance/Cancellation options. Entrance/Exit Counseling can be completed on-line at: www.studentloans.gov

SAMPLE MONTHLY LOAN PAYMENT CHART

The chart below gives estimated payment amounts for Stafford and Plus Loans. It is based on immediate payment and a maximum repayment period of ten (10) years. Numbers are approximate due to rounding.

Amount Borrowed	Number of Payments	5.00% Mo. Pymt.	6.00% Mo. Pymt.	7.00% Mo. Pymt.	8.25% Mo. Pymt	9.00% Mo. Pymt
\$1,000.00	20	\$52.22	\$52.67	\$53.12	\$53.69	\$54.03
\$2,000.00	43	\$50.90	\$51.81	\$52.72	\$53.88	\$54.59
\$2,500.00	56	\$50.15	\$51.29	\$52.46	\$53.94	\$54.84
\$3,000.00	69	\$50.12	\$51.52	\$52.94	\$54.75	\$55.85
\$3,500.00	82	\$50.48	\$52.13	\$53.82	\$55.98	\$57.30
\$4,000.00	97	\$50.21	\$53.82	\$54.12	\$56.64	\$58.19
\$4,500.00	113	\$50.01	\$52.22	\$54.49	\$57.40	\$59.19
\$5,000.00	120	\$53.03	\$55.51	\$58.05	\$61.33	\$63.34
\$5,500.00	120	\$58.34	\$61.06	\$63.86	\$67.46	\$69.67
\$6,000.00	120	\$63.64	\$66.61	\$69.67	\$73.59	\$76.01
\$6,500.00	120	\$68.94	\$72.16	\$75.47	\$79.72	\$82.34

DEFERMENT AND FORBEARANCE

Deferments A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to three years).
- You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the Master Promissory Note for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

- If you are in default on your loan, you are not eligible for a deferment or forbearance.

Forbearance If you can't make your scheduled loan payments, but don't qualify for a deferment, you may be able to qualify for a forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship, or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can also get more information by contacting your loan servicer.

Under certain circumstances, you may be eligible to qualify for an automatic forbearance, for instance, while we're processing a deferment, forbearance, cancellation, a change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

School-related discharges: In certain cases, you may be able to have all or a part of your loan cancelled because:

- Your school closed before you completed your program.
- Your school forged your signature on your promissory note or falsely certified that you were eligible to get the loan.
- Your loan was falsely certified because of identity theft (additional requirements apply).
- You withdrew from school but the school didn't pay a refund that it owed under its written policy or our regulations. Check with the school to see how refund policies apply to federal aid at the school.

In general, you must repay your loan even if you don't graduate, can't find work in your field of study, or are dissatisfied with the education program.

Disability, Bankruptcy, or Death Your loan may be discharged if you are determined to be totally and permanently disabled and you meet certain requirements during a three-year conditional discharge period. To apply for this discharge, you must provide a physician's statement that you became totally and permanently disabled after the loan was made. See your copy of the Borrower's Rights and Responsibilities Statement for more information on the procedures and conditions for this discharge.

Your loan may be cancelled if it is discharged in bankruptcy. This is not an automatic process—you must prove to the bankruptcy court that repaying the loan would cause undue hardship.

For a student that becomes deceased, the loan will be cancelled if a family member or other representative provides acceptable documentation to the student's servicer. Auburn Career Center will forgive any unpaid balance owed to the institution if a student passes away while enrolled in an Auburn program.

Contact your servicer for more information or to get a cancellation form. You can also find more information in your copy of the Borrower's Rights and Responsibilities Statement.

OTHER FINANCIAL AID

Workforce Innovation and Opportunity Act and Community Action Organization (WIOA/CAO)

The WIOA/CAO Program is a type of grant that does not require repayment. WIOA/CAO is set up to assist students with school related expenses the Pell Grant does not cover. You must file the FAFSA before applying for WIOA/CAO (even if you know you will not qualify). Students must contact his or her local employment office or an applicable agency.

A student on WIOA/CAO should be aware that the student will be responsible to pay for any tuition and other school related expenses not covered by the WIA Program.

Veterans Administration (VA)

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration educational assistance programs. Eligibility criteria for military educational assistance and benefits by state and school. Applicants must first check with the veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the school's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA.

All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S. Department of Veteran Affairs.

SCHOLARSHIPS

The Auburn Career Center does accept some scholarships as tuition and fees payment. The student must submit the proper paperwork to the Financial Aid Office, such as the name of contact person, agency, copy of proof of scholarship, etc. so the financial aid office will know who to contact and where to collect the scholarship funds from.

Note: The student will be responsible to pay for any tuition and other school related expenses not paid by the scholarship.

EMPLOYER PAYMENTS

The Auburn Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid Office of the contact person, place of employment, etc. to invoice for payment.

Note: The student will be responsible to pay for any tuition and other school related expenses not paid by the employer.

WHAT IS MY DEPENDENCY STATUS?

You are considered an **"Independent Student"** if you meet any one of the following criteria:

- You were born before January 1, 1993
- You will be working on a master's or doctorate program in school year 2016-2017
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2015
- You have children that receive more than half of their support from you between July 1, 2015 and June 30, 2016
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2016.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

If the student does not meet any of the above criteria, the student is considered a **"Dependent Student"** and parents must complete part of the FAFSA and provide their financial information.

In some "special circumstances" a student may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make the decision, to approve a Dependency Override request after careful consideration and review of documentation.

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

The following policy will be used in making professional judgment decisions for a student's unusual circumstance:

Basic Guidelines

The financial aid officer must resolve any conflicting or inconsistent information on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) before allowing a professional judgment. For example, if the student is flagged for verification, verification must be completed first. The student's SAR/ISIR may need to be corrected before applying any professional judgment adjustments.

Professional judgment adjustments must be decided on an individual student basis only and circumstances must be **unusual**—in other words, they must fall outside the normal type of information required by the U.S. Dept. of Education (income, assets, dependency status, etc.)

Unusual Circumstances Allowed

- 1) **Higher than normal medical and/or dental expenses:** The income protection allowance in the Expected Family Contribution (EFC) formula allows 11% of total income for medical/dental expenses. Any medical/dental expenses that exceed 11% of income will be allowed. The Financial Aid Office (FAO) should reduce the income reported on the Student Aid Report/Institutional

Student Information Record (SAR/ ISIR) by the amount of expenses that exceed 11% of the student's income.

Required Documentation:

- Copies of medical or dental bills
- Cancelled checks
- Request for Special Consideration Form completed by student and signed by the financial aid officer.
- Reprocessed Student Aid Report/Institutional Student Information Record (SAR/ ISIR)

- 2) **Lower income in current year than last year:** Students who experience a loss or reduction in income between the base year (on the FAFSA) and the current year should be allowed to substitute current annual income. The FAO must determine the **total annual** income for the student from Jan. 1 thru Dec. 31 and reprocess the SAR/ISIR with projected income for the year.

Required Documentation:

- Copy of monthly unemployment benefits statement
- Copy of recent pay stub
- Other documents used to calculate the projected annual income
- Request for Special Consideration Form completed by student and signed by the financial aid officer

- 3) **Recent Unemployment:** Student recently lost his/her job. Same requirements as lower income in current year than last year.

- 4) **Loss of Unemployment Compensation:** Student's unemployment benefits have run out. Aid officer must calculate the total amount of income for the year including the unemployment benefits received and any projected additional income from Jan. 1st to December 31st.

Required Documentation

- Copy of unemployment benefit statement
- Copy of letter indicating benefits have been exhausted

- 5) **Loss of Untaxed Income or Benefits:** Student's untaxed income or other untaxed benefits has ceased.

- Same requirements as loss of unemployment benefits.

- 6) **Separation or Divorce:** The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become separated or divorced after completing the FAFSA. The financial aid officer will correct the income and asset application information on the SAR/ISIR by including only the income for the parent which the student lived with the longest. For the independent student, the aid office allows the student to update the application information with only the student's income and assets.

Required Documentation

- Official divorce or separation documents
- Signed statement by parent and/or independent student

Note: If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the income of the parent of whom he/she lived with longer during the twelve months prior to the date the application is completed – regardless of who claimed the student as an exemption. If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

- 7) **Death of Parent or Spouse:** One of the student's parents has died or the last surviving parent has died or the independent student's spouse has died after the student has completed the FAFSA. If the student's last surviving parent has died after the student applied, the student must update his/her dependency status and report income and assets as an independent student. If the independent student's spouse has died, the student will be allowed to remove the spouse's income and asset information.

NOTE: If both parents are deceased at the time the student completes the FAFSA, the student answers "Yes" to the question concerning deceased parents in Step 3 of the FAFSA application. If the independent student's spouse died prior to the student completing the application, the student should not include income and asset information for the deceased spouse.

Required Documentation

- Official death notice
- Obituary
- Signed Statement

- 8) **Number of Parents in College at Least Half Time:** Students may not include their parents that are attending college on the FAFSA. However, the financial aid officer may allow the student to update the number in college to include the parents if the student's parent provides proof that they are attending college at least half time.

Required Documentation

- Copy of parent's acceptance letter or registration receipt
- Copy of parent's schedule and copy of parent's official college transcript

- 9) **Dependency Override:** The financial aid office may make a dependent student independent based upon the following circumstances:

- a) The student's voluntary or involuntary removal from the parent's home
- b) Incapacity of the parents such as incarceration or disability or mental or physical illness
- c) Inability of student to locate parents after making reasonable attempts

d) Other extenuating circumstances. If a student believes their circumstance warrants a dependency override, they must contact Auburn's Financial Aid Administrator, Shelley Barto.

Required Documentation

- Letters from doctors, lawyers, or employers (a, b, c)
- Copies of utility bills, lease agreement, cancelled checks (d)
- Copy of student's tax return (d)
- Other appropriate documentation

NOTE: The aid officer may rely on a dependency override performed by another institution.

Exceptional Circumstances Policy for Increased Unsubsidized Loans

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other **exceptional circumstances** may receive additional unsubsidized loans for the same amount as independent undergraduates. Exceptional circumstances are as follows:

- a) The parent is incarcerated
- b) The parents' whereabouts are unknown
- c) The parent has filed for bankruptcy and has provided a letter from the Bankruptcy Court stating that the parent may not incur additional debt
- d) The parent's income is limited to public assistance or disability benefits and the aid office has documented that the parent's would not be able to repay the PLUS loan
- e) The parent of a dependent student is not a U.S. citizen or permanent resident or is unable to provide evidence from the U.S. Citizenship and Immigration Service/Homeland Security that the he or she is in the country for other than a temporary purpose with the intention of becoming a citizen or permanent resident

Required Documentation

- Letter from lawyer or courts (a)
- Letters from third-party, non-relatives (b)
- Letter or other documentation from Bankruptcy Court (c)
- Income information from Public Assistance agency (d)
- Statement from parents and student

WHAT WILL MY EDUCATION COST?

Before applying for financial aid, students and parents should assess all of the costs of attending Auburn Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example for the Auburn Automotive Technology Program:

Tuition for the full program	\$ 6,000.00
Textbooks	\$ 175.00
Tools	\$ 865.00
Supplies	\$ 690.00
Total	\$ 7,730.00

HOW IS ELIGIBILITY DETERMINED?

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of "need analysis" is used to calculate eligibility for a Pell Grant or Direct Loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial strength such as income and assets, size of family, and number in college.

OTHER ELIGIBILITY REQUIREMENTS

For all Federal Student Aid Programs, students must have "need" in order to qualify. But, in addition to the requirements of "need," there are several other eligibility factors you must meet:

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped "Refugee," "Indefinite Parole," "Humanitarian Parole," "Cuban-Haitian entrance," or Asylum granted." If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours in length.
- Be attending at least half-time, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal or State Grant
- Be making satisfactory academic progress. See Adult Workforce Education Catalog for a discussion of satisfactory academic progress
- Be registered for the draft with Selective Service if you are a male who is age 18 – 25 years of age
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor's Degree
- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?

In order to continue to receive Financial Aid funds, a student must make "satisfactory academic progress" accordance with the school's Grading and Attendance Policy. Also, you may be required to re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

DEDUCTION OF TUITION AND FEES

The Auburn Career Center deducts from the student's Title IV aid disbursements any school related expenses that are due to the school before the student is issued any refunds or overages from the Title IV aid. If there are no school related expenses such as tools, etc. due to the school at the time of an aid disbursement, an overage check will be issued to the student to be used toward other school related expenses, such as living expenses, travel, etc. If the student is receiving or is scheduled to receive multiple Financial Aids (Workforce Initiative for Ohioans Act (WIOA), rehabilitation, loans, etc.) the aid received first is applied to the student's account, unless otherwise stated.

HOW ARE FUNDS DISBURSED?

The student's Title IV aid is applied to an academic school year of 900 clock hours over 26 weeks which is the Award Year definition used by the school for all of its programs. Funds are divided into two (2) payment periods consisting of $\frac{1}{2}$ of the hours and weeks of the student's program. In the first payment period, the student will be issued one (1) disbursement which will total $\frac{1}{2}$ of the student's Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

The student's disbursement dates are printed on the Financial Aid Award Letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement.

Note: Payment periods are based on Title IV clock hours, not program hours.

HOW ARE REFUND CHECKS PROCESSED?

If a student receives a disbursement of aid, which results in a credit balance on the student's account, the student is eligible for a refund check. Students have the option of receiving the refund check or sending it back to their lender if they have Federal Direct Student Loans. Please note: All institutional charges must be paid, and the student must be eligible for the disbursement before a refund check is issued.

Refund checks will be mailed to the student within 14 days of the disbursement that cause the credit balance on their account. Additional questions regarding refund checks can be discussed with the Financial Aid Coordinator, Shelley Barto.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Auburn Career Center participates in federal financial aid.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the compliment of the percentage earned (e.g. if 40% was earned, 60% was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

The last day of attendance, for students that are Administratively Withdrawn or withdraw, will be used in the Return of Title IV Funds Calculation. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid already disbursed to the student, the monies will be returned to the Department of Education and the student will owe the balance.

NOTE: A student who withdraws prior to completing 60% of the program may be required to repay some of the funds released to the student once the school's refund policy is calculated and applied to the student's account.

Auburn Career Center personnel will return to the Federal fund programs any unearned portion of Title IV, Higher Education Act (HEA) funds for which the center is responsible within 45 calendar days of the date the withdrawal as determined.

AUTHORIZATION TO RETAIN OVERAGE(S)

The Auburn Career Center automatically issues Title IV aid disbursement overages to students at the time of each disbursement (if applicable); however, the student may request his or her overages be held until the end of the award year. The reason for retaining such overages is to assist students with budgeting and assures that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within fourteen (14) days of the student's request to rescind the authorization to retain the funds.

LEAVE OF ABSENCE POLICY

Due to the length and nature of the Adult Education Programs a leave of absence is discouraged, but will be evaluated on an individual basis by the Adult Workforce Education Director.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.* During the Leave of Absence the student is not considered to be withdrawn. A student must apply in writing and the Adult Workforce Education Director must approve the leave. A sample form can be found in the back of the handbook. A copy will be sent to the financial aid office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they

will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a federal loan, the grace period begins retroactively to the student's last date of attendance.**

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Student Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the federal processor. The federal processor performs a match with the Social Security Administration (SSA) to confirm the student's citizenship status and social security number. If the Social Security Administration (SSA) cannot confirm the student's citizenship status and Social Security number, a comment will appear on the student's Student Aid Report/Institutional Student Information Record (SAR/ISIR).

The following policy applies to any student who applies for Federal Student Aid, but fails to confirm his/her citizenship status:

Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first.

If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.

In any event, the Auburn Career Center will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

STUDENT'S RIGHTS

- a) You have the right to know what financial aid programs are available at your school
- b) You have the right to know the deadlines for submitting applications for each of the financial aid programs available

- c) You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions
- d) You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget
- e) You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need
- f) You have the right to know how much of your financial need as determined by the school has been met
- g) You have the right to request an explanation of the various programs in your student aid package
- h) You have the right to know your school's refund policy
- i) You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin
- j) You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not

STUDENT'S RESPONSIBILITIES

- a) You must complete all application forms accurately and submit them on time to the right place
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code
- c) You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application
- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them
- e) You must accept responsibility for all agreements that you sign
- f) You must be aware of and comply with the deadlines for applications or reapplication for that aid
- g) You should be aware of your school's refund procedures

All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

GENERAL VERIFICATION POLICIES AND PROCEDURES

Students will receive a Student Aid Report (SAR) by email if they include an email address when completing the FAFSA. If they do not include an email address they will receive their SAR in the mail. The SAR is a copy of the student's FAFSA information. If there is an asterisk next to the Expected Family Contribution (EFC) number on the SAR, the student has been selected for verification by the U.S. Department of Education.

The Financial Aid Office will let the student know what documents are needed to complete the verification. A verification form will be provided to the student with a list of what needs to be completed and a signature page for the student (and parent if the student is a dependent student). Until the verification form is signed and the documents requested are returned to the Financial Aid Office and the accuracy of the financial data used to calculate the student's EFC is verified no funds will be requested for the student. Students who have not completed the verification process by the end of their training or the award year, whichever comes first, will forfeit their aid and be required to pay their tuition and fees by other means.

Verification Items for 2015-2016

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid
- High school completion status
- Identity/statement of educational purpose

Note: Students must complete the required verification process prior to the financial aid office making any professional judgment decisions to adjust any values that are used to calculate the student's EFC.

ACCEPTABLE VERIFICATION DOCUMENTATION

IRS Data Retrieval	Verification Worksheet	Other Documentation in lieu of Worksheet or Data Retrieval
House Hold Size	√	Signed Statement
Number in College	√	Signed statement or institutional certification

AGI and Taxes Paid	√	Tax return transcript, copy of tax return, Form W-2, Form 4868, or a signed statement
Untaxed Income And Benefits	√	Tax return transcript, copy of tax return, Form W-2, Form 4868, or a signed statement
SNAP Benefits	√	Signed statement or agency documentation
Child Support Paid	√	Signed statement
Income Earned from Work for Non-Tax Filers	√	Signed statement and Form W-2

CORRECTION PROCEDURE

The following procedure will be used to correct misstated applicant information:

Upon receipt of the verification documentation, the aid officer will compare the information contained on the applicant's original FAFSA with the information requested in the verification package. If it is determined that the applicant has misstated information, the applicant will be required to correct all the misstated data items on the application, and obtain all necessary signatures. When the financial aid office receives the corrected FAFSA it will be compared again to the information in the verification package. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

Auburn Career Center may also select students for verification if there is information that conflicts with information provided on the FAFSA.

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

POLICIES/PROCEDURES UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory type" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents / eligible students annual of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Under authority FERPA, the school has established a policy for the release of student and/or graduation information.

STUDENT RECORDS ACCESS

Parent(s), guardian(s), or eligible students shall have the right to review the student's records. Parental rights shall be provided to both parents irrespective of marital status or custodial arrangement unless the school is provided with a court order or some legally binding document that specifically limits these rights. Access must be provided within thirty (30) days after the parent(s), guardian(s) or eligible student notifies the School requesting review. All materials in the cumulative folder and intended for school use shall be available. The Adult Workforce Education Director or designated administrator shall be present during any review of student records.

REQUEST FOR AMENDMENT AND FURTHER APPEAL

Parent(s), guardian(s), or eligible students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Workforce Education Director, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The Adult Workforce Education Director's decision or reply may be appealed to the Superintendent within one workweek after receiving it by written request. All records concerning the complaint and how it was handled must be sent to the Superintendent. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent according to the due process of law.

RELEASE OF STUDENT RECORDS

Parent(s), guardian(s), eligible student, person or agency requesting release of student record must contact the office of the Adult Workforce Education Director. The Adult Workforce Education Director or designee shall provide a form to the requestor to be completed and signed. The Adult Manager or designee receives the signed form and reports the request to the parent(s) guardian(s), or eligible student by telephone or letter. The parent(s), guardian(s), or eligible student signs the release form giving approval for transfer or release of the records and receives a copy of the records released, the date, to whom, and the stated purpose. Generally, school must have written permission from the parent or eligible student before releasing any information from a student's record, However, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific state law

FINANCIAL AID CONFIDENTIALITY POLICY

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

ATTENDANCE

A. Attendance Policy

Our purpose is to educate for the world of work. Excellent attendance is an important part of the education. Students are expected to be in school every day ready and able to participate.

Students who are not in class will be marked absent. All absences count against the attendance total for the student's career portfolio, certificate of completion, and any financial aid the student may be receiving. Students who are tardy to class will be so marked. Three tardies are equivalent to one absence.

Students are required to maintain a 90% attendance rate, for each class, at a minimum. Some programs regulated by state or federal agencies, such as EMT, PN, and Paramedic, may have requirements that are more stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

B. Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling (440) 357-7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

C. Make-Up Days

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Students needing to make up absences due to sickness, personal reasons, or transportation issues may be approved to use make-up days on an individual basis. The exception to this policy shall be that students may use up to a maximum of three (3) make-up days in the event of a death in the immediate family. Immediate family shall include any member of the student's resident household, parents, children, or grandchildren. The student must provide evidence of this exceptional circumstance to the Adult Workforce Education Supervisor.

Students utilizing make-up days shall complete a make-up day form *for each day*. A sample form is found in the back of the handbook. Make-up day forms must be completed, signed by the student and instructor, and returned to the Adult Workforce Education Office. A copy of the form will be placed in the student file.

D. Excessive Absence

If a student exceeds the 10% absence disqualification benchmark they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the 90% limit may also be withdrawn from the program at the discretion of the Workforce Education Supervisor or Director of Adult Workforce Education.

A student who misses more than 15% of the total required hours for a module will be immediately withdrawn from the module and/or the program.

E. Interruption for Unsatisfactory Attendance

If a student's absences exceed 10% percent of the scheduled hours in the program or are out of compliance in a state regulated program, and they are receiving financial aid, they will be reported to the VA, WIA, BVR, PELL, or appropriate funding agency which will interrupt the payment of benefits at that point. All absences count against a students' attendance regardless of circumstances. The student is responsible for tuition regardless of the circumstances of an absence.

F. Make-Up Work

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed. Students should discuss missed coursework immediately upon return from an absence.

ACADEMIC QUALITY

A. School Year

Auburn Career Center is a technical and career center clock-hour school. Clock-hour schools are regulated by the Ohio Board of Regents. As a clock-hour school, Auburn Career Center is required to ensure that students have a guaranteed number of hours in the classroom for each program. Each program has a specified number of hours, which must be completed to maintain compliance with the Ohio Board of Regents. For example, a program advertised as 600 clock-hours must provide 600 hours of instructional time to the students. Because different programs have different numbers of hours, programs will run on different days and times, and will have differing numbers of total days. For specific times and days, students should refer to the Auburn Career Center Adult Workforce Education Catalog or Auburn's website. Auburn Certificates of Completion will not be awarded to students who fail to attend the required hours for a program, or who do not maintain the required satisfactory academic progress for a program.

B. Grading Policy

Auburn programs use the following grading scale as a minimum requirement:

- A 90-100%**
- B 80-89.9%**
- C 70-79.9%**
- D 60-69.9%**
- F < 60%**

Student performance is looked at just as business/industry would look at a person on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of the grading process at Auburn Career Center.

Each individual instructor has his/her own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. Students will be notified of the grading procedure for their class in writing. In addition, some programs may have state or federal regulatory issues that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state regulated programs (such as Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. Competency achievement will be expressed through semester reports. Students who are not achieving the required 70% competency limit by the end of the 1st semester will be removed from the program at the discretion of the Director of Adult Workforce Education. A list of competencies will be provided to the student in writing at the beginning of the school year.

Auburn Practical Nursing Program Grading Policy

Evaluation of the Student in the Classroom and Laboratory

Students can be evaluated in a variety of ways for any course. Both formative and summative evaluation methods are used. Exams and quizzes are most often presented in the style prevalent on the NCLEX (National Council Licensure Exam) using multiple choice, short answer, and more than one correct answer style questions. Other styles of questions may be utilized. When grading student reports, projects, and presentations, the course instructor will use established outcomes as criteria for the earned grade. Formative evaluation methods may include but are not limited to, a diagnostic at the beginning of the quarter to determine student knowledge, elicitation of the muddiest point, or a one-minute paper.

The grading system at Auburn Career Center is as follows:

Grades	Numerical equivalent
A	90-100%
B	80-89%
C	70-79% (Unsatisfactory if below 80%)
D	60-69%
F	Below 60%

Auburn Practical Nursing Program utilizes the Auburn School District grading scale. Students must have satisfactory grades of 80% or greater in each quarter in each course for advancement to the next quarter. **There is no rounding of grades.** Students will be provided a midterm and end of quarter grade for each course. Courses running over more than one quarter will reflect cumulative grades for that subject during the successive quarters. *Students receiving a less than satisfactory grade in ANY course at the end of a quarter will be dismissed from the program. Students will be dismissed from the program for unsatisfactory performance in the laboratory or clinical area based upon the developed outcomes for that experience.*

Evaluation of the Student in Clinical

Your performance at the clinical site is a judgment of your preparedness to be a safe practicing professional. Any written assignments that are part of the clinical course to aid in your preparedness needs to be done as directed. Failure to do the written work can warrant an unsatisfactory grade in the clinical rotation thus preventing your advancement in the program. The student must receive a grade of satisfactory in all clinical outcomes. Students will be evaluated at the end of each clinical day by the clinical instructor along with midterm and final written clinical evaluations. This will keep the student informed of his/her progress or lack of progress during the clinical rotation.

Each clinical course has developed outcomes for achievement found in the associated clinical course syllabus. Compliance with the standards of the school and meeting of the course outcomes will be part of the evaluation process. Other items included in the evaluation process are the attainment of skills in the performance of nursing care and meeting the acceptable standards for safe client care. Students are expected to attend all clinical days. Pre-and post-conferences will be held on the unit prior to and following patient care delivery. The purpose of the pre-conference will be to review the students' preparation, answer their questions, and provide necessary guidance. At post-conference, informal discussion of the students' experiences will take place, necessary clinical content will be taught, or student presentations will be given. Students will be supervised by the clinical faculty/teaching assistant in performance of procedures, administration of medications, general patient care, and professional conduct.

The clinical faculty, or teaching assistant under the direction of the faculty, is responsible for planning the students' clinical experiences, supervising those experiences, and evaluating student performance in writing on the clinical evaluation tool midway through the clinical rotation, and at the completion of the rotation. In addition, the faculty/teaching assistant will inform a student if unacceptable practice observed at any time. An unsatisfactory grade can be given at any time during the clinical rotation. Subsequent follow-up will be provided including written documentation and appropriate action.

EMT

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale.

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% - 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% - 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests) that the instructor might give. Attendance is expected.

Practical skills grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

Clinical performance at clinical sites is measured using rubrics or checklists completed by the student and the preceptor. These checklists are required, and must be completed prior to the deadline set by the Lead Instructor. Failure to do so will result in non-completion of the program, and the inability to sit for the National Registry test.

All students must maintain an 80% test score average AT ALL TIMES. during the course. In addition, students must pass the Auburn Career Center EMT-B final exam with a score of 80% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional EMT tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Paramedic

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale.

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance.

A 100% - 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% - 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

C. Grievance Procedure

Auburn Career Center supports the rights and privileges of each student. Auburn Career Center has developed an effective and equitable process of resolving student complaints as follows:

1. Any student seeking the resolution of academic concerns regarding their course (grades, assignments, attendance, etc.) shall do so with his/her instructor.
2. Any students seeking the resolution of academic concerns regarding their program (objectives, curriculum, graduation requirements, licensure examinations, or Instructors shall do so with his/her Program Coordinator. In the event there is no Program Coordinator, a resolution should be sought with the Director of Adult Workforce Education.
3. Any students seeking the resolution of unresolved issues pertaining to faculty, curriculum, grades, attendance, graduation requirements, withdrawal, course scheduling, transcript requests, and other issues effecting the student's education should be sought in the Adult Workforce Education office with the Director of Adult Workforce Education and/or her representative.
4. Any students seeking the resolution of issues regarding loans, grants, verification, or federal funding should be sought with the Financial Aid Officer.
5. Any students seeking the resolution of issues regarding student accounting issues or monthly payments should be sought with the Treasurer's office.
6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.
7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.
8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898 or (800) 917-2081

Fax: (770) 396-3790

www.council.org

D. Transfer Policy

If a student is transferring from one program offered at Auburn Career Center to another program offered at Auburn Career Center within the same academic year, and each program has the same course work within the program, the Director of Adult Workforce Education will determine whether the transfer course(s) will be acceptable. The determination will be made based on the compatibility with program requirements for the academic year, grade earned, and are subject to application of the standards of satisfactory progress.

Some programs may not accept transfer credits from other programs offered at Auburn Career Center. The transfer policies for these programs are stated in the program-specific handbooks.

E. Career Technical Credit Transfer (CT²)

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities.

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT²) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public educational system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT² is a collaborative effort of the Ohio Board of Regents and the Office of Career-Technical Education of the Ohio Department of Education, public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

F. Policy for Granting Credit for Previous Education and Training

Auburn Practical Nursing Program Advanced Placement/Transfer Credit

Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced placement/transfer credit will need to follow the process and time frames identified below. Failure to follow the process will result in the student forgoing their right for consideration for advanced standing/transfer credit.

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days prior to the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50% of the program.

3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

EMT

Transfer Students: EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Paramedic

Transfer Students: Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

All Other Programs

The school director and program supervisor or coordinator will evaluate official transcripts and documentation of previous education and training to determine if applicable.

G. Auburn Certificates

Students will receive a career and technical certificate from the Auburn Career Center if they meet the requirements set forth by the Ohio Board of Regents and local Board Policy, and when applicable, the Ohio Board of Nursing or other state regulatory agency. Passing a vocational course does not necessarily qualify a student to receive the career and technical certificate. Students must also have satisfactory academic progress and satisfactory attendance in order to qualify for a certificate.

STUDENT RESPONSIBILITIES

A. Auburn's Philosophy

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. Violations of the code of conduct may result in immediate removal of the student by the instructor or Lake County Deputy Sheriff, or permanent removal from a program as determined by the Director of Adult Workforce Education.

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

Students are responsible for taking care of the equipment, the materials, and personal items in the classroom. Eating and drinking is NOT permitted in classrooms or lab areas.

Students should maintain proper hygiene when attending class. Students should not attend class if ill to avoid spreading illness to other students or staff.

Students attending classes should leave campus when studies are completed for the day. Loitering is not permitted on the campus.

Students who are dismissed from a program for any reason are not permitted to be on campus. Violators will be reported to law enforcement as trespassers.

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

Auburn Career Center does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation.

B. Student Code of Conduct

Auburn Vocational School District Board of Education specifies the following Student Code of Conduct, as required by Ohio Law (O.R.C. 3313.661) and (O.R.C. 3313.666 & 3313.667). This code is designed to make clear the types of behavior which cause substantial disruption of the learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

1. **Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.
2. **Arson:** Any use of fire for purposes not related to instruction in the program is prohibited. Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
3. **Behavior that Induces Panic:** Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
4. **Classroom Rules Violation:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
5. **Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited. The Technology Agreement is found on page 96.
6. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult or minor) becoming disruptive at school or at a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
7. **Drugs, Alcohol and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 1st conviction: Up to 1-year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both

- Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd conviction and the amount of crack possessed exceeds 3 grams
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

22.U.S.C. 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21.U.S.C.881(a)(4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance

21.U.S.C.884a

- Civil fine of up to \$10,000.00 (Pending adoption of final regulations)

21.U.S.C.853a

- Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses

18.U.C.933(g)

- Ineligible to receive or purchase a fire arm
- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

*****NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

8. **Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school owned vehicles, or in attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.
9. **Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.
10. **Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.

11. **Forgery:** The falsification of any documentation and/or signature is considered forgery.

12. **Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.

13. **Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):** Inappropriate statements, gestures, verbal, written, or physical expressions in reference to sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited and such conduct may result in disciplinary action, including removal from program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

14. **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behavior include:

- a. Physical violence and/or attacks;
- b. Threats, taunts, and intimidation through words and/or gestures;
- c. Extortion, damage, or stealing of money and/or possessions;
- d. Exclusion from the peer group or spreading rumors;
- e. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - 1) Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
 - 2) Sending abusive or threatening instant messages;
 - 3) Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
 - 4) Using web sites to circulate gossip and rumors to other students; and,

5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

f. Violence within a dating relationship.

15. **Hazing:** No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

16. **Insubordination:** Failure to comply with directions of school employees during any period of time when under their authority or supervision of a district employee.

17. **Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process, presents a safety risk, or violates a specific program rule will not be permitted.

18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.

19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburns' students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburns' disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to, shoes, safety glasses, gloves, helmets, clothing and safety equipment.

20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

21. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property:** A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

22. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer

network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.

23. **Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance, or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.
24. **Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement. Littering anywhere on school property is not permitted.
25. **Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.
26. **Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
27. **Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.
28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

C. **Administrative Removal of a Student**

Where judged appropriate, or under circumstances determined to be potentially dangerous, the Director of Adult Workforce Education or an appropriate supervisor reserves the right to immediately suspend and remove a student from campus. This includes any student judged to be harmful to self or

others, or whose removal is judged to be in the best interest of Auburn Career Center. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (including but not limited to eating disorders or substance abuse), others, property, or the orderly functioning of Auburn Career Center.

Where reasonably possible, in light of the conduct and circumstances, Auburn Career Center will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. Auburn Career Center will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from Auburn Career Center.

When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for re-admittance to Auburn Career Center to be considered. The Director of Adult Workforce Education shall meet with the student to discuss re-entry into the Career Center at a time agreed upon by both the student and Auburn Career Center.

D. Dress Code

The manner of dress at Auburn will be determined by the career and technical program. The diversity of programs makes it difficult to establish one specific policy. However, there are some restrictions that will apply to all students.

Clothing is expected to be clean and in good repair. Clothing or jewelry which displays or implies obscene language or gestures and which advertises or implies the use of drugs, alcohol, sex, hate, bondage, satanic cults, gang-related violence, death, or tobacco and other words or images inappropriate to the educational and workplace settings is unacceptable.

1. Laboratory dress will be dictated by the instructor—this includes use of uniforms, hat, shorts, etc.
2. If a lab uniform is mandated for the instructor, the student must wear the required uniform. Continuous failure to wear the required uniform will lead to possible removal from the program as determined by the Director of Adult Workforce Education.
3. Halters and tank tops with spaghetti straps or no straps (straps must be at least 2" wide), tube tops, flannel tops/bottoms (pajamas), and transparent clothing are unacceptable.
4. Appropriate footwear must be worn.
5. Lab instructors, due to safety, may establish rules in their labs regarding dress.

Students who do not comply with dress code policies will be sent home and the day will be considered an unexcused absence. Students will receive a "0" for the day.

E. Cell Phone Usage/Texting In Class

Our classrooms are learning environments and, as such, Auburn Career Center expects everyone in attendance to be respectfully engaged in the learning process. Cell phones, MP3 players, ear buds, headphones, and other electronic devices that have the potential to interfere with classroom instruction should not be brought to class. Each instructor has his/her own policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If students choose to bring a cell phone to class, please set the ringer to "silent" so that it

does not disturb others. Students who do not comply with their instructors' policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic or administrative penalties may result from such absences or removals.

F. Firearms

Possession and/or use of firearms including, but not limited to, ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted on the Auburn campus or properties. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

Hunting is not allowed on the Auburn campus or property.

G. Food and Drink

Food and drink are not permitted in the classroom or lab areas. Students consuming food or drink are requested to do so in the cafeteria.

H. Drug Free/Alcohol Free Campus

Auburn Career Center is committed to providing a healthy and safe campus for its staff, students, and visitors. Conduct that is a violation of the drug policy poses unacceptable risk and disregard for the health, safety, and welfare of coworkers, students, and the Auburn community. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by students at any time while on District property or while involved in any District-related activity or event. Any student who engages in the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances while on Auburn Career Center property or who is convicted of a criminal drug statute violation which occurred while on Auburn Career Center property is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs. The legal use of prescribed medicines under the direction of a licensed physician is permitted. Students in selected positions, designated by the Auburn Career Center, are required to make such use known to an appropriate Auburn Career Center instructor. Students using prescribed medicines should consult a physician regarding the safe use of the drug during school attendance.

Alcohol abuse or being under the influence or the unauthorized use or consumption of alcohol while on Auburn Career Center property or while on Auburn Career Center business is prohibited and is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs.

Anyone who suspects that a student, staff member, or visitor is under the influence of an illegal drug or alcohol should report the individual to a supervisor. Supervisory personnel will evaluate the situation and may return the person in question to their duties, ask the person to leave, hold the person for further observation, seek emergency medical assistance, or notify security personnel to assist their removal from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an appropriate administrator. If the drug is found to be a controlled dangerous substance, the administrator will take appropriate action, including notification to the Lake County Sheriff's Office.

Drug and alcohol abuse prevention information is available to any student requesting such material.

I. Harassment

It is the policy of the Board of Education to maintain an education environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents, vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property)).

J. Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

K. Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a class, educational program or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working and/or learning environment or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Physical assault.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of crating discomfort and/or humiliation to another.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
10. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

L. Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

M. Religious Creed Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

N. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

O. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

P. Reports and complaints of Harassing Conduct

"School District community" includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board of Education.

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or

seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Q. Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include, as a requirement, the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

R. Formal Process for Addressing Complaints of Harassment

While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the director of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building director will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation, the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report, the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the complainant and the individual accused of the harassing conduct.

A complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

S. Sanctions and Monitoring Harassment

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases, where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the

School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Sales and Solicitation

So that students may perform their duties free from interruptions, Auburn Career Center prohibits students, staff members, or visitors from making unauthorized sales to or solicitation of students or staff members and/or the general public on Auburn Career Center property. Unauthorized sales or solicitation may include collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as house wares, cosmetics, food, tickets, raffles, etc.

Various charitable organizations may, from time to time, conduct on-campus solicitations of contributions from Auburn Career Center. The Director of Adult Workforce Education must authorize solicitation by a student, staff member, or visitor for any kind of merchandise, publications, or services, or similar charitable solicitation.

U. Progressive Discipline

If the behavior of a student conflicts with policies and procedures outlined this publication, a progressive discipline system can be utilized to seek to increase the student's sensitivity to the personal and social consequences of his or her behavior. The use of progressive discipline is at the discretion of the Director of Adult Workforce Education.

V. Sanctions

After a determination of responsibility has been established, the course instructor and/or appropriate supervisor can set sanction(s) appropriate for the violation. The purpose of the sanction(s) is to facilitate change in the student's behavior so that they can function positively within the confines of Auburn Career Center. The purpose of a sanction is to educate a student as well as clearly communicate that such behavior is not tolerated by the school. Previous records of violations will influence the new sanction. One or more of the following sanctions may be imposed upon an individual or group of individuals, as the situation dictates. Students are reminded that the Director of Adult Workforce Education has the option of increasing sanctions without moving in numerical order, depending upon the severity or the frequency of the violation.

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of

campus policy, to include violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.

4. **Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed prior to their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.
5. **Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
6. **Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service or participation in an appropriate educational program.

STUDENT SUPPORT SERVICES

A. Academic Advising

Licensed counselors are available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

B. Disability Services

Academic adjustments are available to students with disability issues. Students must identify themselves as having a disability; such disclosure is voluntary and is the prerogative of the student. Auburn Career Center may require that students requesting adjustments provide documentation of the disability.

C. Career Resources

Career Resources provides resume and cover letter development, interview skill building, and job placement services.

D. Tutorial Services

The Lifelong Learning Lab is available to all full-time and part-time students needing assistance with their academics.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

To remain eligible for Financial Aid or GI Bill benefits, the student must be successfully progressing in his/her program of training at a rate not to exceed a maximum time frame of 110% for their program of training (see additional completion requirements in the Auburn Practical Nursing program, Paramedic, and EMT Basic handbooks). Unless otherwise noted in the Auburn Practical Nursing, Paramedic, or EMT handbooks, all students must maintain a 70% GPA as well as 90% attendance in order to meet the Satisfactory Academic Progress Policy (SAP). The financial aid office will evaluate each student's progression at the end of each payment period.

Students receiving funding through GI Bill Benefits that are not in compliance with the Satisfactory Academic Progress Policy (SAP) will be determined ineligible for benefits and will be subject to termination from school.

A. Warning

If the student is not meeting the Satisfactory Progress Requirements at the end of any module of their program, the student will be given a warning that she/he may be in jeopardy of losing eligibility for financial aid or GI Bill benefits. The student will continue to receive financial aid or GI Bill benefits during the warning period.

B. Probation

If a student fails to meet the requirements for satisfactory academic progress at the end of the program module, the student will be required to schedule a consultation with the Career Resources Coordinator. The student will be placed on probation until the end of the next program module and provided with an academic plan to come into compliance with the school's satisfactory academic progress standards. The student will remain eligible for financial aid or GI Bill benefits during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid or GI Bill benefits eligibility will be terminated and the student will be subject to termination from school. EMT, Paramedic and Firefighter programs do not qualify as a module program, therefore students will be monitored according to state academic/attendance progress standards. The Director of Adult Workforce Education will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.

C. Appeal Process

Students have the right to appeal unsatisfactory academic progress decisions. Appeals must be submitted to the school's Department of Financial Aid within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal as well as all mitigating circumstances will be reviewed for decision by both the Director of Adult Workforce Education and the Financial Aid Director as SAP clearly involves academics, financial aid and GI Bill benefits. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The appeal may be submitted to the Director of Adult Workforce Education, whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the Director of Adult Workforce Education and Financial Aid Director are final.

D. Reinstatement

If a financial aid probation, GI Bill benefit probation or educational plan is successfully appealed, the student's financial aid or VA benefit eligibility will be reinstated for the payment period in which the appeal is applicable.

E. Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. There are no non-credit remedial courses.

F. Course Repetition

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum timeframe allowed. Students will not receive financial aid or GI Bill benefits for repeated coursework unless the student has not been in attendance for 180 days (see policy on Returning Students).

G. Failure of Classes – Returning to Continue Program of Training

Students who fail a class then return at a later date to continue in the program of training, either in the same award year or the following, are required to meet with an academic advisor to re-enroll after failure of program. For financial aid or VA benefit purposes, if the student fails, pending Pell, Student Loan disbursements or GI Bill benefits are placed on hold until the financial aid office determines if the student is eligible to receive those disbursements. Returning students must also follow the SAP policy as listed in the Handbook. Title IV aid disbursements for returning students are distributed based on when the student returns and how many clock hours are scheduled for that student to complete. Additional stipulations regarding financial aid award amounts and GI Bill benefit disbursements apply to returning students; therefore, that information is available from the financial aid office.

If the student fails but does not return, the student's Title IV or GI Bill benefit is recalculated based on the total number of clock hours the student was scheduled to have completed (see withdrawal/return of funds policy).

HEALTH

A. Accidents or Illness

All injuries or accidents, however slight, must be reported to the staff member in charge and the Adult Workforce Education Office. If an accident occurs, an Incident Report Form must be completed and signed, and a copy will be placed in the student's file. Incident Report Forms are available in the Adult Workforce Education Office. Depending on the nature of the injury, the school employee may send the student to the medical personnel on staff or, if the injury is serious, immediately call Emergency 911.

B. Communicable and Infectious Diseases

If there is reason to believe that an adult education student is afflicted or has been exposed to any communicable disease or condition, then said adult education student may be required to present a certificate from a physician stating that the person is not afflicted with nor a carrier of any communicable disease or condition.

Each case will be handled on an individual basis.

The Board recognizes that AIDS is currently a significant medical and social problem. The Board desires to protect the rights of individual adult education student who may be infected with AIDS as well as protecting non-infected students, staff, and the public. For purposes of this policy, AIDS includes Acquired Immunity Syndrome, AIDS related Complex or presence of HTLV-III antibody.

If the Superintendent receives information that an adult education student has become infected with AIDS, the Superintendent shall contact the individual to verify the information and determine if the student wishes to continue receiving educational services from the District. If the adult education student intends to continue in the District, the Superintendent shall convene an AIDS Evaluation Team, which shall evaluate the medical and psychological condition of the adult education student. The adult education student may be removed from the school setting until such recommendation is made to the Superintendent. Based upon this evaluation, the Superintendent may assign the adult education student to return to his/her usual place of educational placement unconditionally, to a modified, least restrictive environment, or removed from the educational program.

Information concerning the health status of any student shall be treated as confidential information and be made known only to those individuals who deal with the student on a daily basis and who would be responsible for insuring that the student does not transmit the disease to other students or staff members.

C. Emergency Medical Authorization Forms

Emergency Medical Authorization Forms are kept on file for each student as required by the Ohio Revised Code. It is the student's responsibility to ensure the information on the form is current and correct.

D. Health Risks Associated With Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol,

particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

SAFETY

A. Video Surveillance

The interior and exterior of Auburn Career Center is under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy, or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. For further information, contact the Director of Adult Workforce Education.

B. In Case of Fire

Instructions to be followed in case of fire are posted in each room. Students should be familiar with them. The fire signal is automatic and its distinctive ring is easily recognized. When the signal is given, be prompt and orderly in leaving the building. Stay together as a class, be quiet, and listen for directions.

C. Safety Drills for: Fire, Tornado, Lock Down, and Disaster

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn Career Center. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

D. Safety Regulations

Safety is an important part of every function at Auburn Career Center. Each program has different safety requirements for the protection of everyone. Workforce Education students who fail to conform to these safety regulations will be subject to disciplinary procedures including, but not limited to, forced withdrawal and criminal prosecution.

1. Horseplay (ex: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other school qualified personnel.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used

by the end of lab.

8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are not permitted in classrooms or lab areas. Use of food and drink is permitted in the cafeteria area only.

E. Shop Regulation

1. No Workforce Education student shall work in the shop without supervision of the instructor.
2. Work will be done within scheduled program time.
3. All hand tools will be issued by the instructor or the person assigned and must be returned by the student to the person who issued it. The student will be held accountable for tools assigned to him/her and not returned.
4. Food and drinks are to be consumed in the designated area.
5. Shop doors are to be closed at all times.
6. Please check all shop doors to see that they are locked before leaving.

SCHOOL OPERATIONS

A. Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

1. **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.
2. **Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within ten (10)

business days.

3. **Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
4. **Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

The local Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

B. Grievance Policy

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Items that are grievable include any item so guaranteed by local, state or federal law, as well as disciplinary issues. Non-grievable topics include policies and procedures, curriculum, tuition related issues, or other issues that are generally considered managerial decisions.

1. A dispute or grievance is best resolved informally, with an effort by each party involved to listen carefully and respectfully to others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so. The appeal must be made in writing and directed to the Director of Adult Workforce Education. Any documentation in support of the students' appeal may be included with the appeal letter.
3. All appeals will be handled in a confidential and equitable manner.
4. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.
5. If the student is the victim of harassment or criminal behavior, the student should report such behavior to the Resource Officer on duty or the Lake County Sheriff's Office.

C. Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

D. Parking

Parking is available without charge to all students attending Auburn Career Center, as long as a student has a parking pass. Parking passes will be issued during the first week of classes. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities.

E. Change of Address/Phone Number

Students are responsible for notifying the school in the event of a change of address or phone number. The school is not responsible for any failure to delivery messages and/or correspondance in the event the student has changed an address or phone number. Students should provide up to date addresses and phone information to the Adult Adult Workforce Education Office.

F. Security

Sheriff deputies from the Lake County Sheriff's Department are on duty during Workforce Education programs. Security cameras are also located throughout the building. Auburn Career Center reserves the right to utilize video surveillance equipment in all common areas on school property. The cameras may not be monitored at all times.

G. School Closing

The Workforce Education Division of Auburn Career Center adheres to a school calendar for sheduled holidays. The calendar may be accessed at the school website or by asking for a copy from the Adult Workforce Education Office. Unsheduled school closings will be announced over television stations or online. Our school closing announcements will be listed as Auburn Career Center Adult Workforce Education. Unsheduled class cancellations occur mainly during the winter months. Workforce Education classes do NOT necessarily follow the high school protocols. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent. All unsheduled school closing hours must be made up with a sheduled make up day. Students who choose not to attend a sheduled make up day will be countded as absent.

H. Protection and Privacy of Student Records

Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information, please consult the Family Education Rights and Privacy Act (FERPA) notice, which can be found at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test

scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

I. Transcripts

Students have the right to review and receive copies of all educational records. They must complete a transcript request form located in the back of the Handbook. Send completed form to the Adult Workforce Education Office, 8221 Auburn Road, Concord Twp., OH 44077 or fax to 440-358-8012.

All financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

Students wishing to review student records should provide a written notice identifying requested student records to the Director of Adult Workforce Education, and should make an appointment by contacting the Adult Workforce Education Office.

Students have the right to challenge the contents of a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The student must request a challenge of a student record in writing.

J. Crisis Management

Auburn Career Center has a Crisis Management Plan that is updated annually. A copy of the Plan can be found in any classroom or office. Both students and staff should review the Crisis Management Plan and be familiar with the expected actions to take during a given emergency. Drills and mock events will occur periodically to familiarize students and staff with the correct procedures to follow during an emergency situation.

L. Voter Registration

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. You can register to vote through the County Board of Elections **in person** or **by mail**. You **cannot** register **online**. You can also register to vote at your local [Ohio BMV office](#) when you go in for any driver's license/ID card transactions, including:

- Applying for a new driver's license.
- Renewals.
- Changing your name or address.

You'll need to complete and submit a [Voter Registration and Information Update Form](#).

To register to vote **in person** or **by mail**, take or send a completed [Voter Registration and Information Update Form](#) to your local [County Board of Elections office](#).

You can pick up a copy of the form at any:

1) [Boards of Elections office](#). 2) [Ohio BMV deputy registrar office](#). 3) Ohio public library 4) County Treasurer Office. The Ohio SOS website provides a [complete list of locations](#) to obtain a copy of the OH Voter Registration Form.

M. Constitution Day

On September 17 of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

N. Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney's fees. For details, see Title 7, United States Code, Sections 504 and 505.

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

Students are encouraged to use the Board's computers, network, and internet connection ("Network") for educational purposes. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in disciplinary action. Prior to accessing the Network students must sign a Technology Agreement. The form is found in the back of the Handbook.

B. Media Services

Students are encouraged to utilize the media services in order to access a variety of educational materials, audio-visual materials; internet access, and the learning management system in accordance with the Student Network and Internet Acceptable Use and Safety policy.

ALUMNI INFORMATION

Information on the Auburn Alumni Association can be found by visiting our website at www.auburncc.org

CLERY ACT INFORMATION

For information on campus safety and security at Auburn Career Center, visit the The Campus Safety and Security Data Analysis Cutting Tool at www.ope.ed.gov/security.

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PROGRAM DESCRIPTIONS

CC/Kennametal Manufacturing

A partnership with Kennametal Foundation and other leading manufacturers in the area delivers state-of-the-art manufacturing training program. The course begins at Auburn and ends with an internship!

Course Description **Clock Hours: 665**

A partnership with Kennametal Inc. delivers a comprehensive manufacturing training program. The first half of the course is held at Auburn with classroom and lab/machine shop instruction, followed by onsite instruction at Kennametal facilities. Paid internship possible. This course will cover the fundamentals of operating manuals mills and lathes to lay the foundation for operating a CNC machine. There will be hands-on experience programming, setting up, and operating a CNC machine, along with the inspection techniques needed to ensure a quality part. Reading micrometers, calipers, height gages, etc. will be taught in this class. This course is not GI Bill Benefits approved.

Access Level I

Course Description **Clock Hours: 6**

This course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Student will then learn to create queries, forms, and reports.

Access Level II

Course Description **Clock Hours: 6**

This course builds on the skills and concepts taught in Access 2010 Level 1: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and Subdatasheet's; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use Pivot Tables and Pivot Charts.

Access Level III **Clock Hours: 6**

Course Description

This course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, field, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

Administrative Assistant & Office Specialist

Course Description

Clock Hours: 172

Develop the skills necessary to be an Administrative Professional. Learn office technology, interpersonal communication skills, and manage projects. Topics include communication and employability skills, office procedures for the 21st century, QuickBooks automated accounting, Windows7 computing basics, Microsoft Office Suite 2010, including MS Publisher. Student will have the opportunity to apply their skills during a one-week internship.

Auburn - Great Lakes Truck Driving CDL

Course Description

Clock Hours: 600

This program is designed for individuals who have no previous tractor-trailer experience and want an extensive training program that focuses on safe driving habits and skill development. This program includes classroom instruction designed to help students pass the CDL Knowledge Test and earn an OSHA 10 Hour Construction card and IADC Rig Pass Card with SafeLandUSA endorsement. This course prepares students for the CDL Skills Test and entry-level employment as a tractor-trailer driver. Students are also able to gain on-the-job experience within the program. This course is not GI Bill Benefits approved.

Auburn Practical Nursing Program

Clock Hours: 1200

A hands-on learning approach to training will prepare you for your state board-credentialing exam for LPN. Focuses on delivering high quality nursing care to clients in any stage of wellness or illness. As part of Auburn's Health Career Pathway Partnership with Lakeland Community College, students who complete the program will be able to continue their career pathway education in Lakeland's Associate Degree program.

Course Description

Anatomy & Physiology

This is an introductory study of human anatomy and physiology. It traces the organization of the body from a single cell to a coordinated whole. The purpose of the course is to focus on the interaction of all body systems for the maintenance and attainment of homeostasis. A primary objective is to describe and explain the fundamental facts and principles of anatomy and physiology for the purpose of application in a clinical setting. Examples of body structure and its relationship to self-care principles are presented to provide a scientific basis for both nursing practice and theory. Lecture: 90 clock hours (60 first quarter/30 second quarter).

Growth and Development

This course highlights the human development processes, conditions and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 60 clock hours (40 third quarter/20 fourth quarter).

Nutrition

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 50 clock hours (30 first quarter/20 second quarter).

Personal & Vocational Relationships

This course will prepare the student to understand vital nursing concepts, including: self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 50 clock hours (30 first quarter/20 fourth quarter).

Pharmacology I

This course introduces the beginning student to their role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics included in this beginning course. Preparation, administration and calculation of drug dosages complete this beginning course. The development of safe medication administration skills for the student occurs during Nursing Fundamentals learning experiences. The IV therapy didactic content is included in this course. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to successfully complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture: 90 clock hours (50 first quarter/40 second quarter) Lab: 20 clock hours integrated within Nursing Fundamentals in second quarter.

Pharmacology II

This course provides essential information on specific groups of medications. This will assist the students in the development of critical thinking skills that will facilitate safe preparing and administering of medications. The student will utilize learned skills from Pharmacology I and build on those skills to learn the classification, action, major side effects, drug interactions, and patient education for nursing agency administration of medications. This course reinforces the nursing role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics reviewed in the instruction of this class. Lecture: 80 clock hours (40 third quarter/40 fourth quarter).

Nursing Fundamentals

This course provides the new nursing student with the fundamental concepts and nursing skills to meet universal self-care requisites of the client across the lifespan. The student will learn to assimilate nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation of the student is based upon the student's use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety and nursing skills. Lecture: 100 clock hours (50 first quarter/ 50 second

quarter). Laboratory: 90 clock hours (60 first quarter/30 second quarter) Clinical: 120 clock hours (0 first quarter/120 second quarter).

Nursing Across the Lifespan

The course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Lecture: 100 clock hours (60 third quarter/40 fourth quarter). Laboratory: 40 clock hours (40 third quarter). Simulation Laboratory: 24 clock hours (12 third quarter/12 fourth quarter). Clinical: 276 hours (108 third quarter/168 fourth quarter).

Technology Lab

This course provides the beginning student with the fundamental concepts and nursing skills using technology to identify and communicate universal self-care requisites of the client throughout the lifespan. Evaluation of the student is based upon the proper use of the computer to utilize the nursing process, health concepts, communication, documentation, nursing ethics, laws, policies, procedures, nursing skills and safety. Lecture: 30 clock hours (20 first quarter/10 second quarter).

Automotive Technology

Course Description

Clock Hours: 600

This course covers the foundation of auto technology, including diagnostics, troubleshooting, suspension, brakes, electrical and electronics, and engine performance. It provides ½ year credit towards time needed to take ASE certification test. OSHA 10 Hour General Industry Certification test is included. Tools required at an additional cost.

EMT Basic

Course Description

Clock Hours: 220

The Emergency Medical Technician program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination. The EMT-Basic Program is accredited by the Ohio Division of EMS and meets the NEW National EMT Curriculum.

Excel Level I

Course Description

Clock Hours: 6

This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers

simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Excel Level II

Course Description

Clock Hours: 6

This course builds on the skills and concepts taught in Excel 2010: Level I. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with Pivot Tables and Pivot Charts.

Excel Level III

Course Description

Clock Hours: 6

Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and database functions such as DSUM. You will learn how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, Smart Art graphics, and conditional formatting with graphics.

Facilities Maintenance

Course Description

Clock Hours: 652

This course covers commercial and structure maintenance and repair, including safety, electrical, welding, carpentry, masonry, walls, windows, HVAC, plumbing, and roofing. Books, tools and safety equipment required at an additional cost. Includes a 10-Hour OSHA Safety Program. Each student is responsible to have leather boots and safety glasses prior to the start of class.

Firefighter I & II

Course Description

Clock Hours: 260

Firefighter I & Firefighter II training and education program are designed to train the student for an entry-level position into the fire service. A student who has successfully completed the Firefighter I & II course will be eligible to take the certification examination.

Healthcare Readiness

Course Description

Clock Hours: 36

Prepare for healthcare career training programs by studying academic content that provides the foundation.

HVAC Technician

Course Description

Clock Hours: 600

This comprehensive HVAC course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10 Hour General Industry Certification tests are included.

Industrial Electrical Training

Course Description

Clock Hours: 320

This course provides training in industrial electrical applications. Instruction consists of instructor led classroom, online topics, and hands-on learning with equipment. Learning is directed toward achieving the highly Recognized NIDA certification. OSHA 10 Hour General Industry Certification test is included. Books, tools, and safety equipment are required at an additional cost.

Industrial Maintenance

Course Description

Clock Hours: 658

This course covers repair and maintenance of equipment in industrial facilities. Plant safety, rigging, blueprint reading, lubrication, bearings, pumps, hydraulics, pneumatics, mechanical drives, electricity, machining and welding are covered with a hands-on approach. OSHA 10 Hour General Industry Certification test is included. Tools and safety equipment may be required at an addition cost.

Paramedic

Course Description

Clock Hours: 1020

This intensive, 1200-hour class-hour course meets the new National Standard for Paramedic. It is a comprehensive, rigorous State of Ohio accredited program designed to take a Basic or Intermediate EMT to the next level in the EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of skills learned. Successful completion of this exam is necessary for State of Ohio Paramedic certification.

PowerPoint 2010

Course Description

Clock Hours: 6

Create powerful presentation with one of the most popular presentation software packages. Create presentations that include text, graphics, WordArt, tables and charts.

Publisher 2010 Basic

Course Description

Clock Hours: 6

Learn to design and create professional newsletters and brochures with this easy-to-use desktop publishing program.

QuickBooks Pro 2012

Course Description

Clock Hours: 6

Use the power of QuickBooks 2012 software to take control of your business accounting! In this class you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Residential Wiring

Course Description

Clock Hours: 48

This course covers the basics of residential wiring, including boxes, runways, cabling, service panels, and NEC code application. Books are an additional fee.

Small Engine Repair

Course Description

Clock Hours: 48

Training on repairing small engines. Lawn mower engines, motor boats and recreational vehicles. Work with engines, ignition systems, electrical circuits, fuel systems, two-stroke, four-stroke, and outboard engines.

Volunteer Firefighter

Course Description

Clock Hours: 36

After successful completion of the thirty-six hour Ohio Volunteer Firefighter's Course, students are eligible to take the state exam for Volunteer Firefighter as recognized in the Ohio Revised Code. The Volunteer Firefighting course provides the basic elements upon which Firefighters can begin to build their training portfolio and assist in firefighting operations with their Fire Departments. Students must be 18 years of age and out of high school. This class contains strenuous physical activity. Physical required by first class.

Welding

Course Description

Clock Hours: 620

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, SMAW (stick), MIG, TIG, Metal fusion, electrode gas, and equipment selection. Safety glasses, helmet, welding coat, steel toe shoes and welding gloves required to enter the class. Welding certificates available at an addition cost per test.

Word Level I

Course Description

Clock Hours: 6

Learn Word Level I is taught in two consecutive classes. The course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Students will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. Students will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Word Level II

Course Description

Clock Hours: 6

This course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work wity styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Word Level III

Course Description

Clock Hours: 6

Learn the secrets the experts use for integrating their documents across a multitude of applications.



Adult Workforce Education Withdrawal Form

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program Enrolled in: _____

Reason for Withdrawal: _____

Date of Withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Adult Workforce Education Director or Designee: _____

Information also needs to be provided to:

- Financial Aid Representative
- Administrative Assistant
- Director, Adult Workforce
- Student File
- Instructor



Adult Workforce Education Leave of Absence Form

Student Information

Today's Date: _____ Program Name: _____

Student Name: _____

Address: _____

Phone: _____ Email: _____

Leave of Absence Information

Leave requested from: ____/____/____ to: ____/____/____ Total number of days: _____

Reason for leave of absence (please attach additional letter if necessary):

Leave of Absence Policy:

Due to the length and nature of the Adult Education Programs a leave of absence is discouraged, but will be evaluated on an individual basis by the Director.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.* During the Leave of Absence the student is not considered to be withdrawn. Students must apply in writing and the school Director must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a Federal Loan, the grace period begins retroactively to the student's last date of attendance**

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

Student's Signature: _____ Date: _____

Director of Adult Workforce Education Signature: _____ Date: _____

FOR OFFICE USE ONLY:

- Financial Aid Administrative Assistant Director, Adult Workforce Student File
 Instructor



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, adult students must sign the following form.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented the use of technology protection measures which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Educational Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Please complete the following information:

Student User's Full Name (please print): _____

Program: _____

Please read the following.

1. No equipment (computers, printers, drives, CD-ROM players, etc.) shall be altered in any way.
2. No equipment may be moved without the direct permission of the instructor charged with the responsibility for that equipment.
3. No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any computer or hard drive without permission of the instructor charged with the responsibility for that computer.
4. Personal enhancements to a computer such as screen savers, wallpaper, graphics, etc. are not permitted on Auburn Career Center equipment unless they are a specific area on instruction, and must be approved individually by the instructor charged with the responsibility for that computer.
5. The addition (purposeful or otherwise) of a virus, worm, time bomb, etc. to any system is prohibited.
6. Misuse or abuse of e-mail is strictly prohibited.

I have read and agree to abide by the ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature: _____ Date: _____



AUBURN
CAREER CENTER

8140 Auburn Rd., Concord, OH 44077
440.357.7542/fax:440.358-8012

TRANSCRIPT REQUEST

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: ___ Transcript ___ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

All Financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

The Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or by calling Auburn Career Center at 440-357-7542.



Auburn Career Center
8140 Auburn Rd.
Concord Twp., OH 44077
440-357-7542

Empower, Excel, Enrich

WORKFORCE EDUCATION MAKE-UP DAY NOTICE

Date: _____

Student Name: _____

Address: _____

Because programs in Adult Workforce Development are based upon specific numbers of hours (clock hours), it is critical that all workforce development students attend classes and related training to be in compliance with the required hours for the course.

You are receiving this notice because you have missed a class or training event, and need to schedule a time and date to make up the missed hours. Please complete the following information and return to your instructor with the next 48 hours.

Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program, and to make up any days missed that are permitted as listed in the Student Handbook.

Days missed that may be made up are due to circumstance beyond the control of the student. For example, weather emergencies, homeland security emergencies, failure of an instructor to attend, building evacuations, or other issues may result in class being cancelled. In such cases, the instructor may schedule an all-class make-up date to comply with the clock hour requirement for your program. You are required to attend these classes or to make arrangements with your instructor to make up the hours regardless.

If you have any questions, please feel free to call me at 440-357-7542 ext. 8028.

Sincerely,

Andrea Tracy
Director of Adult Workforce Education



WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM

Student Name: _____

Program: _____

Instructor: _____

Date Absent: _____
(use a separate form for each date)

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



AUBURN CAREER CENTER
WORKFORCE EDUCATION STUDENT HANDBOOK
2016-2017

STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT

I have read all of the information included in the Workforce Education Student Handbook 2016-2017 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____