

Auburn Vocational School District BOARD OF EDUCATION

Minutes of October 6, 2020

The October 6, 2020 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

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

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

158-20 Approve Agenda

A motion was made by Mr. Stefanko and seconded by Mr. Klima to approve the October 6, 2020 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

159-20 Approve Minutes of Regular Meeting on September 1, 2020

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the minutes of the September 1, 2020 Regular Board meeting.

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

Nays: None

Mr. Walter declared the motion passed

Public Participation - Suspended

Administrative Report

- 2019-2020 Ohio School Report Card
- December Board Meeting
- OSBA Capital Conference - Virtual ~ November 7th thru the 10th
- Certified Production Technician - Harvey High School

Facilities Committee Report –Jeff Slavkovsky gave a monthly update

Curriculum, Enrollment, and Retention Subcommittee – Brian Bontempo gave a monthly update

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending August 31, 2020 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #9)

No Action Required.

160-20 Approve Five – Year Forecast

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to approve the FY2021-2025 Five-Year Forecast. The forecast and assumptions were sent to the Board electronically and they are believed to represent the most probable scenario for the forecast period. Raises have not been assumed but steps and educational advancement continue to be estimated. Foundation funding has been projected based on the current state aid estimates provided by the Department of Education and the Office of Budget and Management for FY 2020-2021. (See Attachment Item #10)

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

Nays: None
Mr. Walter declared the motion passed

161-20 Approve Donation

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the donation of sheets of metal for both our machining and welding programs from Swagelok of Solon, Ohio.

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

Nays: None
Mr. Walter declared the motion passed

162-20 Approve 2020-2021 Scholarship

A motion was made by Mr. Cahill and seconded by Mrs. Brush to approve the following scholarships for the 2020-2021 school year.

The Francis Kincaid Memorial Scholarship	\$100.00
The Gene Haas Foundation	\$12,000.00

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

Nays: None
Mr. Walter declared the motion passed

163-20 Approve Committee Appointment

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the appointment of CJ Paterniti for the Facilities Committee for the 2020 calendar year.

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

Nays: None
Mr. Walter declared the motion passed

164-20 Human Resources

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

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

Nays: None
Mr. Walter declared the motion passed

165-20 Approve Seasonal Snow Removal Quote

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve the following seasonal snow removal quote from Lake County Landscape & Supply, Inc. of Grand River, Ohio at the amount of \$16,900.00 for the snow removal and salting of Auburn Career Center parking lots for the 2020-2021 school year. We have received three quotes; the other quotes are from Mapledale Landscaping of Chardon, Ohio; Exscape Designs of Novelty, Ohio. (Attachment Item #15)

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

Nays: None
Mr. Walter declared the motion passed

166-20 Approve Textbook/Workbook for Business Management Technology Program

A motion was made by Mr. Klima and seconded by Mr. Stefanko to approve the following textbook for the Business Management Technology Program.

E-Textbook:

Hales, Ryan and Maceno, Rachelle. *Marketing Strategies: A Guide to Social Media and Digital Marketing*. 978-1-7337420-3-0.

Hales, Ryan and Maceno, Rachelle. *Mod Marketing*. Publisher Name.

Simulation:

Hales, Ryan and Maceno, Rachelle. *Mimic Social: A Cloud Based Real World Simulation*. 978-0-9967900-7-9

Hales, Ryan and Maceno, Rachelle. *Mimic Digital: Digital Marketing Simulation*.

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

Nays: None
Mr. Walter declared the motion passed

167-20 Approve 2020-2021 Purpose Statement/Activity Budget

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the following revised purpose statement/activity for the 2020-2021 school year.

Program	Acct. Number	Last Year Balance 6/30/20	Revenue Anticipated
Dental Assistant Technician	200-988A	\$0.00	\$700.00
SkillsUSA	200-990A	\$80.00	\$9,000.00

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

Nays: None
Mr. Walter declared the motion passed

168-20 Approve Revisions to the Back to School Plan

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the revisions to the Back to School Plan for the 2020-2021 school year. (Attachment Item #18)

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

Nays: None
Mr. Walter declared the motion passed

169-20 Approve Revision to the Career Education Grant Program

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the revisions to the Career Education Grant program for the 2020-2021 school year. (Attachment Item #19)

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

Nays: None
Mr. Walter declared the motion passed

170-20 Approve Consent Agenda

A motion was made by Mr. Cahill and seconded by Mrs. Javins to approve items 20a – 20b as a consent agenda.

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

Nays: None
Mr. Walter declared the motion passed

171-20 Contract/Affiliation Agreement

A motion was made by Mrs. Brush and seconded by Mrs. Javins to approve the following contract and/or affiliation agreement:

- a) *Practical Nursing Affiliation Agreements*
 - i. Ohman Family Living Facilities
 - ii. University Hospitals Health System
 - iii. Ashtabula County Medical Center
 - iv. Maxim Healthcare Services

- b) *Business Partnership Affiliation Agreements (Attachment Item #20B)*

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

Nays: None

Mr. Walter declared the motion passed

172-20 Resolution to Authorize the Superintendent, Treasurer, and Board President to Execute Real Property Easement

A motion was made by Mr. Klima and seconded by Mr. Kent to authorize the Superintendent, Treasurer, and Board President to Execute Real Property Easement,

WHEREAS the Board is the owner of real property located at 7123 Auburn Road, Painesville, Ohio 44077 and 7133 Auburn Road, Painesville, Ohio 44077, referenced by the Lake County Auditor as Permanent Parcel Numbers 08-A- 018-A-00-113-0 and 08-A-018-A-00-039-0, respectively (collectively, "Properties").

WHEREAS the Board wishes to execute instruments (collectively, "Easements") with the owners of real property parcels adjacent to the Properties for the benefit of the Board, as well as its successors and assigns; the right to construct, repair, replace, relay, maintain, operate, and inspect a sanitary sewer and necessary appurtenances thereto; and to forever have and to hold such right across the Properties.

WHEREAS the Board wishes, at a future date, to give, grant, bargain, sell, and convey its interest in the Properties subject to the Easements.

WHEREAS the Board wishes to vest authority in the Treasurer, Superintendent, and Board President to execute, on the Board's behalf, any and all instruments and related documents to affect the creation of the Easements for the enjoyment the Properties pursuant to R.C. 3313.33 and applicable laws.

WHEREAS the notice requirements of R.C. 121.22, and applicable laws were complied with for this board meeting of October 6, 2020.

WHEREAS all formal action of the Board concerning and relating to the adoption of the instant resolution were taken in an open meeting of the Board and all deliberations of the Board that resulted in such formal action were in meetings open to the public in compliance with the law.

NOW THEREFORE BE IT RESOLVED THAT, the Board hereby directs the Treasurer, Superintendent, and Board President to execute any and all instruments and related documents to affect the creation of the Easements for the enjoyment of the Properties pursuant to R.C. 3313.33 and applicable laws.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, this resolution shall be in full force and effect from and immediately upon its adoption by the Board.

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

Nays: None
Mr. Walter declared the motion passed

173-20 Approve 2020-21 SY Affiliation Agreement - Work Based Learning Program

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the 2020-21 affiliation agreement for work based learning program. (Attachment Item#21B)

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

Nays: None
Mr. Walter declared the motion passed

174-20 Approve 2020-21 SY Affiliation Agreement - Paramedic & Emergency Medical Technician Clinical Learning Program

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the 2020-21 affiliation agreement for the paramedic and emergency medical technician clinical learning program. (Attachment Item #21B)

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

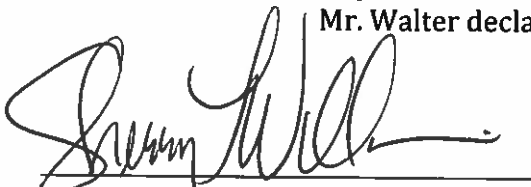
Nays: None
Mr. Walter declared the motion passed


175-20 Adjourn

A motion was made by Mr. Stefanko and seconded by Dr. Culotta to adjourn the meeting at 7:08 p.m.

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

Nays: None
Mr. Walter declared the motion passed


Treasurer


Board President



Attachment Item #6

*2019-2020 Ohio School
Report Card*

Ohio School Report Cards



School Grade

CTPD Overview

The Career Technical Planning District Report Cards include specific marks of performance, called measures, within broad categories called components. They receive grades for up to six measures and four components. The 2019-2020 report cards will not have grades or ratings. Limited data is available due to the coronavirus pandemic and ordered school-building closure.

Achievement

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



Component Grade

Career & Post-Secondary Readiness

Whether training in a technical field or preparing for work or college, the Career and Postsecondary Readiness component looks at how well prepared Ohio's students are for all future opportunities. This data is available and was not impacted for the reporting years.



Component Grade

Graduation Rate

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years. This data is available and was not impacted for the reporting years.

Graduation Rates

96.9% of students graduated in 4 years

96.3% of students graduated in 5 years



Component Grade

Post-Program Outcomes

Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school. Industry credentials measure the proportion of students earning industry credentials before they leave high school or in the first six months after leaving school. This data is available and was not impacted for the reporting years.

Post-Program Placement

96.8%

Industry-Recognized Credentials

Status Known Rate

97.1%

JVSD Post-Program Placement

JVSD Industry

NR

30.0%

97.6%

97.1%

30.5%

Ohio School Report Cards



Component
Grade

Achievement

The Achievement component represents the number of students who pass the state's tests and the technical assessments that measure the skills and knowledge learned in a student's career-technical program. The data for Technical Skill Attainment is available this year, but the Performance Index data is not.

Technical Skill Attainment

Technical Skill Attainment measures the proportion of students passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical program.

CTPD's will receive a one letter grade demotion based on a technical assessment participation rate of $\geq 80\%$ but $< 90\%$.

CTPD's will receive a two letter grade demotion based on a technical assessment participation rate of $< 80\%$.

NR 79.7%

Overall Assessment Passage Rate

Participation Rate **100.0%**

Ohio School Report Cards



Graduation Rate

Component Grade

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years. The graduation rates are available, and data was not impacted for the reporting years; however, the combined component will not be calculated.

4-Year Graduation Rate

The 4-year graduation rate applies to the Class of 2019 who graduated within four years. These are the students who entered ninth grade in the fall of 2015 and graduated by the summer of 2019.

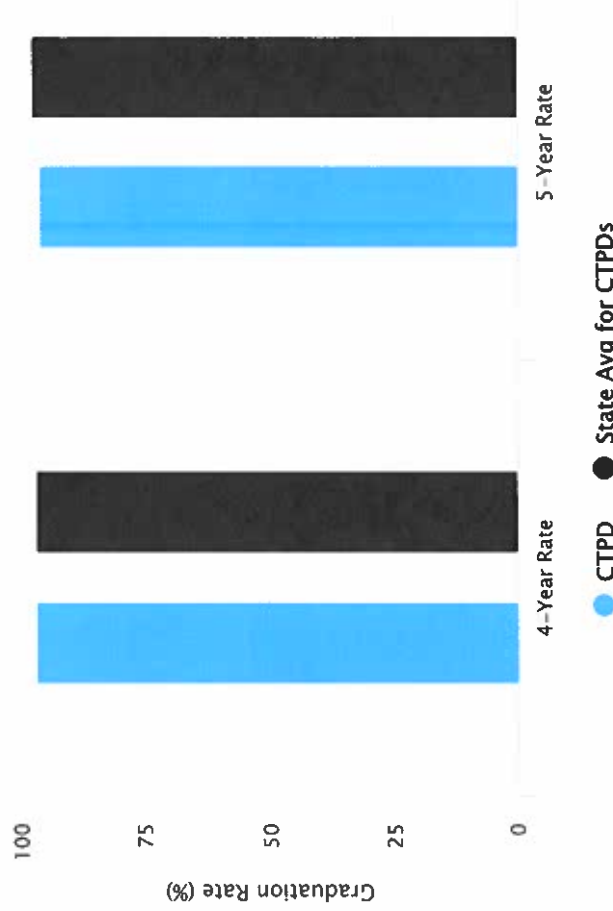
NR 96.9%

5-Year Graduation Rate

The 5-year graduation rate applies to the Class of 2018 who graduated within five years. These students who entered the 9th grade in the fall of 2014 and graduated by the summer of 2019.

NR 96.3%

Graduation Rate Comparison





Career & Post-Secondary Readiness

Component
Grade

Whether training in a technical field or preparing for work or college, the Career & Post-Secondary Readiness component looks at how well prepared Ohio's students are for all future opportunities. This data is available and was not impacted for the reporting years.

Student Numbers	Point Value	Points Earned
101	1	101.00

Number of students that completed one or more items from the Career & Post-Secondary List.

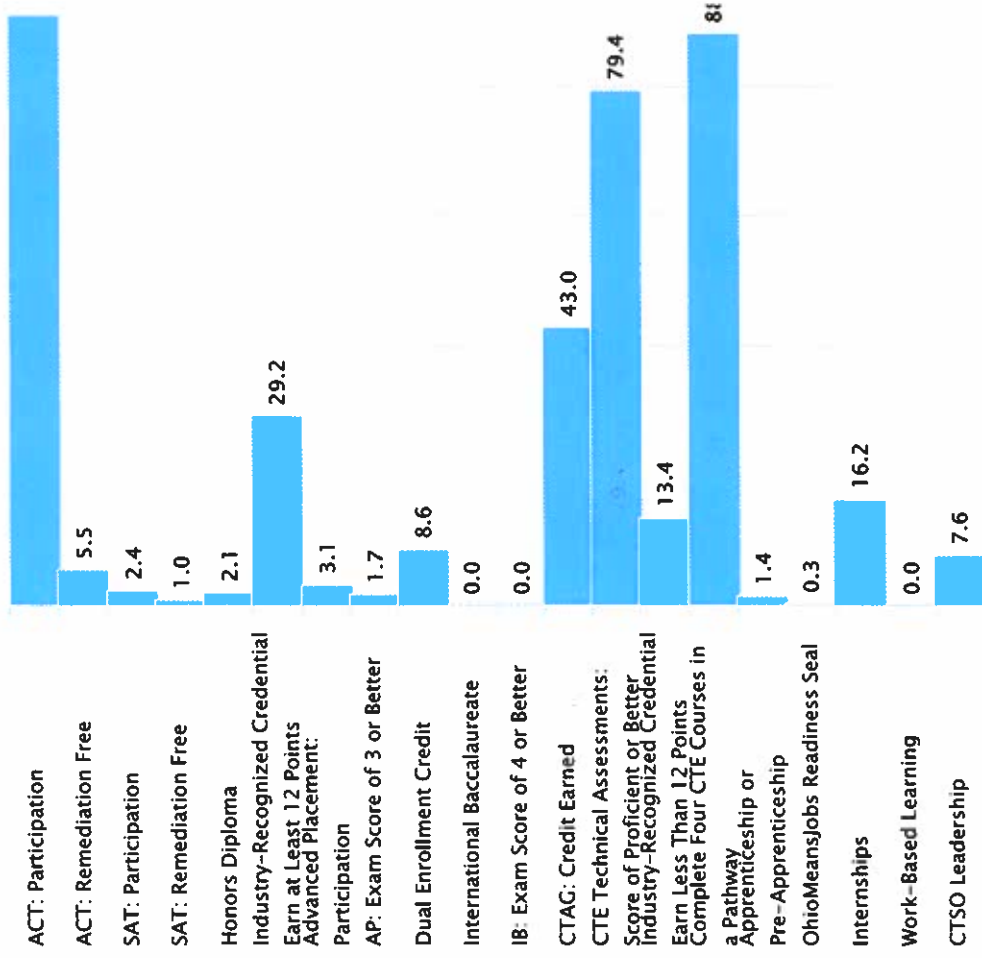
The number of "bonus" students that count an additional 0.33 bonus points each because they did the above and also completed at least one item from the Work-Based and Service Learning List.

The number of students that earned a combination of three emerging readiness measures from the following two categories with at least one measure completed from each category:

- Career Tech & Advanced Coursework
- Work-Based & Service Learning

The number of "bonus" students that count an additional 0.33 bonus points each because they completed three emerging readiness measures from the categories above and completed one additional measure from either list

How Prepared was the Class of 2019?



Outcomes after High School Graduation

Districts and schools have long-term impacts on student outcomes. The Career & Post-Secondary Readiness component provides information on how schools prepare students for different pathways of college and career success. It also provides insights on how those students do once they leave high school. What happens beyond the diploma is an important indicator of how well schools are preparing students.

The University System of Ohio provides district reports on enrollment and remediation of high school graduates attending in-state, public colleges and universities.

What Percentage of the 2017

Graduating Class Entered College within Two Years?

41.0%

	Student Numbers	Point Value	Points Earned
The number of students that earned a combination of two emerging readiness measures from the two categories above.	124	0.67	83.08
The number of students that earned one emerging readiness measure from either of the categories above.	33	0.33	10.89

Total Points Graduation Cohort

234.17 **291**

NR 80.5%

Ohio School Report Cards

NR

Component Grade

Post Program Outcomes

Post-Program Placement measures the proportion of students who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school. Industry credentials measure the proportion of students earning industry credentials before they leave high school or in the first six months after leaving school. This data is available and was not impacted for the reporting years.

Post Program Placement

CTPD's will receive a one letter grade demotion based on a Status Known Rate of < 85%.
CTPD's will receive a one letter grade promotion based on a Status Known Rate of >= 95%.

NR 96.8%



● Placed ● Not Placed

Industry Credentials

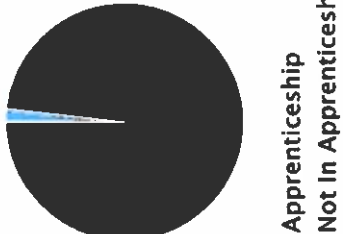
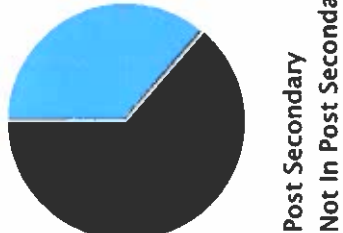
Industry Credentials measures the proportion of students earning industry credentials or certificates before they leave high school, or in the first six months after leaving school.

Percentage of students earning ANY credentials **90.0%**

Percentage of students earning at least 12 points in a single credential or in a bundle of credentials in a single career pathway **30.0%**

Status Known Rate **97.6%**

JVSD Industry Credentials **30.5%**



JVSD Post-Program Placement Rate 97.1%

**Auburn
Career Center**



Attachment Item #6

*Certified Production
Technician – Harvey High
School*

HARVEY HIGH SCHOOL



*Please join us in celebrating The Kick-off of the
Certified Production Technician Program
and the partners that made it possible!*

October 7, 2020 @ 2pm

*Thomas W. Harvey High School
200 W Walnut Ave, Painesville, OH 44077*

Program Partners

**Auburn
Career Center**



The Lozick Family Foundation



Airfoils, LLC



**AVERY
DENNISON**

**Auburn
Career Center**



Attachment Item #9

Render Financial Reports

Auburn Career Center
Bank Reconciliation
 August 31, 2020

Dollar Bank - Main Depository	\$ 6,483,750.01
Huntington	\$ 49,152.88
O/S checks - a/p	\$ (125,459.21)
O/S checks - p/r	\$ (4,174.97)
Payroll Accum (O/S)-Checks NI	\$ (459.59)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>6,403,346.12</u>
Health Care Deductible Pool - Dollar	\$ 27,871.39
Flexible Spending Account - Dollar	\$ 3,384.43
Star Ohio	\$ 107,448.26
Net Available Cash	\$ 6,542,050.20
Investments:	
Wells Fargo Financial	\$ 2,438,388.09
Total Investments	\$ 2,438,388.09
Balance per bank	\$ 8,980,438.29
Balance per books	\$ 8,983,746.46
+/- FSA Monthly Deduction Adjustment	\$ (3,308.17)
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,438,388.09

Auburn Career Center

Monthly History Comparison-General Fund August 31, 2020

	Monthly Comparison		Annual Comparison				Budget 2021	Remain 2021	Budget Expended
	Aug FY19	Aug FY20	Aug FY21	Avg Chg	Actual 2019	Actual 2020			
Revenue									
Real Estate	\$ 1,834,545	\$ 2,089,400	\$ 2,811,719		\$ 5,781,135	\$ 6,057,261	\$ 5,981,882	\$ 3,170,163	47%
Tangible Personal (PU)	\$ 50,277	\$ -	\$ 170,598		\$ 370,973	\$ 356,021	\$ 356,021	\$ 185,423	48%
Foundation	\$ 411,160	\$ 397,669	\$ 375,946		\$ 2,328,865	\$ 2,240,061	\$ 2,242,020	\$ 1,866,074	17%
Homesite & Rollback	\$ 205,361	\$ -	\$ -		\$ 830,183	\$ 847,989	\$ 852,229	\$ 852,229	0%
Other	\$ 66,675	\$ 63,205	\$ 41,287		\$ 540,961	\$ 616,144	\$ 484,264	\$ 442,977	9%
Subtotal	\$ 2,568,018	\$ 2,550,274	\$ 3,399,551		\$ 9,852,117	\$ 10,117,477	\$ 9,916,416	\$ 6,516,865	34%
Expense									
Salaries	\$ 648,665	\$ 701,295	\$ 642,007	-0.2%	\$ 4,028,581	\$ 4,114,072	\$ 4,108,605	\$ 3,466,598	16%
Benefits	\$ 294,927	\$ 333,161	\$ 273,601	-2.5%	\$ 1,784,586	\$ 1,877,308	\$ 2,053,017	\$ 1,779,416	13%
Purchased Services	\$ 295,940	\$ 239,544	\$ 213,365	-15.0%	\$ 1,542,845	\$ 1,507,668	\$ 1,413,848	\$ 1,200,483	15%
Supplies	\$ 86,875	\$ 112,477	\$ 127,104	21.2%	\$ 492,966	\$ 558,910	\$ 523,722	\$ 396,618	24%
Capital Outlay/Equipment	\$ 124,035	\$ 192,282	\$ 128,967	\$ 0.11	\$ 251,690	\$ 327,649	\$ 381,131	\$ 252,164	34%
Other	\$ 34,584	\$ 22,512	\$ 44,039		\$ 133,098	\$ 137,985	\$ 132,602	\$ 88,563	33%
Subtotal	\$ 1,485,026	\$ 1,601,271	\$ 1,429,083		\$ 8,233,766	\$ 8,523,592	\$ 8,612,925	\$ 7,183,842	17%
Revenue/Expense (Operating Balance)	\$ 1,082,992	\$ 949,003	\$ 1,970,467		\$ 1,618,351	\$ 1,593,885	\$ 1,303,491		
Other Uses									
Advances Returned	\$ 57,467	\$ 48,631	\$ 218,083		\$ 189,419	\$ 56,816	\$ 234,367		
Advances Out	\$ -	\$ -	\$ -		\$ 178,129	\$ 227,074	\$ 42,000		
Transfers	\$ 435,354	\$ 806,255	\$ 101,865		\$ 1,121,528	\$ 1,422,160	\$ 749,149		
Subtotal	\$ (377,887)	\$ (757,624)	\$ 116,219		\$ (1,110,238)	\$ (1,592,418)	\$ (556,782)		
Beginning Cash	\$ 7,251,718	\$ 8,203,345	\$ 8,042,042		\$ -	\$ 7,687,177	\$ 6,475,523		
Ending Cash	\$ 6,671,047	\$ 6,665,435	\$ 8,562,209		\$ 508,113	\$ 6,475,523	\$ 7,222,232		
Encumbrances	\$ 1,301,363	\$ 1,579,586	\$ 1,472,315		\$ 121,717	\$ 251,671			

This is an unaudited financial report.

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MHD Received	FY1D Received	MHD Expended	FY1D Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL								
Code 004 BUILDING	\$ 6,475,522.97	\$ 1,401,024.18	\$ 3,617,634.14	\$ 880,856.57	\$ 1,530,947.97	\$ 8,562,209.14	\$ 1,472,315.06	\$ 7,089,894.08
Code 006 FOOD SERVICE	\$ 79,194.40	\$ 10,388.97	\$ 15,805.64	\$ 0.00	\$ 0.00	\$ 95,000.04	\$ 0.00	\$ 95,000.04
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 0.00	\$ 31,904.50	\$ 31,904.50	\$ 9,814.60	\$ 17,916.77	\$ 13,987.73	\$ 29,199.00	\$ (15,211.27)
Code 012 ADULT EDUCATION	\$ 12,325.10	\$ 4,286.75	\$ 4,511.75	\$ 0.00	\$ 0.00	\$ 16,836.85	\$ 0.00	\$ 16,836.85
Code 014 ROTARY-INTERNAL SERVICES	\$ 172,903.61	\$ 186,254.00	\$ 216,721.34	\$ 114,230.25	\$ 226,298.06	\$ 163,326.89	\$ 199,169.04	\$ (35,842.15)
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 419.99	\$ 419.99	\$ 1,516.31	\$ 1,832.43	\$ (316.12)
Code 019 OTHER GRANT	\$ 13,004.21	\$ 51,928.00	\$ 54,278.00	\$ 0.00	\$ 0.00	\$ 67,282.21	\$ 19,817.50	\$ 47,464.71
Code 022 DISTRICT AGENCY	\$ 43,439.65	\$ 0.00	\$ 0.00	\$ 4,500.00	\$ 9,265.12	\$ 34,174.53	\$ 4,200.00	\$ 29,974.53
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 11,804.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 10,304.76	\$ 2,000.00	\$ 8,304.76
Code 070 CAPITAL PROJECTS	\$ 11,220.40	\$ 24,653.09	\$ 24,653.09	\$ 1,817.44	\$ 4,621.59	\$ 31,251.90	\$ 27,867.98	\$ 3,383.92
Code 200 STUDENT MANAGED ACTIVITY	\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 99,831.90	\$ 521,955.78	\$ 137,386.54	\$ 136,564.35	\$ 822.19
Code 467 Student Wellness and Success Fund	\$ 73,216.33	\$ 0.00	\$ 0.00	\$ 1,778.92	\$ 10,269.81	\$ 62,946.52	\$ 3,471.66	\$ 59,474.86
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 1,280.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,280.00	\$ 0.00	\$ 12,800.00	\$ (12,800.00)
Code 501 ADULT BASIC EDUCATION	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 510 CORONA VIRUS RELIEF FUND	\$ 8,504.73	\$ 13,570.31	\$ 13,570.31	\$ 17,785.02	\$ 43,223.53	\$ (21,148.49)	\$ 19,979.88	\$ (41,128.37)
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,457.71	\$ 15,457.71	\$ (15,457.71)	\$ 0.00	\$ (15,457.71)
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 207,399.31	\$ 0.00	\$ 0.00	\$ 132,237.91	\$ 403,733.09	\$ (196,333.78)	\$ 13,376.59	\$ (209,710.37)
	\$ 23,679.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,216.38	\$ 20,463.02	\$ 3,726.62	\$ 16,736.40

Grand Total \$ 7,797,273.49 \$ 1,724,009.80 \$ 3,979,078.77 \$ 1,278,730.31 \$ 2,792,605.80 \$ 8,983,746.46 \$ 1,946,320.11 \$ 7,037,426.35

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MIFD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 9,438,465.28	\$ 251,671.05	\$ 9,690,136.33	\$ 1,530,947.97	\$ 880,856.57	\$ 1,472,315.06	\$ 6,686,873.30
Code 004 BUILDING	\$ 614,496.00	\$ 0.00	\$ 614,496.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 614,496.00
Code 006 FOOD SERVICE	\$ 95,000.04	\$ 0.00	\$ 95,000.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 95,000.04
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 157,500.00	\$ 0.00	\$ 157,500.00	\$ 17,916.77	\$ 9,814.60	\$ 29,199.00	\$ 110,384.23
Code 012 ADULT EDUCATION	\$ 16,836.85	\$ 0.00	\$ 16,836.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,836.85
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,642,454.24	\$ 17,874.37	\$ 1,660,328.61	\$ 226,298.06	\$ 114,230.25	\$ 199,169.04	\$ 1,234,861.51
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,603.87	\$ 332.43	\$ 1,936.30	\$ 419.99	\$ 419.99	\$ 1,832.43	\$ (316.12)
Code 019 OTHER GRANT	\$ 66,622.71	\$ 659.50	\$ 67,282.21	\$ 0.00	\$ 0.00	\$ 19,817.50	\$ 47,464.71
Code 022 DISTRICT AGENCY	\$ 29,974.53	\$ 13,465.12	\$ 43,439.65	\$ 9,265.12	\$ 4,500.00	\$ 4,200.00	\$ 29,974.53
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 8,304.76	\$ 3,500.00	\$ 11,804.76	\$ 1,500.00	\$ 0.00	\$ 2,000.00	\$ 8,304.76
Code 070 CAPITAL PROJECTS	\$ 35,873.49	\$ 0.00	\$ 35,873.49	\$ 4,621.59	\$ 1,817.44	\$ 27,867.98	\$ 3,383.92
Code 200 STUDENT MANAGED ACTIVITY	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 521,955.78	\$ 99,831.90	\$ 136,564.35	\$ 822.19
Code 467 Student Wellness and Success Fund	\$ 64,466.44	\$ 8,749.89	\$ 73,216.33	\$ 10,269.81	\$ 1,778.92	\$ 3,471.66	\$ 59,474.86
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 50,000.00	\$ 1,280.00	\$ 51,280.00	\$ 1,280.00	\$ 0.00	\$ 12,800.00	\$ 37,200.00
Code 501 ADULT BASIC EDUCATION	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 510 CORONA VIRUS RELIEF FUND	\$ 353,113.27	\$ 8,504.73	\$ 361,618.00	\$ 43,223.53	\$ 17,785.02	\$ 19,979.88	\$ 298,414.59
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 15,457.71	\$ 0.00	\$ 15,457.71	\$ 15,457.71	\$ 15,457.71	\$ 0.00	\$ 0.00
	\$ 382,766.75	\$ 207,399.31	\$ 590,166.06	\$ 403,733.09	\$ 132,237.91	\$ 13,376.59	\$ 173,056.38

**AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report**

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MID Expended	Encumbrance	FYTD Unencumbered
Code 599 MISCELLANEOUS FED. GRANT FUND							
	\$ 23,679.40	\$ 0.00	\$ 23,679.40	\$ 0.00		\$ 3,726.62	\$ 16,736.40
Grand Total	\$ 12,997,437.53	\$ 1,174,456.53	\$ 14,171,894.06	\$ 2,792,605.80	\$ 1,278,730.31	\$ 1,946,320.11	\$ 9,432,968.15

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
26417	53301	ACCOUNTS_PA YABLE	Check	8/7/2020	SMOCKER BY BEXAR MFG CO	40974	RECONCILED	8/20/2020		\$ 153.50
26406	53302	ACCOUNTS_PA YABLE	Check	8/7/2020	WALTER HAVERFIELD LLP	41558	RECONCILED	8/11/2020		240.00
26407	53303	ACCOUNTS_PA YABLE	Check	8/7/2020	AT&T	171	RECONCILED	8/13/2020		346.57
26421	53304	ACCOUNTS_PA YABLE	Check	8/7/2020	LBL PRINTING	13500	RECONCILED	8/11/2020		569.87
26413	53305	ACCOUNTS_PA YABLE	Check	8/7/2020	GRAINGER	466	RECONCILED	8/11/2020		126.02
26403	53306	ACCOUNTS_PA YABLE	Check	8/7/2020	WESTERN RESERVE OFFICE SUPPLY	1065	RECONCILED	8/12/2020		1,165.72
26415	53307	ACCOUNTS_PA YABLE	Check	8/7/2020	GCA SERVICES GROUP	41167	RECONCILED	8/13/2020		16,724.73
26412	53308	ACCOUNTS_PA YABLE	Check	8/7/2020	LOCATION CARPET CO.	10408	RECONCILED	8/17/2020		7,200.00
26402	53309	ACCOUNTS_PA YABLE	Check	8/7/2020	RAINBOW PRINTING	40571	RECONCILED	8/11/2020		332.50
26420	53310	ACCOUNTS_PA YABLE	Check	8/7/2020	Marty's Classic Machinery	41799	RECONCILED	8/11/2020		720.00
26425	53311	ACCOUNTS_PA YABLE	Check	8/7/2020	DOMINION ENERGY OHIO	4003	RECONCILED	8/14/2020		181.12
26414	53312	ACCOUNTS_PA YABLE	Check	8/7/2020	CAMCOR, INC	41763	RECONCILED	8/11/2020		468.90
26405	53313	ACCOUNTS_PA YABLE	Check	8/7/2020	GENE PTACHEK & SON	640	RECONCILED	8/11/2020		4,387.65
26423	53314	ACCOUNTS_PA YABLE	Check	8/7/2020	LAKELAND COMMUNITY COLLEGE	42142	OUTSTANDING			2,000.00
26409	53315	ACCOUNTS_PA YABLE	Check	8/7/2020	NAEMSE	10352	RECONCILED	8/11/2020		95.00
26416	53316	ACCOUNTS_PA YABLE	Check	8/7/2020	K-12 SOLUTIONS GROUP, LLC	41779	RECONCILED	8/11/2020		637.50
26419	53317	ACCOUNTS_PA YABLE	Check	8/7/2020	FUTURE POS OHIO, INC	41337	RECONCILED	8/20/2020		2,475.00
26424	53318	ACCOUNTS_PA YABLE	Check	8/7/2020	PRINT MANAGEMENT PARTNERS	10816	RECONCILED	8/14/2020		4,740.00
26422	53319	ACCOUNTS_PA YABLE	Check	8/7/2020	CINTAS CORPORATION	532	RECONCILED	8/11/2020		92.50
26408	53320	ACCOUNTS_PA YABLE	Check	8/7/2020	ILLUMINATING	925	RECONCILED	8/10/2020		18,145.86

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26410	53321	YABLE ACCOUNTS_PA Check	Check	8/7/2020	COMPANY ENVIROCHEMI CAL, INC	41949	RECONCILED	8/11/2020		\$ 556.00
26418	53322	YABLE ACCOUNTS_PA Check	Check	8/7/2020	ADVANCED GAS & WELDING	13407	RECONCILED	8/10/2020		54.99
26411	53323	YABLE ACCOUNTS_PA Check	Check	8/7/2020	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	8/10/2020		1,402.00
26404	53324	YABLE ACCOUNTS_PA Check	Check	8/7/2020	EXSCAPE DESIGNS, LLC	41963	RECONCILED	8/10/2020		1,313.13
26426	53325	YABLE ACCOUNTS_PA Check	Check	8/7/2020	CRILE ROAD HARDWARE	551	RECONCILED	8/18/2020		236.77
26427	53326	YABLE ACCOUNTS_PA Check	Check	8/7/2020	AMERICAN EXPRESS	40915	RECONCILED	8/11/2020		968.00
26455	53328	YABLE ACCOUNTS_PA Check	Check	8/14/2020	EQUIPARTS	40596	RECONCILED	8/18/2020		818.84
26447	53329	YABLE ACCOUNTS_PA Check	Check	8/14/2020	THYSSENKRUP P ELEVATOR CORP.	11792	RECONCILED	8/17/2020		600.00
26451	53330	YABLE ACCOUNTS_PA Check	Check	8/14/2020	MAJOR WASTE DISPOSAL	570	RECONCILED	8/21/2020		75.00
26458	53331	YABLE ACCOUNTS_PA Check	Check	8/14/2020	GRAINGER	466	RECONCILED	8/18/2020		309.25
26460	53332	YABLE ACCOUNTS_PA Check	Check	8/14/2020	CONTINENTAL FIRE & TIME WARNER	11490	RECONCILED	8/24/2020		269.00
26449	53333	YABLE ACCOUNTS_PA Check	Check	8/14/2020	CABLE - NORTHEAST	13042	RECONCILED	8/24/2020		77.43
26453	53334	YABLE ACCOUNTS_PA Check	Check	8/14/2020	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	8/19/2020		3,924.00
26454	53335	YABLE ACCOUNTS_PA Check	Check	8/14/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	8/18/2020		486.06
26446	53336	YABLE ACCOUNTS_PA Check	Check	8/14/2020	QUADRIENT LEASING USA, INC	42027	RECONCILED	8/21/2020		695.82
26445	53337	YABLE ACCOUNTS_PA Check	Check	8/14/2020	ENVIROCHEMI CAL, INC	41949	RECONCILED	8/19/2020		915.00
26457	53338	YABLE ACCOUNTS_PA Check	Check	8/14/2020	MARIANNA	541	RECONCILED	8/17/2020		15,359.30
26439	53339	YABLE ACCOUNTS_PA Check	Check	8/14/2020	GLA WATER CONSULTANTS INC	45	RECONCILED	8/17/2020		1,829.42
26440	53340	YABLE ACCOUNTS_PA Check	Check	8/14/2020	TESTOUT	11186	RECONCILED	8/20/2020		4,275.00
26442	53341	YABLE ACCOUNTS_PA Check	Check	8/14/2020	STS EDUCATION	41552	RECONCILED	8/19/2020		16,861.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26434	53342	ACCOUNTS_PA Check YABLE		8/14/2020	SHETLER OFFICE SOLUTIONS	41656	RECONCILED	8/19/2020		\$ 469.58
26456	53343	ACCOUNTS_PA Check YABLE		8/14/2020	JULIE FLITER VITALE	41728	RECONCILED	8/17/2020		75.00
26438	53344	ACCOUNTS_PA Check YABLE		8/14/2020	MADISON LOCAL SCHOOLS	10906	RECONCILED	8/21/2020		10,833.34
26450	53345	ACCOUNTS_PA Check YABLE		8/14/2020	CAMCOR, INC	41763	RECONCILED	8/24/2020		27,771.81
26435	53346	ACCOUNTS_PA Check YABLE		8/14/2020	GENERAL PEST CONTROL CO.	11210	RECONCILED	8/20/2020		204.75
26441	53347	ACCOUNTS_PA Check YABLE		8/14/2020	CITY OF P'VILLE UTIL.	215	RECONCILED	8/20/2020		659.40
26433	53348	ACCOUNTS_PA Check YABLE		8/14/2020	SPRINT	41733	RECONCILED	8/20/2020		163.98
26459	53349	ACCOUNTS_PA Check YABLE		8/14/2020	AT&T	171	RECONCILED	8/19/2020		505.34
26444	53350	ACCOUNTS_PA Check YABLE		8/14/2020	CHARDON OIL CO.	8287	RECONCILED	8/17/2020		163.08
26448	53351	ACCOUNTS_PA Check YABLE		8/14/2020	IRON MOUNTAIN INC	11058	RECONCILED	8/19/2020		111.65
26452	53352	ACCOUNTS_PA Check YABLE		8/14/2020	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	8/18/2020		1,100.00
26443	53353	ACCOUNTS_PA Check YABLE		8/14/2020	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	8/19/2020		10,406.75
26437	53354	ACCOUNTS_PA Check YABLE		8/14/2020	NICHOLS PAPER & SUPPLY, CO	41932	RECONCILED	8/17/2020		1,976.85
26436	53355	ACCOUNTS_PA Check YABLE		8/14/2020	SAM'S CLUB	8469	RECONCILED	8/19/2020		10,772.62
26432	53356	ACCOUNTS_PA Check YABLE		8/14/2020	CREDIT CARD OPERATION	41906	RECONCILED	8/17/2020		2,813.81
26475	53357	ACCOUNTS_PA Check YABLE		8/21/2020	REXEL	11390	RECONCILED	8/31/2020		21,887.20
26484	53358	ACCOUNTS_PA Check YABLE		8/21/2020	BFG SUPPLY CO., LLC	1284	OUTSTANDING			1,778.92
26480	53359	ACCOUNTS_PA Check YABLE		8/21/2020	WKKY	12341	RECONCILED	8/25/2020		252.00
26471	53360	ACCOUNTS_PA Check YABLE		8/21/2020	LAKE HEALTH	4099	RECONCILED	8/24/2020		47.00
26474	53361	ACCOUNTS_PA Check YABLE		8/21/2020	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	8/27/2020		1,300.00
26486	53362	ACCOUNTS_PA Check YABLE		8/21/2020	JONES & BARLETT LEARNING, LLC	10442	RECONCILED	8/25/2020		50.00
26478	53363	ACCOUNTS_PA Check		8/21/2020	GRAINGER	466	RECONCILED	8/24/2020		492.53

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26485	53364	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	JH CONSULTING, LLC	42121	RECONCILED	8/31/2020		\$ 1,945.50
26466	53365	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	FIRST COMMUNICATIONS LLC	10610	RECONCILED	8/24/2020		130.21
26482	53366	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	ENVIROCHEMICAL, INC	41949	RECONCILED	8/25/2020		890.00
26488	53367	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	OHIO RESTAURANT ASSOCIATION	11338	RECONCILED	8/25/2020		1,900.00
26479	53368	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	EDPUZZLE INC	42144	OUTSTANDING			1,300.00
26467	53369	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	CENTRAL RESTAURANT PRODUCTS	7205	RECONCILED	8/25/2020		118.34
26462	53370	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	IDENTISYS, INC.	10770	RECONCILED	8/28/2020		1,307.09
26464	53371	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	JOHNSTONE SUPPLY	13078	RECONCILED	8/25/2020		13,055.01
26487	53372	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	HARTMAN PUBLISHING, INC.	12899	OUTSTANDING			813.17
26470	53373	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	SCHOOL SPECIALTY INC	7865	RECONCILED	8/25/2020		672.41
26463	53374	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	GOODHEART-WILCOX	370	RECONCILED	8/26/2020		3,277.13
26473	53375	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	PUBLISHER ADVANCED GAS & WELDING	13407	RECONCILED	8/24/2020		575.38
26476	53376	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	OHIO SCHOOLS COUNCIL	812	RECONCILED	8/24/2020		3,900.00
26477	53377	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	FA SOLUTIONS LLC	41342	RECONCILED	8/24/2020		1,809.00
26481	53378	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	B&H PHOTO-VIDEO	8659	RECONCILED	8/24/2020		1,737.20
26465	53379	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	ELSEVIER	11447	RECONCILED	8/24/2020		2,148.94
26468	53380	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	8/24/2020		836.60
26472	53381	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	APPLIED EDUCATIONAL SYSTEMS	40782	RECONCILED	8/24/2020		6,400.00
26483	53382	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	SEAN DAVIS	40587	RECONCILED	8/24/2020		59.97
26469	53383	YABLE ACCOUNTS_PA Check YABLE	Check	8/21/2020	DAWN	12967	RECONCILED	8/24/2020		11.66

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26499	53390	YABLE ACCOUNTS_PA Check	Check	8/26/2020	BUBONIC CREDIT CARD OPERATION	41906	RECONCILED	8/28/2020		\$ 7,030.66
26519	53391	YABLE ACCOUNTS_PA Check	Check	8/26/2020	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	8/31/2020		8,909.91
26514	53392	YABLE ACCOUNTS_PA Check	Check	8/26/2020	ILLUMINATING COMPANY	925	RECONCILED	8/27/2020		1,203.39
26532	53393	YABLE ACCOUNTS_PA Check	Check	8/26/2020	PENNCARE	8957	RECONCILED	8/28/2020		500.00
26504	53394	YABLE ACCOUNTS_PA Check	Check	8/26/2020	WEX BANK	41338	OUTSTANDING			60.21
26508	53395	YABLE ACCOUNTS_PA Check	Check	8/26/2020	ELBER SUPPLY	41457	OUTSTANDING			645.12
26515	53396	YABLE ACCOUNTS_PA Check	Check	8/26/2020	VERIZON WIRELESS	41745	OUTSTANDING			134.14
26517	53397	YABLE ACCOUNTS_PA Check	Check	8/26/2020	GAZETTE NEWSPAPERS	11455	RECONCILED	8/28/2020		25.00
26529	53398	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CINTAS CORPORATION	532	RECONCILED	8/31/2020		102.50
26528	53399	YABLE ACCOUNTS_PA Check	Check	8/26/2020	PLATINUM EDUCATIONAL GROUP	13338	OUTSTANDING			3,928.00
26530	53400	YABLE ACCOUNTS_PA Check	Check	8/26/2020	REXEL	11390	RECONCILED	8/31/2020		1,828.00
26524	53401	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CENGAGE LEARNING	10328	RECONCILED	8/31/2020		6,532.50
26511	53402	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CAMCOR, INC	41763	RECONCILED	8/31/2020		1,908.50
26513	53403	YABLE ACCOUNTS_PA Check	Check	8/26/2020	LBL PRINTING	13500	RECONCILED	8/31/2020		4,142.50
26507	53404	YABLE ACCOUNTS_PA Check	Check	8/26/2020	OHIO DEPT OF JOB & FAMILY	1877	RECONCILED	8/28/2020		194.88
26518	53405	YABLE ACCOUNTS_PA Check	Check	8/26/2020	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	8/28/2020		1,868.70
26527	53406	YABLE ACCOUNTS_PA Check	Check	8/26/2020	SUNDANCE SYSTEMS INC	42129	OUTSTANDING			2,785.00
26520	53407	YABLE ACCOUNTS_PA Check	Check	8/26/2020	MAINSTREAM ENGINEERING	41501	OUTSTANDING			50.50
26531	53408	YABLE ACCOUNTS_PA Check	Check	8/26/2020	DISCOUNT SCHOOL SUPPLY	7447	RECONCILED	8/31/2020		416.25
26501	53409	YABLE ACCOUNTS_PA Check	Check	8/26/2020	LEAF	1519	RECONCILED	8/31/2020		1,250.00
26502	53410	YABLE ACCOUNTS_PA Check	Check	8/26/2020	STS EDUCATION	41552	OUTSTANDING			1,402.00
26509	53411	YABLE ACCOUNTS_PA Check	Check	8/26/2020	NOC COG ONE	40653	OUTSTANDING			400.67

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

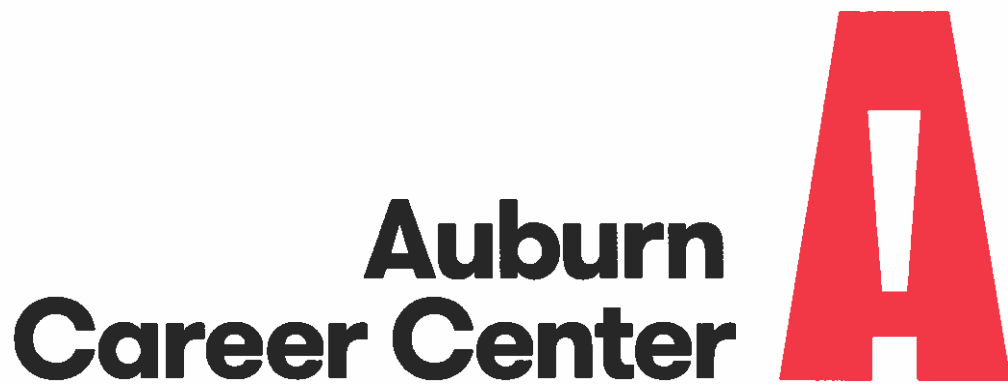
Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26512	53412	YABLE ACCOUNTS_PA Check	Check	8/26/2020	STOP GRAINGER	466	RECONCILED	8/28/2020		\$ 2,269.31
26533	53413	YABLE ACCOUNTS_PA Check	Check	8/26/2020	R.E. MICHEL COMPANY INC	12295	RECONCILED	8/31/2020		2,635.52
26500	53414	YABLE ACCOUNTS_PA Check	Check	8/26/2020	DOMINION ENERGY OHIO	4003	OUTSTANDING			500.98
26523	53415	YABLE ACCOUNTS_PA Check	Check	8/26/2020	ILLINOIS INSTITUTE OF TECHNOLOGY	42151	RECONCILED	8/31/2020		2,500.00
26516	53416	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CHAGRIN VALLEY PAVING INC	40980	OUTSTANDING			99,131.90
26510	53417	YABLE ACCOUNTS_PA Check	Check	8/26/2020	C.W. COURTNEY COMPANY	41930	RECONCILED	8/31/2020		700.00
26525	53418	YABLE ACCOUNTS_PA Check	Check	8/26/2020	BENCO DENTAL CO	41892	RECONCILED	8/31/2020		105,224.45
26506	53419	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CDW GOVERNMENT	11547	RECONCILED	8/27/2020		69.47
26522	53420	YABLE ACCOUNTS_PA Check	Check	8/26/2020	CoAEMSP	40416	RECONCILED	8/27/2020		1,700.00
26505	53421	YABLE ACCOUNTS_PA Check	Check	8/26/2020	NCS PEARSON, INC	12139	RECONCILED	8/27/2020		4,117.00
26521	53422	YABLE ACCOUNTS_PA Check	Check	8/26/2020	ELSEVIER	11447	RECONCILED	8/27/2020		1,624.48
26503	53423	YABLE ACCOUNTS_PA Check	Check	8/26/2020	ADVANCED GAS & WELDING	13407	RECONCILED	8/27/2020		4,603.85
26526	53424	YABLE ACCOUNTS_PA Check	Check	8/26/2020	RICHARD LAFORCE	40886	RECONCILED	8/27/2020		32.06
Default Payment Type: Electronic										
26490	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/25/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	8/29/2020		3,277.47
26489	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/25/2020	SCHOOL EMPLOYEES RETIRE- SERS	7727	RECONCILED	8/29/2020		8,257.57
26430	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/10/2020	STATE TEACHERS RETIREMENT SERS	900926	RECONCILED	8/15/2020		12,031.24
26398	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/10/2020	STATE TEACHERS RETIREMENT SERS	480	RECONCILED	8/15/2020		26,795.12
26534	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/28/2020	STATE TEACHERS RETIREMENT SERS	900926	RECONCILED	8/29/2020		2,373.25
26401	0	ACCOUNTS_PA Electronic YABLE	Electronic	8/10/2020	BANK	900663	RECONCILED	8/15/2020		3,564.61
\$ 518,979.12										

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			ONE/MEMO/ME DICARE					
26399	0 ACCOUNTS_PA YABLE	Electronic		8/10/2020	SCHOOL EMPLOYEES RETIRE-Workers Comp	7727	RECONCILED	8/15/2020		\$ 10,171.05
26491	0 ACCOUNTS_PA YABLE	Electronic		8/25/2020	LAKE COUNTY SCHOOLS COUNCIL Workers Comp	900950	RECONCILED	8/29/2020		959.19
26428	0 ACCOUNTS_PA YABLE	Electronic		8/10/2020	BANK ONE/MEMO/FIC A	999998	RECONCILED	8/15/2020		108,294.74
26397	0 ACCOUNTS_PA YABLE	Electronic		8/10/2020	MEDICAL MUTUAL OF OHIO	900950	RECONCILED	8/15/2020		986.30
26400	0 ACCOUNTS_PA YABLE	Electronic		8/10/2020	STATE TEACHERS RETIREMINT FLEX SAVE	900693	RECONCILED	8/15/2020		23.25
26535	0 ACCOUNTS_PA YABLE	Electronic		8/31/2020		999994	RECONCILED	8/31/2020		1,101.10
26492	0 ACCOUNTS_PA YABLE	Electronic		8/25/2020		480	RECONCILED	8/29/2020		25,889.88
26429	0 ACCOUNTS_PA YABLE	Electronic		8/10/2020		999992	RECONCILED	8/15/2020		100.00
Type: REFUND										\$ 203,824.77
Default Payment Type: Check										\$ 722,803.89
26431	53327 REFUND	Check		8/11/2020	NICHOLAS	42138	RECONCILED	8/13/2020		2,865.50
26493	53384 REFUND	Check		8/25/2020	RUTH RINGENBACH	42149	RECONCILED	8/28/2020		515.00
26494	53385 REFUND	Check		8/25/2020	DENICE MOLBY	42150	OUTSTANDING			515.00
26495	53386 REFUND	Check		8/25/2020	ELIZABETH STEGURA	42148	OUTSTANDING			30.00
26496	53387 REFUND	Check		8/25/2020	JOE COLETT	42146	RECONCILED	8/31/2020		807.00
26497	53388 REFUND	Check		8/25/2020	NICK DINALLO	42008	RECONCILED	8/31/2020		866.20
26498	53389 REFUND	Check		8/25/2020	ELIZABETH DUNCAN	42147	OUTSTANDING			30.00
Type: PAYROLL										\$ 5,628.70
Default Payment Type: 0 PAYROLL										\$ 5,628.70
26396	0 PAYROLL			8/10/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/15/2020		219,175.92
26461	0 PAYROLL			8/25/2020	AUBURN		RECONCILED	8/29/2020		213,135.74

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
					VOCATIONAL SCHOOL DISTR					\$ 432,311.66
					VOCATIONAL SCHOOL DISTR					\$ 432,311.66
Grand Total										\$ 1,160,744.25



Attachment Item #10

*Approve Five-Year
Forecast*

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

	ACTUAL			FORECASTED				
	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Revenue:								
1.010 General Property Tax (Real Estate)	5,836,068	5,781,135	6,057,261	5,981,862	5,852,175	5,722,461	5,722,747	5,723,033
1.020 Tangible Personal Property Tax	414,345	370,973	356,021	349,865	349,865	349,865	349,865	349,865
1.030 Income Tax	-	-	-	-	-	-	-	-
1.035 Unrestricted Grants-in-Aid	2,306,744	2,234,842	2,146,051	2,148,013	2,148,013	2,148,013	2,148,013	2,148,013
1.040 Restricted Grants-in-Aid	87,560	94,023	94,010	94,007	94,007	94,007	94,007	94,007
1.045 Restricted Federal Grants-in-Aid	-	-	-	-	-	-	-	-
1.050 Property Tax Allocation	809,948	830,183	847,989	852,229	856,490	860,773	865,077	869,402
1.060 All Other Revenues	147,816	239,048	290,459	232,764	235,092	237,443	239,817	242,215
1.070 Total Revenues	9,602,481	9,550,204	9,791,792	9,858,761	9,535,642	9,412,582	9,419,528	9,426,536
Other Financing Sources:								
2.010 Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 Advances-In	57,516	189,419	59,844	234,367	42,000	42,000	42,000	42,000
2.060 All Other Financing Sources	262,162	301,913	322,657	181,500	1,500	1,500	1,500	1,500
2.070 Total Other Financing Sources	319,678	491,332	382,500	415,867	43,500	43,500	43,500	43,500
2.080 Total Revenues and Other Financing Sources	9,922,159	10,041,536	10,174,293	10,074,628	9,579,142	9,456,082	9,463,028	9,470,036
Expenditures:								
3.010 Personnel Services	3,821,328	4,028,581	4,114,072	4,108,605	4,124,753	4,203,025	4,282,862	4,364,285
3.020 Employees' Retirement/Insurance Benefits	1,730,209	1,784,586	1,877,308	2,053,017	2,260,404	2,431,368	2,618,396	2,823,075
3.030 Purchased Services	1,441,037	1,542,845	1,507,868	1,413,848	1,250,263	1,287,771	1,326,404	1,366,196
3.040 Supplies and Materials	428,385	492,966	558,910	523,722	539,433	555,616	572,285	589,453
3.050 Capital Outlay	175,255	251,890	327,649	300,000	200,000	200,000	200,000	200,000
3.060 Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4.010 Principal-All (History Only)	-	-	-	-	-	-	-	-
4.020 Principal-Notes	-	-	-	-	-	-	-	-
4.030 Principal-State Loans	-	-	-	-	-	-	-	-
4.040 Principal-State Advancements	-	-	-	-	-	-	-	-
4.050 Principal-HB 264 Loans	-	-	-	-	-	-	-	-
4.055 Principal-Other	-	-	-	-	-	-	-	-
4.060 Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.300 Other Objects	132,419	133,098	137,985	132,602	136,580	140,677	144,897	149,244
4.500 Total Expenditures	7,728,633	8,233,767	8,523,592	8,531,793	8,511,434	8,816,457	9,144,844	9,492,264
Other Financing Uses								
5.010 Operating Transfers-Out	989,772	1,121,528	1,422,160	749,149	1,164,948	1,154,628	1,150,500	1,150,500
5.020 Advances-Out	82,468	178,129	227,074	42,000	42,000	42,000	42,000	42,000
5.030 All Other Financing Uses	0	0	0	0	0	0	0	0
5.040 Total Other Financing Uses	1,072,240	1,299,657	1,649,234	791,149	1,206,948	1,196,628	1,192,500	1,192,500
5.050 Total Expenditures and Other Financing Uses	8,800,873	9,533,424	10,172,826	9,322,942	9,718,382	10,015,085	10,337,344	10,684,764
6.010 Excess of Rev & Other Financing Sources over (under) Expenditures and Other Financing Uses	1,121,286	508,112	1,466	751,686	-139,239	-559,023	-874,318	-1,214,728
Cash Balance July 1 - Excl Proposed Renewal/ Replacement and New Levies								
7.010	4,844,657	5,965,943	6,474,055	6,475,521	7,227,208	7,087,968	6,528,945	5,654,627
7.020 Cash Balance June 30	5,985,943	6,474,055	6,475,521	7,227,208	7,087,968	6,528,945	5,654,627	4,439,899
8.010 Estimated Encumbrances June 30	115,351	121,717	251,671	150,000	150,000	150,000	150,000	150,000
Reservation of Fund Balance								
9.010 Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020 Capital Improvements	-	-	-	-	-	-	-	-
9.030 Budget Reserve	-	-	-	-	-	-	-	-
9.040 DPIA	-	-	-	-	-	-	-	-
9.045 Fiscal Stabilization	-	-	-	-	-	-	-	-
9.050 Debt Service	-	-	-	-	-	-	-	-
9.060 Property Tax Advances	-	-	-	-	-	-	-	-
9.070 Bus Purchases	-	-	-	-	-	-	-	-
9.080 Subtotal	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification of Appropriations	5,850,592	6,352,338	6,223,850	7,077,208	6,937,968	6,378,945	5,504,627	4,289,899
Rev from Replacement/Renewal Levies								
11.010 Income Tax - Renewal	-	-	0	0	0	0	0	0
11.020 Property Tax - Renewal or Replacement	-	-	0	0	0	0	0	0
11.300 Cumulative Balance of Replacement/Renewal Levies	-	-	0	0	0	0	0	0
Fund Balance June 30 for Certification of Contracts, Salary and Other Obligations	5,850,592	6,352,338	6,223,850	7,077,208	6,937,968	6,378,945	5,504,627	4,289,899
Revenue from New Levies								
13.010 Income Tax - New	-	-	0	0	0	0	0	0
13.020 Property Tax - New	-	-	0	0	0	0	0	0
13.030 Cumulative Balance of New Levies	-	-	0	0	0	0	0	0
14.010 Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15.010 Unreserved Fund Balance June 30	5,850,592	6,352,338	6,223,850	7,077,208	6,937,968	6,378,945	5,504,627	4,289,899

Comments: See accompanying notes for assumptions.

Auburn Career Center



Five Year Forecast Assumptions FY21-25 (Summary) Submitted October 2020

The District:

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

Overview:

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

Summary Notes:

Revenue:

- Both Geauga and Lake County completed the sexennial tax value updates in 2017 and 2018 respectively. The next triennial update will occur for Geauga County in 2020 and in 2021 for Lake County. Therefore, the next full reappraisal will be 2023 for Geauga County and 2024 for Lake County. The forecast assumes that property values remain fairly flat. The Newbury property tax loss has been projected in the forecast beginning with tax collections received in the fall of 2021. At the recommendation of the Lake and Geauga Auditors, projections are calculated at a 93% collection rate.
- Foundation levels in FY2021 are projected at the current funding levels provided by the Ohio Department of Education and the Office of Budget and Management. Also, shown in this line item are casino revenue and open enrollment adjustments/transfers. On May 5, 2020, Governor DeWine announced a 3.5% cut in K-12 foundation aid. To date, the districts have not been advised of any

additional reductions; however, it remains to be on the table for discussion at the state.

- HB59 removed property rollback reimbursement on any new levies approved in November, 2013 and thereafter. However, local tax collections will offset on any new levies.
- Adult Funds are projected to repay the general fund \$100,000 per year for previous advances not yet returned. The balance at the end of FY2020 was \$1,055,000. The five year forecast reflects a payback schedule of \$100,000 per year for FY 2021-FY2025. The \$100,000 per year will continue to be assumed beyond FY2025 and, until such time the advances have been totally repaid to the general fund.
- All other revenues are projected to realize a 1% increase each year. Due to economic declines, interest rates have plummeted; therefore, interest income has been projected to decrease 50%.
- Line 2.060 includes estimated revenue from the sale of the "unfinished" FY2020 student house and the vacant lot east of the house. FY2022 and beyond no longer reflects this revenue source as the district is no longer building homes effective the 2020-2021 school year.

Expense:

- FY2021 salaries are projected to remain flat compared to FY2020. This is primarily a result of a partial reduction in force and attrition due to employee resignations and retirement. The remaining years assume only step and educational advancements which is projected at 2%.
- FY2021 estimates reflect a 9.6% increase in healthcare premiums. FY2022 and all remaining years are projected with a 10% increase. These estimates have been supplied by the Lake County School Council.
- In March, 2020, Lake County School Council approved a healthcare premium holiday. The forecast reflects half of the reduction in FY2020 and the remaining in FY2021.
- Purchased Services and Supplies reflect a 6% reduction due to the completion of the IT Network Infrastructure project and the LED Lighting project in the summer, 2019. However, FY2021 reflects a budget for the upgrades necessary to accommodate the new delivery model of curriculum for the construction program. A 3% increase has been projected for FY2022-FY2025 based on inflationary trend data.
- Capital Outlay estimates include \$200,000 per year for technology and maintenance equipment purchases. FY2021 reflects an additional \$100K for technology purchased to accommodate teachers and students for remote learning

due to the pandemic and potential school closures. We continue to use the Perkins grant for program equipment upgrades; however, these funds continue to be reduced resulting in the need to shift the burden back to the general fund. A Five-Year Facilities Plan is currently being developed and is not included in the forecast.

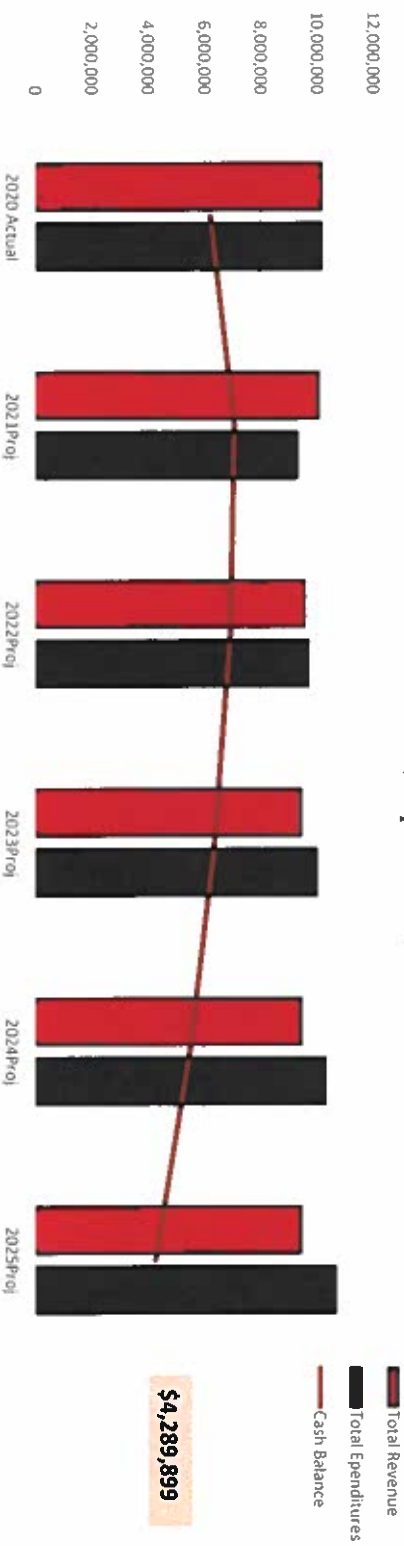
- Other objects include expenditures such as liability insurance, county auditor fees, state auditor fees, membership dues and other miscellaneous expenditures. Projections reflect a 3% increase to the previous year's total expenditure.
- Debt will continue to be paid from the general fund for the two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

FISCAL YR.	TOTAL PRINCIPAL/INTEREST
2021	\$614,496
2022	\$624,948
2023	\$614,628
2024-2025	\$610,500 est.

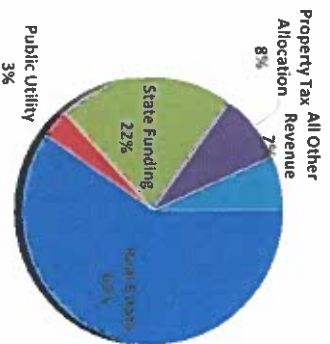
BOND	MATURITY
\$2,800,000	6/1/2026
\$2,300,000	6/1/2027
\$ 600,000	6/1/2027
\$1,745,000	12/1/2033

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

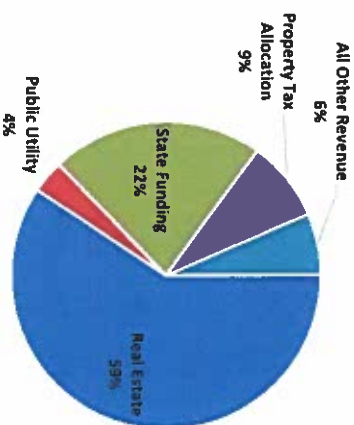
Financial Forecast - Revenue, Expenditures and Cash Balance



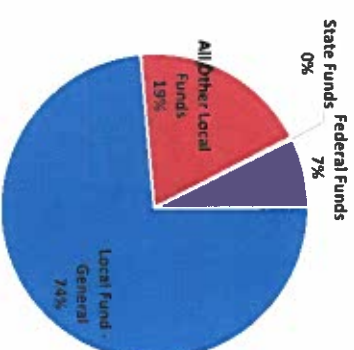
Revenue Sources - FY20 Actual General Fund



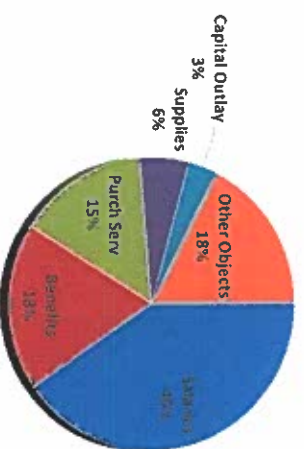
Revenue Sources - FY21 Proj General Fund



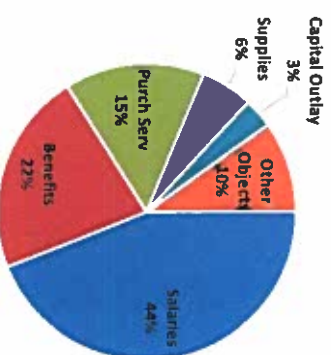
Revenue Sources - FY21 Proj All Funds



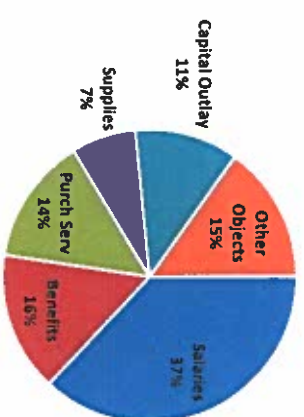
Expenditures - FY20 Actual General Fund



Expenditures - FY21 Proj General Fund



Expenditures - FY21 Proj All Funds



**Auburn
Career Center**



Attachment Item #14

Human Resources

Auburn Career Center



Human Resources

October 6, 2020

Retirement 2020-2021

Staff Name	Title	Effective Date
Brenda Carraher	Cafeteria Manager	October 31, 2020

Resignation 2020-2021

Staff Name	Title	Effective Date
Randy Jeffries	Aspire Instructor	September 3, 2020

Substitutes - Professional 2020-2021

Staff Name	Subject Certified
Peggy Youdath	Developmentally Handicapped (196125)
Debra Brown	Industrial & Engineering
Taharka Ankhenaton	Criminal Justice

Substitute - Classified 2020-2021

Staff Name	Area
Jonna Mazza	Administrative Assistant
Emma Villegas	Administrative Assistant
Calista Respondek	Kitchen Helper
Tiffany DiFranco	Kitchen Helper
Bernadine Johancen	Kitchen Helper
Skylar Baitt	Kitchen Helper

Workforce Education

2020-2021

Staff Name	Title	Hourly Amount
Ted Gdovichin	Machining/CNC Instructor	\$30.00
Glen Conley	A&P - Nursing Instructor	\$30.00
Anthony Iliano	Firefighter Instructor	\$30.00
Timothy Johns	Telecommunicator Instructor	\$30.00
Colin Cutts	AWT Apprenticeship	\$30.00

Adult Workforce Education

10/22/2020 - 11/30/2020

Employee Name	Title	Hourly Amount
Troy Wotring	Machining/CNC	\$30.00

Extended Days

2020-2021

Staff Name	Title	Days	Purpose
Christine Tredent	Patient Care Technician	Up to 5 Days	STNA Hours

Evening Security

2020-2021

Deputy Ryan Kirschner	Deputy Bryan Bowen
Deputy David Doughty	Sgt. Michael Zgrebnak
Deputy Daniel Glasier	Deputy Donald Durst
Deputy Shane Hopp	Capt. Robert Izzo
Deputy James Wheeler	Deputy Dale Pohto
Deputy Christopher Cichon	Deputy Garret Stefanciin
Deputy Jackie Trazc	Deputy Jeff Ridler
Deputy Michael Reed	Dect. Donovan Buchs
Sgt. Gerald Infalvi	

**Auburn
Career Center**



Attachment Item #15

*Approve Seasonal Snow
Removal Quote*

Lake County Landscape & Supply, Inc.

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

Proposal

Proposal # 3599
 Date 8/6/2020
 Phone # 440-354-8698
 Fax # 440-354-8710

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

Project/Job

Description	Total
SNOW SERVICES CONTRACT : 2020-2021 SEASON Plow snow at accumulations of One inch (1") or more Salt application as necessary Includes Lake County Educational Service Center Snow Removal - not included in proposal sum: Skid Steer for Stacking & Moving Snow Around Property - \$75.00 per Hour Loader to stack snow or load trucks in order to remove from property - \$130.00 per hour Truck to haul snow from property - \$75.00 per hour All Equipment/Truck require four hour minimum charge (port to port) when requested for snow removal services	16,900.00

All accounts with invoices not paid in full within 30 days are considered delinquent and subject to Finance Charges @ 2% or \$5.00, whichever is greater, per month and service will be stopped. All accounts 60+ days past due are subject to assignment to an outside collections agency for the full amount due including finance charges as well as any additional fees incurred by us and/or our assigns in attempts to collect monies due to us.	Subtotal	\$16,900.00
	Sales Tax (7.25%)	\$0.00
	Total	\$16,900.00

Signature _____

Mapledale Landscaping

9763 Old State Rd, Chardon, OH. 44024 P.O. Box 85, Ph. 440-286-3389 Fax 440-286-7572

Auburn Career Center
Attn: Joe Atwell
8150 Auburn Rd.
Painesville, Oh. 44077

Date: 8/12/20

PROFESSIONAL SNOW AND ICE MANAGEMENT PROPOSAL

Mapledale will plow snow in all parking lots, drives, docks, fire lanes, etc., whenever there is PLOWABLE snow, approx. 1 inch, by 6:00 am If salt prices increase above set price at date of contract the increase will be passed on to the customer (See enclosed policy.)

This contract is based on Unlimited pushes. This contract is in the amount of \$ 16,900.00, per year with five monthly payments in the amount of \$ 3,380.00 starting November 1, 2020 Through March 1, 2021 and will be due upon the first of each month from November through March.

Additional services upon request:

- Snow piles pushed back, \$ 85.00 Per hr. with a 3yd. Wheel loader W / operator (4 Hr. min.)
- Snow removal from premises, \$ 85.00 Per Hr. with a 3yd. Wheel loader W / operator (4 Hr. min.)
- \$110.00 per hour for dump truck.

THIS PROPOSAL CAN ONLY BECOME A BINDING CONTRACT IF SIGNED AND IN OUR FILES BY September 1st. Any contract signed after September 1st. could be subject to a 3% increase in the total price! Contracts will not be accepted after September 30th. This contract can be terminated with a 30 day written notice by either party.

THIS CONTRACT WILL BECOME EFFECTIVE AS OF THE DATE ACCEPTED BELOW THROUGH MAY 1st OF EACH YEAR.

All work is to be performed at the discretion of Mapledale or as requested by _____
Auburn Career Center or a designated agent.

Mapledale Landscaping  Date August 12, 2020

Accepted by _____ Date _____

Circle one: one, two, or three year contract

"Our word is our word."



SEASONAL PLOWING

November 1, 2020 thru April 15, 2021

Plowing and Salting of Parking Lots

Snowplowing of parking lot to be done whenever there is plowable snow (Approximate to be completed by 6:30 a.m. based on a seasonal cost.

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

Salting of driving lanes and entrance/exits shall be provided at time of plowing based on salt per application. Seasonal rate salting will be provided after a plowing event. Salt will also be spread during ice storms. Additional services such as stacking and other as per client request.

INSURANCE: Exscape Designs LLC maintains commercial general liability, workers compensation and automotive coverage in connection with the services provided herein.

DAMAGE AND LIMITS OF LIABILITY: All reasonable care will be taken to avoid damage of any kind during the course of this work. Any damage that may occur to the driveway surface or items left on or contained within the driveway surface, including the displacement of gravel is considered incidental to the work performed and will not be restored. ***Damage to lawn or adjacent landscape will be restored at no additional cost if you are under contract for Landscape Management services with Exscape Designs LLC for the upcoming season.***

DRIVEWAY MARKERS: Installed and removed by the homeowner unless the Driveway Marker option is selected.

PAYMENT: Invoices are due upon receipt. A service charge of one and one-half percent will be added to all balances not paid within thirty days of invoice date. In addition to all service charges, there will also be paid the cost of collection. If payment is not received by December 15th service will be suspended until payment is made. If paying by credit card, there will be a three percent (3%) service fee.

SEASONAL SALTING

Seasonal Salting

DRIVEWAY MARKERS

DRIVEWAY MAKERS: Installed by Exscape Designs LLC in the fall and removed in the spring.

Initial: _____



Contract No. 12929

Auburn Career Center*

September 24, 2020

2020 CONTRACT SUMMARY

INCLUDED SERVICES	SALES TAX	TOTAL COST
SEASONAL PLOWING	\$870.00	\$12,870.00
SEASONAL SALTING	\$815.62	\$12,065.62
DRIVEWAY MARKERS	\$3.62	\$53.62
TOTAL:	\$1,689.24	\$24,989.24

BILLING SCHEDULE

The monthly billing schedule has been provided for your convenience. Exscape will send a monthly invoice for each installment listed below on the first of the month. The monthly payment does not necessarily reflect the actual value of the work completed, it is used to simplify billing.

*Any contractual services which are listed as allowance items will be invoiced additionally if the actual hours exceed the allowance of hours as outlined on the proposal.

MONTHLY BILLING SCHEDULE	SERVICE COST	SALES TAX	TOTAL COST
NOVEMBER 2020	\$4,660.00	\$337.85	\$4,997.85
DECEMBER 2020	\$4,660.00	\$337.85	\$4,997.85
JANUARY 2021	\$4,660.00	\$337.85	\$4,997.85
FEBRUARY 2021	\$4,660.00	\$337.85	\$4,997.85
MARCH 2021	\$4,660.00	\$337.85	\$4,997.85
TOTAL:	\$23,300.00	\$1,689.25	\$24,989.25

Contract Options

Preferred payment options:

You may now pay your invoice online with a checking or savings account from our website: www.exscapedesigns.com Click on the Pay Online button at the upper right-hand corner of our home page. You may also call the office at (440) 729-0011 to pay over the phone with a credit card. Please be advised that a 3% processing fee will be charged for any credit card payments.

Invoice Method (preferred method is to email):

Mail Email: _____

Contract Renewal: This contract will automatically renew itself for the next season unless either party issues a written cancellation or notice of change prior to March 1st of the next season.

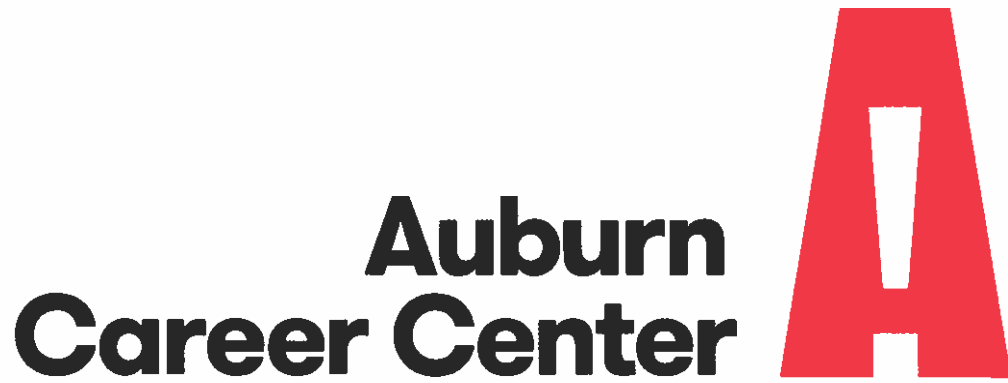
Acceptance

By signing below, you are agreeing with the pricing summary, monthly billing schedule (if provided), service definitions and general terms and conditions attached.

By _____
Ralph Tirabassi

By _____

Initial: _____



Attachment Item #18

Approve Revisions of Back to School Plan

Back to School Plan

**Auburn
Career Center**



2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 8/4/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 9/1/2020
 - ❖ Next Revisions to be Reviewed by Board 10/6/2020
-

This plan provides the basis for a systematic resumption of classes at the Auburn Career Center in response to the nationwide COVID-19 pandemic. It identifies the responsibilities, functions, operational guidelines and working relationships of staff, governmental entities, private support groups and individual citizens involved in its creation and implementation.

The plan closely adheres to the Health and Safety Guidance for Ohio K-12 Schools that was released by the State of Ohio on July 2, 2020 and, where applicable, follows guiding principles set forth in the National Incident Management System (NIMS). It is based on the knowledge that incidents are best handled at the lowest jurisdictional level while utilizing a "Whole Community" approach in plan development and implementation.

PURPOSE AND SCOPE

A. Purpose

To provide a framework for Auburn Career Center to reopen school buildings while also helping its students and staff reduce the risk of exposure and prevent the spread of COVID-19 in their communities.

Included are guidance and best practices for:

- Assessing symptoms
- Increased sanitation
- Social distancing
- Face coverings
- Risk assessment and mitigation

It should be noted that Prevention strategies detailed in the plan should be layered on one another and used at the same time. No single strategy is sufficient. Any signs of a cluster of new cases in the school or the local community should result in a re-evaluation of mitigation strategies.

B. Scope

This plan identifies the essential functions required to safely resume classes at the Auburn Career Center and applies to all students, staff and visitors entering the facility.

SITUATION AND ASSUMPTIONS

A. Situation

1. Auburn Career Center is a Public High School Career Center and Ohio Technical College located in Concord Township, Ohio that serves 6 school districts in Lake County, 4 school districts in Geauga County and other students.

2. Approximately 25% of Ohio's secondary students participate in career-technical education programs.
3. On March 13, 2020, President Trump declared a national emergency related to the worldwide COVID-19 pandemic.
4. Epidemic was identified as a potential hazard vulnerability to Lake County in its 2016 Multi-Jurisdictional Hazard Mitigation Plan.
5. Active cases of COVID-19, some resulting in death, have occurred in Lake County.
6. The Department of Health and Human Services (HHS) has been designated as the federal lead agency involved in the nation's COVID-19 response. The Ohio Department of Health and Lake County General Health District have been designated as the lead agencies for local direction and planning guidance.

B. Assumptions

1. As schools start to reopen, the health and safety of students, staff, and volunteers is paramount.
2. We are now at the highest level of community spread since the COVID-19 pandemic began. It transmits quickly and having students gather in classrooms again involves inherent risk for students and staff.
3. While the science about COVID-19 is evolving, it will be important to remain vigilant and nimble to respond to new developments.
4. Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior according to recent studies and the American Academy of Pediatrics.
5. Students in career-technical education programs are given real-world examples to help them make connections to what they learn in academic classes and are provided the opportunity to work in a team which is a crucial element of any career. Our plan requires traditional attendance and students present in the building when school is in session.
6. There will be changes to how children will be transported to and from school and what the typical school day will look like. These adaptations are critically important to ensuring that children are able to return to school safely.

PLAN IMPLEMENTATION

- A. In order to ensure the health and safety of students, staff and visitors returning to the Auburn Career Center in the Fall, mitigation strategies that cross-cut various operational areas will be developed, implemented, and updated as needed. These strategies will closely adhere to the Health and Safety Guidance for Ohio K-12 Schools released by the State of Ohio on July 2, 2020.
- B. All strategies employed will be distributed and made available based on the input of stakeholders and the application and guidance from the Ohio Department of Health and Lake County General Health District.
- C. COVID-19 cases that are identified during the 2020-2021 school year will be quickly addressed and properly managed to limit exposure.
- D. The Auburn Career Center Administrators listed below are responsible for answering questions and providing information to school staff and families regarding COVID-19. Please refer to the Auburn Career Center website COVID-19 page for updates.

Dr. Brian Bontempo	Superintendent	440.358.8011
Ms. Sherry Williamson	Treasurer	440.358.8006
Mr. Jeff Slavkovsky	Executive Director of CTE	440.358.8033
Mr. Chris Mitchell	Director of High School	440.357.7542 x8060
Ms. Dee Stark	Director of Curriculum & Instruction	440.358.8030
Ms. Michelle Rodewald	Director of Adult Ed. & Business Partnerships	440.357.7542 x8159
Mr. David Cowen	Coordinator of Internships & Adult Programs	440.358.8028

The Auburn Career Center (ACC) has spent significant time leveraging intellectual resources and local, state, and national talent to build a program to meet the response to the requirements of a safe restart to the 2020-2021 school year. We continue to focus on the safety, social emotional as well as academic plans for all staff and students. This initial document is intended to respond to the safety requirements of the Lake County General Health District (LCGHD) as an extension of the Ohio Department of Health. Additional guidance has been considered from the Reset and Restart for Career & Technical Education and the COVID-19 Health & Prevention provided for Ohio K-12 Schools.

The Auburn Career Center in May 2020 established sub committees comprised of teachers, school counselors, a school board member, support staff and administrators to provide input to Back to School plans for Auburn Career Center. The sub committees comprised of facilities, wellness, instruction, communications, equity & service, non-instructional and human resources. Following the creation of the initial plan and walk through of the building in June 2020 with the Lake County General Health District, the Auburn Career Center Board provided input and support for the Back to School plan. Focus groups of administrators, teachers and staff, parents and students will provide input to the plan over several meetings throughout July and August 2020.

The Auburn Career Center will review these practices and **hold review** sessions with the Lake County General Health District. The intention of the reviews is to improve the protocols based on previous experiences and changes to the guidance from the Lake County General Health District. This document serves as the working document for both the High School and Adult programming of the Auburn Career Center.


The Superintendent has authority to modify from time to time to respond to new mandates or unique situations not addressed in the current plan and will seek Board approval and Lake County General Health District approval at the next regularly scheduled meeting.

1. Vigilantly Assess for Symptoms

- a. Staff and students conduct personal daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.
- b. COVID-19 Symptoms -Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills
- Cough
- Shaking or exaggerated shivering
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

- c. If a student, staff, or volunteer begins to show symptoms or has a temperature above 100.4°F while at school, they must immediately be separated from other students, staff, or volunteers, given a face covering, and monitored by a staff member wearing appropriate personal protective equipment (PPE) and maintaining physical distance when possible. A specific and private location has been identified for temporary quarantine for the separated individual until arrangements are secured for the pick-up of the individual.
- d. School personnel will refer those displaying symptoms of COVID-19 to the Lake County General Health District. The Lake County General Health District will be contacted in the case of the positive or suspected COVID-19 cases in a school building. The Lake County General Health District will help to identify potentially infected or exposed individuals and assist with appropriate notifications and guidance to the Auburn Career Center.
- e. We will monitor daily absences of students and staff for trends. Staff and students who have suspected or confirmed COVID-19 cannot return to school until they are released by the Lake County General Health District.
- f. We will communicate to parents/guardian with written notification of a positive test or case of a student, teacher, staff member, or coach who may have shared a classroom space and/or participated in a school activity with your child during the COVID-19 infectious period. In addition, we will also notify the Auburn School Community of a positive test or case.

Example of a communication to school community in the event of a positive test by student or staff:

A student (or staff member) at the Auburn Career Center tested positive for COVID-19 and the Lake County General Health District (LCGHD) has been made aware, as is required, and is advising us during this process. If anyone is thought to be exposed, their name, address and phone number has been shared with the LCGHD, and they will be in direct contact with you. If you have any specific questions, please contact the LCGHD at 440.350.2188.

Example of a Communication to parent/guardian of a positive test or case of school classroom space:

The Auburn Career Center is providing you as the parent/guardian, with written notification of a positive test or case of a student, teacher, staff member, or coach who may have share a classroom space and/or participated in a school activity with your child during COVID-19 infectious period.

2. Wash and Sanitize Hands to Prevent Spread

- a. Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. (See 2B) Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

- b. STOP GERMS WASH YOUR HANDS

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

- c. All employees, students, and staff are required to wash their hands, using the 20 second washing protocol, upon entering their work or learning space. Sanitizing stations (at least 60% to 95% alcohol based) will be available in any work or learning area that does not have a sink.
- d. Sanitizing stations will be available (at least 60% to 95% alcohol based) in every hallway and in multiple locations.
- e. We will have industry specific gloves for all staff and students in order to create a barrier from potential hazards.
- f. Students, teachers, staff and visitors are encouraged to cover coughs and sneezes with a tissue and, if not available covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.



3. Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- a. We will clean surfaces as frequently as possible, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants available in each room and common space.
- b. High touch areas throughout the school will be cleaned each day taking into consideration student transition times.
- c. Students will be asked to clean their personal learning space before leaving each day.
- d. A sanitizing schedule will be documented and will include cleaning each night in each building that the building is in use.
- e. Doors, where possible, will be left open and only closed to allow for required privacy or quiet environment.
- f. Regular review of the school building ventilation system will be conducted.
- g. Students will use their own tools whenever possible, when working in the lab.
- h. When using district owned tools or equipment, gloves (barriers) and cleaning requirements that are specified by your instructor and meet the industry specific standards, will be required.
- i. When the industry specific hands-on learning is to take place, the specific mandates for each industry sector in the Reset and Restart for Career & Technical Education will be followed.
- j. We will follow Lake County General Health District Guidelines for cleaning and sanitizing should an exposure take place.
- k. To maintain water system safety, recommended CDC guidance will be followed in portions of the facility that could remain unused for extended periods.

4. Practice Social Distancing

- a. Staff and students will, when possible, maintain 6-foot social distance, in all school environments, including classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations, and anytime outdoors on school property.
- b. All offices, work areas, learning spaces, and other rooms will follow the 6 ft. social distancing guidelines and will use a minimum of 36 sq. foot of space per person for the purpose of calculating social distancing capacity.
- c. All offices, work areas, learning spaces, and other rooms will have signage by the entranceway identifying social distancing capacity as well as responsible person(s) for maintaining social distance protocols for the room.
- d. Barriers such as plexi glass walls will be located at secretary work stations or other work locations as needed.
- e. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- f. We will reinforce distancing with visual cues such as floor markings and signs.
- g. We will coordinate drop off time with affiliate districts to ensure that congregation time is minimized.
- h. Specific drop off and entrance locations will be established for students dropped off by bus in proximity to their classrooms for morning classes. During mid-day runs that pick up morning students and drop off afternoon students, a different system will be implemented. Morning students will exit specific doors and afternoon students will enter other specifically assigned doors. The location of these specifically assigned doors will ensure one-way traffic with the intention of eliminating congregating. Afternoon students will be assigned specific exit doors.
- i. Students that are driving to school will be assigned a specific entrance/exit door.
- j. Students are assigned classroom seats and, wherever possible, they are assigned for the first students in the classroom to be furthest from the classroom door.
- k. All learning spaces will have seating charts and maintained by the responsible person for the room.
- l. Back-up locations for classrooms have been identified.

- m. Restrooms will be used in the classroom or to the closest in proximity and assigned accordingly. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- n. Waiting in the restroom is not permitted.
- o. No in school visitors, customer service, and field trips will be scheduled. Any exception requires permission of administration and will require temperature checks for any non-employee and must follow current Ohio Law.
- p. A secured and monitored unique location has been identified for any sick person to wait until arrangements have been made for the person to be picked up.
- q. Every classroom/lab/and lunch period will have assigned seats. This aids in contact tracing if necessary and may significantly reduce quarantines as a result of the ability to confirm student seating.
- r. Lunches will be structured and assigned seats will be mandatory. All lunch periods will follow the room limitations for social distancing and seating will be clearly marked to show available seating. Students will sit in assigned seats with their program classmates. Pick up for lunches and alternative lunch locations and times have been established to ensure adequate time for lunches as well as required social distancing. Breakfast distribution and classroom delivery will be coordinated in conjunction with the drop off schedule for each morning.
- s. Lunch will be offered in a prepackaged "to-go" type container. Any special breakfast or lunch arrangements will be coordinated to meet a specific student need.
- t. Back-up and additional locations have been identified for lunch.
- u. Every classroom/lab will be assigned a specific entrance and exit to the building to ensure social distancing and reduce congregations.
- v. Students and staff are encouraged to bring their own water bottles as all traditional water fountains are shut down.
- w. Students that arrive late are required to enter the main front doors, maintain social distancing, have temperature taken, and use the attendance kiosk to sign in.
- x. If an employee is required to attend a face-to-face meeting off campus as a function of their job, written permission must be granted by an administrator.

5. Face Coverings Policy

This face covering policy is established because of the importance of face masks in slowing the spread of COVID-19 and after considering all the available science. Recognizing that available scientific information, local needs, and laws may change at any moment, the Board authorizes the Superintendent to unilaterally review and adjust the instant face covering policy in consultation with the appropriate officials. At no time, shall this policy require a standard that is less than required by law.

FACE MASKS

Face masks should cover both the mouth and nose to maximize effectiveness.

Additional Ohio Department of Health guidance on face coverings in general and on face coverings for children and can be found on coronavirus.ohio.gov.

FACE SHIELDS

Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process. Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted;
- When interacting with English-language learners or when teaching a foreign language;
- Settings where cloth masks might present a safety hazard (i.e. science labs); and
- For individuals who have difficulty wearing a cloth face covering.

SCHOOL STAFF, STUDENTS, VOLUNTEERS, AND GUESTS MUST WEAR MASKS

All school staff, students, volunteers, and guests must wear face coverings unless exempted by law. Such exemptions may include:

- Facial coverings in the school setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the school's documented safety policies;
- Facial coverings are not required when the staff works alone in an assigned work area; and/or
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

Individuals who are not required to wear face coverings must provide written justification to the Board explaining why the individual is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

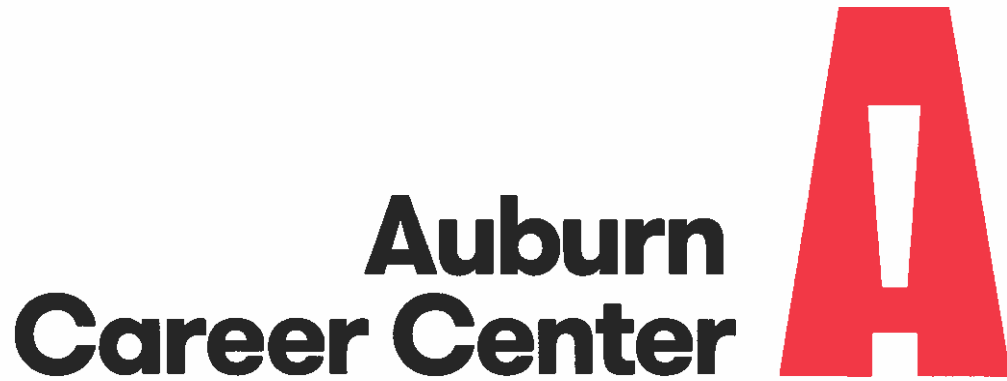
School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment, provided by the school, in accordance with Occupational Safety and Health Administration standards.

Nothing in this policy shall supersede the minimum requirements set forth by law.

6. Educational Consideration Plans

- a. Every program will be prepared for a virtual classroom in the event that a shutdown is required. Each teacher is prepared for that event and will review those requirements in the event of virtual classroom situation with all students on the first day of school. In the event of virtual class time students will be required to be in “attendance” each day at the regularly scheduled time of day. This is critical for the coordination of scheduling with the student home district as well as our IT department planning and for the scheduling of teacher time.
- b. We will maintain a communication system for staff and students to reach out for any social, emotional need as well as a referral system should they recognize anyone in need of assistance.
- c. We are working to identify the training needs for staff and students and will utilize the additional time for staff during our professional development days as well as training for students on the first days of school and orientation night on any protocol for daily school operations, virtual classroom options and PPE usage.
- d. The Auburn Career Center will follow the Reset and Restart for Career & Technical Education document that makes industry recommendations for safety, licensure, credentials and other Career & Technical Education specific items. Please refer to that document for details.
- e. Teachers have been equipped with various instructional tools including video type cameras (tripods, monitors and other like equipment) that will be supported with live streaming or similar content. The video can also be uploaded to our learning management system, Schoology, for student review. This enhancement offers a great option for any student that is absent from school.
- f. Teachers also have requested unique supplies/equipment for student home use if necessary. The IT department is working toward a virtual personal network VPN that will allow teachers and students access to their computer remotely and utilize the high power software and hardware we have available. If the VPN is not available, staff and students will be equipped with a best available option with consideration of cost should a virtual environment be necessary and as needed.
- g. Each program teacher will review their face to face plans and their virtual plans with an administrator to ensure a process is in place for deploying equipment and supplies if necessary.
- h. Virtual Plans as per HB164, will also serve as a remote learning plan in the event that shut downs are mandated. The Board approved virtual plan has been submitted to the Ohio Department of Education and is available on their website as well as Auburn Career Center’s COVID-19 page. The plans consider two main options:
 1. Teachers will teach virtually from their classroom/lab using equipment.
 2. Teachers will teach virtually from home using the best resources available.

We recognize that as with any plan we cannot consider every scenario. We will remain flexible and supportive at all times. We encourage all staff and students to contact the school for any academic, IT, or social emotional needs at any time.



Attachment Item #19

*Approve Revisions to the
Career Education Grant
Program*

Auburn Career Center

Career Education Grant Program 2020-2021

Dr. Brian Bontempo, Superintendent

Jeff Slavkovsky, Executive Director of CTE

Dee Stark, Director of Curriculum and Instruction

Sherry Williamson, Treasurer

Auburn Career Center

8221 Auburn Road

Concord Township, OH 44077

440.357.7542

www.auburncc.org

**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
2020-2021**

IMPORTANT DATES TO REMEMBER

Date	
<ul style="list-style-type: none"> • September 18, 2020 November 11, 2020 • January 15, 2021 • May 12, 2021 	Affiliate District Chairperson Meetings Auburn Career Center Restaurant 8:00 a.m.

Date	Career Education Grant Deadlines
March 13, 2020 October 22, 2020	<ul style="list-style-type: none"> • Auburn Career Center/ Affiliate District Planning Meeting
March 20, 2020 October 29, 2020	Each Affiliate District Superintendent shall make the following appointments and notify the Auburn Director of Curriculum and Instruction: <ul style="list-style-type: none"> • Affiliate District Chairperson; • Middle School Program Leader; and • High School Program Leader.
April 17, 2020 November 19, 2020	<ul style="list-style-type: none"> • 2020-2021 Pre-Approval Requests shall be submitted by the Affiliate District Superintendent to the Auburn Director of Curriculum and Instruction.
	Each Affiliate District Superintendent shall confirm the following appointments and notify the Auburn Director of Curriculum and Instruction of any changes: <ul style="list-style-type: none"> • Affiliate District Chairperson; • Middle School Program Leader; and • High School Program Leader.
October 9, 2020 December 10, 2020	The following forms shall be completed by both the Affiliate District Chairperson and Affiliate District Treasurer and submitted to the Auburn Director of Curriculum and Instruction: <ul style="list-style-type: none"> • Career Education Grant Application.
	<ul style="list-style-type: none"> • Career Education Data Collection Report (first half of the year)

<p>April 16, 2021</p>	<ul style="list-style-type: none">• 2021-2022 Pre-Approval Requests shall be submitted by the Affiliate District Superintendent to the Auburn Director of Curriculum and Instruction.
<p>May 12, 2021</p>	<ul style="list-style-type: none">• Final Expenditure Report & Treasurer BUDLED shall be submitted by the Affiliate District Treasurer to the Auburn Treasurer for 2020-2021 school year.

GOAL STATEMENT OF THE AUBURN CAREER CENTER

The Auburn Career Center supports regional and local initiatives designed to create a seamless communication and collaboration between the Auburn Career Center and its affiliate districts through the Auburn Career Center Education Program, which will assist affiliate districts prepare students to be both college and career ready.

The Auburn Career Center Education Program will provide the leadership for program planning, coordination, and evaluation strategies based upon:

- Ohio's Career Advising Policy;
- Career Connections Framework;
- Ohio Means Jobs;
- Career Technical Education Middle Grade Programming; and
- Regional Workforce Data Analysis.

The Auburn Career Center Education Program will use services and resources based upon the following Core Functions and allocate resources for the purpose of this agreement from and under the requirements of, the Carl V. Perkins Grant funds:

- Career Assessment;
- Career Information;
- Staff Development;
- Curriculum Integration & Development;
- Community Involvement;
- Instructional Materials; and
- Staff and Services Coordination.

PLEASE BE ADVISED: Pursuant to R.C. 3313.6020 and applicable laws, the Auburn Career Center and its affiliate districts have adopted and revised their respective policies on career advising. The Ohio Department of Education also provides Model Career Advising Policies and Student Success Plans that school districts may use to inform local plans.

**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
GENERAL INFORMATION**

I. PROGRAM COORDINATION

- A. The Director of Curriculum and Instruction works under the direction of the Executive Director of Career & Technical Education.
- B. The Auburn Career Center will provide leadership for school districts in the Auburn Vocational School District, which include:
 - Berkshire Local Schools
 - Cardinal Local Schools
 - Chardon local Schools
 - Fairport Harbor Local Schools
 - Kenston Local Schools
 - Kirtland Local Schools
 - Madison Local Schools
 - Painesville City Local Schools
 - Perry Local Schools
 - Riverside Local Schools
- C. Auburn will provide a Career Education Grant funds to each district based on its 7th & 8th student population.
 - The Career Education Grant is divided into three categories:
 - Project Lead The Way
 - Career Exploration
 - Micro Credential/Career Lab

II. DISTRICT PARTICIPATION

- A. District Career Planning Team
 - 1. Each district's Superintendent needs to appoint by October 22, 2020:
 - District Chairperson (Needs to be an Administrator & can also be a Program Leader)
 - Middle School Career Program Leader
 - High School Career Program Leader

III. CAREER EDUCATION GRANT PROGRAM IDEAS

A. Career Exploration

1. Career Speakers

- Contact community members to talk to students about their jobs and to showcase careers.
- Collaborate with community members to create engaging and developmentally appropriate presentations.

2. Career Days

- Coordinate with teachers and community members.

3. Mock Interviews

- Coordinate community members to interview high school students.

4. Career-Focused Lessons

- Model and teach a variety of customized lessons.

B. Professional Development

1. Staff Development

- Provide information on current workforce trends and how to integrate career connections into the classroom.

2. Career Education Plans

- Share resources for Student Success Plans, CTE Middle Grade Programs, Ohio Means Jobs, Career Advising Policies, workforce trends, and partnerships, upon request.

CAREER EDUCATION GRANT PROGRAM DISTRICT CHAIRPERSON'S RESPONSIBILITIES

The Career Education District Chairperson(s) is responsible for the coordination of the Career Education Program within the district and serves as a liaison between the district and the Auburn Career Center.

1. Introductory meetings:

October 21, 2020 – Auburn CC/District Planning meeting

November 19, 2020 – Pre-approval forms must be submitted for 20-21 school year

2. Meetings: Attend three meetings each year at the Auburn Career Center to discuss and plan career education with all District Chairpersons.

November 11, 2020, January 13, 2021, May 12, 2021

3. School Grant Application: Submit your district's 2020-2021 Career Education Grant Application to the Auburn Career Center by **December 10, 2020**.

4. District Chairperson: Serve as the chairperson and organize your District's Career Planning Team by **October 29, 2020**. Communicate all career information, activities, and updates throughout the school year.

5. Middle School and High School Program Leader: Appoint Teacher Leader(s) by **October 29, 2020** and communicate all career information, activities, and updates throughout the school year.

6. Pre-Approvals: Each district's Chairperson must follow the Auburn Career Center's pre-approval process prior to submitting a requisition to your district. All pre-approvals must be submitted to the Auburn Career Center by **November 19, 2020**.

- a. Requests for Materials: Requests should be received in time for the materials to be used within the current fiscal year.

7. Grant Funds: Each building in the district should have equal access to the grant funds.

8. Career Education Data Collection Report: Document career lessons and activities from the teachers in your district related to the use of grant funds. (ex. (a) 200 participated in _____ or (b) Number of students earned _____ micro credentials.)

- a. Submit by **May 12, 2021**.

9. End of Year: Meet with your treasurer to review and match up all grant purchases itemized on the Final Expenditures Report to the treasurer's BUDLED Report.

10. Final Expenditure Report: Submit your district's Final Expenditure Report and Treasurer's BUDLED Report by **May 12, 2021**.

**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
PRE-APPROVAL PROCESS, PROCEDURES & FINAL REPORTING**

Career materials must be used for career exploration activities.

1. Complete the Auburn Career Center Grant Pre-Approval Request Form and submit to the Auburn Career Center Director of Curriculum and Instruction.
2. The pre-approval process is approximately two weeks.
3. When the purchase has been approved or not, you will be notified via email by the Auburn Career Center's Director of Curriculum and Instruction.
4. Complete a requisition following your district's procedure.
5. Always keep a copy of everything, as the Auburn Career Center's pre-approval date must be referenced on the Final Expenditures Report.
6. All pre-approvals must be submitted to the Auburn Career Center by **November 19, 2020**.
7. Requests for materials should be received in time for the materials to be used within the current fiscal year.
8. The Final Expenditure Report should match the amount on the BUDLED.
 - You will need to meet with your Treasurer to request the BUDLED.

**CAREER EDUCATION GRANT PROGRAM
ALLOCATIONS
2020-2021**

District	Total Allocation (2 YR) PLTW*	OR	Total Allocation-(2020-21) Career Exploration
Berkshire Local Schools	\$12,000		\$3,000
Cardinal Local Schools	\$12,000		\$3,000
Chardon Local Schools	\$12,583		\$3,775
Fairport Local Schools	\$12,000		\$3,000
Kirtland Local Schools	\$12,000		\$3,000
Kenston Local Schools	\$12,000		\$3,512
Madison Local Schools	\$13,670		\$4,100
Painesville City Local Schools	\$13,368		\$4,010
Perry Local Schools	\$12,000		\$3,000
Riverside Local Schools	\$21,726	\$6,518	

Grant Allocation is based on student enrollment reported from each district as of Fall 2019.

	7 (6)	8 (7)	TOTAL
Berkshire	116	101	217
Cardinal	67	63	130
Chardon	205	212	417
Fairport	46	72	118
Kirtland	90	91	181
Kenston	195	193	388
Madison	238	215	453
Painesville City	226	217	443
Perry	116	131	247
Riverside	356	364	720

*Estimate for 2021-22 (2yr) planning



**CAREER EDUCATION GRANT PROGRAM
DISTRICT CHAIRPERSON
MIDDLE & HIGH SCHOOL PROGRAM LEADERS
2020-2021**

District: _____ Superintendent: _____

Date: _____

District Career Chairperson:

Name: _____ Title/Position: _____

Building: _____

Mailing Address: _____

Email: _____ Phone: _____

Middle School Program Leader

1. _____
Name Address

Title Email Phone Number

High School Program Leader

1. _____
Name Address

Title Email Phone Number

Please return by **October 29, 2020** to: Dee Stark, Director of Curriculum and Instruction, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077



**CAREER EDUCATION GRANT MATERIALS
PRE-APPROVAL REQUEST 2020-2021**

1. Career materials must be aimed at exposing students to career awareness/education.
2. Submit a Career Education Grant Materials Request to the Auburn Career Center for approval prior to using grant funds.
3. The pre-approval process is approximately two weeks.
4. Upon notifications from Auburn Director of Curriculum and Instruction, follow your district's process for writing a Purchase Order or Requisition.
5. **Please Note: Any equipment will be purchased by the Auburn Career Center and will be the property of the Auburn Career Center and the total cost will be applied towards your district's approved allocation. (Please complete: Career Education Grant Equipment form)**

District: _____ Building: _____ Date of Request: _____

Request by: _____ Name _____ Title _____

List below the career-related materials/items your district wants.

Quantity	Item	Use of Material(s) How will the item be used for Career Education	Supplier	For Use in Grade(s)	# of Students	Cost	Shipping	Total Cost

_____ Auburn Director of Curriculum and Instruction _____ Date _____



**CAREER EDUCATION GRANT EQUIPMENT
PRE-APPROVAL REQUEST 2020-2021**

1. Career equipment must be aimed at exposing students to career awareness/education.
2. Submit a Career Education Grant Equipment Request to the Auburn Career Center for approval prior to using grant funds.
3. The pre-approval process in approximately two weeks.
4. Upon approval, the Director of Curriculum will follow Auburn's district's requisition process to purchase the equipment. The equipment will be shipped to Auburn CC to be inventory tagged. Once completed, the district will be contacted to make arrangements for delivery.
5. **Note: Any equipment will be purchased by the Auburn Career Center and will be the property of the Auburn Career Center and the total cost will be applied towards your district's approved allocation.**

District: _____ Building: _____ Date of Request: _____

Request by: _____ Name _____ Title _____

List below the career-related equipment your district wants.

Quantity	Item	Use of Equipment How will the item be used for Career Education	Supplier	For Use in Grade(s)	# of Students	Cost	Shipping	Total Cost

_____ Auburn Director of Curriculum and Instruction _____ Date _____



**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
GRANT APPLICATION 2020-2021**

I hereby agree that any marketing materials and/or career related documents related to this grant will display the Auburn Career Center logo. The Auburn Career Center will provide a digital format of the logo as well as one banner per middle and high school building to be displayed in or near the School Counselor's office. This will be coordinated between the District Chairperson and the Auburn Career Center Director of Curriculum and Instruction.

Additionally, I certify that the purchased services and/or materials listed on the following pages are career-related and will be used to benefit all students. I also certify that none of the materials or activities will be stereotypical in nature nor will they disregard any students with special needs who may be involved.

I understand all bills must be submitted by May 12, 2021 or purchases may not be reimbursed for expenditures for Career Education Grant Program for the 2020-2021 fiscal year.

Grant Allocation _____: (See Page 8)

Please mark one:

<input type="checkbox"/> Project Lead The Way	<input type="checkbox"/> 7 th	<input type="checkbox"/> 8 th	<input type="checkbox"/> Both
<input type="checkbox"/> Career Exploration			
<input type="checkbox"/> Micro Credential/Career Lab			

Signatures Please:

District: _____

Submitted by: _____
District Career Chairperson Signature

District Treasurer Signature: _____

Date: _____

Return to: **Dee Stark**
Director of Curriculum and Instruction
Auburn Career Center
8140 Auburn Road
Concord Twp., OH 44077
440.357.7542 ext. 8030

Approved by: _____
Auburn CC Director of Curriculum and Instruction Signature

Date: _____

Return by: December 10, 2020

NOTE TO TREASURER: Your district will be reimbursed upon submission of the Final Expenditures Report and BUDLED in May. If not received by May 12, 2021, expenditures incurred under the Auburn Career Center's Career Education Grant WILL NOT be reimbursed, as Auburn's Career Education Grant must be paid out and/or reimbursed during the 2020-2021 fiscal year.

The Auburn Career Center does not discriminate on the basis of race, color, national origin, sex disabilities, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.



**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
FINAL EXPENDITURES REPORT 2020-2021**

District: _____

Purchased Services \$ _____

Please mark one: _____ Project Lead The Way

Career Materials/Supplies \$ _____

_____ Career Exploration

Total Expenditures: \$ _____

Submitted by: _____

Date: _____

District Career Chairperson Signature

Financial Information Verified by: _____

Date: _____

District Treasurer Signature

Auburn Career Center Treasurer Verified: _____

Date: _____

Signature

On or Before May 12, 2021, please forward report and BUDLED to:

Return to: Sherry Williamson, Treasurer
Auburn Career Center
8221 Auburn Road
Concord Twp., OH 44077

NOTE TO TREASURERS: Please include the BUDLED when submitting the Final Expenditure Report in May. If not received by May 12, 2021, expenditures incurred under the Auburn Career Center's Career Education Grant WILL NOT be reimbursed, as Auburn's Career Education Grant must be paid out and/or reimbursed during the 2020-2021 fiscal year.



**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
FINAL EXPENDITURES REPORT 2020-2021
PURCHASED SERVICES**

Please itemize ***EACH*** career-related purchased service. The actual amount must be referenced from the ***INVOICE***, not the initial Purchase Order. All purchases must have Auburn’s pre-approval date referenced.

Purchased Service Description	Supplier	School/Building	Cost From Invoice	Date of Auburn Approval

Please duplicate this form if necessary to document all purchased items.

TOTAL: \$ _____



**AUBURN CAREER CENTER
CAREER EDUCATION GRANT PROGRAM
FINAL EXPENDITURES REPORT 2020-2021
MATERIALS & SUPPLIES**

Please itemize **EACH** career-related purchased material. The actual amount must be referenced from the **INVOICE**, not the initial Purchase Order. All purchases must have Auburn's pre-approval date referenced.

Quantity	Item & Description Materials & Supplies	Supplier	Cost	Shipping	Total Cost From Invoice	Date of Auburn Approval

Please duplicate this form if necessary to document all purchased items.

TOTAL: \$ _____

**Auburn
Career Center**



Attachment Item #20B

*Consent Agenda:
Business Partnership
Affiliation Agreements*

Auburn Career Center



List of Business & Industry Affiliation Agreements for Business Partnership

AB Tire and Service
Caranci Performance Diesel
Communications Service
Confident Tire
Dentistry at Winbury
First Time Automotive
GCS Construction
Goodwill
ICON Construction
JEMM Construction
Jonke Construction
Laurentia Winery
Merritt Woodwork
MJ Tree Services
Pentair
Pinehaven Landscaping
Premier Painting
Quick Response Services
Shaker Numeric
Smartland, LLC
Sternberg & Zeid Co.
ThenDesign Architecture
VanCuren Services, Inc.



Attachment Item #21B

*2020-2021 SY Affiliation
Agreement*

*Work-Based Learning
Program*



2020-2021 School Year Affiliation Agreement
Work-Based Learning Program

This Affiliation Agreement (“Agreement”) is entered into on this _____ day of _____, 2020, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and _____ (“Affiliate Organization”), which is located at _____, _____, Ohio _____ (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the employment-based experience is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and job tasks shall be planned and managed utilizing the work-based learning program for each student.
 - d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
 - e. The length of student assignments shall be by mutual decision between the Parties.
 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student’s educational opportunities.
 - g. The students will work a minimum of ____ hours each week but not more than ____ hours each week.

- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work experiences as required by the Auburn Career Center.

- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers’ compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. No student shall ever to be considered as manpower including, but not limited to, on an ambulance. Nor shall any student be considered to be a “third person” including, but not limited to, on an ambulance.
- m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

3. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the worksite for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.

- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall employ each student for an average of not less than ____ hours a week or more than ____ hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- f. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the work-based learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the coordinating educator as needed.

1. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

6. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.

- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2020-2021 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE _____:

Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only)* Date

_____, Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #21C

*2020-2021 SY Affiliation
Agreement*

*Paramedic/EMT Clinical
Learning*



2020-2021 School Year Affiliation Agreement
Paramedic and Emergency Medical Technician Training Clinical Learning Program

This Affiliation Agreement (“Agreement”) is entered into on this _____ day of _____, 2020, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and _____ (“Affiliate Organization”), which is located at _____, _____, Ohio _____ (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., paramedic and emergency medical technician) and desires to obtain clinical learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide clinical learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the clinical experience is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the clinical learning program for each student.
 - d. The coordinating educator/clinical coordinator and mentor/supervisor shall jointly develop and update the clinical learning program for each student.
 - e. The length of student assignments shall be by mutual decision between the Parties.
 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student’s educational opportunities.
 - g. [Intentionally Left Blank.]

- h. All complaints should be addressed to and resolved by the coordinating educator/clinical coordinator and assigned mentor/sponsor.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator/clinical coordinator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of clinical experiences as required by the Auburn Career Center.

- g. Student clinical activities shall be chosen and completed as designated by the coordinating educator/clinical coordinator and assigned mentor/sponsor.
 - h. [Intentionally Left Blank.]
 - i. If students are unable to meet the requirements of the described clinical experiences, a conference between the coordinating educator/clinical coordinator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
 - j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
 - k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
 - l. No student shall ever to be considered as manpower including, but not limited to, on an ambulance. Nor shall any student be considered to be a "third person" including, but not limited to, on an ambulance.
 - m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
 - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the clinical site for the high school students.
 - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
 - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and clinical environment needed for the students assigned to the clinical learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. [Intentionally Left Blank.]
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator/clinical coordinator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- f. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the clinical learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the clinical learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the clinical learning program if the student's health status is a detriment to the student's successful completion of the clinical learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the coordinating educator/clinical coordinator as needed.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the clinical learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator/clinical coordinator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator/clinical coordinator shall periodically observe and evaluate each student’s clinical performance.
- c. The coordinating educator/clinical coordinator shall assist the students in securing an appropriate clinical experience.
- d. The coordinating educator/clinical coordinator shall counsel each student about the student’s progress.
- e. The coordinating educator/clinical coordinator shall determine each student’s final grade for any credit granted.
- f. The coordinating educator/clinical coordinator shall reinforce clinical experiences through mentorship or educational activities.
- g. The coordinating educator/clinical coordinator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

6. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.

- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2020-2021 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE _____:

Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only)* Date

_____, Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action