

Auburn Vocational School District BOARD OF EDUCATION

Minutes of September 5, 2017

The September 5, 2017 regular board meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

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

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

165-17 Approve Agenda and Addendum

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve September 5, 2017 agenda and Addendum.

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

Nays: None
Mr. Walter declared the motion passed

166-17 Approve Minutes of Regular Board Meeting on August 1, 2017

A motion was made by Mr. Klima and seconded by Mr. Sedivy to approve the minutes of the August 1, 2017 Regular Board meeting

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

Abstain: Mr. Stefanko

Nays: None
Mr. Walter declared the motion passed

Public Participation – There was no Public Participation at this meeting

Administrative Reports

- A. Guidance Program
- B. Student Services
- C. IT – New Employee
- D. Adult Workforce
 - a. Enrollment
 - b. Curriculum
 - c. Financing, Student
 - d. PR/Marketing
- E. House Project

Facilities Committee Report – *Mrs. Sherry Williamson/Mr. Jeff Slavkovsky – monthly update on TLC Projects*

Student Achievement Report – *Mrs. Jean Brush – 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 July 31, 2017 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (See Attachments Item#9)

No Action Required.

167-17 Approve Permanent Appropriations for Fiscal Year 2017-2018

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the permanent appropriations for fiscal year 2017-2018. (See Attachment Item #10)

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

Nays: None
Mr. Walter declared the motion passed

168-17 Approve Removal of Inventory

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to approve the removal of the following inventory items:

The Old Fire Truck, to be removed by the buyer with no cost to Auburn, and we will be receiving the scrap value of approximately \$1,200

Tag Number 12441 BOSE Radio and Tag Number 11685 HO Desk printer. (These Items are not repairable)

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

Nays: None
Mr. Walter declared the motion passed

169-17 Approve Donation

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

A 1995 Road Rescue Ambulance from Plymouth Township Fire Department of Ashtabula OH 44004

Telecomm tools and equipment from Mr. David Fries of Painesville OH 44077

Dry cleaning our 24 Skills USA jackets for free from Jay Dee Cleaners of Mentor OH 44060

Striker Power Lift Cot from Perry Joint Fire District of Perry OH 44081

SCBA's and Masks from Lubrizol Corporation of Painesville OH 44077

Office chairs and blueprint printer from Ms. Bookavic of Madison OH 44057

33 reference and textbooks on Nursing, Pharmacology, anatomy and other nursing related topics from Mrs. Jane Metrisin of Willoughby OH 44094

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

Nays: None
Mr. Walter declared the motion passed

170-17 Approve CRA Tax Abatement

A motion was made by Mrs. Wheeler and seconded by Mr. Sedivy to approve the CRA tax abatement request for 100% abatement for 4 years and the terms of the CRA exemption for Old State Road Properties. (See Attachment Item #13)

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

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

171-17 Approve Lake County Schools Council Stipend Payment

A motion was made by Dr. Kolkowski and seconded by Mrs. Wheeler to approve the Lake County Schools Council stipend payments to be paid in June, 2018 to the following employees:

Dee Stark	Wellbeing Co-Champion	\$375
Dorothy Bentley	Wellbeing Co-Champion	\$375
Dee Stark	Building Rep	\$300
Dorothy Bentley	Building Rep	\$300

In addition, Auburn Career Center will make payments to employees who have earned incentives through our Lake County Schools Council Wellbeing Program, run by Bodies Done Right (BDR) and/or district initiatives. Payments will be made through payroll and Auburn Career Center will be reimbursed by the Lake County Schools Council Wellbeing budget.

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

Nays: None
Mr. Walter declared the motion passed.

172-17 Approve 2017-2018 School Crisis Plan

A motion was made by Dr. Kolkowski and seconded by Mr. Klima to approve the school crisis plan for the 2017-2018 school year. The plan consists of updates from the policies and/or laws that have been modified at the state level. Additions are in green, deletions in red and updates are highlighted. (See Attachment Item #15)

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

Nays: None
Mr. Walter declared the motion passed

173-17 Motion to Combine and Approve Agenda Items 16-18

A motion was made by Dr. Kolkowski and seconded by Dr. Culotta to combine and approve the following items into one motion:

- A.) The adult workforce education handbook for the 2017-2018 school year. Note any of the changes meet federal standards and/or board policies. (See Attachment Item #16)
- B.) Curriculum-consulting services with Lake County ESC from September 1, 2017 through July 31, 2018 for up to 150 hours at \$49.00 per hour. This does not include mileage for travel, which will be reimbursed to Lake ESC upon receipt of payment documentation. This will be out of Adult Workforce Education budget. (See Attachment Item #17)
- C.) Employment of the following Personnel items: Amendments, New Employees, Renewals, Supplementals, Substitutes, Separations and Student Intern positions. (See Attachment Item #18)

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

Nays: None
Mr. Walter declared the motion passed

174-17 Approve Plant, Turf and Landscape Management Field Trip

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve our Plant, Turf and Landscape Management program to attend a field trip with two current students, two volunteers and two instructors to the Big E Nursery/Landscape competition in Springfield, Massachusetts. The field trip will take place on September 15 thru 18, 2017.

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

Nays: None
Mr. Walter declared the motion passed

175-17 Approve 2017-2018 Housing Project
Sub Lot 13 Bridgecreek Drive, Concord OH 44077

A motion was made by Mr. Klima and seconded by Mrs. Wheeler to approve the following Housing Project items with changes:

A. Approve Foundation Quote

The foundation quote from La Vigne Poured Walls of Willoughby, Ohio in the amount of \$25,626.55. There were three (3) quotes requested; the other one (1) quote is from Precision Poured Walls of Shreve, Ohio. (See Attachment Item #20A)

B. Approve Excavation Quote

The excavation quote from Pillar Excavating & Demolition of Painesville, Ohio for \$7,500.00. There were three (3) quotes requested; the other one (1) quote is from O'Neil Excavating LTD of Concord, Ohio. (See Attachment Item #20B)

C. Approve Lumber Quote

A lumber quote not to exceed \$29,194.00. There were three (3) quotes requested; Mentor Lumber & Supply Co., Carter Lumber of Chardon, Ohio, and 84 Lumber Co. of Concord, Ohio. (See Attachment Item #20C)

D. Approve Steel Quote

The steel quote from Jab Supply of Wickliffe, Ohio for \$2,450.00. There were a total of three (3) quotes requested the other two (2) quotes are from Mason Structural Steel, Inc. of Walton Hills, Ohio and Airgas of Painesville, Ohio. (See Attachment Item #20D)

E. Approve Tree Removal Quote

The tree removal quote from Dash Tree Service of Newbury, Ohio for \$1,800.00. (See Attachment Item #20E)

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

Nays: None
Mr. Walter declared the motion passed

176-17 Approve District Organizational Chart 2017-2018

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to approve the district organizational chart for the 2017-2018 school year, for the purpose Auburn's Practical Nursing accreditation for the Ohio Board of Nursing. (See Attachment #21)

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

Nays: None
Mr. Walter declared the motion passed.

177-17 Approve Practical Nursing Calendar – Day Program

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the Practical Nursing Calendar for the day program beginning January 9, 2018. (See Attachment Item #22)

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

Nays: None
Mr. Walter declared the motion passed.

178-17 Technology Learning Center Final Renovation

A motion was made by Mr. Sedivy and seconded by Mr. Klima to approve the Technology Learning Center final renovations budget. (See Attachment Item #23A)

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

Nays: None
Mr. Walter declared the motion passed.

179-17 Approve Clinical Site and Preceptor Experience Agreement

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the clinical site and preceptor experience agreement between Auburn Practical Nursing Program and DMD Management, Inc. dba Legacy Health Services. Our practical nursing students are required to participate in one or more supervised clinical educational experience sites. (See Attachment Item #23B)

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


Nays: None
Mr. Walter declared the motion passed.

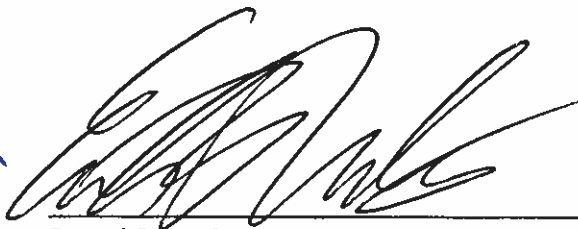
180-17 Adjourn

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to adjourn the meeting at 7:44 p.m.

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

Nays: None
Mr. Walter declared the motion passed.



Treasurer

Board President

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



Attachment Item #9

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
July 31, 2017

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,844,652.94	\$ 2,337,251.86	\$ 2,337,251.86	\$ 590,898.30	\$ 590,898.30	\$ 6,591,006.50	\$ 1,097,818.17	\$ 5,493,188.33
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 232,944.68	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 242,944.68	\$ -	\$ 242,944.68
006	Food Service	\$ -	\$ 10.00	\$ 10.00	\$ 6,522.81	\$ 6,522.81	\$ (6,512.81)	\$ 775.50	\$ (7,288.31)
009	USSF	\$ 10,267.00	\$ -	\$ -	\$ -	\$ -	\$ 10,267.00	\$ 200.00	\$ 10,067.00
011	Rotary	\$ 51,168.33	\$ -	\$ -	\$ -	\$ -	\$ 51,168.33	\$ -	\$ 51,168.33
012	Adult Education	\$ 94,239.01	\$ 63,578.62	\$ 63,578.62	\$ 127,103.75	\$ 127,103.75	\$ 30,713.88	\$ 131,974.74	\$ (101,260.86)
014	Rotary Internal Service Fund	\$ 2,342.49	\$ -	\$ -	\$ -	\$ -	\$ 2,342.49	\$ 3,000.00	\$ (657.51)
018	Principal Fund	\$ 6,048.00	\$ -	\$ -	\$ 4,797.65	\$ 4,797.65	\$ 1,250.35	\$ 9,668.55	\$ (8,418.20)
019	Trust Fund-Camp Discovery	\$ 323,901.44	\$ -	\$ -	\$ 2,983.78	\$ 2,983.78	\$ 320,917.66	\$ 25,101.82	\$ 295,815.84
022	District Agency	\$ 15,210.95	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 14,210.95	\$ 1,000.00	\$ 13,210.95
024	Employee Self Insurance Fund	\$ 4,039.93	\$ -	\$ -	\$ 304.11	\$ 304.11	\$ 3,735.82	\$ 29,685.89	\$ (25,960.07)
70	Capital Projects	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ 340,000.00	\$ 340,000.00	\$ -
200	Student Activity Fund	\$ 78,099.68	\$ 105.00	\$ 105.00	\$ 237.10	\$ 237.10	\$ 77,967.58	\$ 5,950.00	\$ 72,017.58
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 1,043.89	\$ 20,277.00	\$ 20,277.00	\$ 22,487.48	\$ 22,487.48	\$ (1,166.59)	\$ 377.14	\$ (1,543.73)
524	VEPD Secondary and Adult Fund	\$ 2,752.90	\$ 24,775.15	\$ 24,775.15	\$ 27,608.04	\$ 27,608.04	\$ (79.99)	\$ 11,144.91	\$ (11,224.90)
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals		\$ 6,006,711.24	\$ 2,455,997.63	\$ 2,455,997.63	\$ 783,943.02	\$ 783,943.02	\$ 7,678,765.85	\$ 1,656,706.72	\$ 6,022,059.13

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
7/31/17

B

Fund	Description	FYTD Appropriated	Carryover	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 7,628,759.60	\$ 99,103.76	\$ 7,727,863.36	\$ 590,898.30	\$ 590,898.30	\$ 1,097,818.17	\$ 6,039,146.89	21.85%
002	Bond Retirement	\$ 477,009.50	\$ -	\$ 477,009.50	\$ -	\$ -	\$ -	\$ 477,009.50	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 232,944.68	\$ -	\$ 232,944.68	\$ -	\$ -	\$ -	\$ 232,944.68	0.00%
006	Lunchroom Fund	\$ 187,348.00	\$ -	\$ 187,348.00	\$ 6,522.81	\$ 6,522.81	\$ 775.50	\$ 180,049.69	3.90%
009	Uniform School Supply Fund	\$ 10,267.00	\$ -	\$ 10,267.00	\$ -	\$ -	\$ 200.00	\$ 10,067.00	0.00%
011	Customer Service Fund	\$ 51,168.33	\$ -	\$ 51,168.33	\$ -	\$ -	\$ -	\$ 51,168.33	0.00%
012	Adult Education Fund	\$ 1,411,280.00	\$ 19,286.51	\$ 1,430,566.51	\$ 127,103.75	\$ 127,103.75	\$ 131,974.74	\$ 1,171,468.02	18.11%
014	Rotary Internal Service Fund	\$ 842.49	\$ 1,500.00	\$ 2,342.49	\$ -	\$ -	\$ 3,000.00	\$ (857.51)	128.07%
018	Principal Fund	\$ 750.00	\$ 5,298.00	\$ 6,048.00	\$ 4,797.65	\$ 4,797.65	\$ 9,668.55	\$ (8,418.20)	239.19%
019	Other Grants	\$ 321,901.44	\$ 2,000.00	\$ 323,901.44	\$ 2,983.78	\$ 2,983.78	\$ 25,101.82	\$ 295,815.84	0.00%
022	Scholarships	\$ 13,210.95	\$ 2,000.00	\$ 15,210.95	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 13,210.95	13.15%
024	Employee Benefits	\$ 4,039.93	\$ -	\$ 4,039.93	\$ 304.11	\$ 304.11	\$ 29,695.89	\$ (25,960.07)	742.59%
70	Capital Projects	\$ 350,000.00	\$ 340,000.00	\$ 690,000.00	\$ -	\$ -	\$ 340,000.00	\$ 350,000.00	49.28%
200	Student Activities	\$ 77,823.68	\$ 276.00	\$ 78,099.68	\$ 237.10	\$ 237.10	\$ 5,950.00	\$ 71,912.58	7.92%
451	School Net Connectivity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
501	ABLE Literacy Fund	\$ 25,717.04	\$ 1,043.89	\$ 26,760.93	\$ 22,487.48	\$ 22,487.48	\$ 377.14	\$ 3,896.31	85.44%
524	VEPD Secondary and Adult	\$ 310,077.40	\$ 2,752.90	\$ 312,830.30	\$ 27,608.04	\$ 27,608.04	\$ 11,144.91	\$ 274,077.35	12.39%
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
599	REAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Grand Total	\$ 11,103,140.04	\$ 473,241.06	\$ 11,576,381.10	\$ 783,943.02	\$ 783,943.02	\$ 1,658,706.72	\$ 9,138,731.36	21.08%

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

Auburn Career Center Monthly History Comparison-General Fund

July 31, 2017

C

	Monthly Comparison				Annual Comparison				Temp. Budget 2018 - Estimate	Remain 2018	Budget Expended
	July FY16	July FY17	July FY18	Avg Chg	Actual 2016	Actual 2017					
Revenue											8%
Real Estate	\$ 1,697,000	\$ 1,422,600	\$ 2,086,300		\$ 4,612,462	\$ 4,663,062	\$ 4,664,063	\$ 2,577,763	45%		
Commercial	\$ -	\$ -	\$ -		\$ 880,675	\$ 880,869	\$ 880,869	\$ 880,869	0%		
Tangible Personal (PU)	\$ -	\$ -	\$ -		\$ 412,393	\$ 419,558	\$ 419,558	\$ 419,558	0%		
Foundation	\$ 163,079	\$ 163,046	\$ 180,645		\$ 2,012,256	\$ 2,194,823	\$ 2,194,823	\$ 2,014,178	8%		
PU Reimb	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			#DIV/0!
Homestead & Rollback	\$ -	\$ -	\$ -		\$ 784,736	\$ 787,438	\$ 787,623	\$ 787,623	0%		
Other	\$ 13,155	\$ 2,793	\$ 29,732		\$ 199,220	\$ 379,956	\$ 527,081	\$ 497,349	6%		
Subtotal	\$ 1,873,234	\$ 1,588,439	\$ 2,296,677		\$ 8,901,742	\$ 9,325,706	\$ 9,474,017	\$ 7,177,340	24%		
Expense											
Salaries	\$ 336,486	\$ 322,729	\$ 324,922	-1.7%	\$ 4,024,840	\$ 4,107,214	\$ 3,483,369	\$ 3,158,447	9%		
Benefits	\$ 136,708	\$ 137,595	\$ 141,198	1.6%	\$ 1,565,727	\$ 1,662,612	\$ 1,413,310	\$ 1,272,112	10%		
Purchased Services	\$ 72,371	\$ 71,414	\$ 117,990	31.9%	\$ 1,191,991	\$ 1,221,824	\$ 1,249,256	\$ 1,131,266	9%		
Supplies	\$ 15,823	\$ 11,471	\$ 5,035	-41.8%	\$ 406,676	\$ 416,225	\$ 326,202	\$ 321,167	2%		
Equipment	\$ 19,500	\$ 20,213	\$ -	-48.2%	\$ 153,859	\$ 295,409	\$ 251,748	\$ 251,748	0%		
Summer Projects	\$ -	\$ 31,505	\$ -	0.0%	\$ -	\$ 83,221	\$ -	\$ -	0%		
Parking Lot	\$ 138,874	\$ -	\$ -	0.0%	\$ 348,532	\$ -	\$ -	\$ -	0%		
Other	\$ 5,686	\$ 16,448	\$ 3,812	56.2%	\$ 198,199	\$ 133,047	\$ 113,642	\$ 109,830	3%		
Subtotal	\$ 725,448	\$ 611,375	\$ 592,957		\$ 7,889,824	\$ 7,919,552	\$ 6,837,527	\$ 6,244,570	9%		
Revenue/Expense (Operating Balance)	\$1,147,786	\$977,065	\$1,703,720		\$1,011,918	\$1,406,155	\$2,636,490				
Other Uses											
Advances Returned	\$ 9,503	\$ 58,884	\$ 40,575		\$ 9,503	\$ 58,884	\$ 40,575	\$ 58,884			
Advances Out	\$ -	\$ -	\$ -		\$ 58,884	\$ 40,575	\$ 40,575	\$ 40,575			
Transfers	\$ (1,886)	\$ (1,900)	\$ (2,059)		\$ 644,792	\$ 1,006,878	\$ 1,006,878	\$ 1,006,878			
Subtotal	\$ 11,389	\$ 60,784	\$ 42,634		\$ (694,173)	\$ (988,569)					
Beginning Cash	\$ 4,109,325	\$ 4,427,067	\$ 4,844,653		\$ 5,540,489	\$ 5,904,707					
Ending Cash	\$ 5,268,500	\$ 5,464,915	\$ 6,591,007		\$ 4,427,070	\$ 4,844,652					
Encumbrances	\$ 1,240,909	\$ 1,312,355	\$ 1,091,468		\$ 59,426	\$ 99,104					

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

Date: 08/01/2017
Time: 2:46 pm

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2017 AND 07/31/2017
ALL CHECKS SELECTED

Page: 1
(CHECKPT)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
045818	C	07/05/2017	Payroll	999999	RECONCILED:07/26/2017		233,061.68
045819	W	07/10/2017	STATE TEACHERS RETIREMNT	000480	RECONCILED:07/10/2017		25,969.69
045820	W	07/10/2017	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:07/10/2017		9,963.73
045821	W	07/06/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2502458767	010207	RECONCILED:07/11/2017		958.81
045822	W	07/06/2017	LORAIN CTY COMMUNITY COLLEGE BUSINESS OFFICE - CC217	013647	RECONCILED:07/17/2017		2,362.00
045823	W	07/06/2017	STAGED BY L	041368	RECONCILED:07/11/2017		1,300.00
045824	W	07/06/2017	AMERICA EXPRESS	040915	RECONCILED:07/10/2017		55.00
045825	W	07/06/2017	LOCATION CARPET CO.	010408	RECONCILED:07/10/2017		1,369.11
045826	W	07/06/2017	SHOUTPOINT, INC.	013704	RECONCILED:07/10/2017		1,035.00
045827	W	07/06/2017	CUSTOM SIDING	040352	RECONCILED:07/10/2017		1,284.00
045828	W	07/06/2017	WEX BANK	010639	RECONCILED:07/10/2017		59.40
045829	W	07/06/2017	ILLUMINATING COMPANY	000925	RECONCILED:07/10/2017		1,490.22
045830	W	07/06/2017	GAZETTE NEWSPAPERS	011455	RECONCILED:07/10/2017		25.00
045831	W	07/06/2017	DOMINION EAST OHIO	004003	RECONCILED:07/10/2017		679.56
045832	W	07/06/2017	MENTOR LUMBER & SUPPLY CO	000834	RECONCILED:07/07/2017		524.99
045833	W	07/06/2017	LINCOLN ELECTRIC CO.	000984	RECONCILED:07/10/2017		265.00
045834	W	07/06/2017	TONY SCHEIBER TOWING ANTHONY J SCHEIBER	012185	RECONCILED:07/10/2017		525.00
045835	W	07/06/2017	PAINESVILLE CITY LOCAL BOARD OF EDUCATION	000295	RECONCILED:07/11/2017		256.28
045836	W	07/06/2017	HILL'S ROLL OFF	012136	RECONCILED:07/13/2017		200.00
045837	W	07/06/2017	CoAEMSP	040416	RECONCILED:07/14/2017		1,700.00
045838	W	07/06/2017	PACIFIC TELEMAGEMENT SERVICES	040344	RECONCILED:07/11/2017		153.00
045839	W	07/06/2017	LORRAINE M. FENDE LAKE COUNTY TREASURER	008426	RECONCILED:07/10/2017		3,463.38
045840	W	07/06/2017	CRILE ROAD HARDWARE	000551	RECONCILED:07/07/2017		514.04
045841	W	07/06/2017	THYSSENKRUPP ELEVATOR CORP.	011792	RECONCILED:07/10/2017		1,383.34
045842	W	07/06/2017	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:07/10/2017		1,771.10
045843	W	07/06/2017	AT&T	000171	RECONCILED:07/10/2017		1,574.31
045844	W	07/06/2017	ILLUMINATING COMPANY	000925	RECONCILED:07/10/2017		21,948.20
045845	W	07/06/2017	EDUCATIONAL MANAGEMENT SERVICES INC	001227	RECONCILED:07/11/2017		1,050.00
045846	W	07/06/2017	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:07/10/2017		1,864.00
045847	W	07/06/2017	FA SOLUTIONS LCC	041342	RECONCILED:07/11/2017		1,770.00
045848	W	07/13/2017	COUNCIL ON OCCUPATIONAL EDUC	040492			2,750.00
045849	W	07/13/2017	CITY OF P'VILLE UTIL.	000215	RECONCILED:07/20/2017		641.20
045850	W	07/13/2017	WELLS FARGO INS SERVICES USA	040743	RECONCILED:07/18/2017		32,597.00
045851	W	07/13/2017	IRON MOUNTAIN INC	011058	RECONCILED:07/18/2017		226.60
045852	W	07/13/2017	SCREENVISION DIRECT	040250	RECONCILED:07/18/2017		816.00
045853	W	07/13/2017	YARDMASTER INC.	008148	RECONCILED:07/14/2017		3,000.00
045854	W	07/13/2017	MCPHILLIPS PLUMBING HEATING & COOLING	011069	RECONCILED:07/17/2017		1,800.00
045855	W	07/13/2017	UNITED PARCEL SERVICE	002108	RECONCILED:07/24/2017		24.65
045856	W	07/13/2017	EMMA MACIAS	041370	RECONCILED:07/21/2017		1,000.00
045857	W	07/13/2017	TYCO INTEGRATED SECURITY LLC	040669	RECONCILED:07/18/2017		2,029.02
045858	W	07/13/2017	DAWNCEM, INC.	000600	RECONCILED:07/17/2017		2,707.34
045859	W	07/13/2017	AT&T	000171	RECONCILED:07/20/2017		154.69
045860	W	07/13/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:07/14/2017		441.81

Date: 08/01/2017
Time: 2:46 pm

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2017 AND 07/31/2017
ALL CHECKS SELECTED

Page: 2
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
045861	W	07/13/2017	GCA SERVICES GROUP	041167	RECONCILED:07/17/2017		15,760.08
045862	W	07/13/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:07/14/2017		204.99
045863	W	07/13/2017	SIEVERS SECURITY SYSTEMS INC	001931	RECONCILED:07/19/2017		578.85
045864	W	07/13/2017	GENERAL PEST CONTROL CO.	011210	RECONCILED:07/18/2017		106.50
045865	W	07/13/2017	ORWELL NATURAL GAS	012805	RECONCILED:07/18/2017		9.45
045866	W	07/13/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:07/14/2017		8,303.05
045867	W	07/13/2017	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED:07/21/2017		399.00
045868	W	07/13/2017	WKKY	012341	RECONCILED:07/17/2017		1,250.00
045869	W	07/13/2017	EDGE DOCUMENT SOLUTIONS	040070	RECONCILED:07/17/2017		973.00
045870	W	07/13/2017	AT&T	000171	RECONCILED:07/20/2017		31.59
045871	W	07/13/2017	MCGOWN & MARKLING CO., L.P.A	012253	RECONCILED:07/18/2017		2,040.00
045872	W	07/13/2017	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED:07/13/2017		11,428.10
045873	W	07/13/2017	WASTE MANAGEMENT OF OHIO	000734	RECONCILED:07/18/2017		697.43
045874	W	07/13/2017	OHIO SCHOOLS COUNCIL	000672	RECONCILED:07/20/2017		2,538.00
045875	W	07/13/2017	HUNTINGTON NATIONAL BANK	010092	RECONCILED:07/14/2017		753.38
045876	W	07/13/2017	DIANE MARJENIN	012755	RECONCILED:07/14/2017		51.04
045877	W	07/13/2017	MARY ANN KERWOOD	001517	RECONCILED:07/14/2017		66.99
045878	W	07/13/2017	LUCINDA YOO A	014013	RECONCILED:07/14/2017		82.18
045879	W	07/13/2017	JANET MURPHY	041362	RECONCILED:07/14/2017		50.08
045880	W	07/13/2017	ROBERT HILL	000977	RECONCILED:07/14/2017		350.00
045881	W	07/13/2017	JANENE ISHEE	010194	RECONCILED:07/14/2017		70.62
045882	W	07/13/2017	JOYCE DICK A	041353	RECONCILED:07/14/2017		40.87
045883	W	07/13/2017	AMY RYAN A	041013	RECONCILED:07/14/2017		135.69
045884	W	07/13/2017	COMMONWEALTH LUMBER	041122	RECONCILED:07/14/2017		57.28
045885	W	07/13/2017	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:07/14/2017		442.50
045886	C	07/19/2017	Payroll	999999	RECONCILED:07/26/2017		224,505.75
045887	W	07/19/2017	CLERK OF COURTS	011231	RECONCILED:07/20/2017		15.00
045888	W	07/25/2017	STATE TEACHERS RETIREMNT	000480	RECONCILED:07/31/2017		24,219.97
045889	W	07/25/2017	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:07/26/2017		9,478.41
045890	B	07/20/2017	DANIEL ZDRAVEFF	041374			25.00
045891	B	07/20/2017	BRITTANY MICKSY	041371	RECONCILED:07/24/2017		2,376.25
045892	B	07/24/2017	SHEENA L.KANE	041376	RECONCILED:07/26/2017		499.62
045893	W	07/28/2017	TREASURER, STATE OF OHIO	001188			300.00
045894	W	07/28/2017	TROPHY WORLD	000052			67.00
045895	W	07/28/2017	TREASURER, STATE OF OHIO	001188			300.00
907077	M	07/06/2017	SERS MEMO ONLY	900926			1,251.63
907217	M	07/20/2017	SERS MEMO ONLY	900926			1,162.81
976446	M	07/10/2017	BANK ONE/MEMO/MEDICARE	900663			3,365.01
976447	M	07/10/2017	BANK ONE/MEMO/FICA	900693			23.25
976448	M	07/10/2017	Workers Comp	900950			1,048.88
976452	M	07/01/2017	FLEX SAVE MZ: 04 2W 8317	999992			177.10
976453	M	07/01/2017	LAKE COUNTY SCHOOLS COUNCIL	999998			95,317.49
976515	M	07/25/2017	BANK ONE/MEMO/MEDICARE	900663			3,209.95

Date: 08/01/2017
Time: 2:46 pm

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2017 AND 07/31/2017
ALL CHECKS SELECTED

Page: 3
(CHECKY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
976516	M	07/25/2017	Workers Comp	900950			1,010.36
990751	T	07/03/2017	AUBURN CAREER CENTER	000499	RECONCILED:07/26/2017		40,574.69
990752	M	07/26/2017	MEDICAL MUTUAL OF OHIO MEMO ONLY	999994			304.11
V VOIDED CHECKS			0	CHECK TOTALS		0.00	
R RECONCILED CHECKS			74	CHECK TOTALS		712,104.51	
W WARRANT CHECKS			73	CHECK TOTALS		214,503.52	
M MEMO CHECKS			10	CHECK TOTALS		106,870.59	
B REFUND CHECKS			3	CHECK TOTALS		2,900.87	
I INVESTMENT CHECKS			0	CHECK TOTALS		0.00	
T TRANSFER CHECKS			1	CHECK TOTALS		40,574.69	
D DISTRIBUTION CHECKS			0	CHECK TOTALS		0.00	
C PAYROLL CHECKS			2	CHECK TOTALS		457,567.43	
MISSING CHECKS			0				
** TOTAL CHECKS (LESS VOIDED)			89	** TOTAL NET		822,417.10	
*** TOTAL CHECKS WRITTEN			89	*** GRAND TOTALS		822,417.10	

Auburn Career Center
Bank Reconciliation
July 31, 2017

E

Huntington Checking	\$ 132,631.33
Huntington (Main Depository)	\$ 133,714.76
Dollar Bank - Main Depository	\$ 5,095,641.73
O/S checks - a/p	\$ (89,881.55)
O/S checks - p/r	\$ (1,067.93)
Payroll Accum (O/S)-Checks NI	\$ (367.45)
Deposit in Transit	\$ -
 Petty Cash	 \$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	5,271,357.89
 Health Care Deductible Pool - Huntington	 \$ 3,735.82
UBS Financial	\$ 2,062,402.82
Star Ohio	\$ 95,656.46
Fifth - Third Construction Investment - Interest Only	\$ 1,864.67
Net Available Cash	\$ 7,435,017.66
 Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$243,748.19
Total Investments	\$ 243,748.19
 Balance per bank	 \$ 7,678,765.85
Balance per books	\$ 7,678,765.85
	\$ -

Investments Report

F

Institution	Maturity Date	Date Placed	Amount
Tri State CDARS	8/10/2017	8/10/2015	\$ 243,748.19
			\$243,748.19

[illegible]



Attachment Item #10

○ Approve Permanent
Appropriations for FY
2017-2018

AUBURN VOCATIONAL SCHOOL DISTRICT
CY 2017 - 2018
AMENDED CERTIFICATE OF ESTIMATED RESOURCES
WITH AMOUNTS APPROPRIATED
5-Sep-17

FUND #	FUND NAME	TOTAL AVAILABLE TO APPROPRIATE	AMOUNT APPROPRIATED
001	GENERAL	\$ 14,165,713.87	\$ 9,136,077.80
002	BOND RETIREMENT	\$ 477,029.50	\$ 477,029.50
004	CONSTRUCTION FUND	\$ 388,078.68	\$ 388,078.68
006	LUNCH ROOM	\$ 189,344.00	\$ 189,344.00
009	UNIFORM SUPPLIES	\$ 20,704.00	\$ 15,901.00
011	ROTARY	\$ 73,849.33	\$ 51,168.33
012	ADULT EDUCATION	\$ 1,492,014.83	\$ 1,443,222.51
014	ROTARY INTERNAL SERVICE	\$ 2,050.49	\$ 2,050.49
018	PRINCIPAL	\$ 35,750.00	\$ 35,750.00
019	OTHER GRANT	\$ 321,901.44	\$ 321,901.44
022	DISTRICT AGENCY	\$ 45,210.95	\$ 13,210.95
024	EMPLOYEE BENEFITS SELF INSURANCE	\$ 30,000.00	\$ 30,000.00
070	CAPITAL PROJECTS	\$ 350,000.00	\$ 350,000.00
200	STUDENT ACTIVITIES	\$ 153,107.68	\$ 78,358.68
451	DATA COMMUNICATIONS	\$ 1,800.00	\$ 1,800.00
501	ABLE	\$ 281,590.04	\$ 281,590.04
524	VEPD	\$ 310,077.40	\$ 310,077.40
599	REAP	\$ 55,000.00	\$ 55,000.00
GRAND TOTAL		\$ 18,393,222.21	\$ 13,180,560.82

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Amended Official Certificate of Estimated Resources

Page: 1
(AMDCERT)

Rev. Code, Sec. 5705.36

Office of Budget Commission, LAKE County, Ohio.
CONCORD TWP, Ohio, September 1, 2017

TO THE TAXING AUTHORITY of AUBURN VOCATIONAL SCHOOL DISTR

The following is the amended official certificate of estimated resources for the fiscal year beginning July 1, 2017, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance July 1, 2017	Taxes	Other Sources	Total
GOVERNMENTAL FUND TYPE				
General Fund	4,745,549.18	6,790,113.00	2,630,051.69	14,165,713.87
Special Revenue	322,651.44	.00	683,467.44	1,006,118.88
Debt Service	.00	.00	477,029.50	477,029.50
Capital Projects	232,944.68	.00	505,134.00	738,078.68
PROPRIETARY FUND TYPE				
Enterprise	136,407.83	.00	1,639,504.33	1,775,912.16
Internal Service	4,882.42	.00	27,168.07	32,050.49
FIDUCIARY FUND TYPE				
Agency Fund	91,034.63	.00	107,284.00	198,318.63
Total All Funds	5,533,470.18	6,790,113.00	6,069,639.03	18,393,222.21

Budget

Commission

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Amended Official Certificate of Estimated Resources

Page: 2
(AMDCERT)

Rev. Code, Sec. 5705.36

Fund	Unencumbered Balance July 1, 2017	Taxes	Other Sources	Total

GOVERNMENTAL FUND TYPE				
General Fund				
001 GENERAL	4,745,549.18	6,790,113.00	2,630,051.69	14,165,713.87
Total General Fund	4,745,549.18	6,790,113.00	2,630,051.69	14,165,713.87
Special Revenue				
018 PUBLIC SCHOOL SUPPORT	750.00	.00	35,000.00	35,750.00
019 OTHER GRANT	321,901.44	.00	.00	321,901.44
451 DATA COMMUNICATION FUND	.00	.00	1,800.00	1,800.00
501 ADULT BASIC EDUCATION	.00	.00	281,590.04	281,590.04
524 VOC ED: CARL D. PERKINS - 1984	.00	.00	310,077.40	310,077.40
599 MISCELLANEOUS FED. GRANT FUND	.00	.00	55,000.00	55,000.00
Total Special Revenue	322,651.44	.00	683,467.44	1,006,118.88
Debt Service				
002 BOND RETIREMENT	.00	.00	477,029.50	477,029.50
Total Debt Service	.00	.00	477,029.50	477,029.50
Capital Projects				
004 BUILDING	232,944.68	.00	155,134.00	388,078.68
070 CAPITAL PROJECTS	.00	.00	350,000.00	350,000.00
Total Capital Projects	232,944.68	.00	505,134.00	738,078.68
PROPRIETARY FUND TYPE				
Enterprise				
006 FOOD SERVICE	.00	.00	189,344.00	189,344.00
009 UNIFORM SCHOOL SUPPLIES	10,267.00	.00	10,437.00	20,704.00
011 ROTARY-SPECIAL SERVICES	51,168.33	.00	22,681.00	73,849.33
012 ADULT EDUCATION	74,972.50	.00	1,417,042.33	1,492,014.83
Total Enterprise	136,407.83	.00	1,639,504.33	1,775,912.16
Internal Service				
014 ROTARY-INTERNAL SERVICES	842.49	.00	1,208.00	2,050.49
024 EMPLOYEE BENEFITS SELF INS.	4,039.93	.00	25,960.07	30,000.00

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Amended Official Certificate of Estimated Resources

Page: 3
(AMDCERT)

Rev. Code, Sec. 5705.36

Fund	Unencumbered Balance July 1, 2017	Taxes	Other Sources	Total
Total Internal Service	4,882.42	.00	27,168.07	32,050.49
FIDUCIARY FUND TYPE				
Agency Fund				
022 DISTRICT AGENCY	13,210.95	.00	32,000.00	45,210.95
200 STUDENT MANAGED ACTIVITY	77,823.68	.00	75,284.00	153,107.68
Total Agency Fund	91,034.63	.00	107,284.00	198,318.63
Total All Funds	5,533,470.18	6,790,113.00	6,069,639.03	18,393,222.21

PERMANENT APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education
Rev.Code Sec. 5705.38

The Board of Education of the Auburn Vocational School District,
Lake County, Ohio, met in Regular session on the 5TH day of SEPTEMBER,
2017, at the office of Auburn Tech Learn Ctr with the following members present:

Jean Brush Roger Miller
Susan Culotta Erik Walter
Mary Javins Terry Sedivy
Mary Wheeler Paul Stefanko
Ken Klima
Brian Kolkowski
Geoffrey Kent

moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Auburn Vocational
School District, Lake County, Ohio, that to provide for
the current expenses and other expenditures of said Board of Education, during
the fiscal year, ending June 30, 2018, the following sums be and the
same are hereby set aside and appropriated for the several purposes for which
expenditures are to be made and during said fiscal year, as follows, viz:

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Appropriation Resolution Report

Page 1
(APPRES)

001 GENERAL	9,136,077.80
002 BOND RETIREMENT	477,029.50
004 BUILDING	388,078.68
006 FOOD SERVICE	189,344.00
009 UNIFORM SCHOOL SUPPLIES	15,901.00
011 ROTARY-SPECIAL SERVICES	51,168.33
012 ADULT EDUCATION	1,443,222.51
014 ROTARY-INTERNAL SERVICES	2,050.49
018 PUBLIC SCHOOL SUPPORT	35,750.00
019 OTHER GRANT	321,901.44
022 DISTRICT AGENCY	13,210.95
024 EMPLOYEE BENEFITS SELF INS.	30,000.00
070 CAPITAL PROJECTS	350,000.00
200 STUDENT MANAGED ACTIVITY	78,358.68
451 DATA COMMUNICATION FUND	1,800.00
501 ADULT BASIC EDUCATION	281,590.04
524 VOC ED: CARL D. PERKINS - 1984	310,077.40
599 MISCELLANEOUS FED. GRANT FUND	55,000.00

Grand Total All Funds

13,180,560.82

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Appropriation Recap Sheet

Page 2
(APPRES)

Fund Class/Name	Fund	2018 Appropriations
-----------------	------	------------------------

*** Governmental Fund Types ***

General Fund

GENERAL	001	9,136,077.80
Total General Fund		9,136,077.80

Special Revenue

PUBLIC SCHOOL SUPPORT	018	35,750.00
OTHER GRANT	019	321,901.44
DATA COMMUNICATION FUND	451	1,800.00
ADULT BASIC EDUCATION	501	281,590.04
VOC ED: CARL D. PERKINS - 1984	524	310,077.40
MISCELLANEOUS FED. GRANT FUND	599	55,000.00
Total Special Revenue		1,006,118.88

Debt Service

BOND RETIREMENT	002	477,029.50
Total Debt Service		477,029.50

Capital Projects

BUILDING	004	388,078.68
CAPITAL PROJECTS	070	350,000.00
Total Capital Projects		738,078.68

*** Proprietary Fund Types ***

Enterprise

FOOD SERVICE	006	189,344.00
UNIFORM SCHOOL SUPPLIES	009	15,901.00
ROTARY-SPECIAL SERVICES	011	51,168.33
ADULT EDUCATION	012	1,443,222.51
Total Enterprise		1,699,635.84

Internal Service

ROTARY-INTERNAL SERVICES	014	2,050.49
EMPLOYEE BENEFITS SELF INS.	024	30,000.00
Total Internal Service		32,050.49

*** Fiduciary Fund Types ***

seconded the Resolution and the roll being
called upon its adoption, the vote resulted as follows:

Vote:

Jean Brush Roger Miller, Aye
Susan Culotta Erik Walter, Aye
Mary Javins Terry Sedivy, Aye
Mary Wheeler Paul Stefanko, Aye
Ken Klima, Aye
Brian Kolkowski, Aye
Geoffrey Kent, Aye

CERTIFICATE
(O.R.C. 5705.412)

RE:

IT IS HEREBY CERTIFIED that the Auburn Vocational School District
has sufficient funds to meet the contract, obligation, payment, or expenditure
for the above, and has in effect for the remainder of the fiscal year and the
succeeding fiscal year the authorization to levy taxes which, when combined
with the estimated revenue from all other sources available to the district at
the time of certification, are sufficient to provide operating revenues
necessary to enable the district to maintain all personnel, programs, and
services essential to the provision of an adequate educational program on all
the days set forth in its adopted school calendar for the current fiscal year
and for a number of days in the succeeding fiscal year equal to the number days
instruction was held or is scheduled for the current fiscal year, except that
if the above expenditure is for a contract, this certification shall cover the
term of the contract or the current fiscal year plus the two immediately
succeeding fiscal years, whichever period of years is greater.

DATED: _____

BY: _____
Treasurer

BY: _____
Superintendent of Schools

BY: _____
President, Board of Education

Date: 09/01/17
Time: 3:20 pm

AUBURN VOCATIONAL SCHOOL DISTR
Appropriation Recap Sheet

Page 3
(APPRES)

Fund Class/Name	Fund	2018 Appropriations
Agency Fund		
DISTRICT AGENCY	022	13,210.95
STUDENT MANAGED ACTIVITY	200	78,358.68
Total Agency Fund		91,569.63
Total Appropriations - All Fund Types		13,180,560.82



Attachment Item #13

Approve CRA Tax Abatement



GEAUGA COUNTY BOARD OF COMMISSIONERS

Walter M. Claypool Timothy C. Lennon Ralph Spidalieri

COMMUNITY & ECONOMIC DEVELOPMENT

470 Center Street • Building 1A • Chardon, Ohio 44024

Anita Stocker, Director

Joni Stusek, Program Administrator

August 7, 2017

Auburn Career Center
8140 Auburn Road
Concord Twp., Ohio 44077

Dear Superintendent Lynch,

Enclosed is an application submitted by Louis DeJesus of 15332 Old State Road Properties, LLC./Third Dimensions Inc/BAA Land Management. This is a CRA tax abatement request for 15332 Old State Road Properties, LLC proposed project to expand at their current location in Burton Township. This is a move to expand the current facility to accommodate the expansion of their business. 15332 Old State Road Properties, LLC plans to increase the size of the existing 25,000 sf building by an additional 11,000 sf with an approximate cost of \$500,000. 15332 Old State Road Properties, LLC also plans to purchase \$100,000 of machinery and equipment.

In compliance with ORC §5709.83 a copy of 15332 Old State Road Properties, LLC's application for tax abatement must be forwarded to the affected Boards of Education along with notice of the meeting date on which the local government will review the proposals. Because the CRA exemption request is for 100% abatement for 4 years, the Auburn Career Center must approve and accept by resolution the terms of the CRA exemption. Additionally there is a mandatory review period of 45 business days before the Board of County Commissioners may hold a public session to review the CRA exemption projects. That session date would be 9:00am on September 26th.

However Auburn Career Center can waive the 45 day review period to accommodate 15332 Old State Road Properties, LLC and their expansion plans by signing this letter and returning it to this office or by providing a Board Resolution to waive the notification period and approve the abatement as stated. If you choose to do so the County's meeting date will be moved forward. Please contact me if you have any questions or concerns.

Sincerely,

Anita Stocker, Director

Enc: Application

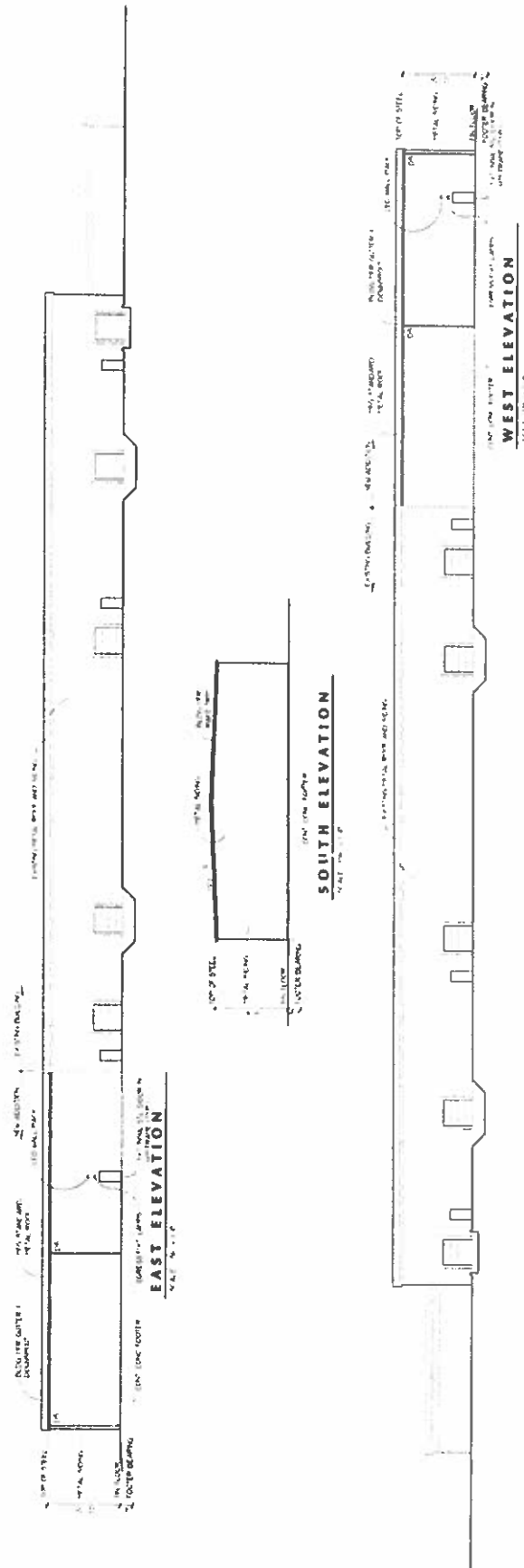
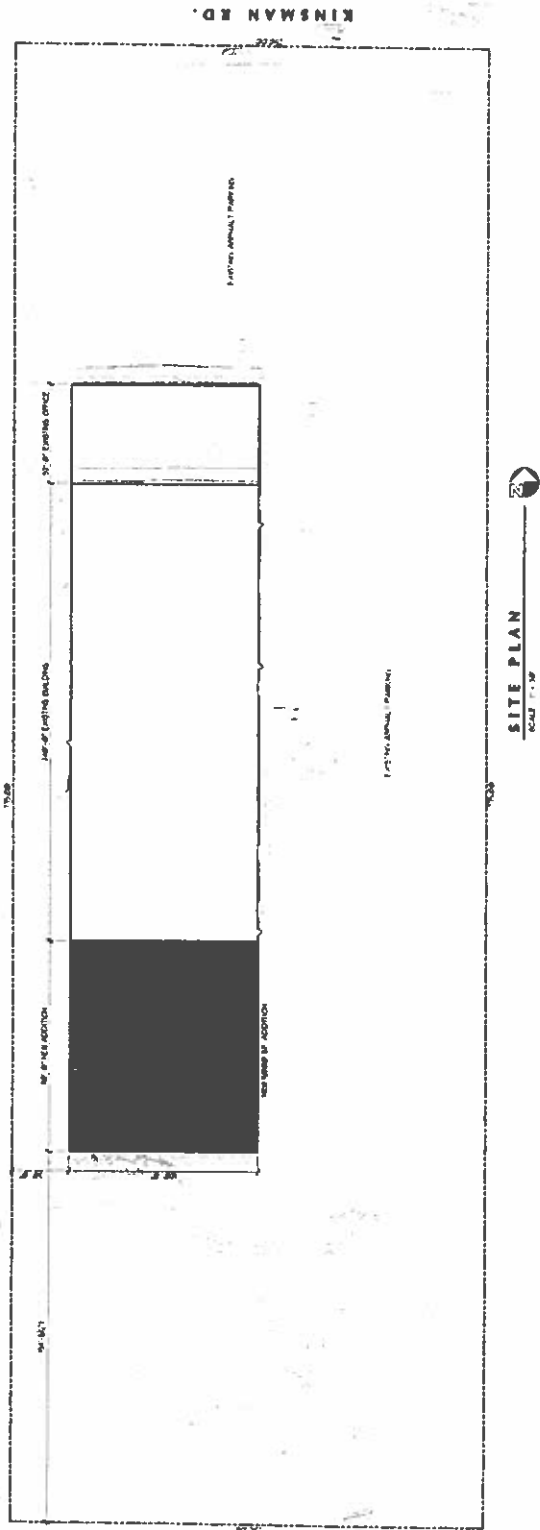
CRA draft agreement

Cc: David Goodman, Director Ohio Development Services Agency

Auburn Career Center Local School District agrees to waive the 45 day comment period for the benefit of 15332 Old State Road Properties, LLC

Signed

Title



GEAUGA COUNTY CRA AGREEMENT APPLICATION

PROPOSED AGREEMENT for Community Reinvestment Area Tax Incentives between the
County of Geauga and 15332 OLD STATE ROAD PROPERTIES, LLC
(Property Owner)

1. a. Name of property owner and business owner (attach additional pages as needed).

15332 OLD STATE ROAD PROPERTIES, LLC LOUIE@thirdinc.com (216) 389-7883
(Property Owner name) (Email) (Phone)

LOUIS DEJESUS (216) 389-7883
(Business Owner name) (Contact) (Phone)

15332 OLD STATE ROAD MIDDLEFIELD OHIO LOUIE@thirdinc.com
(Current address of Business) (Email)

- b. Project site:

(Name Industrial Park) (Contact Person)

(Parcel Number of lot(s)) (Phone)

2. a. Nature of commercial/industrial activity: (Manufacturing, warehousing, wholesale or retail stores, or other) to be conducted at the site. WAREHOUSING

- b. List primary 6-digit North American Industry Classification System:
(NAICS) # 493100 and other relevant SIC numbers: _____

- c. If a **consolidation**, what are the components of the consolidation? (itemize the location, assets, and employment positions to be transferred: _____

- d. Form of business enterprise: Corporation, Partnership, Proprietorship, Other: LLC

3. Name of principal owner(s) or officers of the business. LOUIS DEJESUS
JEANETTE DEJESUS

4. a. State the enterprise's current employment level at the proposed project site: _____

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Yes ___ No X

c. If yes, state the locations from which employment positions or assets will be **relocated** and the location to where the employment positions or assets will be located:

d. State the enterprise's current employment level:

Full-time: X Part-Time: X Temporary F/T: ___ Temporary P/T: ___

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?
Yes ___ No X

b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes ___ No X

c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?
Yes ___ No X

d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets). _____

6. Project Description (include square footage). 11,000 sq NIPU
25,000 sq FINISH

7. Project will begin Sept, 2017 and be completed FEB, 2018 provided a tax exemption is provided.

8. a. Estimate the number of new employees the property owner will cause to be created at the facility that is the project site (Itemize jobs by employer, full-time or part-time and permanent or temporary):

Employer Name: THIRD DIMENSION INC

Perm F/T: 2 Perm P/T: Temp F/T: Temp P/T:

b. State the time frame of this projected hiring: 4 years.

c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees):

2 to 3 full time
2 part time

9. a. Estimate the amount of annual payroll such new employees will add annually:

Perm F/T:\$ Perm P/T:\$ Temp F/T:\$ Temp P/T:\$

b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$

10. Estimate the amount to be invested by the enterprise to establish, expand, renovate or occupy the facility:

A. Acquisition of buildings:	\$ <u> </u>
B. Additions/New construction:	\$ <u>500,000</u>
C. Improvements to existing buildings:	\$ <u> </u>
D. Machinery & equipment:	\$ <u>100,000</u>
E. Furniture & fixtures:	\$ <u> </u>
F. Inventory:	\$ <u> </u>
Total New Project Investment:	\$ <u>600,000</u>

11. a. Business requests the following tax exemption incentives: % for 12 years covering only the real property as described above.

b. Business's reasons for requesting tax incentives (be quantitatively specific as possible)

TO provide pricing incentive to
our customer and keep business local

Submission of this application expressly authorizes Geauga County to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

15332 OLD STATE ROAD PROPERTIES, LLC

Name of Property Owner

JULY 19, 2017
Date

Signature

MEMBER
Typed Name and Title

* A copy of this proposal will be forwarded by the Geauga County to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** This application will be attached to Final Community Reinvestment Area Agreement as Exhibit A



THIRDDIMENSIONINC
thirdinc.com

633 pleasant avenue,
geneva, ohio 44041

e. info@thirdinc.com
w. www.thirdinc.com
w. companybox.com
t. 440-466-4040
f. 440-466-3032

Quote

Date: May 5, 2017

Quote #: 173274

To: Ms. Tonia Charder
Sr. Logistics manager
Masco Cabinetry
4600 Arrowhead Drive
Ann Arbor Michigan 48105

Phone: 734-205-4511
Cell: 248-240-1353
Email: tonia.charder@mascocabinetry.com

Description

Masco Cabinetry - Component Inventory, Warehousing, Processing & Kanban

All inventories would be stored at:

Third Dimension - Design Center
15141 Kinsman Road
Middlefield, Ohio 44062

Notes:

- Warehouse currently equipped with the Masco Unidata Inventory System
- On Staff personnel trained on receiving/outbound on Masco's Inventory Control Procedures
All procedures outlined in RFQ will be followed
- Warehouse is three (3) miles from Kraftmaid Plant 1 & 2
- Masco to provide one lift truck scanner
- Not equipped with humidity controls but can be added for \$18,000.00
- Racks will be used for all Kanban items
Racks currently in inventory and would be repurposed for this project
- Will work with Robert Yoder to establish all bin locations
- Warehouse is sized for 60% growth
- Warehouse can be expanded beyond 60% growth, 15 month notice required

Sincerely,
Louie DeJesus
louie@thirdinc.com
216-389-7883 cell

Project Cost Summary

1250	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 68'	68' 68' 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1150
80 1/2 1/2
1150

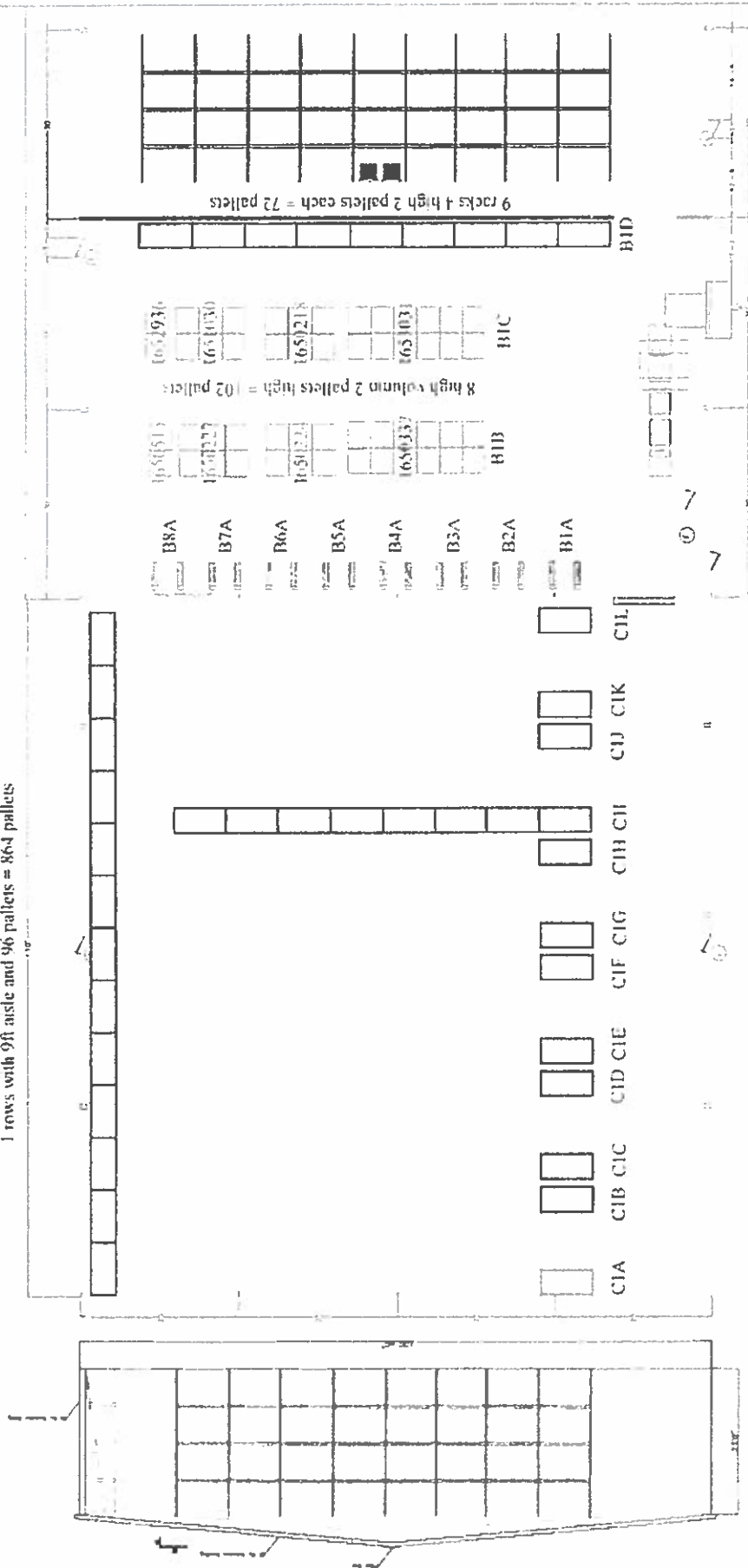
Project RUBBER WOOD

Pallets 60" high 48 x 42 holds 70 pieces

8 racks 4 high with 2 pallets each = 64 pallets

12 rows with 9ft aisle and 64 pallets = 768 pallets

1 row with 9ft aisle and 96 pallets = 864 pallets



Third Dimension, Inc.
11,000 sqft Warehouse Add.
16345 Kinsman Rd.
Middlefield, OH 44062
Tel: 87 WH JIC dw

MASCO RUBBER WOOD PROJECT

OBJECTIVE:

- Receive containers of estimated 74 pallets in each container
- Warehouse adequate for minimum 2 months of containers, estimated 736
- Manage inventory and processes for accuracy and quality
- Receive electronic order and pick order in sequence order
- Print and apply label with 2nd clear label on top.
- Stack product on pallet, secure and ship to KraftMaid plant 2
- There are 80 SKU's with 18 colors and estimate 30 pallets sequenced daily

Information derived from file sent by Masco.

PRODUCT RECEIVING INFORMATION

Estimated Parts / Container	5,500	Containers/mth = 5
Estimated Containers / Year	60	
Estimated Parts / Pallet	75	Pallets arriving /mth = 368
Estimated Plts / Container	74	
Estimated Parts Pulled / Day	1,319	

Note: 1 part per pallet

PRODUCT SHIPPING and USAGE INFORMATION

SKU used each Month	# of Plts	# of plt/mth	Total Plts
number of SKU w/27 plt/mth	1	27	27
number of SKU w/18 plt/mth	1	18	18
number of SKU w/13 plt/mth	1	13	13
number of SKU w/12 plt/mth	2	12	24
number of SKU w/8 plt/mth	6	8	48
number of SKU w/7 plt/mth	2	7	14
Number of SKU w/6 plts/mth	10	6	60
Number of SKU w/5 plts/mth	10	5	50
Number of SKU w/4 plts/mth	17	4	68
Number of SKU w/6 plts/mth	16	3	48
Number of SKU w/6 plts/mth	5	2	10
Number of SKU w/6 plts/mth	2	1	2
	62		252

COMMUNITY REINVESTMENT AREA AGREEMENT

This Agreement made and entered into by and between the Geauga County Board of Commissioners, Ohio, a county government, with its main offices located at 470 Center Street, Building 4, Chardon, Ohio (herein referred to as the "County" and 15332 Old State Properties, LLC, a Corporation with its main offices currently located at 15332 Old State Road, Middlefield, Ohio (hereinafter referred to as the "Business").

WITNESSETH;

WHEREAS, Geauga County has encouraged the development of real property and the acquisition of personal property located in the area designated as the Burton Township Community Reinvestment Area and,

WHEREAS, the Business is desirous of constructing an addition of 11,000 square foot to the existing 25,000 s.f. building located at (pp # 04-059400) 15141 Kinsman Road, Burton Township, Geauga County, Ohio (hereinafter referred to as the "PROJECT" within the boundaries of the aforementioned Burton Township Community Reinvestment Area, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Board of Commissioners of Geauga County, Ohio by Resolution No. 16-040 adopted April 4, 2016, designated the area as a "Burton Township Community Reinvestment Area pursuant to Chapter 3735 of the Ohio Revised code; and

WHEREAS, effective May 10, 2016, the Director of Development of the State of Ohio determined that the aforementioned area designated in said Resolution No. 16-040 contains the characteristics set forth in Section 3735.66 of the Ohio Revised Code and confirmed said area as a Community Reinvestment Area under said Chapter 3735; and

WHEREAS, the County having the appropriate authority for the stated type of project is desirous of providing Business with incentives available for the development of the PROJECT in said Community Reinvestment Area under Chapter 3735 of the Ohio Revised Code; and

WHEREAS, Business has submitted a proposed agreement application (herein attached as Exhibit A and hereinafter referred to as "APPLICATION" to Geauga County; and

WHEREAS, the Housing Officer of the County has investigated the application of Business and has recommended the same to the Board of Commissioners of Geauga County on the basis that Business is qualified by financial responsibility and business experience to create and preserve employment opportunities in said Community Reinvestment Area and improve the economic climate of Geauga County; and

WHEREAS, the project site as proposed by the Business is located in the Berkshire Local School District and the Board of Education of the Berkshire Local School District and the Auburn Career Center has been notified in accordance with Section 5709.83 and been given a copy of the APPLICATION; and

WHEREAS, pursuant to Section 3735.67 (A) and in conformance with the format required under Section 3735.671 (B) of the Ohio Revised Code, the parties hereto desire to set forth their agreement with respect to matters hereinafter contained;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. Business shall construct an addition of 11,000 square foot to the existing 25,000 square foot building located at (pp # 04-059400) 15141 Kinsman Road, Burton Township, Geauga County, Ohio to house its two new business lines and warehouse operations. Location is further described in the attached Exhibit B.

The PROJECT will involve a total investment by Business of One Million Two Hundred Thousand Dollars (\$1,200,000.00), plus or minus 10%, at the Burton Township site. The investment is \$500,000.00 for construction and \$100,000.00 for machinery and equipment.

The PROJECT will begin October, 2017. The new facility and its infrastructure will be completed on or about March, 2018. Business will transition the majority of its operations to this site on or about April, 2018 (approximately 4 new employees).

2. Business shall create within a time period not exceeding 36 months after the commencement of construction of the aforesaid facility, the equivalent of 4 new full-time permanent job opportunities, 0 new part-time permanent job opportunities, 0 full-time temporary job opportunities and 0 part-time temporary job opportunities. Business will use its best efforts to retain existing full-time equivalent jobs at the Burton facility.

Business will schedule hiring as follows: create 4 new jobs in 2019. The job creation period begins March 1, 2018 and all jobs will be in place by March 31, 2020.

Business currently has full-time equivalent permanent employees at the Newbury Township site.

This increase in the number of employees will result in approximately \$960,000.00 (\$48,000 pp) of additional annual payroll for the Business. The following is an itemization by the type of new jobs created: full-time permanent \$960,000.00. The retention of the existing jobs will maintain the current annual payroll of \$2,500,000.00.

3. Business shall provide to the proper Tax Incentive Review Council any information reasonably required by the council to evaluate the property owner's compliance with the Agreement, including returns filed pursuant to section 5711.02 of the Ohio Revised Code if requested by the council.

4. The County hereby grants Business a tax exemption for the construction of the 11,000 SF addition on the PROJECT site pursuant to Section 3735.67 of the Ohio Revised Code and shall be in the following amounts:

A 100% exemption for 4 years commencing the first year for which the real property would first be taxable were that property not exempted from taxation. The Exemption shall commence after March 1, 2018 and extend to December 31, 2022.

Year of Tax Exemption
4 YRS

Tax Exemption Amount
100%

Business must file the appropriate tax forms (DTE23) with the County Auditor to effect and maintain the exemptions covered in this Agreement.

5. Business shall pay an annual fee of \$500.00 per year each year for the term of the Agreement. The fee shall be paid by check once per year for each year the Agreement is effective. The fee is to be paid to Geauga County Community Development Department made out to Geauga County Community & Economic Development Department. This fee shall be deposited in a special fund created for such purpose and shall be used exclusively for the purpose of complying with Section 3735.671 (D) of the Revised Code and by the tax incentive review council created under Section 5709.85 of the Revised Code exclusively for the purposes of performing the duties prescribed under that section.

6. Business shall pay such real and tangible personal property taxes as are not exempted under this agreement and are charged against such property and shall file all tax reports and returns as required by law. If Business fails to pay such taxes or file such returns and reports, all incentives granted under this Agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

7. The County shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions.

8. If for any reason the Community Reinvestment Area designation expires, the Director of the Ohio Department of Development revokes certification of the zone, or the County revokes the designation of the zone, entitlements granted under this Agreement shall continue for the number of years specified under this Agreement, unless Business materially fails to fulfill its obligations under this Agreement and the County terminates or modifies the exemptions from taxation granted under this Agreement.

9. If Business materially fails to fulfill its obligations under this agreement or if the County determines that the certification as to delinquent taxes required by this Agreement is fraudulent, the County may terminate or modify the exemptions from taxation granted under this Agreement.

10. Business hereby certifies that at the time this agreement is executed, Business does not owe any delinquent real or tangible personal property taxes to taxing authority of the State of Ohio, and does not owe delinquent taxes for which Business is liable under Chapter 5733., 5735., 5739., 5741., 5743., 5747., or 5753 of the Revised Code, or, if such delinquent taxes are owed, Business currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or

instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against Business. For the purpose of certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Revised Code governing payment of those taxes.

11. Business affirmatively covenants that it does not owe: (1) any delinquent taxes to the State of Ohio or a political subdivision of the State; (2) any monies to the State or a state agency for the administration or enforcement of any environmental laws of the State; and (3) any other monies to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.

12. Business and the County acknowledge that this Agreement must be approved by formal action of the legislative authority of the County as a condition for the Agreement to take effect. This Agreement takes effect upon such approval.

13. The County has developed a policy to ensure recipients of Community Reinvestment Area tax benefits practice non-discriminating hiring in its operations. By executing this Agreement, Business is committing to following non-discriminating hiring practices acknowledging that no individual may be denied employment solely on the basis of race, religion, sex disability, color, national origin, or ancestry.

14. Exemptions from taxation granted under this Agreement shall be revoked if it is determined that Business, any successor property owner, or any related member (as those terms are defined in Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this Agreement under Division (E) of Section 3735.671 or Section 5709.62 or 5748.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections.

15. Business affirmatively covenants that it has made no false statements to the State or local political subdivisions in the process of obtaining approval of the Community Reinvestment Area incentives. If any representative of Business has knowingly made a false statement to the State or local political subdivision to obtain the Community Reinvestment Area incentives, Business shall be required to immediately return all benefits received under the Community Reinvestment Area Agreement pursuant ORC Section 9.66(C)(2) and shall be ineligible for any future economic development assistance from the State, any state agency or a political subdivision pursuant to ORC Section 9.66(C)(1). Any person who provides a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to ORC Section 2921.13 (D)(1), which is punishable by a fine of not more than \$1,000.00 and/or a term of imprisonment of not more than six months.

16. This Agreement is not transferable or assignable without the express, written approval of the County. Any litigation arising hereunder shall be brought in a court of competent jurisdiction of Geauga County, Ohio.

IN WITNESS WHEREOF, the County, by Ralph Spidalieri, President, Geauga County Board of Commissioners, pursuant to Resolution No. _____, has caused this instrument to be executed this day of _____, 2016, and 15332 Old State Properties, LLC..by its' Members has caused this instrument to be executed on this ____ day of _____, 2017.

Witness:

Gauga County Board of Commissioners

By: _____
Ralph Spidalieri, President

Witness:

15332 Old State Properties, LLC..

By: _____
Louis DeJesus, Member

Witness:

15332 Old State Properties, LLC..

By: _____
Jeanette DeJesus, Member

Approved as to form:

Laura LaChapelle, Asst. Prosecutor
Gauga County



Attachment Item #17

- Approve Curriculum Consulting Services Agreement with Lake County ESC



8221 AUBURN ROAD
PAINESVILLE, OHIO 44077
PH | 440.350.2563
www.esc-lc.org

Brian Bontempo, Ed.D., Superintendent

CONTRACT FOR CURRICULUM CONSULTING SERVICES

This Agreement, authorized by Ohio Revised Code Section 3313.171, is made by and between the Lake County Educational Service Center with its principal place of business at 8221 Auburn Rd., Painesville, Ohio 44077 (herein "Lake ESC") and Auburn Career Center (herein "Auburn") 8221 Auburn Rd, Painesville, Ohio 44077.

1. Terms of Contract

- A. This agreement will be effective from September 1, 2017 through July 31, 2018 or until earlier terminated as provided in this Agreement below.
- B. Lake ESC agrees to provide Auburn with consulting services for up to 150 hours at \$49.00 per hour to be billed in quarter hour increments. This rate does not include mileage for travel which will be reimbursed to Lake ESC upon receipt of payment documentation.
- C. Monthly, Lake ESC will submit to Auburn a statement of services rendered for the prior month. Auburn agrees to pay the amount due to Lake ESC within 30 days of the statement date.

2. Termination of Agreement

- A. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time by giving 30 days written notice to the other party via regular U.S. mail, addressed to the locations listed above. Should such a termination occur, Auburn shall remain obligated to pay for all consultant services provided from the notice to the effective date of the termination of the Agreement.
- B. If Lake ESC defaults in the performance of this Agreement or materially breaches any of its provision, Auburn, at its option, may terminate this Agreement immediately by giving written notice to Lake ESC, via regular U.S. mail, sent to 8221 Auburn Rd, Painesville, Oh 44077 address listed above.

3. General Provisions

This Agreement is the entire agreement between the parties, and it supersedes any and all agreements, both oral and written, between the parties with respect to the rendering of SERVICE by either party, and contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in the writing and signed by both parties.

Entered into this ____ day of ____, 20__.

Entered into this ____ day of ____, 20__.

LAKE ESC Governing Board President

AUBURN Governing Board President

Lake ESC Treasurer

AUBURN Treasurer

Board Approval Date: _____

Board Approval Date: _____

MISSION STATEMENT

To excel in providing innovative programs and quality services that add value to our educational community.



Attachment Item #20A

Approve Foundation Quote

La Vigne Poured Walls

5667 Delta Cir
Willoughby Ohio 44094
(216) 956-2723
Fax (440)494-7313

Estimate

Date	Estimate #
8/30/2017	415

Name / Address
auburn career center home

			Project
			13 Bridgescreek
Description	Qty	Rate	Total
4'X8" BASEMENT/FOOTER	31	34.00	1,054.00
9'X8" BASEMENT/FOOTER	190	58.00	11,020.00
4'X8" GARAGE	54	34.00	1,836.00
9'X8" PORCH	34	58.00	1,972.00
STEP	5	34.00	170.00
glass block	1	125.00	125.00
Post Pad	10	32.00	320.00
interior tile	190	2.75	522.50
gravel to prep floor and pass inspection on perimeter of basement	1	2,099.00	2,099.00
waterproofing 30 yr 1" board	1,545	1.65	2,549.25
concrete pump	2	600.00	1,200.00
#6 rebar uprights	569	0.95	540.55
#4 rebar	1,105	0.65	718.25
2 loads extra gravel allowance \$1400	1	1,400.00	1,400.00
footer for steps \$100	1	100.00	100.00
Total			\$25,626.55

PRECISION POURED WALLS

8859 State Route 514
Shreve, OH 44676

Quote

Date	Quote #
8/28/2017	6349

To:
Auburn Career Center 8140 Auburn Rd Painesville, OH 44077

To schedule the project or if you have any questions, please
contact us at:

330-279-2211 Office
330-763-1531 Matt's Cell
matt@precisionpouredwalls.com

Note:

Quote is not a contract or bill. It is our best assessment at the total price to complete the work stated below, per the information provided. All total are subject to change based on actual work completed. If additional materials and labor are required, we will inform you prior to proceeding with the work.

Job Address	Quoted Concrete Specs: Wall Mix - 4000 PSI Footer Mix - 3000 PSI		
Description	Qty	Rate	Total
12'X8" Wall w/ #6 Bar Uprights 32" OC & #4 Bar horizontals	50	88.00	4,400.00
9'X8" Wall w/ #6 Bar Uprights 32" OC & #4 Bar horizontals	172	87.00	14,964.00
4'X8" Wall w/ #4 bar 2' OC - unexcavated areas	95	36.00	3,420.00
8"X2' Footer W/ No Cont. Rebar	317	13.00	4,121.00
Concrete Pump(s) - see allowance(s)	1	950.00	950.00
Gravel Installed to top of footer	80	32.00	2,560.00
6" Porform Dual-wall corrugated HDPE System installed	450	2.75	1,237.50
32" x 14" glass block insert(s) w/vent	1	135.00	135.00
Window Rough Opening(s) w/cca frame	2	115.00	230.00
Door Rough Opening(s) w/cca frame	1	115.00	115.00
2" Floor ledge - Garage	32	6.50	208.00
Post Pad(s)	4	85.00	340.00
Tuff-N-Dry Waterproof w/ 3/4" drainboard	1,926	1.70	3,274.20
Allowance: Pump for Footer - \$900.00 if needed			
During Winter months (Nov-March) additional PSI & additive charges will be added to the invoice, up to \$20 per yard.		Total	\$35,954.70
Project Notes:	Bridgecreek Dr, Painesville Oh House Foundation		

Bob Hill

From: Ryan Harding [rharding@mpwcs.com]
Sent: Tuesday, August 29, 2017 3:25 PM
To: Bob Hill
Subject: RE: Sublot 13 Bridgecreek Poured Walls

Good Afternoon,

We appreciate your consideration, but we would like to cordially decline pricing the job at subplot 13 Bridgecreek. Our workload is busy to the point where we have very little, if any, time to estimate. We do hope your project is a success though.

Thank you,

Ryan Harding
Account Representative



41807 State Route 18
Wellington, OH 44090
440-213-0812
rharding@mpwcs.com



From: Bob Hill [<mailto:bhill@Auburncc.org>]
Sent: Monday, August 28, 2017 12:54 PM
To: Ryan Harding <rharding@mpwcs.com>
Subject: Sublot 13 Bridgecreek Poured Walls

Hello,

I am a senior at Auburn Career Center,
We would appreciate it if you could give us an estimate of the poured walls for the foundation of our 2018 House ASAP so that we could present it to our board at the beginning of this week.

Attached, is the site plan for S/L 13 in Bridgecreek.

If you have any questions please feel free to contact Bob Hill, our instructor at (440)223-0300 or reply to this email.

Thanks,
Justin Steinberger



Attachment Item #20B

Approve Excavation
Quote

Bob Hill

From: gregory pillar [gmpillar@yahoo.com]
Sent: Tuesday, August 29, 2017 12:09 PM
To: Bob Hill
Subject: S/I 13 bridge creek rd.

New home construction quote includes, construction drive, foundation dig, foundation backfill, fill garage and porch area. Sanitary sewer, water line, storm sewer. Gas and electric trenching only, material supplied by others. All backfill material supplied by auburn school. Final grade. \$7500.00

Sent from my iPhone

O'NEIL EXCAVATING LTD

12326 Meredith Lane
Concord
OH 44077

Estimate

Date	Estimate #
8/29/2017	175

Name / Address
Auburn Vocational School district

			Project
Description	Qty	Rate	Total
excavating package for s'l 13 bridgecreek . basement dig and backfill, utility connections grading etc	1	9,000.00	9,000.00
not included , stone , sand , offsite trucking, permits		0.00	0.00
		Total	\$9,000.00

reliable excavating

8-23 : called & texted once

8-24 : called once & texted twice

8-25 : called twice

8-26 : called once

8-28 : called & texted once

Difranco poured walls & excavation

emailed morning of 8-28. called back evening of 8-28 stating he is 10 weeks behind in his own work & he understands were on a time restricted plan.



Attachment Item #20C

- Approve Lumber Quote



MENTOR LUMBER - CHARDON DIVISION
332 CENTER STREET

PAGE NO 1

CHARDON, OHIO 44024
PHONE: (440) 285-2251

www.mentorlumber.com
 EMAIL chardon@mentorlumber.com

SOLD TO: AUBURN VOCATIONAL SCHOOL DIST.
 8140 AUBURN ROAD
 PAINESVILLE OH 44077

CUST NO: 512091
TERMS: NET 10TH

DATE: 8/29/17 **TIME:** 6:20
CLERK: MIKE **TERMINAL:** 620
SALESPERSON: 3A MIKE BENOVIC
TAX: 030 **TAX EXEMPT-CHARDON**

REFERENCE:
JOB NO: 000

SHIP TO: S/L 13 BRIDGECREEK
 CONCORD OHIO

EXPIRATION DATE: 9/29/17

QUOTATION: 852485

ESTIMATE: 852485

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
1										
2				BASEMENT						
3				WALKOUT PLATES						
4	2	RL	5DOW	5 1/2"X50' SILL SEALER	2		4.10 /RL		8.20	N
5	5	EA	020616CA	2X6-16' .06 MCA AG #2 STRUCTURAL	5		12.77 /EA		63.85	N
6	14	EA	020616S	2X6-16' SPRUCE/HEM FIR	14		9.43 /EA		132.02	N
7				STUDS						
8	40	EA	020609PC	2X6 104-5/8" PRECUT 9' STUD	40		5.39 /EA		215.60	N
9	16	EA	020616S	2X6-16' SPRUCE/HEM FIR	16		9.43 /EA		150.88	N
10				HEADERS						
11	1	EA	021012S	2X10-12' SPRUCE/HEM FIR	1		12.00 /EA		12.00	N
12	3	EA	021014S	2X10-14' SPRUCE/HEM FIR	3		13.60 /EA		40.80	N
13				SIDEWALL SHTG						
14	10	SH	716OSB	4X8-7/16" OSB (24/16 SPAN)	10		12.82 /SH		128.20	N
15	8	SH	49716OSB	4X9-7/16" OSB	8		15.69 /SH		125.52	N
16	1	RL	9TYVEK100	9X100 TYVEK HOUSEWRAP	1		111.80 /RL		111.80	N
17										
18				BEAM PLATES						
19	1	EA	020614S	2X6-14' SPRUCE/HEM FIR	1		8.16 /EA		8.16	N
20	1	EA	020616S	2X6-16' SPRUCE/HEM FIR	1		9.43 /EA		9.43	N
21	5	EA	020618S	2X6-18' SPRUCE/HEM FIR	5		10.60 /EA		53.00	N
22	1	EA	020620S	2X6-20' SPRUCE/HEM FIR	1		12.42 /EA		12.42	N
23				SILL PLATES						
24	14	EA	020816CA	2X8-16' .06 MCA AG #2 STRUCTURAL	14		17.50 /EA		245.00	N
25	5	RL	7DOW	7 1/2"X50' SILL SEALER	5		5.74 /RL		28.70	N
26										
27	1	EA	41F	FLOOR SYSTEM	1		4550.00 /EA		4,550.00	N
28				LSL/LVL/RIM AND HANGERS						
29										
30				SUB-FLOOR						
31	75	SH	34TGOSB	4X8-23/32" OSB T&G STURDIFLOOR	75		21.54 /SH		1,615.50	N
32	24	EA	29450	28 OZ 450 SUBFLOOR ADHESIVE	24		3.57 /EA		85.68	N
33										
34				WALLS						

Continued...

MINIMUM 20% RESTOCKING CHARGE LEVIED ON ALL RETURNS.
 SPECIAL ORDER MERCHANDISE CAN NOT BE CANCELLED OR RETURNED WITHOUT PENALTY.
 ESTIMATES ARE ESTIMATES ONLY. THEY ARE NOT GUARANTEED.



MENTOR LUMBER - CHARDON DIVISION
332 CENTER STREET

PAGE NO 2

CHARDON, OHIO 44024
PHONE: (440) 285-2251

www.mentorlumber.com
 EMAIL chardon@mentorlumber.com

SOLD TO: AUBURN VOCATIONAL SCHOOL DIST.
 8140 AUBURN ROAD
 PAINESVILLE OH 44077

CUST NO: 512091
TERMS: NET 10TH

DATE: 8/29/17 **TIME:** 6:20
CLERK: MIKE **TERMINAL:** 620
SALESPERSON: 3A MIKE BENOVIC
TAX: 030 **TAX EXEMPT-CHARDON**

REFERENCE:
JOB NO: 000

QUOTATION: 852485

SHIP TO: S/L 13 BRIDGECREEK
 CONCORD OHIO

EXPIRATION DATE: 9/29/17

ESTIMATE: 852485

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
35				PLATES						
36	130	EA	020416S	2X4-16' SPRUCE/HEM FIR	130		6.05	/EA	786.50	N
37				STUDS						
38	580	EA	020409PC	2X4 104-5/8" PRECUT 9' STUD	580		3.34	/EA	1,937.20	N
39	60	EA	020410S	2X4-10' SPRUCE/HEM FIR	60		3.78	/EA	226.80	N
40				HEADERS						
41	8	EA	020616S	2X6-16' SPRUCE/HEM FIR	8		9.43	/EA	75.44	N
42	4	EA	021014S	2X10-14' SPRUCE/HEM FIR	4		13.60	/EA	54.40	N
43	6	EA	021016S	2X10-16' SPRUCE/HEM FIR	6		15.67	/EA	94.02	N
44				SIDEWALL & GABLE SHEATHING						
45	34	SH	716OSB	4X8-7/16" OSB (24/16 SPAN)	34		12.82	/SH	435.88	N
46	48	SH	49716OSB	4X9-7/16" OSB	48		15.69	/SH	753.12	N
47	52	EA	020416S	2X4-16' SPRUCE/HEM FIR	52		6.05	/EA	314.60	N
48	1	RL	10TYVEK100	10X100 TYVEK HOUSEWRAP	1		129.00	/RL	129.00	N
49	2	RL	10TYVEK150	10X150 TYVEK HOUSEWRAP	2		185.31	/RL	370.62	N
50										
51				PORCH HEADERS						
52	1	EA	021012S	2X10-12' SPRUCE/HEM FIR	1		12.00	/EA	12.00	N
53	2	EA	021016S	2X10-16' SPRUCE/HEM FIR	2		15.67	/EA	31.34	N
54	1	EA	021020S	2X10-20' SPRUCE/HEM FIR	1		19.71	/EA	19.71	N
55										
56				GARAGE OVERLAY						
57	1	EA	020816S	2X8-16' SPRUCE/HEM FIR	1		11.95	/EA	11.95	N
58	2	EA	020812S	2X8-12' SPRUCE/HEM FIR	2		8.88	/EA	17.76	N
59	1	EA	020820S	2X8-20' SPRUCE/HEM FIR	1		15.76	/EA	15.76	N
60	10	EA	020616S	2X6-16' SPRUCE/HEM FIR	10		9.43	/EA	94.30	N
61										
62				FAMILY ROOM OVERLAY						
63	1	EA	020814S	2X8-14' SPRUCE/HEM FIR	1		10.24	/EA	10.24	N
64	2	EA	020818S	2X8-18' SPRUCE/HEM FIR	2		13.44	/EA	26.88	N
65	8	EA	020612S	2X6-12' SPRUCE/HEM FIR	8		6.99	/EA	55.92	N
66										
67				BUMPOUT						
68	3	EA	020808S	2X8-8' SPRUCE/HEM FIR	3		5.92	/EA	17.76	N

Continued...

MINIMUM 20% RESTOCKING CHARGE LEVIED ON ALL RETURNS.
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MENTOR LUMBER - CHARDON DIVISION
332 CENTER STREET

PAGE NO 3

CHARDON, OHIO 44024
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 CONCORD OHIO

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EXPIRATION DATE: 9/29/17

QUOTATION: 852485

ESTIMATE: 852485

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
69				FLY RAFTERS & SUB FASCIA						
70										
71	2	EA	020612S	2X6-12' SPRUCE/HEM FIR	2		6.99	/EA	13.98	N
72	24	EA	020616S	2X6-16' SPRUCE/HEM FIR	24		9.43	/EA	226.32	N
73				TRUSS BRACING						
74	50	EA	020416S	2X4-16' SPRUCE/HEM FIR	50		6.05	/EA	302.50	N
75										
76				ROOF SHTG						
77	150	SH	12OSB	4X8-1/2" OSB (32/16 SPAN)	150		15.66	/SH	2,349.00	N
78	500	EA	12CLIP	1/2" PLY CLIP	500		0.08	/EA	40.00	N
79	100	EA	RTA	HURRICANE TIE 2.5A	100		0.25	/EA	25.00	N
80										
81				DECK UPPER HEADER						
	1	EA	060614CA	6X6-14'MCA #2 .16 STRUCTURAL GC	1		34.62	/EA	34.62	N
	1	EA	060618CA	6X6-18'MCA #2 .16 STRUCTURAL GC	1		58.91	/EA	58.91	N
	1	EA	060620CA	6X6-20'MCA #2 .16 STRUCTURAL GC	1		70.52	/EA	70.52	N
	2	EA	021020S	2X10-20' SPRUCE/HEM FIR	2		19.71	/EA	39.42	N
				BASEMENT WALLS						
	2	EA	020412CA	2X4-12' .06 AG MCA #2 STRUCTURAL	2		7.35	/EA	14.70	N
	24	EA	020409PC	2X4 104-5/8" PRECUT 9" STUD	24		3.34	/EA	80.16	N
				OVERHEAD DOOR						
	1	EA	010418AZK	1X4-18 AZEK TRIM BOARD	1		25.42	/EA	25.42	N
	2	EA	010618AZK	1X6-18' AZEK TRIM BOARD	2		39.36	/EA	78.72	N
	1	EA	010818AZK	1X8-18' AZEK TRIM BOARD	1		53.30	/EA	53.30	N
				PORCH POSTS						
	5	EA	060610CA	6X6-10'MCA #2 .16 STRUCTURAL GC	5		25.41	/EA	127.05	N
	10	EA	010818AZK	1X8-18' AZEK TRIM BOARD	10		53.30	/EA	533.00	N
	1.5	EA	010618AZK	1X6-18' AZEK TRIM BOARD	1.50		39.36	/EA	59.04	N
	1.5	EA	011218AZK	1X12-18' AZEK TRIM BOARD	1.50		81.80	/EA	122.70	N
	3	EA	AZK118BC16	1-1/8" 16' AZEK BASE CAP AZM-164	3		9.56	/EA	28.68	N
102										

Continued...

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332 CENTER STREET

PAGE NO 4

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REFERENCE:
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QUOTATION: 852485

SHIP TO: S/L 13 BRIDGECREEK
 CONCORD OHIO

EXPIRATION DATE: 9/29/17

ESTIMATE: 852485

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
103				STAIRS						
104	2	EA	011016P	1X10-16" POPLAR	2		46.13 /EA		92.26	N
105	5	EA	010816SS	1X8X16" STANDARD SHELVE	5		13.08 /EA		65.40	N
106	14	EA	104POP	1"X10-1/2"-48" POP TREAD CAR/GD	14		13.26 /EA		185.64	N
107										
108	1	EA	41R	TRUSS PACKAGE	1		8950.00 /EA		8,950.00	N
109										
110	6	EA	DC	DELIVERY STOP CHARGE	6		25.00 /EA		150.00	N
111										
112				DECK POSTS						
113	2	EA	060608CA	6X6-8'MCA #2 .16 STRUCTURAL GC	2		20.17 /EA		40.34	N
114	2	EA	060610CA	6X6-10'MCA #2 .16 STRUCTURAL GC	2		25.41 /EA		50.82	N
115	4	EA	66PA	6X6 POST ANCHORS ZMAX	4		19.58 /EA		78.32	N
116										
117				LEDGER						
118	1	EA	021020CA	2X10-20'.06 MCA AG #2 STRUCTURAL	1		37.11 /EA		37.11	N
119	3	EA	DFLASH	8' GRAY VINYL DECK LEDGER FLASHG	3		5.95 /EA		17.85	N
120	1	EA	SDWS4	SDWS 4" TIMBER SCREW (50CT)	1		25.85 /EA		25.85	N
121										
122				BEAMS						
123	4	EA	021020CA	2X10-20'.06 MCA AG #2 STRUCTURAL	4		37.11 /EA		148.44	N
124	8	EA	1210GCB	1/2" X 10" GALV CARRIAGE BOLT	8		1.95 /EA		15.60	N
125	8	EA	12GHN	1/2"-13 GALV. HEX NUTS	8		0.35 /EA		2.80	N
126	8	EA	12GFW	1/2" GALV. FLAT WASHER	8		0.35 /EA		2.80	N
127										
128				JOISTS/BOX						
129	16	EA	021010CA	2X10-10'.06 MCA AG #2 STRUCTURAL	16		13.29 /EA		212.64	N
130	16	EA	021012CA	2X10-12'.06 MCA AG #2 STRUCTURAL	16		16.90 /EA		270.40	N
131	16	EA	210JS	2X10,2X12 SIDE MOUNT SUPPT ZMAX	16		1.35 /EA		21.60	N
132	2	EA	021012CA	2X10-12'.06 MCA AG #2 STRUCTURAL	2		16.90 /EA		33.80	N
133	1	EA	021020CA	2X10-20'.06 MCA AG #2 STRUCTURAL	1		37.11 /EA		37.11	N
134										
135				DECKING						
136	62	EA	540616CAP	5/4X6-16'.06 MCA PREMIUM RED	62		14.15 /EA		877.30	N

Continued...

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MENTOR LUMBER - CHARDON DIVISION
332 CENTER STREET

PAGE NO 5

CHARDON, OHIO 44024
PHONE: (440) 285-2251

www.mentorlumber.com
EMAIL chardon@mentorlumber.com

SOLD TO: AUBURN VOCATIONAL SCHOOL DIST.

8140 AUBURN ROAD
PAINESVILLE OH 44077

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TERMS: NET 10TH

DATE: 8/29/17 TIME: 6:20
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SHIP TO: S/L 13 BRIDGECREEK
CONCORD OHIO

EXPIRATION DATE: 9/29/17

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ESTIMATE: 852485

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
137				RAILING						
138										
139	3	EA	040408CA	4X4-8' MCA #2 .15 GC	3		9.42	/EA	28.26	N
140	5	EA	020608CA	2X6-8' .06 MCA AG #2 STRUCTURAL	5		5.63	/EA	28.15	N
141	10	EA	020408CA	2X4-8' .06 AG MCA #2 STRUCTURAL	10		4.43	/EA	44.30	N
142	80	EA	020204CA	2X2-42" MCA BEV 2END .06 BALUSTER	80		1.52	/EA	121.60	N
143										
144				LANDING & RAILING						
145	2	EA	040408CA	4X4-8' MCA #2 .15 GC	2		9.42	/EA	18.84	N
146	2	EA	040410CA	4X4-10' MCA #2 .16 GC	2		11.14	/EA	22.28	N
147	8	BG	RMCON	60# MIX KWIK CONCRETE (1/2 C.FT)	8		4.95	/BG	39.60	N
148	4	EA	020616CA	2X6-16' .06 MCA AG #2 STRUCTURAL	4		12.77	/EA	51.08	N
149	3	EA	540616CAP	5/4X6-16'.06 MCA PREMIUM RED	3		14.15	/EA	42.45	N
150	1	EA	020612CA	2X6-12' .06 MCA AG #2 STRUCTURAL	1		9.46	/EA	9.46	N
	2	EA	020412CA	2X4-12' .06 AG MCA #2 STRUCTURAL	2		7.35	/EA	14.70	N
	24	EA	020204CA	2X2-42" MCA BEV 2END .06 BALUSTER	24		1.52	/EA	36.48	N
153										
154				STAIRS						
155	1	EA	021212CA	2X12-12'.06 MCA AG #2 STRUCTURAL	1		22.92	/EA	22.92	N
156	1	EA	020812CA	2X8-12' .06 MCA AG #2 STRUCTURAL	1		13.37	/EA	13.37	N
157	1	EA	540616CAP	5/4X6-16'.06 MCA PREMIUM RED	1		14.15	/EA	14.15	N

TAXABLE 0.00
NON-TAXABLE 29194.72
SUBTOTAL 29194.72

TAX AMOUNT 0.00

TOTAL 29194.72

TOT WT: 42518.98

X _____
Received By

MINIMUM 20% RESTOCKING CHARGE LEVIED ON ALL RETURNS.
SPECIAL ORDER MERCHANDISE CAN NOT BE CANCELLED OR RETURNED WITHOUT PENALTY.
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Attachment Item #20D

- Approve Steel Quote

Date: 8/28/2017
Invoice #
Expiration Date:

JAB SUPPLY
36155 EUCLID AVENUE
WICKLIFFE, OH 44092
440-488-3234
JABSUPPLYFAB@GMAIL.COM

TO Auburn Career Center
(Robert A. Hill) 410 223-0300
bhill@Auburncc.org

SALESPERSON JOB PAYMENT TERMS DUE DATE

School House Beams

QTY DESCRIPTION UNIT PRICE LINE TOTAL

1pc W10@19 - 17'8" \$223

1pc W10@26 - 36' \$565

1pc W10@26 - 56' \$835

1pc W3@18 - 30' \$269

4pcs 3" columns \$208

Primed and delivered \$350

SUBTOTAL

SALES TAX NA

TOTAL \$2,450

Quotation prepared by:

Julie A. Belic

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return:

Thank you for your business!

QUOTE: 467520

CUSTOMER NUMBER: 35088
 QUOTE DATE: 08/24/17
 Page: 1 of 1

Mason Structural Steel, Inc.
 7500 Northfield Road
 Walton Hills, Ohio 44146
 (440) 439-1040 - Fax: (440) 439-1077

BILLY T O
 AUBURN CAREER CENTER
 8140 AUBURN RD.
 CONCORD TWP, OH 44077-9723
 440-357-7542

S H I P T O
 steel estimate
 CONCORD,

PURCHASE ORDER	ORDERED BY	ORDER DATE	TERMS	ENTERED BY
		08/24/17	NET 30	TONY R

Quantity	Description	Unit	Extension
1	W10X19 STEEL BEAM	PAINT	17-8
1	W10X26 STEEL BEAM	PAINT	36-0
1	W8X18 STEEL BEAM	PAINT	30-0
1	W10X26 STEEL BEAM	PAINT	56-0
4	3" ADJ. COLUMN 8'-9" CLOSED STRAPS		
1	25# SHIM PLATES		

ESTIMATING PURPOSES ONLY
 ALL SIZES AND LENGTHS MUST BE VERIFIED BEFORE PLACING FINAL ORDER

TONY ROSBERIL
 MASON STEEL
 440-724-9718

Materials
Delivery
Overlength
Sales Tax
Total

2,633.83
20.00
50.00
189.27
2,893.10

Overlength

Thank You

Prices are good through current month.



an Air Liquide company

AIRGAS USA, LLC
26 STAGE AVE
PAINESVILLE OH 44077-3037
T: 440-942-6908
F: 440-352-6938

QUOTATION

Quote For: 1393404
CONSTRUCTION
@ AUBURN CAREER CENTER
8140 AUBURN RD
PAINESVILLE OH 44077-9723
T: 440-354-5400

Sold To: 1443585
AUBURN CAREER CENTER
AP
8140 AUBURN RD
PAINESVILLE OH 44077-9179
T: 440-357-7542

Quote Number	2006440076
Quote Date	08/25/2017
Prepared By	Douglass Rippin
Contact Phone	440-942-6908
PO Number	
Release Number	
Ordered By	ATTEN AUSTIN

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
10	STZ1125107-55 \\ BEAM W 10 X 19# 1PC BEAM W10-19# X 17' 8" *** PRIMED ***	N065	380	LB			0.73	LB	277.40
20	STZ1125040-55 \\ BEAM W 8 X 18# 1PC BEAM W8-18# X 30' 0" *** PRIMED ***	N065	540	LB			0.73	LB	394.20
30	STZ1125120-55 \\ BEAM W 10 X 26# 1PC BEAM W10-26# X 36' 0" *** PRIMED ***	N065	1,040	LB			0.73	LB	759.20
40	STZ1125120-55 \\ BEAM W 10 X 26# BEAM W10-26# 1PC 37' 0" 1PC 19' 0" *** KNIFE CONNECTION *** *** PRIMED ***	N065	1,560	LB			0.73	LB	1,138.80
50	STZ1351011 \\ ADJ COLUMN 4" 4PCS ADJ POST 4" X 8'9"-9'0"	N065	4	EA			65.00	EA	260.00
60	SECMISC SER CHRGR MISCELLANEOUS ARG SERVICES 1 KNIFE CONNECTION PLATE AND BOLT SETS	N065	1	EA			50.00	EA	50.00

Delivery Flat Fee

50.00

Fuel Surcharge Flat

5.55

Incoterms	Airgas Truck
Shipping Method	Airgas Truck
Payment Terms	NET 30

Quote Amount	2,935.15
Sales Tax	0.00
Quote Total	2,935.15

PLEASE REFER TO THIS QUOTATION WHEN ORDERING.

Terms and pricing are valid for a limited time only.

SURCHARGES, TAXES & FREIGHT MAY NOT BE INCLUDED OR MAY CHANGE AT TIME OF BILLING.

Rental and/or lease fees (and related charges) will apply to containers in your possession until returned to Airgas.

Rental and lease charges are invoiced separately from gas purchases.



Attachment Item #20E

Approve Tree
Removal Quote

Dash Tree Service, Inc.
15105 Cross Creek Pkwy.
Newbury, Ohio 44065
Phone: 440-564-5925
Dashtree@hotmail.com



Date: 8/31/2017

Attention: Mr. Hill
Customer: Auburn Career Center
Email: Bhill@auburncc.org

Phone: 440-858-5496
Fax:
Address: 8375 Auburn Rd.
Concord, Ohio 44077

☒ QUOTATION

Location: Sub Lot 13 Bridge Creek, Concord, Ohio

Notes: Clear trees for house and driveway construction. Remove logs, remove wood chips and grind tree stumps 5 inches and larger.

PRICE: \$1,800.00

Any debris left from the stump grinding and/or hydro-axing process shall remain on site. Any hydro-axing performed will be at the sole discretion of Dash Tree Service.

By executing below, Customer agrees to pay in full the quoted price at terms of Net 30 days, and any unpaid balance outstanding thereafter shall be subject to a finance charge at the highest rate allowed by law or one and one-half percent (1 ½%) per month, whichever is higher. On past due accounts, Customer will be responsible for all of Dash's costs of collection including, but not limited to, attorneys fees, filing fees and court costs. Dash's liability (whether under the theories of breach of contract, negligence, or strict liability) for the services rendered shall be limited to refunding all or a portion of the purchase price. In no event shall Dash be liable for penalties of any description or incidental, consequential or punitive damages arising out of or in connection with this Agreement, including, without limitation, breach of any obligation imposed on Dash hereunder or in connection herewith. Customer shall indemnify Dash against any and all liability, cost or expense which may be sustained by Dash on account of any such loss, damage or injury. The parties agree that each of them hereby waives a trial by jury against the other in an action brought by either of the parties arising out or by any way connected with this Agreement or the services provided hereunder. Any such cause of action shall be brought in a Court of competent jurisdiction in Geauga County, Ohio. The sale of services pursuant to this Agreement shall be governed by the laws of the State of Ohio. Any clerical errors herein or in any quotation are subject to correction. Customer is solely responsible for obtaining all necessary federal, state and/or local governmental permits, if any are required, for the services set forth herein. The authorized party also agrees to pay a fee of \$300.00 *per machine* each time the project is canceled or rescheduled after the Dash Tree Service crew has already mobilized to the site.

Signature: _____ Date: _____

Name (printed): _____ Title: _____



Attachment Item #21

Approve District Organizational Chart 2017-2018

Auburn Vocational School District Board of Education

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

Inter-District Cooperative Services for

Superintendent

Dr. Brian Bontempo

Board/Executive

Administrative Assistant

Lori Smith

Inter-District Cooperative Services

for Financial Services

Treasurer

Sherry Williamson

ACC/ESC Assistant

Treasurer/Grants

Victoria Bryant

Principal

Dee Stark

Assistant Superintendent

Jeff Slavkovsky

Director of Adult Workforce

Andrea Tracy

Professional Services

Maintenance Supervisor

Joe Atwell

IT Systems and Networking

John Dicks

Maintenance

Mike Franko
Rich Gamber
Dominic DePasquale

Training/EMIS/Infinte Campus Support

Kelley Gollnar

Ceteria Manager

Lenda Carraher

PR/Marketing

Dawn Bubonic

Cafeteria Staff

Sonja Medved

High School Administrative Assistants

Diane Buchs, Carol Szoka, Leslie Machuta, Erica Anderson

Advanced Manufacturing Instructor

Terry ColeScott

Electrical Engineering Prep Instructor

Mark Todd

Receptionist

Jessica Brown

PTLM Instructor

Dave Richards

Teacher Assistant

Jessica Szoka

Allied Health Technology Instructor

Sue Laffer

Emergency Medical Services Instructor

John Blauch

Math Instructor

Amie Irving

Architecture & Project Management Inst.

Salman Prizada

English Instructors

Margaret Hecht
Robin Nunes

Patient Care Technician Instructor

Christine Tredent

Automotive Instructor

Tom Welk

Enrollment Specialist

Barb Gordon
Cayley Volpin

PBIS

Stacy Allen

Business Management Tech Instructor

Angela Nelson

Guidance Counselors

Dan Crail
Sarah Noble

Resource Officers

Deputy Scott Sitz

Business Partnership Coordinator

Michelle Rodewald

Heating, Ventilation & Air Conditioning Instructor

Wayne Reed

Sports Medicine Instructor

Virginia Gontero

Construction Instructor

Bob Hill

Teacher Assistant

Phil Stropkey

Industrial Maintenance Instructor

Dan Agardi

Vocational Assessments

Stephanie Wiencek

Cosmetology Instructors

Brandi Holland
Justine Malvichno

Intervention Specialists

Dorothy Bentley
Gregg Evans
Barb Rausch

VOSE Coordinator

Shelby Karninski

Culinary Arts Instructor

Amy Ryan

Teacher Assistant

Maria Slusher

IT Instructors

Beth Cueni
Jason Gardner
Rodney Kozar
Darrin Spondike
Laura Czesewski

Welding Instructor

Jared Rogge

Administrative Assistant

Laura Kamis
Catherine Coyne (PT)

Career Advisor

Jonna Mazza (sub)

Geauga One Stop Career Center

Gerald Allen (Sub)
Teresa Detwiler
Janene Ishae
Carol Brafford
Jonna Mazza (Sub)

Facilities/Testing Coordinator

Wendy Lauer

ABLE/GED Coordinator

Mary Ann Kerwood

Director of Public Safety Education

Sean Davis

Public Safety Programs

EMT-Basic
Firefighter Levels I & II
Paramedic
Online Courses

Program Administrator

Auburn Practical Nursing Program

Sandy Ranck

PN Full Time Faculty

Linda Yoo

PN Part Time Faculty

Debi Upole
Robertra Widlits
Stacy Yarnell
Jennifer Simek
Jannette Wright
Christine Tredent
Robin Finley
Joyce Dick
Janet Murphy
Louise Valdasz

Adult Workforce Education Programs

CNC Machining
Automotive Technology
Electronic Technician Training
Facilities Maintenance
HVAC
Industrial Electrical Training
LPN
Welding

Auburn Payroll/Benefits

Eileen Hauser

Lake County ESC Payroll

Karolyn Johnson

Auburn Accounts Payable

Carrie McVicker

Lake County ESC Accounts Payable

Katie Hoffmeister

Financial Aide

Shelley Barto



Attachment Item #22

Approve Practical Nursing
Calendar – Day Program



Auburn Practical Nursing Program January 2018 – November 2018 Day Cohort

January 18						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	Mo	Tu	We	Th	Fr	Sa
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2			

March 18						
Su	Mo	Tu	We	Th	Fr	Sa
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

April 18						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 18						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 18						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 18						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 18						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 18						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 18						
Su	Mo	Tu	We	Th	Fr	Sa
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	

- 1st Quarter – 1/9/18-3/22/18
- 2nd Quarter – 4/3/18-6/13/18
- 3rd Quarter – 6/20/18-8/30/18
- 4th Quarter – 9/4/18-11/14/18



Attachment Item #23A

Approve Technology
Learning Center Final
Renovations

Auburn Career TLC Final Renovations

Item of Work	Status	Projected Cost
Carpet/base replacement	Carpet and base ordered	\$ 32,000.00
Existing Carpet and base removal, furniture moving		\$ 22,000.00
Interior Painting		\$ 32,000.00
Lighting revisions to Rotunda and Entry Corridor		\$ 4,000.00
Study on Revisions to Insulation and upper air space		\$ 1,000.00
TLC Roof Remediation *		\$ 13,000.00
re-upholstery furniture		\$ 21,000.00
Kiosk/Monitor		\$ 20,000.00
Exterior Signage		\$ 15,000.00
		\$ 160,000.00

* Pending warranty review



Attachment Item #23B

- Approve Clinical Site and Preceptor Experience Agreement

**AUBURN VOCATIONAL SCHOOL DISTRICT
AUBURN PRACTICAL NURSING PROGRAM
Concord Twp., Ohio**

CLINICAL SITE AND PRECEPTOR EXPERIENCE AGREEMENT

THIS AGREEMENT is entered into on the _____ between Auburn Practical Nursing Program ("Auburn") and DMD Management, Inc., dba Legacy Health Services ("Legacy") ("Agreement").

WHEREAS, Legacy manages facilities (hereinafter individually referred to as "Clinical Site" or collectively as "Clinical Sites") and each facility is willing to provide space for supervised clinical educational experience; and

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

WHEREAS, Clinical Site may provide preceptor experiences currently or in the future.

NOW, THEREFORE, in consideration of the mutual agreement occurring between both parties, Auburn and Clinical Site agree as set forth:

FACILITIES

1. Auburn acknowledges and understands that Clinical Sites included in this Agreement are referenced in the attached Appendix A.
2. Auburn acknowledges and understands that each Clinical Site is an individual legal entity and Legacy is a management service provider and is facilitating this Affiliation in that capacity.
3. This Agreement is not joint and several and is binding upon each Clinical Site individually. Each Clinical Site is bound only in regards to the students participating in the educational program at that Clinical Site facilitated by this Agreement.

MUTUAL RESPONSIBILITIES

1. Clinical Site will accept students from Auburn for a period of clinical education determined acceptable by both parties. The clinical educational experience will correspond to the stated philosophies and objectives as outlined by Auburn and Clinical Site.
2. Auburn and Clinical Site mutually agree that the students participating in the clinical educational experience will not be considered employees of Auburn or Clinical Site, nor will the students be covered by Auburn or Clinical Site's social security, unemployment compensation, or workers' compensation policies.

5. Auburn students and faculty shall comply with Clinical Site standards requiring completion of CPR and any other applicable clinical policies before starting the clinical education experience.
6. Auburn shall require all students to provide evidence of current laboratory and immunology data as deemed necessary by Auburn and Clinical Site, i.e. 2 step PPD, hepatitis series or declination signed, MMR and Varicella titers to show immunity.
7. Auburn shall require students to adhere to the school dress code and appear on the Clinical Site in an appropriate uniform with an identification badge. For clinical preparation during the evening before or day of any clinical experience, the student may appear with an identification badge and in dress clothes appropriate to the representation of Auburn.
8. Auburn shall be responsible for the planning of the student's clinical experience and for the evaluation and discipline of any student of Auburn. Auburn will accept input from Clinical Site representative(s) related to the student's assignments and conduct during the clinical experience.
9. Auburn will be responsible for the supervision of each student during the clinical experience.
10. Auburn is a public institution, and to the fullest extent permitted by the State of Ohio, including but not limited to Ohio Revised Code Chapter 2744 and decisions thereunder, Auburn may be responsible for any and all claims for damages which are attributable to the negligent actions or omissions of Auburn, its officers, or its employees while acting within the scope of their employment or under this Agreement. To the extent Auburn is responsible for any claims for damages which are attributable to the negligent actions or omissions of Auburn, its officers, or its employees while acting within the scope of their employment, financial responsibility for such claims and damages shall be limited to the limit of the insurance policy limits as provided in Miscellaneous(2) of this Agreement.

CLINICAL SITE RESPONSIBILITIES

1. Clinical Site shall provide the students with the opportunity to learn clinical skills by observing or performing them under supervision and to apply the skills that they have already learned.
2. Clinical Site shall provide for orientation to the students and Auburn, including, but not limited to, Clinical Site's policies and procedures, regulations, and work schedules.
3. Clinical Site shall provide Auburn written evaluations of the faculty and/or students, as requested by Auburn. Auburn shall provide any necessary forms or information for such evaluations.
4. Clinical Site has the right to request Auburn to withdraw an assigned student from Clinical Site if the student's performance is unsatisfactory, or if the student's health status or conduct is a detriment to the student's successful completion of the clinical educational experience assignment, or if detrimental to the well-being of the patients at

- (1) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (2) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- G. A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 of the Ohio Revised Code and division (B)(21) of section 4723.28 of the Ohio Revised Code for a practical nurse;
- H. A student shall use universal blood and body fluid precautions established by Chapter 4723.20 of the Ohio Administrative Code;
- I. A student shall not:
 - (1) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - (2) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- J. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph. A student shall not misappropriate a client's property or:
 - (1) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (2) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (3) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (4) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
- K. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not:
 - (1) Engage in sexual conduct with a client;
 - (2) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (3) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
 - (4) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

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

MUTUALLY AGREED UPON PRECEPTOR EXPERIENCE

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

- I. Auburn and Clinical Site mutually agree to follow the Ohio Administrative Code and Rules applicable to offering the preceptor experience as they exist on the effective date of this Agreement and as they are modified thereafter. At the time of entering into this Agreement, those relevant rules provide as follows:
 - A. The teaching assistant or preceptor providing supervision of a nursing student shall at least:
 - (1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
 - (2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
 - (3) Clarify with the faculty member:
 - (a) The role of the teaching assistant or preceptor;
 - (b) The responsibilities of the faculty member;
 - (c) The course and clinical objectives or outcomes; and
 - (d) The clinical experience evaluation tool; and

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

MISCELLANEOUS

1. In the event of illness or injury during the clinical experience, the student or clinical instructor shall receive emergency care through an emergency room at the student's expense and/or with personal insurance and be referred to their family physician or hospital as needed. All care will be the responsibility of the student or faculty. In case of emergency, any first aid care would be to stabilize the student/faculty for transport to emergency room only.
2. All Auburn students and faculty shall be covered under a policy of liability insurance of at least \$1,000,000 per incident and \$3,000,000 per annual aggregate. Auburn shall furnish to the Clinical Site evidence of coverage indicating type of coverage, applicable dates, amount of coverage, and name of insured, and will notify Clinical Site immediately if there is any change in such insurance coverage, including cancellation of such insurance policy.

TERMS

1. This Agreement shall be effective for a period of one (1) year from the date the Agreement is signed. This Agreement shall be renewable for a second one (1) year term after the initial term unless either party provides written notice at least thirty (30) days before the Agreement expires that they wish to let the Agreement expire. Either party may also terminate this Agreement by giving thirty (30) days prior written notice of intention to terminate as of the effective date set forth in such notice. If the Agreement is terminated, students will be permitted to conclude the clinical rotation for that period of training.
2. This Agreement is not assignable, but is binding on the corporate successors or affiliates of the parties.
3. Neither party shall discriminate on the basis of race, religion, sex, creed, national origin, veteran status, color, age, marital status or disability in accordance with state and federal law.

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

AUBURN	LEGACY
Auburn Vocational School District Auburn Practical Nursing Program	DMD Management, Inc. dba Legacy Health Services
By: _____ Brian Bontempo, Ed.D., Superintendent*	By: <u>Eliav Sharvit</u>
Date: _____	Name: <u>Eliav Sharvit</u>
By: _____ Sandra A. Ranck, MSN, RN* Program Administrator	Date: <u>8/31/17</u>
Date: _____	

AUTHORIZED PURSUANT TO BOARD RESOLUTION NO. _____ *

* This Agreement has no binding legal effect absent the approval of the Auburn Joint Vocational School District Board of Education

Broadview Nursing Home, Inc. dba Broadview Multi-Care Center By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>	C.A.S. Health Investors, Inc. dba Cedarwood Plaza By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>
Franklin Boulevard Nursing Home, Inc. dba Franklin Plaza By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>	Euclid Hill Health Investors, Inc. dba Hillside Plaza By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>
Mapleview Operating Company, LLC dba Mapleview Country Villa By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>	Oregon Health Investors, Inc. dba Orchard Villa By: <u>Eliav Sharvit</u> Name: <u>Eliav Sharvit</u> Date: <u>8/31/17</u>

APPENDIX A
to the
AFFILIATION AGREEMENT
Between
AUBURN CAREER CENTER
And
LEGACY HEALTH SERVICES

PARTICIPATING FACILITIES

Broadview Nursing Home, Inc
dba Broadview Multi-Care Center
5520 Broadview Road
Parma, OH 44134-1605
PHONE (216) 749-4010
FAX (216) 778-6860

C.A.S. Health Investors, Inc
dba Cedarwood Plaza
12504 Cedar Road
Cleveland, OH 44106-3285
PHONE (216) 371-3600
FAX (216) 371-4661

Franklin Boulevard Nursing Home, Inc
dba Franklin Plaza
3600 Franklin Blvd
Cleveland, OH 44113-2831
PHONE (216) 651-1600
FAX (216) 281-3149

Euclid Hill Health Investors, Inc
dba Hillside Plaza
18220 Euclid Avenue
Cleveland, OH 44112-1013
PHONE (216) 486-6300
FAX (216) 486-6802

Mapleview Operating Company, LLC
dba Mapleview Country Villa
775 South Street
Chardon, OH 44024-2800
PHONE (440) 286-8176
FAX (440) 279-0313

Oregon Health Investors, Inc
dba Orchard Villa
2841 Munding Drive
Oregon, OH 43616-3214
PHONE (419) 679-4100
FAX (419) 679-4101

Middleburg-Legacy Place, LLC
dba Parkside Villa
7040 Hepburn Road
Middleburg Heights, OH 44130-4802
PHONE (440) 260-7626
FAX (440) 260-5957

Pleasant Lake Nursing Home, Inc
dba Pleasant Lake Villa
7260 Ridge Road
Parma, OH 44129-6636
PHONE (440) 842-2273
FAX (440) 842-2273

Ridge-Pleasant Valley, Inc
dba Pleasantview Care Center
7377 Ridge Road
Parma, OH 44129-6602
PHONE (440) 845-0200
FAX (440) 845-8037

Legacy Place Twinsburg, LLC
dba Legacy Place Twinsburg
9928 Vail Drive
Twinsburg, OH 44087-2972
PHONE (330) 405-6040
FAX (330) 405-6041

3G Operating Company, LLC
dba Wickliffe Country Place
1919 Bishop Road
Wickliffe, OH 44092-2586
PHONE (440) 944-9400
FAX (440) 944-0955

Auburn Career TLC Final Renovations

Item of Work	Status	Projected Cost
Carpet/base replacement	Carpet and base ordered	\$ 32,000.00
Existing Carpet and base removal, furniture moving		\$ 22,000.00
Interior Painting		\$ 32,000.00
Lighting revisions to Rotunda and Entry Corridor		\$ 4,000.00
Study on Revisions to Insulation and upper air space		\$ 1,000.00
TLC Roof Remediation *		\$ 13,000.00
re-upholstery furniture		\$ 21,000.00
Kiosk/Monitor		\$ 20,000.00
Exterior Signage		\$ 15,000.00
		\$ 160,000.00

* Pending warranty review



School Crisis Plan 2017 – 2018

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

Core Values

We believe that:

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

Preface

What is the definition of a Crisis?

A crisis can have major impact on an educational facility or an entire school district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff.

A crisis can happen at any time. Examples include bus accidents, kidnapping, gas explosions, death of a student or staff member, hazardous waste accidents, or a hostage situation.

Some of these things are very likely to occur at any school. The larger the school district, the more complicated the communication chain may become for contacts within the district. The larger the community, the more media contacts there are to be made. Regardless of size, there are certain persons who need to be called in crisis situations.

For issues that have a general impact, such as a natural disaster, or for issues that affect the district as a whole, responsibility for crisis management rests with district administrators.

The District Administrative Team is listed below, with the Assistant Superintendent acting in the capacity of Administrative Safety Director. That individual will lead the District's immediate response to a crisis and also be in charge of coordinating the drills and other activities of preparation.

Brian Bontempo, Superintendent	(440) 358-8011
Jeff Slavkovsky, Assistant Superintendent	(440) 358-8010
Sherry Williamson, Treasurer	(440) 358-8006
Victoria Bryant, Assistant Treasurer	(440) 357-7542 x8044
Dee Stark, Principal	(440) 358-8030
Andrea Tracy, Director of Adult Workforce Education	(440) 357-7542 x8028
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Brenda Carraher, Manager, Food Service	(440) 357-7542 x8214

Administrative Responsibilities

- The Superintendent shall develop a list of persons in charge of the facility in his/her absence. It is advisable that this list be accessible to others.
- Persons in charge when the Superintendent is away shall have copies of the Crisis Plan or shall be made fully aware of the location of the book.
- Persons in charge when the Superintendent is away need to be thoroughly familiar with crisis situations and how to use this publication.
- The Administration needs to devise a procedure for notifying parents/guardians in the event the school needs to close after students have arrived.

Superintendent's Assistance to Stricken Areas

- Utilize emergency plans as described in this manual.
- Assess and control the situation.
- The High School Principal or Director of Adult Workforce Education will have someone contact the Superintendent requesting assistance and explaining the situation and needs.
- Superintendent will gain information, collaborate with the Assistant Superintendent, High School Principal, Director of Adult Workforce Education, and Director of Maintenance, and then assess the situation and communicate appropriate action, making necessary contacts to activate assistance.
- Superintendent will advise other Administrators as to assistance that may be expected through the Assistant Superintendent, High School Principal, Director of Adult Workforce Education, or the Director of Maintenance.

- The Superintendent will coordinate with the media. If camera crews attempt to go to a particular site, the Superintendent will go to that site. The Superintendent should immediately be forwarded any calls or inquiries for interviews as well as be made aware of any camera crew on school property.

General Guidelines

- 1) The Assistant Superintendent acting in the capacity of Administrative Safety Director will be responsible for leading the immediate response to any crisis.
- 2) This District should annually identify individuals who are on their crisis team, with specific duties assigned to each.
- 3) If a crisis occurs, the Superintendent, Administrators, and other appropriate personnel should be notified immediately and kept apprised of continuing developments. The district team can assist with information, decisions, logistics, media contacts and agency/governmental contacts.
- 4) When the crisis is over, a meeting will be held with all involved to evaluate the plan and make any necessary modifications.

Communicating with the Media in Times of Crisis

- 1) The primary goal should be to keep the public informed about the crisis while trying to maintain the privacy of students and staff, while at the same time assure as little interruption of the educational process as possible.
- 2) The Superintendent will be the sole communicator with the media for the District regarding the crisis. If local authorities are involved, the Incident Command Team will make decisions on who will address the media about what.
- 3) All facts will be provided to the media, after verified and cleared by local authorities to the Superintendent, and repeated consistently.
- 4) All messages will be concise and focused to provide a summary of events, the next steps to be taken, and acknowledge who is leading the resolution of the crisis.
- 5) As dictated by the Incident Command Team, the Superintendent and/or the Public Information Officer will provide the media with regular and frequent updates during the resolution of the crisis.
- 6) If cleared by local authorities, after the crisis is over, a summary of the incident will be provided to bring closure to the event.

- 7) The Superintendent will treat all media inquiries with honest, respectful, and timely information. The Superintendent will express all personal and empathetic messages to families, staff, and other public audiences as needed.
- 8) All other school personnel should refer any media inquiries to the Superintendent stating that "all communication is coordinated through the Superintendent to provide the media with the most up-to-date and factual information." In addition, all staff should not be making statements about the incident through social media, blogs, texting, email, or any other electronic means. All comments made could become public, despite if they are accurate or not.
- 9) As soon as possible, prepare a written statement that gives the basic facts clearly and concisely or ask the Superintendent to prepare one for you. *Two or three minutes spent writing down some specific points is valuable.* If there is time, try to anticipate what some of the questions will be and prepare answers. News people will always want to know: who, what, when, where, why, and how.
- 10) If news media personnel arrive on campus while students are in class, guide their activities so they will not disrupt the educational process. The news media can come onto the campus but should not be permitted to enter buildings or interview students without parent permission, and will be relegated to the area identified by the Incident Command Team.
- 11) Staff members should not be engaged in conversation with the media or reporters. *Do not let a reporter's friendly, sympathetic manner disarm you into giving him/her additional information. Do not assume any chatty comments "are off the record" even if you or the reporter say they are. Keep in mind that the media are not in business to help you with your communications needs; the media are in business to 1) make money and 2) disseminate news. "News" can be defined as any information of interest to the public.*
- 12) Staff should be aware that reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that amount of time. Do not put reporters off; they will only get more insistent and abrasive if you do so. Please refer all reporter inquiries to the Superintendent.
- 13) The Superintendent's Office should be updated on any emergency.
- 14) If the crisis will have a long term effect on the students and staff of the school, a committee should be formed to help provide the Superintendent, Assistant Superintendent, High School Principal, and Director of Adult Workforce Education of the information available regarding the progress of moving past the incident.

All communications will be evaluated by the entire district after the crisis has ended within 48 hours.

Emergency Evacuation Guidelines

Due to architectural design, and other variable and contributing physical characteristics of a school facility, it is virtually an impossibility to establish a standard emergency evacuation drill or procedure which will effectively, and efficiently, govern all contingencies during the execution of the drill or procedures, but there are fundamentals, which if observed, will expedite the evacuation while maintaining the greatest possible safety factors.

The primary and specific function of the faculty members, custodians, and office personnel is the expeditious evacuation of the student body and all other occupants of the school facility. All other functions shall be secondary and supplemental to the evacuation.

Primary routes are established by the Crisis Team with consultation with local authorities. Secondary or auxiliary evacuation routes shall be established in the event that the primary evacuation route is untenable. Under all conditions, travel distances within the confines of the school facility should be kept to a minimum to disallow, or minimize, the possibility of panic by virtue of extended or prolonged exposure to heat, smoke, or gases.

A Quick Reference Guide to this Crisis Plan is located in each room. Also, emergency evacuation cards, indicating a basic floor plan with primary and secondary evacuation routes, are posted at eye level and on the door knob side of the individual classroom doors. The classroom roster shall be attached to the backside of the emergency evacuation card so that attendance can be made when the class has reached its assigned position outside of the school facility.

A red card and a green card are also included. After attendance has been taken, the teacher should hold up the green card should there be no discrepancies to the day's attendance and the students currently present. Should a student be unaccounted for, or should another student be currently present that is not a member of the class, the red card should be held up. The red card signifies for the assigned personnel to inquire about the discrepancy and coordinate a response.

Faculty members, custodians, and office personnel shall:

- 1) Assist, or cause the assistance of, physically handicapped students. This shall mean to include students temporarily handicapped by broken bones, etc.
- 2) Inspect, or cause the inspection of lavatories, supply rooms, and other lesser occupied rooms and areas of the school facility to insure total evacuation. Members of the student body may not be directed to act in this capacity.

- 3) Inspect, or cause the inspection of, their respective classrooms and areas to insure total evacuation. Members of the student body may not be directed to act in this capacity.
- 4) Close, or cause the closing of, all windows in their respective classrooms and areas. Due to the varying styles and types, malfunctions or ease of closing, this procedure shall be deleted should the efficiency of the evacuation be impaired.
- 5) Close, or cause the closing of, all doors in their respective classrooms and areas. This procedure shall be deleted should the efficiency of the evacuation be impaired.
- 6) Affect a "herding" procedure as opposed to leading or following to insure the elimination of stragglers and the rerouting of the student body in the event the primary route is untenable.

Strict silence shall be observed throughout the evacuation to facilitate the issuance of verbal orders or commands by those in authority.

Swift walking pace shall be maintained against running to disallow, or minimize, the possibility of stumbling, tripping or falling. Use of the handrails shall be emphasized.

All occupants shall be evacuated from the proximity of the school facility so as to disallow, or minimize the possibility of injury from heat, smoke, flame radiation, explosion or debris which may result from a fire and so as not to hamper the operation of the Fire Department.

Shelter in Place

Should the safety and well-being of all be determined to be at risk outside of the building, directives will be given to re-enter a safe section of the building, or directives will be given to enter another building on campus. Shelter in Place locations will include the presentation center, cafeteria, industrial technology building, the technology learning center, or the horticulture building.

A record of emergency evacuation drills shall be maintained by the Assistant Superintendent acting in the capacity of Administrative Safety Director. These records shall mean to include the date of the drill, the time of the drill, the time necessary for the total evacuation and remarks pertaining to any unusual condition(s) that would tend to minimize the effectiveness of the drill. The record shall include the present school year and the two preceding school years.

Lockdown Procedure

- 1) The Administration will broadcast the following announcement to all areas of the school building: **"Attention! We are in school-wide lockdown."** (Repeat 3 times) This signals all teaching staff members to:
 - a) Quickly look into the hall for anyone and signal for them to enter their room. Lock themselves and their students in their labs and classrooms.
 - b) Turn off lights, close interior shades, draperies, etc. to cut off visual contact. Leave open all exterior blinds so safety forces can see into the room.
 - c) Direct and make sure that all persons under their jurisdictions in the classroom (lab) are in the designated safe area. All people should be kept away from doors, outside sight lines, and windows where possible. This may include in a locker room, isolated corner or under desks.
 - d) Calmly explain that there is a crisis or crisis drill currently in operation.
 - e) Identify any persons under their jurisdiction who are in attendance but not in their present location. Also take note of anyone present, but not under their direct jurisdiction. **Do not let anyone leave or enter the designated safe area!**
 - f) If any persons in their area are injured, attend to them and administer First Aid, if possible.
 - g) Silence phones and radios. Remember to turn off text alerts as well. Teachers should use cell phones to communicate with the Superintendent (cell 440.251.1250) or other administrators. These numbers should be in your cell phone directory. Should staff or students use cell phones, please keep voice low, and use short concise sentences to convey only pertinent facts. **If possible, use text feature versus voice.** If cell phones are not able to communicate, please assure others that this is normal in times of crisis or disaster.
 - h) If possible, during an intrusion, movements will be monitored through the surveillance cameras and locations announced. Should it be deemed safe to evacuate, refer to the emergency evacuation plan.
 - i) If evacuating is not an option, barricade the doors. Push and stack as many large things as possible up against the door. Remain in the designated safe area until notified by proper authorities. The authorities will be able to enter the room when it is safe. No one will have to let them into the room, so do not attempt to open the door should someone ask from the outside.

- j) If an actual incident has occurred, as soon as the situation has been resolved write a concise, clear report of their whereabouts, actions, and any direct or indirect relationship to the incident, noting specific details (time, locations, witnesses, etc.) See Appendix B.
- 2) Call 911. State where you are, what is happening and where in the building.
- 3) All staff and visitors are to move to the designated safe areas.
- 4) **Student Services Personnel**, as soon as their safety is secured, are to report to the school office to:
 - a) Identify students in need of immediate intervention, and initiate such intervention.
 - b) Contact parents of those students who are identified in 4a).
 - c) Develop a plan for utilization of the Lake and/or Geauga Crisis Intervention Team.
- 5) **Maintenance Staff**, as soon as their safety is secured, are to report to the school office to assist any emergency personnel and perform emergency repairs.
- 6) **Employees are advised not to disarm, bargain, reason, etc.** with an armed individual or anyone suspected of being armed. Personal safety and the safety of those persons under Auburn's jurisdiction are of the utmost and only priority. However, individuals faced with incidents that present potential imminent bodily harm or death, professional judgement should be used for response.

When the crisis has subsided, care must be taken to protect the privacy of all involved. Relationships with the news media are described earlier in this document. Particular care must be taken to protect the privacy of students. The Auburn Career Center will not allow members of the news media to interview students without the permission of parents or guardians.

Lockdown Drills

Secured Lockdown

The Administration will broadcast the following announcement to all areas of the District: **"Attention! We are in school-wide Lockdown."** (Repeat 3 times.)

This signals all to follow the Lockdown Procedure above

Working Lockdown

The Administration will broadcast the following announcement to all areas of the specific building: **"Attention! We are in school-wide Working Lockdown. Lock your doors and continue your normal business. No one should leave or enter the area you are currently at."**

Working Lockdowns are used when the hallways need to be clear for various reasons, such as a medical emergency.

AED (Automated External Defibrillator) Procedure

GENERAL GUIDELINES

Location of Automated External Defibrillator (AED)

The Auburn Career Center owns and maintains automated external defibrillators for use on cardiac arrest victims on the school grounds. These AEDs are located in a prominently displayed location in the A-Wing hallway and the Technology Learning Center atrium area. It will be kept visible and accessible to all staff members.

Staff CPR-AED Training

Staff members are offered VOLUNTARY training in how to perform CPR, choking maneuvers, and utilization of the AED. Voluntary training and response assures coverage under Ohio's Good Samaritan Law. This training must be updated biannually to maintain certification. As CPR skills are not required under staff job descriptions, employees are covered by the Good Samaritan Law.

Persons Who Can Use the AED

Any person trained in the proper use of an AED should be allowed to utilize the device in an emergency. Normally this will be a staff member; however, students or bystanders should be permitted to use the device, **when an AED trained staff member is not present**. The AED will guide the individual through the process. The standard training will be the Heartsaver AED or Healthcare Provider (Professional Rescuer) Course from the American Heart Association, American Red Cross or other equivalent certifying agency.

If the AED is Used

In the event that the AED is used, contact the person in charge of AED maintenance, John Blauch, immediately. The AED can be used again by using the extra set of electrodes, available in the AED case. The defibrillator battery is good for multiple shocks and events. The AED records the heart rhythms, thus the event can be electronically downloaded, such that information for the physician caring for the patient can be reviewed later.

General Guidelines for AED Use

The procedure for use of the AED will be in congruence with the manufacturer's recommended operating instructions and the current American Heart Association's recommendations for CPR-AED use and implementation [revised every eight (8) years].

Caveats for AED use are:

- 1) CPR must be performed in combination with the use of an AED.
- 2) The AED pads are only applied to unconscious, non-breathing persons.
- 3) An AED can be applied and used on people regardless of age.
- 4) All persons must be "clear" or not touching a victim prior to pushing the shock button.
- 5) Any person may use an AED, regardless of training, including members of the lay public.

Procedure for Cardiac Arrest

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room ____, all trained staff members please respond."** (Repeat three times)
- 4) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Channel 2.
- 5) Administration should implement a working lockdown procedure.
- 6) An office staff member should get the AED and bring it to the location of the emergency.
- 7) Any available staff members trained in CPR-AED use should report to that room to assist with CPR and defibrillation.
- 8) One staff member should meet the ambulance crew and escort them to the location of the problem.
- 9) After the cardiac arrest, contact assigned AED maintenance person to place the unit back in service.

Maintenance of the AED

Maintenance duties include replacing the lithium battery, defibrillation pads, and getting the unit repaired in the event the red "wrench" light comes on. No other maintenance is needed to the unit. Contact Captain John Blauch with questions.

Liability increases when the device cannot be utilized quickly due to delays in access to the unit. It must always be placed back in the cabinet from where it came.

Aircraft Disaster

In the event of an aircraft crash into or near facility, any observing faculty or staff member should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113 so that the Emergency Evacuation Plan can be put into action. **Evening classes should dial 0.**
- 3) Utilize modified emergency exit plan (available at all door exits) to maximize safety of students.
- 4) Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.
- 5) Provide for treatment and removal of injured people.
- 6) Account for all facility occupants and determine extent of injuries.

Aircraft crash on or near school site but no damage to facility:

- 1) Call 911. State where you are; what is happening.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) All students and staff should remain in the facility. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- 4) No evacuations should occur unless subsequent explosion or fire endangers the facility, or instructions to do so are made by Administration or local authorities.

Assault and Rape

In the event there is an occurrence of rape and/or serious assault on the premises of Auburn Career Center, any faculty or staff member learning of this event should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) If injuries are life-threatening, render first-aid to victim, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An Administrator or Administrative Assistant to check for:
 - 1.) Emergency Medical Authorization Form.
 - 2.) Personnel emergency card if a staff member.
- 5) Administrator and/or local authorities will notify parent/guardian or next of kin.
- 6) Faculty or staff member attending to the victim should obtain as much information regarding the assailant and incident as possible.
- 7) If the attack just occurred, the victim should stay as they are. They should not clean themselves or change, as that could disturb any evidence.
- 8) If advisable, the faculty or staff member may be asked to accompany victim if necessary.

REMINDER – PLEASE NOTE that the Superintendent's Office will be the only source of information released to the press.

Blood-borne Pathogens

Blood-borne pathogens are disease-producing micro-organisms that may be present in human blood and other body fluids. These pathogens include, but are not limited to HBV and HIV. Exposure to these pathogens can be controlled by preventing human blood and other body fluids from coming into contact with employees' and students' skin, eyes or mouth and more importantly, with cuts or breaks in the skin and open sores in the mouth.

Appropriate safety precautions include wearing gloves, masks, and face shields that can be found in the classroom biohazard bag. Immunization for HBV is also an effective precaution.

Auburn Career Center employees and students who have a higher risk of contact with blood-borne pathogens include:

- Health care instructors
- Cafeteria workers
- Maintenance and custodial workers
- School administrators
- Students in some designated programs

These persons shall be offered HBV immunizations provided by the school district.

Bleeding Incident

If someone is bleeding, any observing faculty or staff member should:

- 1) Keep the injured person stationary. **DO NOT LET THEM MOVE ABOUT!**
- 2) **Immediately contact the High School Office** at ext. 8298 or 8113 and advise that the victim is bleeding and in need of help. **Evening classes should dial 0.**

If the victim is in jeopardy, loses consciousness, and/or stops or has difficulty breathing, or if blood is spurting and/or bleeding does not stop under direct pressure:

- 3) Call 911. State where you are; what is happening & where in the building.
- 4) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) From the classroom biohazard kit, put on disposable gloves (and a mask and eye protection if splattering of blood could occur).
- 6) If possible, have the victim apply direct pressure to the wound with sterile gauze or the cleanest material available. If the victim is unable to apply direct pressure, faculty or staff member or other faculty or staff member present should apply direct pressure to the wound.
- 7) Instruct the victim to elevate the injured area to decrease the bleeding. (Elevation should only be encouraged if it does not increase the victim's discomfort).
- 8) **Using gloves,** place any materials contaminated by blood in a plastic bag and seal the bag.
- 9) After materials have been placed in a sealed plastic bag, immediately notify the High School Office at ext. 8298 or 8113 of the location of the bag of contaminated materials. They will then contact the maintenance department, who is solely responsible for its removal to a biohazard disposal container. **Evening classes should dial 0.**

Bodily Fluids Contamination

If a classroom, lab, or unsecured area is contaminated with bodily fluids by incident involving bleeding, vomiting, urine, etc., all personnel should:

- 1) Immediately notify the High School Office at ext. 8298 or 8113 and they will inform the maintenance department. **Evening classes should dial 0.**
- 2) **DO NOT ATTEMPT TO CLEAN** contaminated area or contaminated materials on your own.
- 3) Remove all individuals from the area, and keep others from entering the contaminated area and exposure to contaminated materials.
- 4) All incidents of bodily fluid spills and contamination will be cleaned by maintenance personnel only with the use of authorized spill kits.

If you come into contact with blood or any bodily fluid, you should, in all cases, immediately rinse/wash/flush the area thoroughly with soap and water. Contact the High School Office at Ext. 8298 or 8113 to report any exposure. Evening classes should dial 0.

All blood or bodily fluid spills are to be contained and cleaned BY AUTHORIZED AUBURN CAREER CENTER STAFF ONLY. All spills must be immediately reported!

Bomb and Weapon Threats

The Superintendent and local authorities must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources; then, the Superintendent acts in such a manner that reflects the best safety and interests of those under his/her charge.

Bomb and other threats may be originated in writing, in person, over the telephone, posted on social media or relayed through a second source. Also, someone may be concerned about a suspicious package or device that is noticed on campus.

Basic Documentation – The individual receiving the threat shall attempt to:

- 1) If the threat is received through a phone call, the person who has answered the phone is advised to keep the caller on the line as long as possible.
- 2) If any faculty or staff members become aware of a bomb threat, weapon threat, or other type of threats, they should notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) If a bomb is suspected to be on campus, only landlines should be used for telephone calls. Mobile phones are can be used as detonators.
- 4) Write down all the information obtained in the exact words. Use the record sheet immediately following the instruction pages; place copies of the bomb or weapon threat sheet at appropriate phone locations. (Appendix C)

The Administration shall:

- 1) Notify the Lake County Sheriff Department.
- 2) Notify the Superintendent and/or their designee.
- 3) Institute a Working Lockdown Procedure, with school activities continuing as normally as possible.
- 4) Alert appropriate staff of situation and implement facility search.
- 5) The decision to evacuate the building will be made jointly by Safety Forces and Administration. Staff should be alert to anything unusual and report such to the Administration.
- 6) The recommendation to close school will be made only after consultation between the Superintendent's office and Administration with Safety Forces.
- 7) Submit written reports to authorities as soon as possible following incident.

Bus and Auto Accident on Trips Away from District

Before leaving the district:

- School buses, by law are required to carry first aid kits.
- Trip Supervisor needs to take along, in all school authorized automobiles and vans, all safety equipment required.
- Only school van certified personnel are to drive students in school vans.
- Trip Supervisor needs to take along a list of students in attendance, including for each student his/her Emergency Medical Authorization Form.
- Trip Supervisor needs to take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, home school phone numbers, name and work telephone of spouse or nearest relative and medical and health information on each. A copy of the teacher's Emergency Medical Authorization Form should be taken on the trip.
- Trip Supervisor needs to follow Board of Education policy and administrative regulation on field trips.

In event of accident:

- 1) Remain calm.
- 2) If threat of fire exists, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) Administration will notify School District Transportation Department (if bus).

Bus and Auto Accidents with Serious Injuries/Fatalities

- 1) Driver and Chaperones remain calm.
- 2) If threat of fire, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Administer first aid, if possible.
- 5) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113 or through their cell phones. **Evening classes should dial 0.**
- 6) Administrators will notify School District Transportation Department (if bus).

DO NOT ISSUE STATEMENTS TO THE PRESS. REFER PRESS TO THE CIVIL AUTHORITIES IN CHARGE OR THE SUPERINTENDENT.

Earthquake or Other Natural Disasters

In the event Auburn Career Center experiences an earthquake or other natural disaster of life-threatening severity, the Administration will determine that if the safety of students and staff is endangered. If the students' safety is possibly at risk, the Administrator will follow procedures listed below:

In the event of injuries:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Give first aid, if possible.
- 3) Set up a first aid center.

During the disaster:

- 1) The staff should order the students to drop to the floor and move away from windows and from under light fixtures, and be as close to an interior wall as possible. Do not have students go outside until directed to do so.
- 2) If the facility is unsafe, initiate the Emergency Evacuation procedure. Do not re-enter the facility until advised to do so.

Move the students away from facility, trees or wires, etc. Stay in the open until instructed to do otherwise.

Fire or Explosion

When a fire or explosion occurs in a facility, there is an immediate threat to students and staff.

- 1) If the fire alarm has not already sounded, pull the fire alarm.
- 2) Initiate the regular Emergency Evacuation immediately.
- 3) Call 911. State where you are; what is happening & where in the building.
- 4) Administration will consult with the Superintendent regarding closing of school.

Fire Prevention

The prevention of fire in the Auburn Career Center facility is an ongoing activity. Areas where an increased potential for fire exists will be specifically identified. Those identified areas will include, but not be limited to, areas where:

- 1) Flammable materials are stored.
- 2) Flammable materials are utilized on a regular basis.
- 3) Open flame or heat is utilized on a regular basis, and/or
- 4) There is an increased risk of fire as identified by the local Fire Chief or Marshall.

Areas designated as having increased potential for fire are designated on the evacuation maps at the end of this document and include:

1. Auto Technology Lab/Storage Areas	Room 2B
2. Auto Body Lab/Storage Areas	Room 6B
3. Boiler Room	A Wing
4. Compactor Storage Area	C Wing
5. Construction Technology Lab/Storage Areas	Room 9C
6. Cosmetology Lab/Storage Areas	Rooms 5A & 7A
7. HVAC Lab/Storage Areas	Industrial Arts Building
8. Kitchen & Culinary Arts Lab	Kitchen
9. Maintenance Storage Area	Back Building
10. Maintenance & Environmental Services Lab	Room 8B
11. Health Lab/Storage Areas	Room 13C
12. Welding Lab/Storage Areas	Room 9B

The Director of Maintenance will inspect the identified areas on a regular basis. Any concern, irregularity, or potential problem will be reported to the Superintendent by the Director of Maintenance. The Director of Maintenance will also inspect building fire extinguishers on a semi-annual basis.

Fire Drill Guidelines

Facility administrators should be aware of the following:

- ☒ Prior to the fire drill, the proper fire authorities/alarm companies should be notified.
- ☒ After a fire drill, the proper fire authorities/alarm companies should be notified of the time involved for the drill.
- ☒ The date of the drill and the time involved should be reported to the Superintendent's Office by the High School Principal or Director of Adult Workforce Education.
- ☒ Two (2) exits should be known to all:
 - One (1) main route
 - One (1) alternate route
- ☒ The teacher should be the last person out of the door to make sure that open windows are closed and the hall door is closed.
- ☒ Teachers must know where every child is when you get to your safety point:
 1. Use class roster to take attendance.
 2. Make note of students who are present at school but not with you now.
 3. Make note of students who are with you but not on your class roster.
 4. If either of #2 or #3 applies, hold up the red card.
 5. If attendance is perfect, hold up the green card.

Those with a "specialist" (nurse, tutor, etc.) must be accounted for by the specialist who should notify the school official accounting for red cards. Any student outside the room at the time of the drill but not with a specialist must immediately leave by the closest door, and then the student must report to the nearest teacher's group.

Gas Leak

Natural gas leaks, with odor in the facility, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a facility.

If leak is in or near facility:

- 1) Initiate the Emergency Evacuation Plan and notify Administration by contacting the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** Get students a safe distance from the facility.
- 2) Call 911. State where you are; what is happening & where in the building.
- 3) If the leak is inside the building, windows and doors should be opened, if possible. If outside, everything should be closed up. No flames or sparks; no starting vehicles.
- 4) The Maintenance Department should turn off main gas valve.
- 5) Call Dominion East Ohio if necessary (440-946-8776).
- 6) Keep students at a safe distance until the problem has been corrected.

Hazardous Substance Response

The most important aspects of responding to a hazardous substance incident are identifying the substance and responding quickly. Lost time can increase the severity of a victim's reaction to the substance.

In cases of a hazardous substance incident, the first staff member at the site of the incident should:

- 1) Insure the safety of bystanders. Do not enter the area! If others are in the area, use precautionary measures to insure their safety. Do not allow others to enter the area!
- 2) Identify the substance, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113, unless there is an imminent danger of explosion or other catastrophe, then call 911. **Evening classes should dial 0.**
- 4) If serious enough, the Emergency Evacuation Plan will be initiated. Once outside, separate those who may have been affected and stay upwind. Maintenance will shut off HVAC system.
- 5) Follow the exact response(s) in the exact order as found on the corresponding Material Safety Data Sheet (MSDS).

It is important to note that each incident MUST be followed up by:

A phone call from an Administrator to the parent/guardian of all minors involved and an accident report. (Appendix B).

Kidnapping

In the event of a kidnapping, the individual receiving information regarding a kidnapping should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An Administrator should notify the parent/guardian.
- 4) An Administrator should notify Associate School Principal.

Among ***preventative activities*** which may help avoid kidnapping situations are:

- 1) School Administrative Assistants should have a list of students who are not to be released to anyone except a particular parent or guardian.
- 2) Emergency Medical Authorization Form and Infinite Campus profile of such students should be flagged with this information.

Medical Emergency

When a life threatening situation is perceived to exist, the individual receiving information regarding a medical emergency should:

- 1) Call 911. State where you are; what is happening & where in the building.
- 2) Apply first aid and life-sustaining techniques, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room ____, all trained staff members please respond."** (Repeat three times)
- 5) An Administrator will enact a Working Lockdown Procedure.
- 6) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Ch. 2.
- 7) An Administrator will call the victim's parent/guardian immediately. Some situations may require immediate transportation of the student/employee by EMS.
- 8) If parent or guardian cannot be reached, an Administrative Assistant should continue to:
 - Phone parent or persons listed on Emergency Medical Authorization Form or Emergency card if staff member.
 - Phone the secondary contacts on Emergency Medical Authorization.
 - If applicable, contact brother or sister (if on site) to seek additional information.
 - If a connection is made, forward the call to an Administrator who will provide information regarding the medical emergency.

Nuclear Plant Accident

The Crisis Plan for any nuclear accident is well documented. Any response to a nuclear plant accident will be found in the Perry Nuclear Plant Disaster Plan. A county-wide disaster plan has already assigned busses to arrive at Auburn Career Center to relocate students and district personnel.

Auburn Career Center students will be bused to Mentor Ridge Middle School. Ridge Middle School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Middle School.

Any student not picked up at Mentor Ridge Middle School by 8:00 p.m. will be transported to Willoughby South High School located at 5000 Shankland Road, Willoughby. To get from Ridge Middle School to South High School, take Route 84 West for about four miles to Shankland Road. Turn right on Shankland Road and proceed North. South High School is on the left.

Students that drive to Auburn will be allowed to use their vehicle to leave the premises, but will be **encouraged not to go home** if their home is within the danger zone. This zone will depend on where the accident is located and the severity.

All persons involved in the relocation of Auburn Career Center students need to keep in mind that students attend Auburn from Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

Power Failure

If there has been a power failure at Auburn Career Center, or if lines are reported down in the area, the Director of Maintenance should assess the situation, notify the Superintendent and the following procedures should be used:

Power failure prior to school opening:

- 1) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) The Director of Maintenance will call First Energy at 888-544-4877.

Power failure during school hours:

- 1) Director of Maintenance will notify the Superintendent and Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) An Administrator will institute a Working Lockdown. All people should move to areas that have more natural light.
- 3) The Director of Maintenance will call First Energy at 888-544-4877.
- 4) The Director of Maintenance will keep Superintendent's Office posted and await notification of a school or district closing decision.
- 5) An Administrator will compose a message and activate the automatic phone messenger system to notify parents if school will be closed or if there will be an early dismissal.

Power lines down in area:

The individual who first discovers that a power line is down should:

- 1) Call 911. State where you are; what is happening.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) An Administrator will have the School Resource Officer and the Director of Maintenance go to the area of the downed lines to prevent people from going near them.
- 4) Call First Energy if necessary at 888-544-4877.

Tornado Guidelines

If a weather siren is heard, or if an individual is made aware of an immediate threat of a tornado coming toward Auburn Career Center, they should notify the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

An announcement will be made that a tornado warning has been issued for the area and the plan for going to the tornado shelter area is to be put into effect immediately.

Instructions and Regulations

Students should:

- 1) Keep calm and quiet and listen for instructions
 - when alarm sounds
 - while going to shelter area
 - while in shelter area
- 2) Let the teacher know immediately if injury occurs.

Tornado Watch: An alert or forecast issued whenever atmospheric conditions are favorable for development of severe weather or tornadoes, giving an estimate of the situation. Actual condition in the area at that time of the "watch" announcement may not be threatening.

Tornado Warning: A warning of danger issued when a tornado has been sighted and there may be danger to life and property if protection measures are not taken by people who are in its path.

Teacher should:

- 1) Look into the hallway and direct any nearby students to the shelter area.
- 2) Take class roster and take attendance once the class has reached the shelter area.
- 3) Make note of students who are present at school but not with you now.
- 4) Make note of students who are with you but not on your class roster.
- 5) Make special provisions for assisting handicapped individuals.

Office employees and others should be instructed as to what to do with records, closing of vaults, etc.

Custodians should be instructed about securing dangerous utilities.

Students and teacher should know positions to take for greatest safety – squatting with hands locked at back of neck, etc., or other protective methods.

If there is not time to put into effect the regular tornado shelter plan:

- Go to the inside wall of the room, preferably in a corner.
- Stay away from windows and doors.
- Lie down on floor under desk or heavy piece of furniture.

School vehicle drivers should be familiar with the procedures to follow if a tornado is spotted while they are transporting students:

- Drive away from the tornado's path at a right angle.
- If there is not time to escape, have students exit vehicle and lie flat in nearest ditch or ravine.

Shelter - The Assistant Superintendent acting in the role of Administrative Safety Director and Director of Maintenance should determine by a study of each facility the best tornado shelter areas.

Tornado drills are required at least once a month during April, May, and June, pursuant to OFC 409.2. Plans regarding tornado drill procedures for each facility should be in all offices prior to the beginning of each school year.

Tragedy

In the event of a tragedy (death, suicide, murder, etc.), the individual who is first to become aware of the tragedy should immediately notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

Immediate Action:

- 1) Call 911 or proper authorities if this has not been done. One staff member should meet the ambulance crew and escort them to the location of the problem.
- 2) An Administrator should immediately verify the facts and details of information provided by the person first on the scene of the tragedy.
- 3) Notify Superintendent, Director of Maintenance, and/or other Administrators.
- 4) An Administrator or proper authorities will contact the family of the person involved in the tragedy.
- 5) Any/all relatives of the person(s) victimized by the tragedy and part of the Auburn Career Center student body, faculty, staff, or other personnel will be contacted by an Administrator and provided with privacy and/or counseling from guidance counselors, EMT, or nurse personnel until they are either able to leave or have been picked up by family members.
- 6) Generally, anything related to the tragedy should be left as is, so civil authorities can collect evidence for an investigation. If and when the tragedy is free from any criminal investigation or legal entanglements, the High School Principal acting as Administrative Safety Director will remove any personal items from the individual, desks, purses, briefcases, backpacks, or other containers as well as secure any personal information contained in any high school/adult/personnel files or folder(s), disable any electronic access to email, program access or other systems, and remove the individual's name from any and all mailing or computer list(s).

School Plan of Action: (specific to be determined with each incident)

- 1) The Administrator in charge will contact the Superintendent to give a full appraisal of the tragedy and the recommendations of the proper authorities.
- 2) The Superintendent will decide on one of the next steps. Steps could include one or all of the following:
 - Initiate a lockdown or working lockdown.
 - Initiate a School-wide conference call for all personnel.
 - Address the school community on PA system providing update and directions.

- 3) The Superintendent will notify Administrators, Director of Maintenance, and proper authorities if necessary of next step chosen from list above and seek their help in implementing plan.
- 4) The Superintendent will notify the media and board members, plus respond to other inquiries regarding the tragedy.
- 5) After the plan has been implemented, the Superintendent and the Administrators will hold a district wide meeting to provide a summary of the events that occurred related to the tragedy.
- 6) Administrators and all personnel involved in responding to the tragic event will meet to evaluate the crisis plan procedures to gain insight and how to improve the crisis plan if a similar event should happen in the future.
- 7) If special activities, memorial services, or other healing activities are needed, the Superintendent will assemble a "Transition" committee to help guide the District in listening to constituents and to guide the district in moving forward after the tragic event.

Weapons and/or Hostage Situation

1. In the event of, or under the suspicion of, a person on campus having possession of a dangerous weapon (gun, knife, etc.), or using or likely to use a weapon, and/or people are taken hostage on campus, the Lockdown Procedure should be followed.
2. If an active shooter is in the building, the orange button on the MARCS radio should be pressed. The radio is located at the reception desk. If possible, communicate any information to the dispatchers through the radio. ***This radio is only to be used if an active shooter is in the building.***
3. **If it is an immediate emergency, call 911.** State where you are; what is happening & where in the building.
4. Notify Administration through the High School Office by calling ext. 8298 or 8113. **Evening classes should dial 0.**
5. The Administration will broadcast the following announcement to all areas of the school building: **"Attention! We are in school-wide lockdown." (Repeat 3 times)**
6. Once the situation is secured by safety forces, specific evacuation directions will be initiated by safety forces on campus.

Appendix A - Important Phone Numbers

Auburn Career Center Administration

Brian Bontempo, Superintendent	(440) 358-8011
Jeff Slavkovsky, Assistant Superintendent	(440) 358-8010
Sherry Williamson, Treasurer	(440) 358-8006
Victoria Bryant, Assistant Treasurer	(440) 357-7542 x8044
Dee Stark, Principal	(440) 358-8030
Andrea Tracy, Director of Adult Workforce Education	(440) 357-7542 x8028
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Brenda Carraher, Manager, Food Service	(440) 357-7542

Schools Directory

Lake County Educational Service Center – (440) 350-2563

Geauga County Educational Service Center – (440) 279-1700

Berkshire Local Schools

John Stoddard, Superintendent - (440) 834-3380 x2106
Michael King, H.S. Principal - (440) 834-3380 x3302
Michelle Paluf, Guidance (A-K) - (440) 834-3380 x3314
Brittany Bakalar, Guidance (L-Z) - (440) 834-3380 x3308
Nancy Sherbondy, Attendance - (440) 834-3380 x3304
Suzanne Steinhoff, Transportation - (440) 834-3380 x2111

Cardinal Local Schools

Scott Hunt, Superintendent - (440) 632-0261 x1001
Jennifer Sabol, H.S. Principal - (440) 632-0264 x5002
Jill DeRamo, Guidance - (440) 632-0264 x5004
Tammi Cable, Attendance/Guidance - (440) 632-0264 x5001
Diane Baumgartner, Transportation - (440) 632-5913/(440) 632-0263 x6005

Chardon Local Schools

Michael Hanlon, Superintendent - (440) 285-4052 x400
Ed Kline, Asst. Superintendent - (440) 285-4052 x401
Douglas Murry, H.S. Principal - (440) 285-4057 x411
Ryan Bandiera, Asst. Principal - (440) 285-4057 x413
Doug Higham, Asst. Principal - (440) 285-4057 x414
Nicolle Hetrick, Guidance - (440) 285-4060 x421
Lacy Jacobs, Guidance - (440) 285-4060 x419
Tim Hurlbut, Guidance - (440) 285-4060 x420
Tina LaCasse, Attendance - (440) 285-4059
Josh Nau, Transportation - (440) 285-4069 or (440) 286-0501

Fairport Harbor Schools

Domenic Paolo, Superintendent - (440) 354-5400
Thomas Fazekas, H.S. Principal - (440) 354-3592 x306

Doreen Fischer, Asst. Principal – (440) 354-3592 x352
Michelle Jurick, Guidance - (440) 354-3592 x304
Renee Kazsmer, Attendance/Guidance - (440) 354-3592 x301

Gaitway High School

Phil Patton, Principal - (440) 708-0013 x152
Cindy Henddrickson, Secretary – (440) 708-0013 x153

iSTEM Geauga Early College High School

Tamee Tucker, Principal - (440) 358-8032
Glee Slivka, Attendance - 9440 0 358-8038

Kenston Local Schools

Nancy Santilli, Superintendent - (440) 543-9677
Kathleen Poe, Asst. Superintendent - (440) 543-9677
Jeremy McDevitt, Asst. SuperintendentI - (440) 543-9677
Tom Gabram, Principal - (440) 543-9821 x2000
Kathleen Phillips, Asst. Principal - (440) 543-9821 x2020
Matthew Watts, Asst. Principal - (440) 543-9821 X2010
Katie Detwiler, Guidance - (440) 543-9821 x2130
Ray Kimpton, Guidance - (440) 543-9821 x2120
Jessica Kardamis, Guidance - (440) 543-9821 x2110
Patsy Grecar, Attendance - (440) 708-1811
Melody Coniglio, Transportation - (440) 543-9567

Kirtland Local Schools

William Wade, Superintendent - (440) 256-3311 x1001
Lynn Campbell, H.S. Principal - (440) 256-3366 x4001
Matt Paul, Assistant Principal - (440) 256-3366 x4002
Kara Prosuch, Guidance - (440) 256-3366 x4005
Mary LaVerde, Guidance - (440) 256-3366 x4528
Lisa Sutliff, Attendance - (440) 256-3366 x4008
Sheila Dikowicz, Transportation - (440) 256-3311 x1013

Lake Academy

Steve Strausbaugh, Director – (440) 942-7401

Madison Local Schools

Angela Smith, Superintendent - (440) 428-2166 x315
Dave Bull, Asst. Superintendent – (440) 428-2166 x336
William Fisher, H.S. Principal - (440) 428-2161 x346
Jack Whaley, Asst. Principal - (440) 428-2161 x347
Julie Behm, Guidance - (440) 428-9351 x351
Janine Albert, Attendance - (440) 428-2162
Kim Boggs, Transportation - (440) 428-9312

Newbury Local Schools

Michelle Mrakovich, Superintendent - (440) 564-5501 x125
Michael Chaffee, H.S. Principal - (440) 564-2281 x129
Anthony Foria, Asst. Principal - (440) 564-2281 x126
Jessica Lee, Guidance - (440) 564-2281 x136
Holly Potti, Attendance - (440) 564-2281 x120
Kim Sass, Transportation – (440) 564-5501 x106 (440) 667-3604 (Cell)

Perry Local Schools

Dr. Jack Thompson, Superintendent - (440) 259-9299 x9299
Todd Porcello, H.S. Principal - (440) 259-9300 x9399
Scott Niedzwiecki, Asst. Principal – (440) 259-9300 x9398
Lina Gigante, Guidance - (440) 259-9300 x9385
Kaitlyn Jonozzo, Guidance - (440) 259-9300 x9384
Deana Scarano, Attendance - (440) 259-9300 x9381
Sheila Dikowicz/Linda Kirsch, Transportation – (440) 259-3005 x3007

Painesville City Schools

John Shepard, Superintendent - (440) 392-5061
Josh Englehart, Asst. Superintendent – (440) 392-5081
Van McWreath, H.S. Principal - (440) 392-5111
Domenick Wlodyka, Asst. Principal - (440) 392-5121
Phil Schar, Asst. Principal - (440) 392-5160
Sharon Fitzgerald, Guidance - (440) 392-5141
Marilyn Vihtelic, Guidance - (440) 392-5142
Neza Oduwole, Attendance - (440) 392-5130
Jim Haff, Transportation - (440) 392-5671
Donna Schoenick, Transportation Administrative Asst. - (440) 392-5674

Riverside Local School District

Jim Kalis, Superintendent - (440) 358-8202
Charles Schlick, Asst. Superintendent - (440) 358-8206
Peter Hliatzos, H.S. Principal - (440) 358-8303
Joe Glavan, Asst. Principal - (440) 352-3341 x4310
Scott Bailis, Dir. of Guidance - (440) 352-3341 x4311
Lindsay Heckman, Guidance - (440) 352-3341 x8331
Karin Pennock, Guidance - (440) 352-3341 x4312
Cheryl McTaggart, Attendance - (440) 352-3341 x4317
Donna Schoeneich, Transportation - (440) 352-3341 x4281
Deb Blauvelt, Transportation Administrative Asst. - (440) 357-5571

Other Important Telephone Numbers

First Energy (888) 544-4877

Dominion Energy Ohio Gas Leak – (877) 542-2630

Customer Service – (800) 362-7557

Poison Control (800) 222-1222

Lake County

Sheriff (440) 354-3434 - 911

Concord Fire Department (440) 354-7503 - 911

Emergency Management Agency (440) 350-5499 after 4:00 pm 951-5252

Lake County General Health District (440) 350-2543

Geauga County

Sheriff (440) 286-1234

Department of Emergency Services (440) 279-2170

Geauga County Health District (440) 279-1900

State of Ohio

Highway Patrol (Chardon Post) (440) 269-1242 or (440) 354-3233

Highway Patrol (Painesville) (440) 354-3233

Appendix B



INCIDENT STATEMENT

{To be completed by the injured party (Employee, Student, Visitor, etc.)}

Name: _____

Date of Incident: _____ Time of Incident: _____ AM/PM

Location: _____

Date Reported to Supervisor: _____ Supervisor Name: _____

Please answer, in detail, the following questions (Use back of page if needed)

What happened? _____

How did it happen? _____

Witness(es)? (List Names): _____

Describe the nature of your injury (Include all body parts involved): _____

What, if any, treatment was required? _____

Where was treatment obtained? _____

What corrective action(s) would you take to prevent recurrence? _____

Signature of Injured Party: _____ Date: _____

Appendix C – Bomb or Weapon Threat Report Form
(Keep at appropriate telephone locations)

- Questions to Ask: 1] When is bomb going to explode?
- 2] Where is it right now?
- 3] What does it look like?
- 4] What kind of bomb is it?
- 5] What will cause it to explode?
- 6] Did you place the bomb?
- 7] Why?
- 8] What is your address?
- 9] What is your name?

Caller's Voice:

- ☐ Calm ☐ Angry ☐ Excited ☐ Slow ☐ Rapid ☐ Soft ☐ Loud ☐ Laughter ☐ Crying
☐ Normal ☐ Distinct ☐ Slurred ☐ Nasal ☐ Stutter ☐ Lisp ☐ Raspy ☐ Deep ☐ Ragged
☐ Accent ☐ Clearing Throat ☐ Disguised ☐ Familiar ☐ Deep Breathing

Background Sounds:

- ☐ Street ☐ P.A. System ☐ Voices ☐ Animal Noises ☐ Local ☐ Booth ☐ Motor
☐ Long Distance ☐ Music ☐ Machinery ☐ Static ☐ House Noises

Threat Language:

- ☐ Well Spoken ☐ Foul ☐ Irrational ☐ Taped ☐ Incoherent
☐ Identifiable speech characteristics ☐ Foreign

Exact Wording of threat:

Time _____ Date _____ Sex of caller _____

Length of call _____ Age of caller _____

Signature _____

_____ Date





Adult Workforce Education Handbook

2017-2018

8140 Auburn Road
Concord Township, Ohio 44077

440.357.7542	Main Number
800.544.9750	Toll Free Number
440.358.8012	High School/Adult Fax
440.357.0310	Board Office Fax

www.auburncc.org

Dr. Brian Bontempo
Superintendent

Sherry Williamson
Treasurer

Jeff Slavkovsky
Assistant Superintendent

Andrea Tracy
Director of Adult Workforce Education

Dee Stark
Principal

Mission Statement

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

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Forward

This handbook is published as a guide to aid you in improving your instructional program and to answer questions that arise from time to time in connection with school policies and procedures. Although some of the Board of Education policies have been included in this manual, it should be clearly understood that procedures are not policies and the actual Board Policy Manual is the final authority.

Throughout the year, there may be additions or deletions published which will supplement, amplify, or modify the original contents. Electronic copies of this handbook should be considered the current edition. Hard copies of this handbook may not be the most current.

Information contained in this handbook is not meant to alter the at-will status of any employee. It is expected that you, the instructor, will become familiar with this manual. Your ideas and suggestions are welcome for future revision.

Customer Service

Services performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria: Auburn Career Center will service agencies and individuals as determined by the Administration to be in the best interest of the school and the students' educational experiences. Permission of the Director of Adult Workforce Education will be obtained for services performed in your lab facility or in the community. Clientele and students will adhere to safety and prescribed methods established by instructors. All work will be inspected by the instructors.

Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action as outlined by Board Policy.

Click on this link to view this policy in the Auburn Board Policy <http://www.neola.com/auburnjvs%2Doh/>

Instructor Grievance Policy

In accordance with Board Policy 3211, the Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with the applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

Instructor Educational Requirements

Instructors must possess a minimum of a high school diploma and demonstrate competency in the assigned area of instruction. All instructors must obtain a State of Ohio adult education teaching permit.

Instructor Attire

Instructors should be dressed professionally for their career field. Professionally for females includes no cleavage, leggings (extremely tight pants), or short skirts (less than 2-3" above the knee). Professionally for males includes no jeans (unless in heavy trades), wrinkled shirts, and untucked shirts.

Instructor Work Day

The instructor work day is dependent upon the hours he/she is scheduled to teach. Instructors are provided one hour of prep time pay for every four hours of instruction.

In the event circumstances require staff to be present in the school or in attendance at required activities, the instructor shall submit a time sheet for the additional hours of pay. Submission for the approval of additional hours requires prior approval by the Director of Adult Workforce Education. At least one instructor from each program is required to be in attendance at the program advisory committee meetings (held bi-annually) for their program of instruction. Instructors are required to be in attendance at the faculty development kick off meeting to be held in September annually.

Discrimination Equal Educational Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the curriculum offered in this District regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

- a. Student Access – review current and proposed programs, activities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, sex or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
- b. Student Evaluation – ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, or national origin.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

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

Report of Harassment Form



Employee Report of Harassment
Name:
Date of Report:
Position:
Date of Alleged Harassment:
Location of Alleged Harassment:
Name of Alleged Harasser:
Description of the Incident:
Name of Witness (s) if any

Signature of Person Making the Report

Donations

All donations whether equipment or supplies, **MUST** be approved by the Board of Education. Information regarding items, donor, donor's address and program area must be given to the Director of Adult Workforce Education who will then forward to the Treasurer's Office. Final acceptance will rest with the Director of Adult Workforce Education.

Instructors are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise disposed of.

Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director of Adult Workforce Education.
2. In the case of vehicles, a title must accompany the vehicle or it cannot be accepted.
3. Contact Maintenance Department for pick-up if necessary.
4. Director of Adult Workforce Education submits a list of all donations (with titles attached, if applicable) monthly to the Superintendent for acceptance by the Board of Education.
5. Thankyou letters are issued through the Superintendent.
6. Titles for donated vehicles are kept in the Treasurer's office.

Guideline for Disposal

1. Disposal of any equipment (including donations) must be approved by the Director of Adult Workforce Education.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer from one department to another must be approved by the Director of Adult Workforce Education.
4. The program instructor makes arrangements for all removals of equipment with prior Director of Adult Workforce Education approval.
5. A receipt must be given to the Director of Adult Workforce Education responsible for the program for all equipment and/or vehicles scrapped.

Drug Policy

It is the primary objective of Auburn Career Center to assure that the education of all students shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or any controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic and career-technical instruction.

Drug Search of School Property

Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aide in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

Family and Medical Leave

The Board shall provide Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the Federal law. For purposes of this section, "twelve (12) month period" is defined as the twelve (12) month period measured forward from the date of a members' first Family and Medical leave begins (i.e., the leave year is specific to each employee). An employee would be entitled to twelve (12) weeks of leave during twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family Medical leave is taken after completion of any previous twelve (12) month period.

Sick Leave

Certified/licensed employees shall qualify for sick leave absences with full pay during any school year for one or all of the following reasons:

- (1) Personal illness
- (2) Pregnancy*
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others.
- (5) Absence due to illness, injury or death in the employee's immediate family (ORC 3319.14I).

"Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, and grandchild. Such absences shall be approved by the Superintendent or his designated representative.

Reasonable advance notice shall be logged in the HR Kiosk (link found on Auburn's website) to the staff member's immediate supervisor or his/her designee indicating the date and reason for absences.

Upon return from sick leave, such employee of the Board of Education shall submit a signed return to work form and shall give the name and address of an attending physician if medical attention was required.

A regular certified/licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

*Pregnancy does not refer to the state of being pregnant but refers only to pregnancy-related disability including pre- and post-delivery periods of inability to adequately perform job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

Accumulation of Sick Days

For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to sick leave of one and one-fourth work days with pay, which totals 15 days per year.

The unused portion of sick leave may be accumulated up to 300 days.

Certified/licensed employees without accumulated sick leave shall be advanced five days and may be advanced an additional ten days of the maximum accumulation possible for the remainder of the current contract year with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current contract year.

The previously accumulated sick leave of an employee who has been separated from the public service may be re-credited to his balance upon re-employment in the public service.

An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of 300 days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

Sick Day Redemption

Employees are eligible for the sick day redemption program when they have accumulated over 300 days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of \$50.00 per day for the number of days over the 300 as of July 31st of each year. Reimbursement will be the number of sick days not used between 300 and 318 days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum of sick days that can be accumulated during the course of the contract year is 318 days. The maximum number of sick leave days that can be redeemed is 18 days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

Tuition Free Benefit for Employees & Immediate Family

On December 4, 2013 the Auburn Career Center Board of Education adopted a tuition free benefit for Auburn employees and their immediate family members. An employee should review the policy and complete the form on the following page in order to apply for this benefit.



Tuition Free Benefit for Employees & Immediate Family

Date: _____

Employee Name: _____

Student Enrolling: _____

Relationship to Employee: _____

Address of Student: _____

Class Registering For: _____

FAFSA Completed (Full Time only); _____

I, an Auburn Career Center employee, acknowledge that I have read the *Tuition Free Benefit for Auburn Employees and their Immediate Family Members* policy as adopted by the Auburn Career Center Board of Education on December 4, 2013 and I certify that the dependent relationship and residency as spelled out in the policy are true and accurate.

Employee Signature

Date

Notary

Date

Approved when completed form is signed by the Superintendent

Superintendent

Date

Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn and secure a visitor's pass. Instructors should encourage students to continue their regular classroom and laboratory activities as visitor's pass through the building. Pride in appearance of the building and grounds should be a common concern of both students and instructors.

A Guest Speaker Request Form should be completed and submitted to the Director of Adult Workforce Education prior to allowing a guest to speak to the class. Forms are found by going to the Auburn webpage, clicking on the side menu: MyAuburn, logging in and then look for AWE Guest Speaker Request Form.

Beginning of the year:

Copy Machine Code

The copy machine code is _____ (given at the beginning of year or start date).

The copy machines are also the printer for your computer. Depending on where your location is in the building will determine which machine is used. The copiers will be in your print menu under

\\print\thelocationXeroxWorkCenter5875PS (black & White) or as \\print\HOfficeXeroxWorkCenter 7855PS (color copier)

IT will be happy to help set up the printer for you.

To use the copier machine to copy; touch the copy square on the touch screen. Enter code, select number of copies and if you are copying one-sided to one-sided, one-sided to two-sided, or two-sided to two-sided. Select staples, hole punched, etc., press start.

Employee Emergency Medical Form

Copies are available in the Board office; once complete please hand in to Lori Smith in the Board office.

Employee Technology Agreement

Copies are available in the Board office; once complete please hand in to Lori Smith in the Board office.

Student Emergency Medical Form

This information is included in the Adult Workforce Education registration packet and is placed in the student file.

Student Technology Agreement

These forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Instructional Equipment and Supplies:

Auburn Career Center Board of Education Policy 7450

The Board shall maintain a continuous inventory of all Board-owned equipment annually and G.A.A.P. reporting requirements.

It shall be the duty of the Treasurer to insure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Auburn Career Center Board of Education Policy 2520

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the District.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional equipment. These procedures shall include the participation of appropriate administrative and instructional staff.

Emergency Purchases

The Treasurer is authorized to approve emergency purchases in order to support continuous instruction.

Auburn Career Center Board of Education Policy 7300

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

Program Advisory Meetings

Auburn Career Center Adult faculty and staff participate in Program Advisory Committee meetings. One of the agenda items is to ensure that instructional equipment used in the program areas meets appropriate and required safety standards. Instructors inspect laboratory and instructional supplies daily to ensure safety standards are met. Any equipment or supply item that does not meet safety standards is either immediately repaired or removed/disposed of, in accordance with the District policy.

First Aid Equipment

A first aid kit is available in the Adult Workforce Education Office as well as every classroom and laboratory. Emergency AED equipment is readily available in both the main building and the TLC building. Eye wash stations are readily available in all laboratories.

School Crisis Plan

You will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign the acknowledgement form and return it to the Adult Workforce Education office. Keep your crisis plan in a safe place for quick reference.

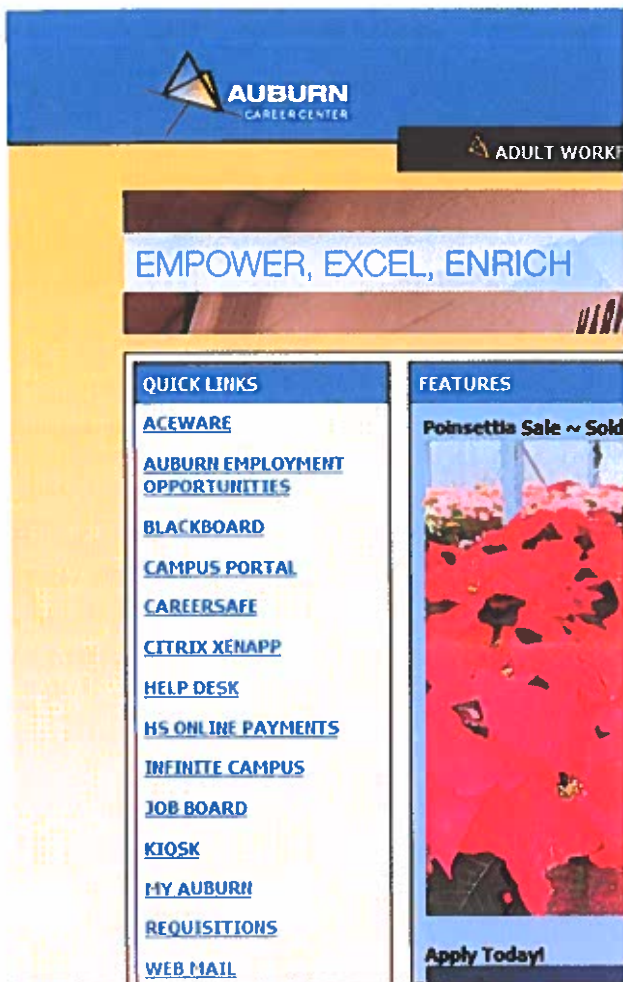
Syllabi

Syllabi are completed and sent to the Director of Adult Workforce Education for review by June 1st each year. The formatting and language should not be altered from the master syllabi available on the Adult share drive.

Any requests for changes in textbooks for the following year must also be submitted at that time.

Taking Attendance

Attendance is taken in Aceware and must be submitted daily. If you have any questions or concerns, see Jonna Mazza, x8248, for technology assistance.



Auburn Career Center's website can be found at www.auburncc.org

Media Services Plan

Auburn Career Center faculty, staff, and students are encouraged to use a variety of educational materials, audio-visual materials, the Blackboard learning management system, the computers, network, and internet connection ("Network") for educational purposes. There are dedicated computers for classroom use, in common areas, as well as laptop carts available to support instruction and student learning.

When using the Network, faculty, staff, and students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines may result in disciplinary action. Prior to accessing the Network; students, faculty, and staff must sign a Technology Agreement.

New faculty will receive technology and Media Services training at the Fall faculty update meeting designed to prepare faculty for the new school year. The IT Department provides ongoing technology support to the faculty with individualized faculty training and technology support. Please see the "Technology Help!" section on the next page.

Faculty will provide students with media services orientation within the first week of each class to ensure students have the appropriate access to the technology that will be used in the classrooms. The IT department is available for ongoing technology and training support when needed. Please see the "Technology Help!" section on the next page.

The District provides annual budgetary support for media services. Should you require additional technology or equipment for the classroom, please follow these steps:

- Prepare a request in writing addressed to the Director of Adult Workforce Education including the equipment requested, cost associated with the equipment/materials, and required timeline for implementation. The Director of Adult Workforce Education will review the request and make a recommendation to the Superintendent regarding the purchase.

There is an ongoing means of evaluating the effectiveness of media services and the utilization of the results to modify and improve media services. Instructional staff provides feedback on an ongoing basis as requests are made for instructional support. Bi-annual technology meetings take place to review the District and individual technology needs in the Spring and Fall of each year.

Technology Agreement

The student forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Faculty and staff receive a copy of the Technology Agreement during the completion of the human resources paperwork.

Media Equipment

Auburn Career Center has media equipment available for instructor use; this equipment includes video cameras, laptops, digital cameras, etc. For available equipment and to reserve their use, contact the Administrative Assistant in the Adult Workforce Education Office. Some media equipment, such as a Smart Board, is built into many of the labs and classrooms on campus. For training on this equipment, please contact the Adult Workforce Education Office to arrange for training with the IT Department.

John Dicks, the District Systems Engineer maintains the primary responsibility for the Media Services Plan, IT Systems & Networking, and provides the support and training for Adult Workforce Education.

Auburn Career Center maintains a current inventory of media resources that are available district-wide. Auburn Career Center staff maintains a current inventory of media and instructional resources pertinent specifically to adult education learners.

Technology Help!

Go to Auburn's Home Page (www.auburncc.org) and on the left hand-side menu click on HELP DESK. The page below will appear and you will click on Computer Help Desk (in orange) and that will pop up an email to them. Please be sure to fill in a subject like: I NEED HELP! Then give a description below. You can also email them through your outlook by sending an email to "Computer Helpdesk".

NetworkStreaming

Welcome to Auburn Career Center tech support.

To submit a computer helpdesk ticket, please email below:
COMPUTER HELP DESK
Prior to clicking on a tech rep, please call 440-358-8050 for support

Representatives

The Citrix client download can be found in the downloads link below:
Downloads

Powered By
BOMGAR™ Remote PC Access Software for Help Desk Support

At times, the IT Department may be able to help you remotely. Call 440-358-8050 prior to clicking on a tech rep. When they are available, their name will appear in orange under the Representatives box.

Maintenance Help!

In a **maintenance safety emergency**, please call receptionist and have Maintenance paged for help. In a non-emergency situation, call ext. 8162 or ext. 8163 or email maintenance at "Maintenance" and let them know specifically what you need.

Maintenance safety emergency – bodily fluid clean-up, broken glass, etc.

Non-emergency situation – Light burned out in projector, student can't get their locker open, etc.

Big ticket items (Smart Boards, projectors, etc.) please contact Director of Adult Workforce Education first and the Director will notify maintenance.

FERPA Advice for Instructors

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility that must be addressed by every public school. FERPA, or the Family Education Rights and Privacy Act, was enacted into [Federal law](#) in 1974 and serves to help keep these records safe from public view.

Protecting Private Educational Records

The FERPA protects the private educational records of students from unauthorized parties. Any information that personally identifies the individual must be kept confidential and under this provision, third parties have very limited access to the records.

Access for Students and Parents to their Educational Records

The FERPA allows student access to educational records. Educational records include files, documents and other material maintained by the educational institution that is directly related to the student. A student's grades or written comments about their performance in class are examples of educational records that must be released to the student.

Individual Records for an Instructor's Use Only

Under the Family Education Rights and Privacy Act, an instructor does not have to reveal any individual records they may keep for their use only. Those records are considered personal and are not made available to the school or any other third party. Such records may be shared with a substitute instructor, if, for instance, they affect the way the substitute must deal with the student.

Penalties for Not Complying with FERPA

If an instructor, who is a representative of the school, does not protect the privacy of a student's educational records as outlined in the law, the instructor and the school may both face serious consequences. While revealing a student's grades or other information to the rest of the class might not seem like a serious offense, it is a prohibited behavior under FERPA.

A school that is charged and convicted of privacy violations can lose their federal funding. In reality, courts have ruled that an accidental disclosure of some information that should have been kept private is not sufficient to withhold federal funding. If the school maintains a policy of disclosing sensitive personal information through its policies, they are then likely to be warned and, if the situation is not remedied, lose their funding.

Exceptions for Third Party Disclosure

There are [certain instances](#) where a school is allowed to share private student information with other parties.

- Other educators or officials within the same school who have legitimate educational interests in the student.
- When disclosure of information is necessary to protect the safety and health of the student.
- Another school to which a student is transferring.
- In order to comply with a judicial order.
- Interested parties who are determining a student's financial aid eligibility.

What Kind of Information Can Be Released Without a Student's Consent?

Instructors should be aware of the types of information that does not require consent before it is released. Known as directory information, it includes such things as a student's name, address, e-mail address, place of birth, class level and any degrees that have been earned.

Information That Cannot Be Released

Everything else, called non-directory information, must remain private until student's consent is obtained. Instructors cannot post test scores from the class on a bulletin board or ask another student to distribute graded papers to the class. Graded work cannot be stacked in a box for students to go through and take their papers. An instructor cannot post a list of class grades on the internet.

While a student's work can be evaluated by the class for learning purposes, once it is graded by the instructor, it is off limits for public view. If an instructor wants to write a letter of recommendation using non-directory information, the instructor must first get the permission from the student.

The basic rule is any non-directory information cannot be revealed without the prior consent from the student.

A Few Tips to Avoid Trouble

It only takes a little common sense to comply with the FERPA rules. If an instructor is in his or her office, reviewing a student's file online, and another student walks in, the screen should not be in the student's range of vision. One should never leave a computer unattended when student records can be viewed with the click of a mouse. Finally, any printed documents that contain a student's personal information should be shredded once they are no longer needed.

<http://education.cu-portland.edu/blog/reference-material/ferpa-advice-for-teachers/>

Throughout the year:

Injuries

NON-EMERGENCY

Please, call the Adult Workforce Education office when a student is injured in your classroom. An incident form is on file in the Adult Workforce Education Office and online.

EMERGENCY

Emergency Response Procedures:

If there is an emergency in the lab or classroom, inform the instructor. If the emergency involves the instructor, dial 911 and then contact the adult school office by using the nearest available telephone.

DIAL 0 (Receptionist)

Remain calm, explain the situation.

If the victim is conscious, it is best to have them lie still with feet elevated until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock – a condition of insufficient blood circulation different from electrical shock – and so they should be kept as warm and as comfortable as possible.

Field Trips

Initial Form

Forms are found by going to the Auburn webpage, clicking on the side menu: My Auburn, logging in and then look for AWE Field Trip Application. Students are responsible for providing their own transportation to and from a field trip. Students may carpool or obtain their own individual transportation but instructors are not to provide transportation.

The Field Trip Request form is to be completed and approved by the Director of Adult Workforce Education. After the students have signed the form for attendance, it is to be returned to the Adult Workforce Education office.

Advisory Boards, Internships – Business Partnerships

Michelle Rodewald works in the Business Partnerships office located near door number 35 (south parking lot door).

Advisory Committees

Auburn Career Center has enlisted the cooperation and coordination of the community in the form of Advisory committees to assist in the planning of career – technical programs. The essential purpose of an advisory committee is to advise. Instructors will gain knowledge and apply it toward the improvement of career – technical programs. Instructors are responsible for maintaining active committee membership, providing an agenda for each meeting, and keeping minutes of each meeting.

Guidelines for working with advisory committees are:

1. Schedule only necessary meetings
2. Have meetings well organized (agenda, minutes, etc.)
3. Keep meetings short and to the point.
4. Be willing to listen to member's questions.
5. Enlist help of individuals between meetings.
6. Send minutes to all members. This helps to keep members who missed the meeting informed.
7. Select members who have a variety of backgrounds in the program area.
8. Invite the committee to observe the program and make suggestions for improvement.
9. Show members you appreciate their time and effort

Grades

Blackboard is used to process the grades and a final spreadsheet including both the percentage and letter grade must be submitted to the Administrative Assistant in the Adult Workforce Education office at the end of each module. The Adult Workforce Education Administrative Assistant will enter the final grade into Aceware and enter the spreadsheet of final grades into the course file. ***See Laura Kamis (8276) for assistance. See IT (8019) for technical assistance in Aceware and Blackboard.***

Requisitions

The application link is found on the Auburn home page or [click here](#).

Once you enter your username and password (obtained from Assistant Treasurer, 8044), click on Requisitions and then W.

The screenshot shows a web application interface for creating a new requisition. On the left is a navigation menu with options like Home, Accounts, AP Invoices, Checks, Configuration, Purchase Orders, Receipts, Refunds, Requisitions (selected), and Vendors. The main area is titled 'New Requisition' and contains several fields: Requisition # (with an 'Auto Assign' button), Vendor # (with a binocular icon), Deliver By Date, Deliver To Vendor # (499), Deliver To (AUBURN CAREER CENTER, 8140 AUBURN ROAD, CONCORD TWP OH 44077-9723), Requested PO Date (01/07/2015), Requisition Description, Terms, Attention, Total (\$0.00), and Type (Enter T for Template). Below these fields is a table with columns: #, Quantity, Unit, Description, Unit Price, Total, Fund, Func, Obj, SCC, Subj, OPU, IL, Job. The table shows a total of \$0.00. At the bottom are 'Functions' buttons: Validate, Post, Cancel, and Save Draft.

Vendor Numbers can be looked up by clicking on the binoculars. Make sure you enter a description of what you are purchasing and why. In the Attention field, please put your first and last name! Click on the + to add items to your requisition. Account numbers can also be looked up by clicking on the binoculars. When finished, click on the post button to send the requisition to the Director of Adult Workforce Education for review.

HR Kiosk

Sick/Personal/Professional

1. **You should always go to the kiosk to fill out a request for leave. The minimum time to request off is ¼ day for sick or personal time even if you are taking just one hour.** The Director of Adult Workforce Education will receive substitute requests via the Kiosk.
2. Professional days for workshops/conferences must be approved first via travel form then put in kiosk for a sub.
3. *When in doubt about requesting sub, call Laura Kamis or the Director of Adult Workforce Education and ask.*
4. Personal days are just that, personal; however, no personal days on either side of a holiday are permitted.

Always have more work than needed for students

Stress proper behavior and expectations to students when a sub is in.

If you are out of the building at a professional development or other event (sick, personal day etc.), knowing ahead of time, you must go into the kiosk and fill out the request. The board office needs this information for their purposes. This is why it's important for the Adult Workforce Education office: The Director of Adult Workforce Education receives that request from the kiosk and then knows to secure a substitute. **DO NOT DO THIS VERBALLY** unless you are going home sick.

Follow Up

Attempts to collect follow up data begin prior to the students' separation and continue until all efforts of data collection are exhausted. The data collection is recorded in three locations based on the specific data requirements for COE, HEI, and iPEDs.

Nursing, Paramedic, and EMT programs provide students with a student survey upon graduation. An additional survey is sent to the students six months from graduation in order to request additional follow up data. At the time of annual reporting, a designated member of the Adult Workforce Education team attempts to reach the graduates without the appropriate information via telephone, e-mail, and/or regular U.S. mail.

All other students meet with the Business Partnership Coordinators when completing the job readiness tasks prior to graduation. The Business Partnership Coordinators collect the following data from the students and document the responses in a spreadsheet:

Student Name	Name and Contact Information for Employer; Continuing Education; Student refusal of employment; Student waiting for licensure exam results in order to gain employment.	Job Title and relation to the field of study (if applicable)	Date of Student Employment	Date of Student Employment Verification	Method of Student Employment Verification

At the time of annual reporting, a designated member of the Adult Workforce Education team attempts to reach the graduates without the appropriate information via telephone, e-mail, and/or regular U.S. mail.

All of the data collected is maintained by the Administrative Assistant in the Adult Workforce Education office.

The follow up data is reviewed and analyzed by the Director of Adult Workforce Education and the Adult Workforce Education Team, including instructors. Problem-solving and goal implementation is completed in order to ensure each program meets the expected targets for COE and HEI.

Student Services Strategic Plan

Student Services are inclusive of the Director of Adult Workforce Education, assessment, fiscal services, guidance, program coordinators, and administrative assistants to ensure all students have access to services for enrollment, completion, earned credentials, and employability.

- Incoming students meet with the Career Services Coordinator to review the program, cost, and length of program. At that time, the Career Services Coordinator discusses the students' interests and skill level in order to ensure the student is making an informed program choice.
- Incoming students then complete the WorkKeys test. Certain benchmarks are put in place in order to promote student success in certain fields. If a student is unable to meet those benchmarks, the student will be provided with information regarding the ABE program, offered the opportunity to utilize the WorkKeys study guides, and given the opportunity to re-take the test.
- The Adult Workforce Education Administrative Assistant enters the students' WorkKeys scores and registration information into the Aceware system and maintain the official files and records of the students. In the EMT Basic, Paramedic, and Nursing programs the Program Administrator and/or the Program Coordinator maintain the official files and records of the students.
- The Director of Adult Workforce Education, Administrative Assistants, Program Administrator, Program Coordinator, Treasurer's office staff, Career Resources Coordinator, and Office of Accessibility Coordinator have permission to access the students' electronic records as maintained in the electronic database, Aceware.
- Students may obtain an official transcript by completing the Transcript Request form and verification that their account is paid in full. The student transcript contains, at a minimum, the following: program of study, modules completed, grades, period of enrollment, and program completion date (if applicable).
- Enrollment, academic, and educational progress records are maintained by the Adult Workforce Education Administrative Assistants. The financial records are maintained by the Treasurer's office.
- Student record preservation is maintained by the District approved vendor (Aceware) for digital record keeping in accordance with the Board of Education record retention policy and procedure.
- The written grievance policies, with COE mailing address and telephone number are printed in the Student Handbook.
- All student grievances will be filed by the Administrative Assistants in the student file and be scanned into the district approved vendor for digital record keeping to ensure acceptable quality in the educational programs offered.
- The Career Resources Coordinator will provide academic advisement to students. The academic advisement will assist students in planning for and completing the occupational education programs in which they are enrolled.
- Placement services are provided for all occupational programs. The Career Resources Coordinator and the Business Partnership Coordinators provide placement services to students in their occupational programs, during and after the completion of the program. Placement services are as follows: Symplicity job board, resume writing services, mock interviews, placement referrals, job boards, career information, and job fairs.
- Students are given access to Symplicity. Symplicity is a system that enhances the sharing of information between Auburn Career Center, the students, and the employers. Students can browse jobs posted by local employers and apply to positions using their stored resumes, cover letters, and additional documents. Employers can post jobs and receive applications for available positions. Symplicity is maintained by the Career Resources Coordinator and the Business Resource Coordinators.
- Placement information is shared by the Director of Adult Workforce Education, the Nursing Administrator, and the EMS Coordinator, along with the other members of the Adult Workforce Education team in order to review, assess, and make recommendations for continued improvements. The placement data is reviewed annually, at a minimum in order to achieve the mission of Auburn Career Center.
- The Default Management Plan is to be maintained by the Financial Aid Officer and meets the standards of the U.S. Department of Education.

- Auburn Career Center has adopted and implemented the School Crisis Plan as a written plan for health and safety of students in cases of sickness, accidents, or emergency health care needs. The plan is evaluated annually.
- A system is in effect for reporting and investigating all incidents affecting health and safety and is included in the School Crisis Plan. The Director of Adult Workforce Education and/or the Program Coordinators follow-up on any and all reported incidents. The documentation is then filed in the student file. Students and staff report injuries or accidents on the Witness Incident and Accident Statement, which can be obtained in the Adult Workforce Education Office and at www.auburncc.org and located in MyAuburn.
- The Office of Accessibility Coordinator and the Director of Adult Workforce Education are responsible for approving and documenting any reasonable accommodations for students with documented needs. The Office of Accessibility Coordinator shares and reviews the documentation and policies with the students requesting accommodations. This process is in compliance with all ADA regulations.
- The Student Services Strategic Plan will be evaluated annually by the Adult Workforce Education Leadership team and revised as necessary in order to meet the needs of the student population. The review and recommendations will be documented in the Adult Workforce Education team meetings.

Performance Evaluations

Director of Adult Workforce Education

Below is a copy of the Adult Workforce Education Instructor Evaluation documentation for review.

Pre-Observation Instructional Plan Conference



PRE-OBSERVATION INSTRUCTIONAL PLAN CONFERENCE

Evaluatee: _____

Date: _____

1. What do you want the students to learn? Please list the objective/rationale from your graded course of study/standards.
2. How do you plan to engage each student in the content? What will you do? What will the students do?
3. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
4. What instructional materials or other resources, if any, will you use? Why do you feel this is effective for this lesson?
5. How do you plan to assess student achievement of the goals? What procedure(s) will you use? Attach any tests or performance tasks and rubrics.
6. How do you plan to use the results of the assessment?
7. How could your personal strengths and weaknesses impact this lesson?
8. Special Classroom Circumstances.

Observation Form

AUBURN OBSERVATION FORM

Evaluatee: _____

Evaluator: _____

Date: _____

Date: _____

DOMAIN 1	Levels of Performance (Check one for each component)			
PLANNING & PREPARATION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
1A Knowledge of content & andragogy				
<ul style="list-style-type: none"> content prerequisite relationships content related to andragogy 	COMMENTS:			
1B Knowledge of students				
<ul style="list-style-type: none"> characteristics of age group varied approaches to learning skills and knowledge interests/cultural heritage 	COMMENTS:			
1C Instructional goals				
<ul style="list-style-type: none"> value clarity suitability for diverse students balance 	COMMENTS:			
1D Knowledge of resources				
<ul style="list-style-type: none"> resources for teaching resources for students 	COMMENTS:			
1E Coherent instruction				
<ul style="list-style-type: none"> learning activities materials & resources instructional groups 	COMMENTS:			
1F Student learning				
<ul style="list-style-type: none"> congruence with instructional goals criteria & standards planning 	COMMENTS:			

AUBURN OBSERVATION FORM

Evaluatee: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 2	Levels of Performance (Check one for each component)			
CLASSROOM ENVIRONMENT	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
2A Environment of respect & rapport				
<ul style="list-style-type: none"> teacher interaction with students student interaction 	COMMENTS:			
2B Culture for learning				
<ul style="list-style-type: none"> importance of the content students pride in work expectations for learning and achievement 	COMMENTS:			
2C Classroom management				
<ul style="list-style-type: none"> management of instruction management of transitions management of materials/supplies performance of non-instructional duties supervision of volunteers and paraprofessionals 	COMMENTS:			
2D Student behavior				
<ul style="list-style-type: none"> standards monitoring of student behavior response to student misbehavior 	COMMENTS:			
2E Physical space				
<ul style="list-style-type: none"> safety and arrangement of furniture accessibility to learning and use of physical resources 	COMMENTS:			

AUBURN

OBSERVATION FORM

Evaluatee: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 3	Levels of Performance (Check one for each component)			
INSTRUCTION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
3A Communicating clearly and accurately				
<ul style="list-style-type: none"> • directions and procedures • oral and written language 	COMMENTS:			
3B Questioning & discussion techniques				
<ul style="list-style-type: none"> • quality of questions • discussion techniques • student participation 	COMMENTS:			
3C Engaging students in learning				
<ul style="list-style-type: none"> • representation of content • activities and assignments • grouping of students • instructional materials and resources • structure and pacing 	COMMENTS:			
3D Providing feedback to students				
<ul style="list-style-type: none"> • quality: accurate, substantive, constructive and specific • timeliness 	COMMENTS:			
3E Flexibility & responsiveness				
<ul style="list-style-type: none"> • lesson adjustment • response to students • persistence 	COMMENTS:			

AUBURN

OBSERVATION FORM

Evaluatee: _____
 Date: _____

Evaluator: _____
 Date: _____

DOMAIN 4		Levels of Performance (Check one for each component)			
PROFESSIONAL RESPONSIBILITY		NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS					
4A Reflection					
<ul style="list-style-type: none"> accuracy of lesson effectiveness use in future teaching and lesson planning 		COMMENTS:			
4B Accurate records					
<ul style="list-style-type: none"> student comprehension of assignment student progress in learning non-instructional recordkeeping 		COMMENTS:			
4C Family communication					
<ul style="list-style-type: none"> information about instructional program information about individual students family involvement in instructional program 		COMMENTS:			
4D Contributions to school & district					
<ul style="list-style-type: none"> colleague relationships service to school school and district project/program participating 		COMMENTS:			
4E Professional growth & development					
<ul style="list-style-type: none"> content and andragogy enhancement professional service 		COMMENTS:			
4F Professionalism					
<ul style="list-style-type: none"> proactive service to students advocacy decision making timeliness 		COMMENTS:			

Informal Observations

Instructor Name: _____

Grade(s)/Subject Area(s): _____

Evaluator Name: _____

Time Walkthrough Begins: _____

Date: ____/____/____

Time Walkthrough Ends: _____

Directions:

This form serves as a record of an informal walkthrough by the instructor's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the instructor.

EVALUATOR OBSERVATIONS

- ◆ Instruction is developmentally appropriate
- ◆ Lesson content is linked to previous and future learning
- ◆ Learning outcomes and goals are clearly communicated to students
- ◆ Classroom learning environment is safe and conducive to learning
- ◆ Varied instructional tools and strategies reflect student needs and learning objectives
- ◆ Instructor provides students with timely and responsive feedback
- ◆ Content presented is accurate and grade appropriate
- ◆ Instructional time is used effectively
- ◆ Instructor connects lesson to real-life applications
- ◆ Routines support learning goals and activities
- ◆ Instruction and lesson activities are accessible and challenging for students
- ◆ Multiple methods of assessment of student learning are utilized to guide instruction

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Evaluator Signature:

- ◆ Photocopy to Instructor

Summary Observation Form



OBSERVATION FORM

EVALUATEE: _____

GRADE/SUBJECT: _____

EVALUATOR: _____

DATE: _____

OBSERVATION # 1 2

BUILDING ASSIGNMENT: _____

EVALUATOR – SUMMARY COMMENTS:

EVALUATEE – SUMMARY COMMENTS:

EVALUATOR'S SIGNATURE AND DATE

EVALUATEE'S SIGNATURE AND DATE

Office Supplies

Orders are given to *Lori Smith* via email. There is a catalog in the office to find the items needed. Submit with unit quantity, item number, and brief description.

Room Requests

Wendy Lauer, x8278

Outlook Calendar – Folders, Public Folders, All Public Folders, Auburn Resource Calendars

End of course:

End of Module/Course Checklist

The End of Module/Course Checklist will be due to the Administrative Assistant in the Adult Workforce Education Office at the end of each module or course. You must return the completed checklist to the Adult Workforce Education Office within two business days of the end of the module or course. A sample form is located on the following page. A copy can be obtained from the Adult Workforce Education office or by going to the Auburn Web page, clicking on the side menu: MyAuburn, logging in and then look for AWE End of Module Checklist.



ADULT WORKFORCE EDUCATION
END OF MODULE/COURSE CHECKLIST

INSTRUCTOR: _____

DATE: _____, 2015

MODULE/COURSE TITLE: _____

MODULE/COURSE #: _____

Check off List:

_____ Spreadsheet final grades (% and letter)

_____ Textbook returned

_____ Attendance complete and finalized

_____ Student evaluations

Instructor Signature: _____ Date: _____

AWE Admin Asst. Signature: _____ Date: _____

Director AWE Signature: _____ Date: _____

Financial Obligations to school

Shelley Barto x 8326 is responsible for financial obligations to the school. She is located in the Technology Learning Center

Faculty/Staff

Must have financial obligations to the school settled prior to the end of the year.

Appendix

Auburn's Home Page

www.auburncc.org

Acronyms

Places within Auburn's Campus

PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Ind. Arts Building	Houses ADM & HVAC programs
HORT Building	Behind main building across main bridge

Miscellaneous Education Terms

504	Section 504 of the Rehabilitation Act of 1973 504
ACTE	Association for Career and Technical Education
ADA	Americans with Disabilities Act
ADD; AD/HD; ADHD; ADD/In	Attention-Deficit/Hyperactivity Disorder; ADD Inattentive
ASL	American Sign Language
AT	Assistive Technology
BOE	Board of Education
CATA	Career And Technical Association
CTE	Career and Technology Education
CBA	Curriculum-Based Assessment
CIP	Continuous Improvement Plan
ESC	Educational Service Center
ESL	English as Second Language
FERPA	Family Educational Rights & Privacy Act
GPA	Grade Point Average
HI	Hearing Impaired
HS	High School
IDA	International Dyslexia Association
IDEA	Individuals with Disabilities Education Act
LD	Learning Disability
LRE	Least Restrictive Environment
MDT	Multidisciplinary Team
MH	Multiply Handicapped
MOU	Memorandum of Understanding
MR	Mental Retardation
MRI	Magnetic Resonance Imaging
MS	Middle School
NCLB	No Child Left Behind Act of 2001

NCLD	National Center for Learning Disabilities
OASSA	Ohio Association of Secondary School Administrators
OCD	Obsessive-Compulsive Disorder
OCR	Office for Civil Rights
ODE	Ohio Department of Education
OTES	Ohio Teacher Evaluation System
PLC	Professional Learning Community
PTSD	Post-Traumatic Stress Disorder
RTI	Response-to-Intervention
SD	School District
SLO	Student Learning Objectives

Adult Workforce Education Employee Directory

Name	Extension	Program/Title	Location in Building
Atwell, Joe	8162	Maintenance Supervisor Day	Maintenance Office- C Wing
Bentine, Joe	8388	Adult HVAC	Industrial Arts Building
Barto, Shelley	8326	Financial Aid Officer	TLC
Blauch, John	8238	EMT/Paramedic Instructor	Hort. Building/Annex Building
Bojanowski, Chip	8390	Manufacturing/CNC	Industrial Arts Building
Bouey, Michael		Great lakes Truck Driving Instructor	TLC
Bryant, Victoria	8044	Assistant Treasurer	TLC
CARES/ABLE	8302		TLC
Chapin, John	8388	Adult HVAC	Industrial Arts Building
		EMT/Paramedic Instructor	Hort. Building
Computer Help Desk	8050		
Receptionist	0	AWE Night Receptionist/Adm. Assistant	AWE Office
		Great Lakes Truck Driving Instructor	TLC 100
Davis, James	8026	EMT/Paramedic Instructor	Hort. Building
Davis, Sean	8026	EMS Coordinator	Hort. Building
DePasquale, Dominic	8163	Maintenance PM	Maintenance Office – C Wing
Dicks, John	8024	Technology Support	3D
Fearing, Mike		Firefighter I & II	Concord Fire Dept.
Franko, Mike	8163	Maintenance AM	Maintenance Office – C Wing
Gamber, Rich	8163	Maintenance PM	Maintenance Office – C Wing
Hauser, Eileen	8277	Health Insurance/Payroll	TLC
Heon-Smith, Lori	8010	Human Resources/BOE Admin. Assistant	TLC
Hick, Hakija		Great Lakes Truck Driving Instructor	TLC 100
Horvath, Randy	8218	Automotive Technology	2B & 4B
HS Conference Room	8209		
Ivancic, Robert	8026	EMT/Paramedic Instructor	Hort. Building
Johnson, Ken	8245	Welding Instructor	10A
Kamis, Laura	8276	AWE Administrative Assistant	AWE Office
		Practical Nursing Instructor	4C
Kerwood, Mary Ann	8237	ABLE/Applied Academics Coordinator	TLC
LaForce, Richard	8390	Facilities Maintenance	10C
Large, Al	8390	Manufacturing/CNC	Industrial Arts Building
		Great Lakes Truck Driving Instructor	TLC 100
Lauer, Wendy	8278	Administrative Assistant/Testing	TLC
Bontempo, Brian	8011	Superintendent	TLC
McVicker, Carrie	8325	Accounts Rec/Payable	TLC
Morrow, Dan	8218	Automotive Technology	2B & 4B
Murdock, Dan	8026	EMT/Paramedic Instructor	Hort. Building
Renda, Joe	8242	Welding Instructor	10A
Scott #52	8111	Resource Officer	3C
Wotring, Troy	8390	Manufacturing/CNC	

Ranck, Sandy	8366	Practical Nursing Administrator	4C
TBD	8248	Career Resources Coordinator	AWE Office
Renda, Joe	8242	Welding	10A
Rodewald, Michelle	8159	Business Partnerships	By Door 35 in C wing
Roseum, Tom	8390	Facilities Maintenance	10C
Slavkovsky, Jeff	8033	Assistant Superintendent	TLC
	8383	Industrial Electrical Training	6A
Stark, Dee		Principal	4A
Terriaco, Ron		Firefighter I & II	Concord Fire Dept.
Tredent, Christine	8223	Practical Nursing Instructor	4C
Tracy, Andrea	8028	Director of Adult Workforce Education	AWE Office
Upole, Deb	8367	Practical Nursing Instructor	4C
Urie, Matt	8026	EMT/Paramedic Instructor	Hort. Building
Vigh, Sue	8247	EMT/Paramedic Instructor	Hort. Building
Widlits, Roberta	8367	Practical Nursing Instructor	4C
Williamson, Sherry	8006	Treasurer	TLC
Yarnell, Stacy	8367	Practical Nursing Instructor	4C
Yoo, Linda	8367	Practical Nursing Instructor	4C

Administration

Board Office Personnel

Student Services

MyAuburn

<http://www.auburncc.org/my/>

Passphrase: AuburnCC

MyAuburn has links to many forms, handbooks, and employee benefit information.