

Auburn Vocational School District BOARD OF EDUCATION

Minutes of September 6, 2016

The September 6, 2016 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Klima	Mr. Stefanko	Mrs. Wanyek
Dr. Culotta	Dr. Kolkowski	Mr. Walter	Mrs. Wheeler
Mrs. Javins	Mr. Miller – arrived 7:45pm		

Absent: Mr. Kent

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

127-16 Approve Agenda and Addendum

A motion was made by Mr. Klima and seconded by Dr. Kolkowski to approve the September 6, 2016 agenda.

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

Nays: None
Mr. Walter declared the motion passed

128-16 Approve Minutes Last Meeting and Addendum

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the minutes of the August 2, 2016 regular Board meeting.

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

Abstain: Dr. Kolkowski, Mr. Stefanko

Nays: None
Mr. Walter declared the motion passed

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

Administrative Report

- a. Report Card Update, Ms. Maggie Lynch
- b. We Lead Survey Report, Ms. Maggie Lynch
- c. Brighton Excellence in Education Award Presented to Ms. Brandi Holland
- d. Update on Adult Welding, Ms. Maggie Lynch

129-16 Approve Settlement Agreement & Release

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko that the Board approve the Settlement Agreement & Release. (See Attachment Item #6f1)

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to remove previous motion pending further discussion of the Board of Education.

Facilities Committee Report – Mrs. Mary Javins

- a. Final punch list of the Technology Learning Center

Student Achievement Report – Mrs. Jean Brush-Monthly update

Legislative Report – Mrs. Mary Javins-None

Recruitment/Curriculum Committee Report – Ms. Maggie Lynch

- a. 2016-2017 Challenges for Recruiting Class of 2017-2018
- b. I-X Center Discussion

130-16 Approve Landscaper Agreement and Extended Work Days 2016-2017 School Year

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the Landscaper Agreement from The Great Big Home and Garden Show at Cleveland's I-X Center February 3 -12, 2017. This letter of agreement between Auburn Career Center and Marketplace Events for the installation and removal of a feature garden at the 2017 Great Big Home & Garden Show at the I-X Center. Additionally, the Board of Education approves 11 extended work days for Mr. David Richards for the 2016-2017 school year ending July 31, 2017. Daily rate of \$421.05 equals a total amount of \$4,631.65.

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

Nays: None

Mr. Walter declared the motion passed

Financial Committee Report – No Report

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, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (See Attachments Item #12)

No Action Required

131-16 Approve Permanent Appropriations for Fiscal Year 2016-2017

A motion was made by Mr. Klima and seconded by Dr. Culotta to approve the permanent appropriations for fiscal year 2016-2017. (See Attachment Item #13)

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

Nays: None
Mr. Walter declared the motion passed

132-16 Approve Transfer

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to approve the following transfer for the healthcare deductible in the amount of \$18,455.95, effective July 1, 2016.

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

Nays: None
Mr. Walter declared the motion passed

133-16 Approve Donations

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to approve the donations of a 1995 Road Rescue Ambulance from Plymouth Township Fire Department of Ashtabula OH 44004. As well as, the donation of Telecomm tools and equipment from Mr. David Fries of Painesville OH 44077.

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

Nays: None
 Mr. Walter declared the motion passed

134-16 Human Resources

A motion was made by Mrs. Javins and seconded by Mr. Klima to approve the following personnel items:

A. Employ Adult Workforce Education Staff 2016-2017

To employ the following adult workforce education staff for the 2016-2017 school year. One-Year Limited Contracts.

First Name	Last Name	Title	Hourly Rate
John	Bitonti	Firefighter Instructor	\$30.00
Clement	Bojanowski	CNC Instructor	\$30.00
Carol	Brafford	Geauga One-Stop	\$18.00
Dennis	Calhoun	Firefighter Instructor	\$30.00
Joe	Caranci	Automotive Technology Instructor	\$30.00
Michael	Fearing	Firefighter Instructor	\$30.00
Scott	Hildenbrand	Firefighter Instructor	\$30.00
Luigi	Ianiro	Firefighter Instructor	\$30.00
Ronald	Jonovich	Firefighter Instructor	\$30.00
Kenneth	Ledford	Firefighter Instructor	\$30.00
Dan	Morrow	Automotive Technology Instructor	\$30.55
Katherine	Nieman	Firefighter Instructor	\$30.00
James	Powers	Firefighter Instructor	\$30.00
Douglas	Riedel	Firefighter Instructor	\$30.00
Matthew	Sabo	Firefighter Instructor	\$30.00
Dale	Smith	Firefighter Instructor	\$30.00
Ronald	Terriaco	Firefighter Instructor	\$30.00
Mark	Toth	Firefighter Instructor	\$30.00
Richard	Vandevander	Firefighter Instructor	\$30.00
Joseph	Warner	Firefighter Instructor	\$30.00

Mike	Warner	Firefighter Instructor	\$30.00
Adam	White	Firefighter Instructor	\$30.00
Gabe	Wilson	FAB Lab	\$18.00
Linda	Yoo	PN Faculty	\$31.99

B. High School Instructor Staffing 2016-2017

To approve Mrs. Amie Irving as the Online Mathematics Instructor for the 2016-2017 school year. Mrs. Irving will be placed on step 5, column 5 in the amount of \$54,785.00. (pro-rated in the amount of \$54,488.86)

C. Approve Substitutes for the 2016-2017 School Year

Name	Subject Area Certified
Karen Altenweg	Integrated Language Arts (050145)/Integrated Social Studies (150004)
Mike Guerni	Short Term Substitute – General Education
Vincent Frusteri	Long Term Substitute – Integrated Social Studies (150004)
Christine Lange	General Education (Short Term)
Mary Peterson	General Education (Short Term)
Julie Loncar	General Education (Short Term)
Gretchen Molnar	General Education (Short Term)
Dawn Tubman	Substitute Kitchen Helper
Cindy Johnson	Culinary Arts & Food Service Management (090203)

D. Approve Fire Officer I & II & III Program Instructors

To approve the following certified instructors for the Fire Officer I & II & III program. These instructors will be paid based on if they are Lead Instructor for the program at the flat rate of \$250 or if they are an Assistant Instructor for the program at the flat rate of \$125.

Matthew Sabo	Firefighter Instructor Certified
Ronald Terriaco	Firefighter Instructor Certified
Jim Powers	Firefighter Instructor Certified
Mike Warner	Firefighter Instructor Certified
George Brown	Firefighter Instructor Certified
Edward Koziol	Firefighter Instructor Certified
John Frazier	Firefighter Instructor Certified
Michael Carroll	Firefighter Instructor Certified
William Shaw	Firefighter Instructor Certified

E. Approve Additional Education

To approve per CATA agreement 18.1.2.2 movement into a higher salary column for Mrs. Laura Ciszewski. She has completed an additional 15 credit hours above and beyond. Mrs. Ciszewski would be at step 8, column 7 (MA+30) in the amount of \$64,685.00.

To approve per CATA agreement 18.1.2.2 movement into a higher salary column for Mrs. Michelle Rodewald. She has completed an additional 30 credit hours above and beyond. Mrs. Rodewald would be at step 12, column 5 (MA) in the amount of \$70,609.00.

To approve per CATA agreement 18.1.2.2 movement into a higher salary column for Mr. Darrin Spondike. He has completed an additional 15 credit hours above and beyond. Mr. Spondike would be at step 9, column 3 (BA+15) in the amount of \$60,764.00.

F. Approve ABL Staff 2016-2017

To employ the following teachers/staff for the 2016-2017 school year. These employees cover the Auburn, Eastlake, Geauga, Lakeland, Lake County Jail, Madison and Painesville areas for ABL and GED. (ABLE 501 Fund)

Name	Title	Location	Hourly Amount
William McSherry, Jr.	ABLE Instructor	Painesville	\$21.00
Jeanna Purses	ESOL Instructor	Painesville	\$21.00
Carol Brafford	ABLE Instructor	Gauga	\$21.00
Catherine Coyne	Administrative Assistant	Auburn	\$17.89
Cheryl General	ABLE Instructor/Orientation Specialist	Auburn	\$21.00

G. Approve Licensed Continuing Contract

To approve the continuing contract for Mrs. Michelle Rodewald, Business Partnership Coordinator, based on the CATA Agreement 11.2.1. Mrs. Rodewald has been with Auburn Career Center for over eight years and has obtained a Master's Degree in Educational Administration.

H. Approve Supplemental Contract

To approve the supplemental contract for Mrs. Dawn Bubonic in the amount up to \$13,020.00, (\$26.25 an hour for up to 496 hours) for the Geauga iStem. This supplemental has been budgeted out of the Geauga iStem agreement and will be renewed annually based upon the said agreement. Effective for the 2016-2017 school year.

1. Approve Supplemental Contracts for the 2016-2017 School Year

To approve the following teacher's/staff supplemental contracts for the duties that extend throughout the school year. These amounts below will be divided into two installments, one in December and one in June.

Employee	Title	Category	Total Amount
Terry Colescott	Moderator	AWT RoboBots	\$715.11
Bob Hill	Skills USA	Club	\$806.31
Dan Crail	National Technical Honor Society	Club	\$570.44
Dan Crail	Bullying Prevention	Club	\$570.44
Dave Richards	FFA	Club	\$778.96
Jane Metrisin	FCCLA	Club	\$693.91
Jeff Slavkovsky	Drug Free American Club	Club	No Stipend Taken
John Blauch	SADD	Club	\$822.17
Sue Lefler	Skills USA	Club	\$822.01
Angela Nelson	DECA	Club	\$626.03

J. Approve Classified Administrative Assistant Transfer

To approve the transfer of Ms. Cindy Coin from part time Evening Receptionist/ Administrative Assistant to full time Administrative Assistant for Enrollment Specialist and Business Partnership departments at the salary amount of \$33,003.90 for 220 days. (Salary will be prorated based off official start date)

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

Nays: None

Mr. Walter declared the motion passed

135-16 Approve Resignation

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the resignation from Mrs. Natasha Humar, Technology Instructor, effective August 1, 2016.

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

Nays: None

Mr. Walter declared the motion passed

136-16 Approve Stipend for the District EMS Responder

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve Mr. John Blauch, the District EMS Responder for the 2016-2017 school year. This amount of \$8,221.70 will be divided into two installments, one in December and one in June.

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

Nays: None
 Mr. Walter declared the motion passed

137-16 Approve Stipends for LPDC Committee 2016-2017 School Year

A motion was made by Dr. Kolkowski and seconded by Mrs. Wheeler to approve the stipends for the following LPDC Committee coordinator and members for the 2016-2017 school year. These amounts below will be divided into two installments, one in December and one in June.

Employee	Title	Category	Total Amount
Wayne Reed	Member	LPDC Committee	\$1,143.61
Ginny Gontero	Member	LPDC Committee	\$1,143.61
Jeff Slavkovsky	Member	LPDC Committee	No Stipend Taken
Robin Nunes	Member	LPDC Committee	\$1,143.61
Rodney Kozar	Coordinator/Chair	LPDC Committee	\$2,750.00

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

Nays: None
 Mr. Walter declared the motion passed

138-16 Approve Stipends for the Resident Educators Program

A motion was made by Dr. Kolkowski and seconded by Mrs. Javins to approve the stipends for the following resident educators program for the 2016-2017 school year. These amounts below will be divided into two installments, one in December and one in June.

Employee Mentor	Title	Category	Total Amount
Brandi Holland	Educator Mentor (A. Ryan)	Resident Educator	\$726.28
Dan Agardi	Educator Mentor (T. Welk/D. Spondike)	Resident Educator	\$1,424.22
Gregg Evans	Educator Mentor (D. Bentley, S. Weincek)	Resident Educator	\$1,257.26
Jason Gardner	Educator Mentor (J. Malvicino, S. Pirzada)	Resident Educator	\$1,593.08
Sue Lefler	Educator Mentor (C. Tredent)	Resident Educator	\$822.01
Terry Colescott	Educator Mentor (J. Rogge)	Resident Educator	\$715.11

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

Nays: None
 Mr. Walter declared the motion passed

139-16 Approve Blackboard Five Year Renewal Contract

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

After discussion, this item is tabled until October 4, 2016.

140-16 Approve Adult Workforce Education Teacher Handbook for 2016-2017

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the Adult Workforce Education teacher handbook for the 2016-2017 school year. Note any of the changes are highlighted to meet federal standards and/or board policies. (See Attachment Item #22)

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

Nays: None
 Mr. Walter declared the motion passed

141-16 Approve Adult Workforce Education 2016-2017 Calendar

A motion was made by Dr. Kolkowski and seconded by Mr. Stefanko to approve the Adult Workforce Education 2016-2017 calendar. (See Attachment Item #23)

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

Nays: None
 Mr. Walter declared the motion passed

142-16 Policies Modifications: First/Second Reading

To make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at www.neola.com/auburnjvs-oh and clicking on the policy number. (Attachment Item #24)

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

No Action Required.

143-16 2016-2017 Housing Project – 7070 Auburn Road

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

A. Approve Windows

To approve the window quote from Carter Lumber of Chardon, Ohio in the amount of \$5,743.78. There were a total of three quotes submitted, the other two quotes are from Mentor Lumber of Chardon, Ohio and 84 Lumber Company of Concord, Ohio. (See Attachment Item #25A)

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

Nays: None
 Mr. Walter declared the motion passed

144-16 Approve Removal of Tuition Balance

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve the removal of Mr. Kyle Hunley's tuition balance of \$3,350.00 from the Adult Workforce Paramedic program due to Mr. Hunley's passing away.

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

Nays: None

Mr. Walter declared the motion passed

145-16 Approve ACEware Systems, Inc. Support Agreement

A motion was made by Mrs. Javins and seconded by Mr. Klima to approve ACEware Systems, Inc. annual support agreement for student manager for the Adult Workforce Education Department from 7/1/2016 to 7/1/2017 in the amount of \$5,547.00. (See Attachment Item #27)

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

Nays: None

Mr. Walter declared the motion passed

146-16 Executive Session

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to enter into executive session at 8:13 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, **or compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.
- Pursuant to Ohio Revised Code Section 121.22(G) (5), discussion of matters required to be kept confidential by federal law, rules or state statutes.

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

Nays: None

Mr. Walter declared the motion passed

Return to public session at 9:00 p.m.

147-16 Approve Settlement Agreement & Release

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the settlement agreement and release.

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

Nays: Mrs. Brush, Dr. Kolkowski and Mr. Stefanko
Mr. Walter declared the motion passed

148-16 Adjourn

A motion was made by Mrs. Javins and seconded by Dr. Culotta to adjourn the meeting at 9:05 p.m.

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

Nays: None
Mr. Walter declared the motion passed

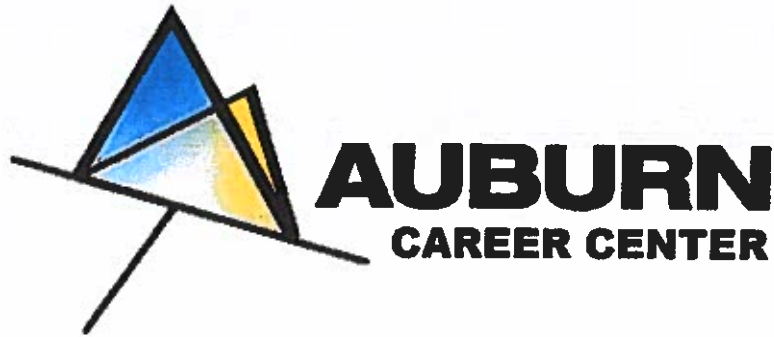


Treasurer



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 #6f1

**Administrative Report:
Approve Settlement
Agreement & Release**

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release ("Agreement") is entered into on this ____ day of _____, 2016 by and between _____ ("the Student"), and the Auburn Vocational School District Board of Education, the public board of education that governs and operates the joint vocational school district known as the Auburn Career Center ("the Board of Education") (collectively, "the parties").

WHEREAS, the Board of Education offers a variety of adult workforce education programs, including a Welding Program ("the Welding Program"), which is a 36-week program wherein adult students receive vocational training in the fundamentals of welding;

WHEREAS, during the 2015-2016 school year, the Student was enrolled in and completed the Welding Program;

WHEREAS, despite the best efforts of the Board of Education and its instructors, the Student was dissatisfied with the Welding Program and his inability to demonstrate continued competency in welding and/or gain employment in welding following completion of the Welding Program;

WHEREAS, the Board of Education desires to settle and resolve any and all complaints that the Student may have against the Board of Education, and any and all dealings between the parties which arise from or relate to the Welding Program; and

WHEREAS, the Student likewise desires to settle and resolve any and all complaints that the Student may have against the Board of Education, and any and all dealings between the parties which arise from or relate to the Welding Program.

NOW, THEREFORE, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Release and Waiver of Claims. The Student hereby releases and discharges the Board of Education and its members, officers, administrators, employees, agents, representatives, and students from any and all claims, complaints, demands, causes of action, liability, costs, expenses, and attorney fees that may presently exist or which may be asserted in the future, whether known or unknown, arising from or relating to the Welding Program, including, but not limited to: (a) the Student's enrollment in the Welding Program; (b) the Student's completion of the Welding Program; (c) the educational services that the Student received from the Board of Education; (d) the Student's inability to demonstrate continued competency in welding and/or gain employment in welding following completion of the Welding Program; and/or (e) the circumstances leading to the execution of this Agreement. Furthermore, the Student specifically waives the right to file or pursue any action,

claim, complaint, or dispute against the Board of Education and/or its members, officers, administrators, employees, agents, representatives, or students arising from or relating to the Welding Program, including but not limited to: (a) the Student's enrollment in the Welding Program; (b) the Student's completion of the Welding Program; (c) the educational services that the Student received from the Board of Education; (d) the Student's inability to demonstrate continued competency in welding and/or gain employment in welding following completion of the Welding Program; and/or (e) the circumstances leading to the execution of this Agreement. This release and waiver, on the part of the Student, shall be fully binding against the Student and the Student's heirs, successors, and assigns, and shall survive any expiration of this Agreement.

2. Refund. In consideration of the commitments, understandings, and representations of the Student set forth herein, the Board of Education agrees to pay to the Student the total sum of Three Thousand Three Hundred Seven Dollars (\$3,307.00) as a refund of the amount that the Student personally paid for the Welding Program ("the Refund Amount").
3. No Future Educational Services Owed. The Student acknowledges and agrees that he is not entitled to, and will not receive, any future educational services from the Board of Education's Welding Program. The Student further acknowledges and agrees that he is not entitled to, and will not receive, any future educational services from any other program offered by the Board of Education, unless and until the student properly enrolls, pays any tuition, fees, and other expenses that are due and owing at the time of enrollment, and otherwise satisfies any and all requirements, obligations, and qualifications with respect to enrollment. This Agreement shall be broadly construed to resolve any and all current or future dealings between the Student and the Board of Education.
4. No Admission of Liability. The Student acknowledges and agrees that the payment set forth in Section 2 above shall not be construed as an admission of liability or wrongdoing of any kind by the Board of Education, and the Board of Education expressly denies any such liability or wrongdoing.
5. Nondisclosure Provision. The Student and the Board of Education agree that, except as required by state or federal law, or to enforce the terms hereof, neither they, nor their counsel, will disclose, reveal, disseminate by publication of any sort, or release in any manner or means this Agreement, or the contents of this Agreement, to any other person, including without limitation, to any member(s) of the public, newspaper, magazine, radio station, or television station.
6. Non-Disparagement Provision. The Student agrees that he will not disparage the Board of Education or any of its members, officers, administrators, employees, agents, or representatives. For purposes of this Section, the term "disparage" shall mean any negative statement, whether written or oral, about (1) the Board of Education or any of its members, officers, administrators, employees, agents, or

representatives; (2) the Welding Program; and/or (3) any other program or services offered by the Board of Education.

7. Breach of the Nondisclosure Provision and/or Non-Disparagement Provision. The parties acknowledge and agree that the Nondisclosure Provision set forth in Section 5 above, and the Non-Disparagement Provision set forth in Section 6 above, are both material terms of this Agreement, the absence of which would have resulted in the Board of Education refusing to enter into this Agreement. The parties further acknowledge and agree that, in the event the Student violates the Nondisclosure Provision and/or the Non-Disparagement Provision, the Student shall be liable to the Board of Education for the Refund Amount and for any attorney fees incurred by the Board of Education in pursuing enforcement of this Section and/or the Agreement.
8. Entire Agreement. The Student and the Board of Education acknowledge and agree that no promises, representations, warranties, or agreements have been made to them by any person or entity with respect to the matters covered in this Agreement other than those which are set forth in this Agreement. The Student and the Board of Education further acknowledge and agree that the provisions of this Agreement constitute the entire agreement and understanding between them with respect to the matters covered herein. This Agreement supersedes any and all prior agreements and understandings, written and oral, between the Student and the Board of Education relating to the matters addressed herein. Finally, this Agreement may be amended only by written agreement signed by all of the parties.
9. Severability. If, at any time, any provision (or any part of any provision) of this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision (or remaining part of the affected provision) of this Agreement, and this Agreement will be construed as if such invalid, illegal, or unenforceable provision (or part thereof) had never been contained herein, but only to the extent it is invalid, illegal, or unenforceable.
10. Voluntary Agreement. The Student and the Board of Education acknowledge the following: that they have had a full and complete opportunity to read and examine the terms of this Agreement and to consult with an attorney of their choosing prior to executing this Agreement; that they fully understand the rights, duties, and responsibilities imposed upon them by this Agreement; and that they have voluntarily, knowingly, and intelligently executed this Agreement.
11. Enforcement. All provisions (and all parts of all provisions) of this Agreement shall be resolved, construed, and interpreted according to the plain meaning of the provision and shall be governed by the laws of the State of Ohio.

12. Section Headings. The section headings contained in this Agreement are for Convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
13. Execution. This Agreement may be executed in counterparts. Each counterpart shall be deemed to be an original. All counterparts shall constitute but a single Agreement.
14. Effective Date. This Agreement is effective on the date set forth above.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first above written.

Student Name

Print Name

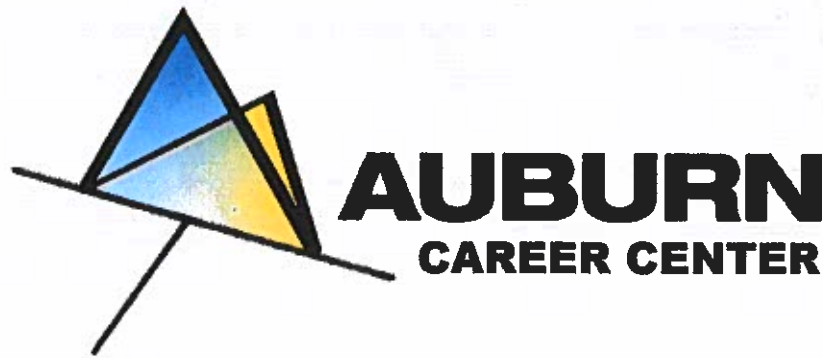
Signature

**AUBURN VOCATIONAL SCHOOL
DISTRICT BOARD OF EDUCATION:**

By: _____
Board President

By: _____
Treasurer

By: _____
Superintendent



Attachment Item #10b1

- Recruitment/Curriculum
Committee Report:
Approve Landscaper
Agreement

THE GREAT BIG
**HOME
+GARDEN
SHOW**

FEB. 3-12, 2017
Cleveland's I-X Center

31105 Bainbridge Road, Suite 3 | Solon, Ohio 44139

August 22nd, 2016

Dave Richards
Auburn Career Center
8140 Auburn Road
Concord Township, OH 44077

**Re: Landscaper Agreement- The Great Big Home & Garden Show
February 3-12, 2017 – IX Center, Cleveland, Ohio**

Dear Dave:

The following will serve as a letter of agreement between Auburn Career Center ("Landscaper") and Marketplace Events ("MPE") for the installation and removal of a feature garden at the 2017 Great Big Home & Garden Show (the "Show"), February 3-12, 2017, at the IX Center.

Landscaper Services:

- **Services.** Landscaper shall install a feature garden encompassing 1800 net square feet (the "Services").
- **Theme.** Landscaper shall incorporate the 2017 theme – Blockbuster Movies! To avoid duplication, all landscapers will be notified immediately when individual themes are selected. If theme has not been selected, please make a decision ASAP and email to caitlind@mpeshows.com
- **Timing:** Landscaper shall submit design to MPE for review by Friday, November 4th, 2016. Move in is tentatively scheduled for January 23, 2017 and move-out on February 14, 2017.
- **Peer Judging.** Landscaper agrees to vote (one vote per landscaper, not for themselves) for the peer judging award.
- **Removal.** Landscaper shall carefully coordinate with the IX Center and MPE for the removal of all plant and landscape materials, including hardscapes and structures from their garden area at the conclusion of the Show.

MPE Services:

- **Fees.** MPE shall contribute \$6,000 towards Landscaper's out of pocket costs incurred in connection with the Services. MPE shall pay \$3,000 at least 60 days before the Show opening and the remaining balance by February

3, 2017. In addition, MPE shall provide Landscaper with 100 complimentary tickets to the show and two complimentary parking passes.

- Move in. MPE shall provide a minimum of 10 days for move-in.
- Utilities/Materials. MPE shall provide electric and water and mutually-agreed upon materials (such as pallets, hay bales, sand, etc.) to build the base in preparing the gardens.

Marketing and Promotion:

- Public Relations. Landscaper shall provide a provide full and detailed garden description information to the Show's PR representatives for incorporation into promotional and marketing initiatives and make a landscaper representative available for possible media interview requests before and during the show.
- Landscaper Promotion. Landscaper shall use commercially reasonable efforts to promote the Show to customers, media and general public. Landscaper may use professional signs (up to 2), not to exceed 6 square feet.
- MPE Promotion. MPE shall promote the landscaper's participation as a feature garden at the show, which shall include:
 - Feature gardens to be promoted in all advertising and promotion as major feature of the show.
 - Inclusion in press materials.
 - Enhanced listing/lead generator on greatbighomeandgarden.com, to include logo, contact information, description, photos and link on page dedicated exclusively to landscapers: "Meet our 2017 Landscape Designers".
 - Inclusion in select email blasts to consumers.
 - Promo code to promote discount ticket offer to your customers.
 - MPE marketing staff to work in conjunction with landscapers to create opportunities for interviews, promotions and contesting with local media.
 - Include gardens in landscaping competition, winner determined by qualified, independent judges.

Landscaper Representations and Warranties:

- Landscaper shall use creativity, high quality materials, and an assortment of flowering and non-flowering plants in their garden design to showcase their expertise and to provide ideas and inspiration to show visitors.
- Landscaper shall abide by show and IX Center rules and regulations for move-in, move-out, garden maintenance and watering, show credentials, and safety and security (to be provided under separate cover).

Termination:

- Force Majeure: In the event that the facility in which the Show is to be held is destroyed or becomes unavailable for occupancy, MPE is unable to permit the Landscaper to occupy the facility or the space for reasons outside the control of MPE, or the Show is cancelled, MPE shall only be responsible for Landscaper's direct, reasonable, out of pocket expenses and Landscaper shall return any unused portion of the fees paid by MPE.

- MPE may terminate this Agreement at any time 90 days prior the Show. In the event of early termination, MPE shall pay for Landscaper's direct, reasonable out of pocket expenses and Landscaper shall return any unused portion of the fees paid by MPE.

Indemnity and Insurance.

- Landscaper shall obtain Commercial General Liability insurance coverage (\$1m liability limit) and include MPE as an additional insured. Landscaper shall send the Insurance Certificate to Caitlin Dorney via fax at 440-264-2981 or email to caitlind@mpeshows.com by December 1, 2016.
- Landscaper shall carry Worker's Compensation Insurance, as required by applicable local laws.
- Landscaper agrees to indemnify and save harmless MPE from all claims, actions, suits, demands, damages, liabilities, obligations, losses ("Claim"), which arise out of or relate to: (i) any breach or violation of any covenant or other obligation or duty of Landscaper under this agreement or under applicable law; and/or (ii) the acts or omissions of Landscaper or its employees or contractors.

Both parties agree that portions of this agreement (excepting financial terms) may need to be modified should logistic requirements at the IX Center change.

We look forward to a great show in 2017, and thank you for your participation.

Please sign and date, and return to MPE.

Accepted by: _____
(Auburn Career Center)

Date: _____

Accepted by: _____
(Marketplace Events; Rosanna Hrabnický)

Date: _____



Attachment Item #12

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
July 31, 2016

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,427,067.11	\$ 1,647,323.34	\$ 1,647,323.34	\$ 609,475.33	\$ 609,475.33	\$ 5,464,915.12	\$ 1,312,355.21	\$ 4,152,559.91
002	Bond Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 50,583.00	\$ 71.75	\$ 71.75	\$ 49,392.10	\$ 49,392.10	\$ 1,262.65	\$ 50,583.00	\$ (49,320.35)
006	Food Service	\$ 2,738.07	\$ 1.50	\$ 1.50	\$ 7,052.83	\$ 7,052.83	\$ (4,313.26)	\$ 106.76	\$ (4,420.02)
009	USSF	\$ 10,196.82	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ 10,221.82	\$ 10,196.82	\$ 25.00
011	Rotary	\$ 91,779.53	\$ -	\$ -	\$ -	\$ -	\$ 91,779.53	\$ -	\$ -
012	Adult Education	\$ 136,667.16	\$ 52,888.87	\$ 52,888.87	\$ 108,547.70	\$ 108,547.70	\$ 81,008.33	\$ 71,784.43	\$ 9,223.90
014	Rotary Internal Service Fund	\$ 2,261.27	\$ -	\$ -	\$ -	\$ -	\$ 2,261.27	\$ 2,918.78	\$ (657.51)
018	Principal Fund	\$ 3,261.00	\$ -	\$ -	\$ 610.91	\$ 610.91	\$ 2,650.09	\$ 800.00	\$ 1,850.09
019	Trust Fund-Camp Discovery	\$ 431,938.70	\$ 15,000.00	\$ 15,000.00	\$ 500.00	\$ 500.00	\$ 446,438.70	\$ 18,329.00	\$ 428,109.70
022	Scholarships	\$ 14,544.28	\$ -	\$ -	\$ 333.33	\$ 333.33	\$ 14,210.95	\$ 2,666.65	\$ 11,544.30
024	Employee Self Insurance Fund	\$ 11,544.05	\$ -	\$ -	\$ 1,067.36	\$ 1,067.36	\$ 10,476.69	\$ 28,932.64	\$ (18,455.95)
031	Underground Storage Tank Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	Student Activity Fund	\$ 83,551.17	\$ 500.00	\$ 500.00	\$ 45.00	\$ 45.00	\$ 84,006.17	\$ 11,239.65	\$ 72,766.52
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	ABLE Literacy Fund	\$ 2,505.38	\$ -	\$ -	\$ 15,619.78	\$ 15,619.78	\$ (13,114.40)	\$ 17,557.35	\$ (30,671.75)
524	VEPD Secondary and Adult Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
573	Title V Innovative Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,720.00	\$ (2,720.00)
584	Drug Free Grant Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals		\$ 5,268,637.54	\$ 1,715,810.46	\$ 1,715,810.46	\$ 792,644.34	\$ 792,644.34	\$ 6,191,803.66	\$ 1,534,810.29	\$ 4,656,993.37

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
7/31/18

B

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendible	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 7,306,516.00	\$ 59,426.01	\$ 7,365,942.01	\$ 609,475.33	\$ 609,475.33	\$ 1,312,355.21	\$ 5,444,111.47	26.09%
002	Bond Retirement	\$ 475,595.50	\$ -	\$ 475,595.50	\$ -	\$ -	\$ -	\$ 475,595.50	0.00%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ -	\$ 50,583.00	\$ 50,583.00	\$ 49,392.10	\$ 49,392.10	\$ 50,583.00	\$ (49,392.10)	0.00%
006	Lunchroom Fund	\$ 195,496.00	\$ -	\$ 195,496.00	\$ 7,052.83	\$ 7,052.83	\$ 106.76	\$ 188,336.41	3.66%
009	Uniform School Supply Fund	\$ 10,221.82	\$ -	\$ 10,221.82	\$ -	\$ -	\$ 10,196.82	\$ 25.00	0.00%
011	Customer Service Fund	\$ 91,779.53	\$ -	\$ 91,779.53	\$ -	\$ -	\$ 4,620.00	\$ 87,159.53	5.03%
012	Adult Education Fund	\$ 1,367,000.00	\$ 22,580.99	\$ 1,389,580.99	\$ 108,547.70	\$ 108,547.70	\$ 71,794.43	\$ 1,209,248.86	12.98%
014	Retary Internal Service Fund	\$ 3,342.49	\$ 1,418.78	\$ 4,761.27	\$ -	\$ -	\$ 2,918.78	\$ 1,842.49	61.30%
018	Principal Fund	\$ 25,750.00	\$ 2,511.00	\$ 28,261.00	\$ 610.91	\$ 610.91	\$ 800.00	\$ 26,850.09	4.99%
019	Other Grants	\$ 427,369.14	\$ 4,700.00	\$ 432,069.14	\$ 500.00	\$ 500.00	\$ 18,329.00	\$ 413,240.14	0.00%
022	Scholarships	\$ 12,877.62	\$ 1,666.66	\$ 14,544.28	\$ 333.33	\$ 333.33	\$ 2,666.65	\$ 11,544.30	20.63%
024	Employee Benefits	\$ 11,544.05	\$ -	\$ 11,544.05	\$ 1,067.36	\$ 1,067.36	\$ 28,932.64	\$ (18,455.95)	259.87%
200	Student Activities	\$ 83,814.17	\$ 237.00	\$ 84,051.17	\$ 45.00	\$ 45.00	\$ 11,239.65	\$ 72,766.52	13.43%
451	School Net Connectivity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
501	ABLE Literacy Fund	\$ 251,657.81	\$ 2,505.38	\$ 254,163.19	\$ 15,619.78	\$ 15,619.78	\$ 17,557.35	\$ 220,986.06	13.05%
524	VEPD Secondary and Adult	\$ 323,741.99	\$ -	\$ 323,741.99	\$ -	\$ -	\$ 2,720.00	\$ 321,021.99	0.84%
590	Improving Teacher Quality	\$ 1,260.61	\$ -	\$ 1,260.61	\$ -	\$ -	\$ -	\$ 1,260.61	0.00%
599	REAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Grand Total	\$ 10,587,966.73	\$ 145,628.82	\$ 10,733,595.55	\$ 792,644.34	\$ 792,644.34	\$ 1,534,810.29	\$ 8,408,140.92	21.68%

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

**Auburn Career Center
Monthly History Comparison-General Fund
July 31, 2016**

C

Monthly Comparison

Note

Annual Comparison

Temp. Budget

Remain 2017

Budget Expended

8%

	July FY15	July FY16	July FY17	Avg Chg	Actual 2015	Actual 2016	2017 - Estimate	Remain 2017	Budget Expended
Revenue									
Real Estate	\$ 500,000	\$ 1,697,000	\$ 1,422,600	111.6%	\$ 5,398,386	\$ 4,612,462	\$ 4,612,337	\$ 3,189,737	31%
Commercial	\$ -	\$ -	\$ -	#DIV/0!	\$ 399,421	\$ 880,675	\$ 880,799	\$ 880,799	0%
Tangible Personal (PU)	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 412,393	\$ 412,394	\$ 412,394	0%
Gun Tan & Exempt	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Foundation	\$ 159,774	\$ 163,079	\$ 163,046	1.0%	\$ 1,976,358	\$ 2,012,256	\$ 2,012,257	\$ 1,849,211	8%
PU Reimb	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Tang Tx Rcp/Casino	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Homestead & Rollback	\$ -	\$ -	\$ -	#DIV/0!	\$ 817,295	\$ 784,736	\$ 784,735	\$ 784,735	0%
Other	\$ 17,499	\$ 13,155	\$ 2,793	-51.8%	\$ 243,693	\$ 199,220	\$ 481,045	\$ 478,252	1%
Subtotal	\$ 677,273	\$ 1,873,234	\$ 1,588,439	80.7%	\$ 8,835,163	\$ 8,901,742	\$ 9,183,567	\$ 7,595,128	17%
Expense									
Salaries	\$ 362,575	\$ 336,486	\$ 322,729	-5.6%	\$ 4,531,297	\$ 4,024,840	\$ 3,421,543	\$ 3,098,814	9%
Benefits	\$ 127,413	\$ 136,708	\$ 137,595	4.0%	\$ 1,636,795	\$ 1,565,727	\$ 1,334,783	\$ 1,197,188	10%
Purchased Services	\$ 127,791	\$ 72,371	\$ 71,414	-22.3%	\$ 1,506,175	\$ 1,191,991	\$ 1,064,699	\$ 993,285	7%
Supplies	\$ 18,208	\$ 15,823	\$ 11,471	-20.3%	\$ 470,293	\$ 406,676	\$ 350,702	\$ 339,231	3%
Capital Outlay/Equipment	\$ 5,086	\$ 19,500	\$ 20,213	143.5%	\$ 262,034	\$ 153,859	\$ 127,033	\$ 106,820	16%
Summer Projects	\$ -	\$ -	\$ 31,505	#DIV/0!	\$ -	\$ -	\$ 300,000	\$ 268,496	11%
Parking Lot	\$ -	\$ 138,874	\$ -		\$ -	\$ 348,532	\$ -	\$ -	#DIV/0!
Other	\$ 3,867	\$ 5,686	\$ 16,448	118.2%	\$ 161,285	\$ 198,199	\$ 160,891	\$ 144,443	10%
Subtotal	\$ 644,940	\$ 725,448	\$ 611,375		\$ 8,567,879	\$ 7,889,824	\$ 6,759,651	\$ 6,148,277	9%
Revenue/Expense (Operating Balance)	\$ 32,333	\$1,147,786	\$ 977,065		\$ 267,284	\$1,011,918	\$ 2,423,916	\$ 1,446,851	
Other Uses									
Advances Returned	\$ 400,000	\$ 9,503	\$ 58,884		\$ 456,805	\$ 9,503	\$ -	\$ -	
Sale of Student House	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Repay Construction Loan	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Advances Out	\$ -	\$ -	\$ -		\$ 9,503	\$ 58,884	\$ -	\$ -	
Transfers	\$ 389,033	\$ (1,886)	\$ (1,900)		\$ 905,906	\$ 644,792	\$ -	\$ -	
Subtotal	\$ 10,967	\$ 11,389	\$ 60,784		\$ (458,604)	\$ (694,173)	\$ -	\$ -	
Beginning Cash	\$ 4,300,644	\$ 4,109,325	\$ 4,427,067		\$ -	\$ 5,540,489	\$ 5,540,489	\$ 5,540,489	
Ending Cash	\$ 4,343,944	\$ 5,268,500	\$ 5,464,915		\$ (191,320)	\$ 4,427,070	\$ 4,427,070	\$ 4,427,070	
Encumbrances	\$ 1,038,803	\$ 1,240,909	\$ 1,312,355		\$ 598,965	\$ 59,426	\$ -	\$ -	

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

Date: 08/01/2016
Time: 8:55 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2016 AND 07/31/2016
ALL CHECKS SELECTED

Page: 1
(CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043746	C	07/06/2016	PAYROLL	999999	RECONCILED: 07/29/2016		222,700.54
043747	B	07/05/2016	SUBURBAN MANUFACTURING BLAKE GUNTON	041166	RECONCILED: 07/12/2016		750.00
043748	B	07/05/2016	MICHAEL BRUENING	041164	RECONCILED: 07/11/2016		50.00
043749	B	07/05/2016	NICHOLAS CATON	041026	RECONCILED: 07/07/2016		615.00
043750	W	07/08/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED: 07/12/2016		25,301.64
043751	W	07/08/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED: 07/26/2016		9,778.51
043752	W	07/08/2016	AFFORDABLE UNIFORMS	013204			1,059.65
043753	W	07/08/2016	LAKE COUNTY EDUCATIONAL SERVICE CENTER	000134	RECONCILED: 07/08/2016		75.00
043754	W	07/08/2016	CAEP	011256			310.00
043755	W	07/08/2016	CDW GOVERNMENT, INC.	011547	RECONCILED: 07/12/2016		75.00
043756	W	07/08/2016	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED: 07/12/2016		81.58
043757	W	07/08/2016	ELSEVIER	011447	RECONCILED: 07/27/2016		6,137.60
043758	W	07/08/2016	DOMINION EAST OHIO	004003	RECONCILED: 07/12/2016		861.54
043759	W	07/08/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	000746	RECONCILED: 07/15/2016		209.00
043760	W	07/08/2016	R.E. MICHEL COMPANY INC	012295	RECONCILED: 07/12/2016		132.56
043761	W	07/08/2016	SCREENVISION DIRECT	040250	RECONCILED: 07/12/2016		432.00
043762	W	07/08/2016	SUMMIT MATHEMATICS EDUCATION ENTERPRISES, LLC	041119	RECONCILED: 07/18/2016		1,500.00
043763	W	07/08/2016	ILLUMINATING COMPANY	000925	RECONCILED: 07/11/2016		21,072.49
043764	W	07/08/2016	TOTAL QUALITY TESTING	040323	RECONCILED: 07/13/2016		225.00
043765	W	07/08/2016	UNITED PARCEL SERVICE	002108	RECONCILED: 07/12/2016		49.00
043766	W	07/08/2016	APPLIED INDUSTRIAL TECHNOLOGIE	008583	RECONCILED: 07/13/2016		6.71
043767	W	07/08/2016	VIVANT FAMILY LIMITED PARTNERSHIP	011774	RECONCILED: 07/15/2016		1,500.79
043768	W	07/08/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED: 07/11/2016		1,771.10
043769	W	07/08/2016	OHIO STATE UNIVERSITY	000814	RECONCILED: 07/13/2016		333.33
043770	W	07/08/2016	U S POSTAL SERVICE	007745	RECONCILED: 07/11/2016		2,500.00
043771	W	07/08/2016	CMRS-POC	040416	RECONCILED: 07/19/2016		1,400.00
043772	W	07/08/2016	COAEMSP	000215	RECONCILED: 07/15/2016		726.56
043773	W	07/08/2016	CITY OF P.VILLE UTIL. EDUCATIONAL MANAGEMENT	001227	RECONCILED: 07/12/2016		1,050.00
043774	W	07/08/2016	SERVICES INC	000812	RECONCILED: 07/11/2016		3,177.09
043775	W	07/08/2016	OHIO SCHOOLS COUNCIL - GAS	040669	RECONCILED: 07/12/2016		1,887.46
043776	W	07/08/2016	TYCO INTEGRATED SECURITY LLC	000682	RECONCILED: 07/19/2016		2,325.00
043777	W	07/08/2016	OHIO ACTE	000171	RECONCILED: 07/12/2016		1,465.39
043778	W	07/08/2016	AT&T PACIFIC TELEMANAGEMENT SERVICES	040344	RECONCILED: 07/13/2016		153.00
043779	W	07/08/2016	OASBO, INC.	008216	RECONCILED: 07/11/2016		815.00
043780	W	07/08/2016	SIEVERS SECURITY SYSTEMS INC	001931	RECONCILED: 07/11/2016		578.85
043781	W	07/08/2016	THYSSENKRUPP ELEVATOR CORP.	011792	RECONCILED: 07/11/2016		1,337.21
043782	W	07/08/2016	PMF RENTAL	041084	RECONCILED: 07/13/2016		210.00
043783	W	07/08/2016	COUNCIL ON OCCUPATIONAL EDUC	040492	RECONCILED: 07/13/2016		2,690.00
043784	W	07/08/2016	URSULINE COLLEGE	040568	RECONCILED: 07/18/2016		7,526.59
043785	W	07/08/2016	GENERAL PEST CONTROL CO.	011210	RECONCILED: 07/13/2016		103.75
043786	W	07/08/2016	LORRAINE M. FRENDE LAKE COUNTY TREASURER	008426	RECONCILED: 07/13/2016		14,794.33
043787	W	07/08/2016	CRILE ROAD HARDWARE	000551	RECONCILED: 07/15/2016		542.41

Date: 08/01/2016
Time: 8:55 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2016 AND 07/31/2016
ALL CHECKS SELECTED

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043788	W	07/08/2016	GCA SERVICES GROUP	041167	RECONCILED: 07/11/2016		15,760.08
043789	W	07/08/2016	WHITEHOUSE CONSTRUCTION CO.	041039	RECONCILED: 07/11/2016		31,504.50
043790	W	07/08/2016	SANDY RANCK	014011	RECONCILED: 07/11/2016		101.29
043791	W	07/08/2016	MARGARET LYNCH	011104	RECONCILED: 07/11/2016		88.81
043792	W	07/08/2016	JANENE ISHEE	010194	RECONCILED: 07/11/2016		118.80
043793	W	07/14/2016	TOD BAKER	041108	RECONCILED: 07/18/2016		500.00
043794	W	07/14/2016	WEX BANK	010639	RECONCILED: 07/19/2016		189.42
043795	W	07/14/2016	READSPEAKER LLC	040987	RECONCILED: 07/19/2016		600.00
043796	W	07/14/2016	C/O JAMETSON LEREAH CPA'S	000734	RECONCILED: 07/19/2016		107.99
043797	W	07/14/2016	WASTE MANAGEMENT OF OHIO	000395	RECONCILED: 07/20/2016		80.00
043798	W	07/14/2016	NAMBT	010092	RECONCILED: 07/15/2016		601.41
043799	W	07/14/2016	FIRSTMERIT BANKCARD CENTER	012424	RECONCILED: 07/18/2016		1,393.03
043800	W	07/14/2016	PEOPLE & WAGGONER, LTD.	011058	RECONCILED: 07/18/2016		62.22
043801	W	07/14/2016	IRON MOUNTAIN	010092	RECONCILED: 07/15/2016		76.91
043802	W	07/14/2016	FIRSTMERIT BANKCARD CENTER	040070	RECONCILED: 07/18/2016		973.00
043803	W	07/14/2016	EDGE DOCUMENT SOLUTIONS	010092	RECONCILED: 07/15/2016		422.80
043804	W	07/14/2016	FIRSTMERIT BANKCARD CENTER	010610	RECONCILED: 07/18/2016		91.87
043805	W	07/14/2016	FIRST COMMUNICATIONS	000171	RECONCILED: 07/19/2016		627.17
043806	W	07/14/2016	DENNIS C HARVEY	041173	RECONCILED: 07/18/2016		9.50
043807	W	07/14/2016	AT&T	000171	RECONCILED: 07/18/2016		154.97
043808	C	07/20/2016	Payroll	999999	RECONCILED: 07/29/2016		199,498.61
043809	W	07/25/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED: 07/26/2016		22,728.29
043810	W	07/25/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED: 07/26/2016		9,346.76
043811	W	07/21/2016	SKILLS USA OHIO	000675	RECONCILED: 07/27/2016		45.00
043812	W	07/21/2016	LAKE CTY DEPT OF JOB & FAMILY CINTAS CORPORATION	013530	RECONCILED: 07/27/2016		105.75
043813	W	07/21/2016	LOCATTON 259-T190	000532	RECONCILED: 07/25/2016		228.00
043814	W	07/21/2016	SEIVERS SECURITY SYSTEMS INC	001931	RECONCILED: 07/26/2016		78.00
043815	W	07/21/2016	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED: 07/25/2016		1,181.36
043816	W	07/21/2016	MAX WOLF	041174	RECONCILED: 07/25/2016		500.00
043817	W	07/21/2016	AWARD EMBLEM	000051	RECONCILED: 07/25/2016		77.90
043818	W	07/21/2016	VERITIV OPERATING COMPANY	013596	RECONCILED: 07/22/2016		1,057.20
043819	W	07/21/2016	YARDMASTER INC.	008148	RECONCILED: 07/25/2016		2,184.38
043820	W	07/21/2016	STRS OHIO	040508	RECONCILED: 07/25/2016		20.00
043821	W	07/21/2016	LAKE HEALTH	004099	RECONCILED: 07/25/2016		61.00
043822	W	07/21/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED: 07/26/2016		640.94
043823	W	07/21/2016	BASA	000320	RECONCILED: 07/26/2016		1,244.06
043824	W	07/21/2016	MEMBERSHIP	000682	RECONCILED: 07/27/2016		275.00
043825	W	07/21/2016	OHIO ACHE	013042	RECONCILED: 07/27/2016		399.00
043826	W	07/21/2016	TIME WARNER CABLE - NORTHEAST	041142	RECONCILED: 07/22/2016		83.16
043827	W	07/21/2016	CAROL BRADFORD	013407	RECONCILED: 07/22/2016		1,396.50
043828	W	07/21/2016	ADVANCED GAS & WELDING SOLUTIONS LLC	041009	RECONCILED: 07/22/2016		20,212.67
043829	B	07/21/2016	LOGICALIS, INC	041171	RECONCILED: 07/22/2016		175.00
043830	B	07/21/2016	DEPARTMENT #172301 AMRESO, LLC KEVIN ROWAN GREGORY HALLMAN	041027	VOID: 07/21/2016		1,800.00

Date: 08/01/2016
Time: 8:55 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2016 AND 07/31/2016
ALL CHECKS SELECTED

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
043831	B	07/21/2016	CLAYTON HARRISON	041028	RECONCILED: 07/28/2016		145.00
043832	B	07/21/2016	GREGORY HALLMAN	041027	RECONCILED: 07/26/2016		180.00
043833	W	07/21/2016	MARY CARLON	041156			100.00
043834	W	07/21/2016	DARLENE M TYLER	041155	RECONCILED: 07/28/2016		100.00
043835	W	07/21/2016	JOANNA RINI	041154	RECONCILED: 07/25/2016		100.00
043836	W	07/21/2016	ERIN CIRINO	041153	RECONCILED: 07/25/2016		100.00
043837	W	07/21/2016	EMILY G LIGHT	041151	RECONCILED: 07/27/2016		100.00
043838	W	07/21/2016	KENNETH LEE HUFEMAN	041152	RECONCILED: 07/26/2016		100.00
043839	W	07/29/2016	WEX BANK	010639			329.84
043840	W	07/29/2016	RAINBOW PRINTING	040571			303.00
043841	W	07/29/2016	MFASCO	001377			1,455.32
043842	W	07/29/2016	ILLUMINATING COMPANY	000925			1,372.57
043843	W	07/29/2016	AT&T	000171			135.05
043844	W	07/29/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2502458767	010207			631.40
043845	W	07/29/2016	P3 SYSTEMS INC	041000			435.00
043846	W	07/29/2016	DOMINION EAST OHIO	004003			440.05
043847	W	07/29/2016	TYCO INTEGRATED SECURITY LLC	040659			1,887.46
043848	W	07/29/2016	MASTER TEACHER LEADERSHIP LANE	001744			1,900.00
043849	W	07/29/2016	Easy Graphics Corp	041080			712.96
043850	W	07/29/2016	LOKAIN CTY COMMUNITY COLLEGE BUSINESS OFFICE - CC217	013647			180.00
043851	W	07/29/2016	WESTERN RESERVE OFFICE SUPPLY	001065			29.95
043852	W	07/29/2016	SQUIRE PATTON BOGGS LLP	012620			401.25
043853	W	07/29/2016	LAKE COUNTY TREASURER	013926			115.00
974401	M	07/06/2016	SEBS MEMO ONLY	900926			2,247.14
974608	M	07/08/2016	BANK ONE/MEMO/MEDICARE	900663			3,181.84
974609	M	07/08/2016	BANK ONE/MEMO/FICA	900693			23.25
974610	M	07/08/2016	Workers Comp	900950			1,002.20
974622	M	07/01/2016	FLEX SAVE MZ: 04 2W 8317	999992			157.60
974623	M	07/01/2016	LAKE COUNTY SCHOOLS COUNCIL	999998			92,169.53
974668	M	07/25/2016	BANK ONE/MEMO/MEDICARE	900663			2,844.69
974669	M	07/25/2016	Workers Comp	900950			897.84
990720	T	07/06/2016	AUBURN CAREER CENTER	000499			58,884.39
990721	M	07/29/2016	MEDICAL MUTUAL OF OHIO MEMO ONLY	999994	RECONCILED: 07/29/2016		1,067.36
V VOIDED CHECKS							1,800.00
R RECONCILED CHECKS							709,371.31
W WARRANT CHECKS							240,452.73
M MEMO CHECKS							103,591.45
B REFUND CHECKS							3,715.00
I INVESTMENT CHECKS							0.00
T TRANSFER CHECKS							58,884.39
D DISTRIBUTION CHECKS							0.00
C PAYROLL CHECKS							422,199.15
MISSING CHECKS							0
** TOTAL CHECKS (LESS VOIDED)							117
** TOTAL NET							827,042.72

Date: 08/01/2016
Time: 8:55 am

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 07/01/2016 AND 07/31/2016
ALL CHECKS SELECTED

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
*** TOTAL CHECKS WRITTEN				118	*** GRAND TOTALS	828,842.72	

Auburn Career Center
Bank Reconciliation
July 31, 2016

E

First Merit Checking	\$ 251,406.49
Huntington (Main Depository)	\$ 3,591,366.81
O/S checks - a/p	\$ (51,345.21)
O/S checks - p/r	\$ (506.96)
Payroll Accum (O/S)-Checks NI	\$ (222.16)
Deposit in Transit	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	3,791,385.97
Health Care Deductible Pool - Huntington	\$ 10,476.69
Star Ohio	\$ 889,913.73
Fifth - Third Construction Investment - Interest Only	\$ 1,262.65
Net Available Cash	\$ 4,693,039.04
Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$ 1,498,764.62
Total Investments	\$ 1,498,764.62
Balance per bank	\$ 6,191,803.66
Balance per books	\$ 6,191,803.66
	\$ -

Investments Report

F

Institution	Maturity Date	Date Placed	Amount
Tri State CDARS	8/10/2016	8/10/2015	\$ 241,685.09
First Merit CD	11/14/2016	5/16/2016	\$ 250,000.00
Tri State CDARS	11/25/2016	5/26/2016	\$ 507,079.53
First Merit CD	1/3/2017	1/4/2016	\$ 500,000.00
			\$1,498,764.62



Attachment Item #13

- Approve Permanent Appropriations for Fiscal Year 2016-2017

**AUBURN VOCATIONAL SCHOOL DISTRICT
CY 2016 - 2017
AMENDED CERTIFICATE OF ESTIMATED RESOURCES
WITH AMOUNTS APPROPRIATED
6-Sep-16**

FUND #	FUND NAME	TOTAL AVAILABLE TO APPROPRIATE	AMOUNT APPROPRIATED
001	GENERAL	\$ 13,551,208.10	\$ 9,332,151.07
002	BOND RETIREMENT	\$ 475,595.50	\$ 475,595.50
004	CONSTRUCTION FUND	\$ 57,636.10	\$ 56,318.67
006	LUNCH ROOM	\$ 232,470.07	\$ 232,470.07
009	UNIFORM SUPPLIES	\$ 20,201.82	\$ 10,221.82
011	ROTARY	\$ 124,348.53	\$ 91,779.53
012	ADULT EDUCATION	\$ 1,624,387.13	\$ 1,624,387.13
014	ROTARY INTERNAL SERVICE	\$ 3,753.49	\$ 3,342.49
018	PRINCIPAL	\$ 25,750.00	\$ 25,750.00
019	OTHER GRANT	\$ 453,238.70	\$ 442,238.70
022	DISTRICT AGENCY	\$ 51,127.62	\$ 12,877.62
024	EMPLOYEE BENEFITS SELF INSURANCE	\$ 30,000.00	\$ 30,000.00
200	STUDENT ACTIVITES	\$ 148,163.17	\$ 83,814.17
451	DATA COMMUNICATIONS	\$ 1,800.00	\$ 1,800.00
501	ABLE	\$ 252,906.10	\$ 252,906.10
524	VEPD	\$ 323,741.99	\$ 323,741.99
590	IMPROVING TEACHER QUALITY	\$ 1,260.61	\$ 1,260.61
599	REAP	\$ 33,000.00	\$ 33,000.00
GRAND TOTAL		\$ 17,410,588.93	\$ 13,033,655.47

Date: 08/31/16
Time: 1:32 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, August 31, 2016

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, 2016, 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, 2016	Taxes	Other Sources	Total
GOVERNMENTAL FUND TYPE				
General Fund	4,357,641.10	6,691,181.00	2,492,386.00	13,551,208.10
Special Revenue	429,236.99	.00	662,460.41	1,091,697.40
Debt Service	.00	.00	475,595.50	475,595.50
Capital Projects	57,636.10	.00	.00	57,636.10
PROPRIETARY FUND TYPE				
Enterprise	218,800.59	.00	1,782,606.96	2,001,407.55
Internal Service	12,386.54	.00	21,366.95	33,753.49
FIDUCIARY FUND TYPE				
Agency Fund	96,191.79	.00	103,099.00	199,290.79
Total All Funds	5,181,893.11	6,691,181.00	5,537,514.82	17,410,588.93

Budget

Commission

Rev. Code, Sec. 5705.36

Fund	Unencumbered Balance July 1, 2016	Taxes	Other Sources	Total
GOVERNMENTAL FUND TYPE				
General Fund				
001 GENERAL	4,367,641.10	6,691,181.00	2,492,386.00	13,551,208.10
Total General Fund	4,367,641.10	6,691,181.00	2,492,386.00	13,551,208.10
Special Revenue				
018 PUBLIC SCHOOL SUPPORT	750.00	.00	25,000.00	25,750.00
019 OTHER GRANT	427,238.70	.00	26,000.00	453,238.70
451 DATA COMMUNICATION FUND	.00	.00	1,800.00	1,800.00
501 ADULT BASIC EDUCATION	1,248.29	.00	251,657.81	252,906.10
524 VOC ED: CAPL D. PERKINS - 1984	.00	.00	323,741.99	323,741.99
590 IMPROVING TEACHER QUALITY	.00	.00	1,260.61	1,260.61
599 MISCELLANEOUS FED. GRANT FUND	.00	.00	33,000.00	33,000.00
Total Special Revenue	429,236.99	.00	662,460.41	1,091,697.40
Debt Service				
002 BOND RETIREMENT	.00	.00	475,595.50	475,595.50
Total Debt Service	.00	.00	475,595.50	475,595.50
Capital Projects				
004 BUILDING	57,636.10	.00	.00	57,636.10
Total Capital Projects	57,636.10	.00	.00	57,636.10
PROPRIETARY FUND TYPE				
Enterprise				
006 FOOD SERVICE	2,738.07	.00	229,732.00	232,470.07
009 UNIFORM SCHOOL SUPPLIES	10,196.82	.00	10,005.00	20,201.82
011 ROTARY-SPECIAL SERVICES	91,779.53	.00	32,569.00	124,348.53
012 ADULT EDUCATION	114,086.17	.00	1,510,300.96	1,624,387.13
Total Enterprise	218,800.59	.00	1,782,606.96	2,001,407.55
Internal Service				
014 ROTARY-INTERNAL SERVICES	842.49	.00	2,911.00	3,753.49
024 EMPLOYEE BENEFITS SELF INS.	11,544.05	.00	18,455.95	30,000.00

Date: 08/31/16
Time: 1:32 pm

AUBURN VOCATIONAL SCHOOL DISTR
Amended Official Certificate of Estimated Resources

Page: 3
(AMDCERT)

Rev. Code, Sec. 5705.36

Fund	Unencumbered Balance July 1, 2016	Taxes	Other Sources	Total
Total Internal Service	12,386.54	.00	21,366.95	33,753.49
FIDUCIARY FUND TYPE				
Agency Fund				
022 DISTRICT AGENCY	12,977.62	.00	38,250.00	51,227.62
200 STUDENT MANAGED ACTIVITY	83,314.17	.00	64,849.00	148,163.17
Total Agency Fund	96,191.79	.00	103,099.00	199,290.79
Total All Funds	5,181,893.11	6,691,181.00	5,537,514.82	17,410,588.93

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 6th day of September,
2016, at the office of Auburn Tech Learn Ctr with the following members present:

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

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, 2017, 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: 08/31/16
Time: 1:32 pm

AUBURN VOCATIONAL SCHOOL DISTR
Appropriation Resolution Report

Page 1
(APPRES)

001 GENERAL	9,332,151.07
002 BOND RETIREMENT	475,595.50
004 BUILDING	56,318.67
006 FOOD SERVICE	232,470.07
009 UNIFORM SCHOOL SUPPLIES	10,221.82
011 ROTARY-SPECIAL SERVICES	91,779.53
012 ADULT EDUCATION	1,624,387.13
014 ROTARY-INTERNAL SERVICES	3,342.49
018 PUBLIC SCHOOL SUPPORT	25,750.00
019 OTHER GRANT	442,238.70
022 DISTRICT AGENCY	12,877.62
024 EMPLOYEE BENEFITS SELF INS.	30,000.00
200 STUDENT MANAGED ACTIVITY	83,814.17
451 DATA COMMUNICATION FUND	1,800.00
501 ADULT BASIC EDUCATION	252,906.10
524 VCC ED: CARL D. PERKINS - 1984	323,741.99
590 IMPROVING TEACHER QUALITY	1,260.61
599 MISCELLANEOUS FED. GRANT FUND	33,000.00

Grand Total All Funds

13,033,655.47

Date: 08/31/16
Time: 1:32 pm

AJUBURN VOCATIONAL SCHOOL DISTR
Appropriation Recap Sheet

Page 2
(APPRES)

Fund Class/Name	Fund	2017 Appropriations
-----------------	------	------------------------

*** Governmental Fund Types ***

General Fund

GENERAL	001	9,332,151.07
Total General Fund		9,332,151.07

Special Revenue

PUBLIC SCHOOL SUPPORT	018	25,750.00
OTHER GRANT	019	442,238.70
DATA COMMUNICATION FUND	451	1,800.00
ADULT BASIC EDUCATION	501	252,906.10
VOC ED: CARL D. PERKINS - 1984	524	323,741.99
IMPROVING TEACHER QUALITY	590	1,260.61
MISCELLANEOUS FED. GRANT FUND	599	33,000.00
Total Special Revenue		1,080,697.40

Debt Service

BOND RETIREMENT	002	475,595.50
Total Debt Service		475,595.50

Capital Projects

BUILDING	004	56,318.67
Total Capital Projects		56,318.67

*** Proprietary Fund Types ***

Enterprise

FOOD SERVICE	006	232,470.07
UNIFORM SCHOOL SUPPLIES	009	10,221.82
ROTARY-SPECIAL SERVICES	011	91,779.53
ADULT EDUCATION	012	1,624,387.13
Total Enterprise		1,958,858.55

Internal Service

ROTARY-INTERNAL SERVICES	014	3,342.49
EMPLOYEE BENEFITS SELF INS.	024	30,000.00
Total Internal Service		33,342.49

*** Fiduciary Fund Types ***

Date: 08/31/16
Time: 1:32 pm

AUBURN VOCATIONAL SCHOOL DISTR
Appropriation Recap Sheet

Page 3
(APPPES)

Fund Class/Name	Fund	2017 Appropriations
Agency Fund		
DISTRICT AGENCY	022	12,877.62
STUDENT MANAGED ACTIVITY	200	83,814.17
Total Agency Fund		96,691.79
Total Appropriations - All Fund Types		13,033,655.47

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

Vote:

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

CERTIFICATE
(O.R.C. 5705.412)

PE:

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



Attachment Item #21

● Approve Blackboard Five-Year Renewal Contract

Blackboard

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

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

A. Product and Pricing Summary

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

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

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

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

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

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

DESIGNATED SERVER SITE: Blackboard SaaS environment

B. Term

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

C. Payment Terms

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

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

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

EXHIBIT TO
BLACKBOARD ORDER FORM
STATEMENT OF WORK

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

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

1 Scope of Services

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

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

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

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

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

OPTION 1

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

OPTION 2

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

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

- **Blackboard Collaborate Essentials: Web Conferencing**

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

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

- Understand the user interface – layouts and customization
 - Identify different methods of communication – audio, chat, video, and polling
 - Manage classroom interaction from the Participants Panel - participant permissions and understanding activity and status indicators
 - Manage Whiteboard content
 - Generate a session recording
- **Beyond the Basics of Blackboard Collaborate: Web Conference**
In this interactive workshop, participants build upon the Moderator foundation skills acquired in the Essentials workshop. Participants will learn to use the Whiteboard, Application Sharing, Web Tour and Breakout Rooms to make sessions more collaborative and interactive.

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

- Develop Interactive Whiteboards
 - Customize the Clip Art Library
 - Deliver a session using Application Sharing
 - Deliver a session using Web Tour
 - Deliver a session using Breakout Rooms
 - Hand-out a file to session participants using File Transfer
- **Putting it all Together in Blackboard Collaborate: Web Conferencing**
In this interactive workshop, participants will be provided with tips and tricks to deliver a great Blackboard Collaborate experience for everyone. Upon completion of this workshop, participants will be able to:
 - Review the content options
 - Match content types to the best session tool to achieve the learning objective

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

- **Blackboard Collaborate Technical Services**

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

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

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

Session Topics:

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

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

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

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

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

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

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

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

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

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

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

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

This workshop will cover:

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

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

Program Artifacts

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

Customer Requirements/Assumptions

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

2 Resource Requirements

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

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

3 Customer Responsibilities

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

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

4 Professional Fees, Expenses and Terms

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

4.1 Travel Expenses related to Consulting and Training Services

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

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

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

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

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

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

5 Project Timeline

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

6 Change Control

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

7 Services Pricing

7.1 Firm-Fixed Price Services

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

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

7.1.2 Firm-Fixed Price Milestone Invoicing Schedule

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

8 General Engagement Assumptions

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

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

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

APPENDIX

TRAINING SERVICES

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

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



Attachment Item #22

Approve Adult Workforce Education Teacher Handbook for 2016-2017



Adult Workforce Education Handbook

2016-2017

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

Margaret T. Lynch
Superintendent

Sherry Williamson
Treasurer

Andrea Tracy
Director of Adult Workforce Education

Jeff Slavkovsky
Principal

Dee Stark
Asst. 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 3319.141).

"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)

John Dicks or Tim Marek 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.

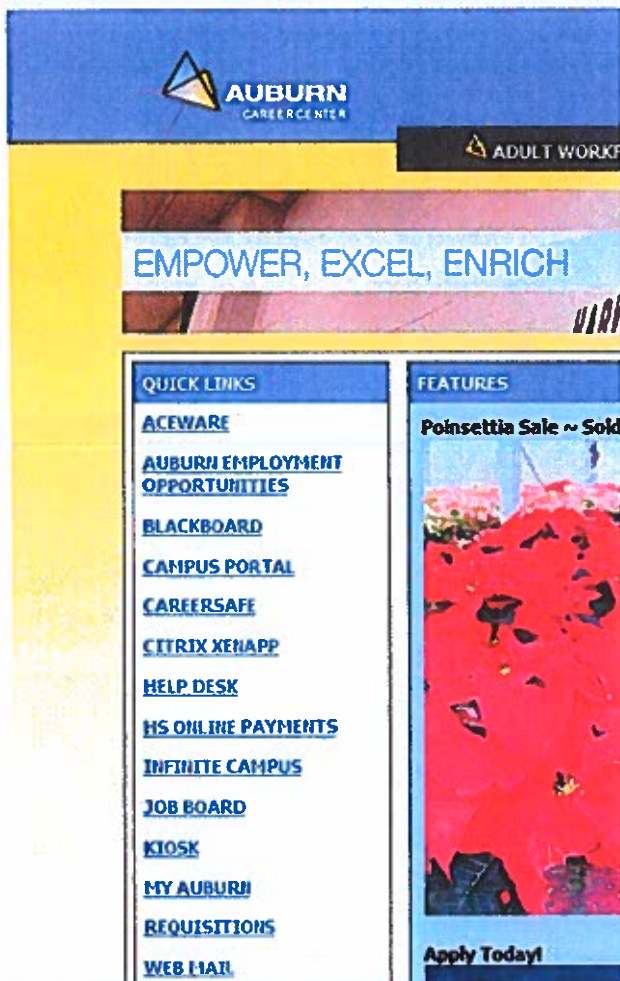
Syllabi

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 Tim Marek 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. Tim Marek 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. Tim Marek 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 Tim Marek in (IT Systems and Networking).

John Dicks, the District Systems Engineer maintains the primary responsibility for the Media Services Plan while Tim Marek, IT Systems & Networking 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. Or you can 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, John or Tim 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 Tim Marek (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.

Home Logout

Home
Accounts
AP Invoices
Checks
Configuration
Purchase Orders
Receipts
Refunds
Requisitions
 New
 Query
 Load
Vendors
Utilities
Help
Logout

Functions
Validate Post Cancel Save Draft

New Requisition

Requisition #	Auto Assign	Deliver By Date	
Vendor #	0	Deliver To Vendor #	499
Vendor		Deliver To	AUBURN CAREER CENTER 2140 AUBURN ROAD CONCORD TWP OH 44077-9723
Requested PO Date	01/07/2015	Requisition Description	
Terms		Attention	
Total	\$0.00	Type	Enter T for Template

#	Quantity	Unit	Description	Unit Price	Total	Fund	Fenc	Obj	SCC	Subj	OPU	IL	Job
Total					\$0.00								

Functions
Validate Post Cancel 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 $\frac{1}{4}$ 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
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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: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 1 PLANNING & PREPARATION	Levels of Performance (Check one for each component)			
	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: _____

EVALUATOR: _____

GRADE/SUBJECT: _____

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
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
Antine, 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	ACC Kennametal Manufacturing	Industrial Arts Building
Borkowski, Steve	8390	ACC Kennametal Manufacturing	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
Clark, Robert	8026	EMT/Paramedic Instructor	Hort. Building
Computer Help Desk	8050		
Coin, Cindy	0	AWE Night Receptionist/Adm. Assistant	AWE Office
Cunningham, Derrick		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
Kermode, Lisa	8367	Practical Nursing Instructor	4C
Kerwood, Mary Ann	8237	ABLE/Applied Academics Coordinator	TLC
LaForce, Richard	8390	Facilities Maintenance	10C
Large, Al	8390	ACC Kennametal Manufacturing	Industrial Arts Building
Larkin, William		Great Lakes Truck Driving Instructor	TLC 100
Lauer, Wendy	8278	Administrative Assistant/Testing	TLC
Lee, Brian	8242	Welding Instructor	10A
Lynch, Margaret	8011	Superintendent	TLC
Marek, Tim	8019	Adult Technology Support	3D
Marx, Scott		Great Lakes Truck Driving Instructor	TLC 100
McVicker, Carrie	8325	Accounts Rec/Payable	TLC
Meister, Justin	8026	EMT/Paramedic Instructor	Hort. Building
Miller, Eric		Great Lakes Truck Driving Instructor	TLC
Morrow, Dan	8218	Automotive Technology	2B & 4B
Murdock, Dan	8026	EMT/Paramedic Instructor	Hort. Building
Nelson, Karen	8367	Practical Nursing Instructor	4C
Scott #52	8111	Resource Officer	3C
Pohto, Dale #29	8111	Resource Officer	3C

Portik, Tim	8390	ACC Kennametal Manufacturing	Industrial Arts Building
Ranck, Sandy	8366	Practical Nursing Administrator	4C
Reese, Jennifer	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
Shafer, Kerri	8367	Practical Nursing Instructor	4C
Sitz, Tom		Volunteer Firefighter	18C
Slavkovsky, Jeff	8033	High School Principal	4A
Sovak, Ron	8383	Industrial Electrical Training	6A
Stark, Dee	8030	High School Assistant Principal	4A
Stropkey, Phil	8208	Residential Wiring Instructor	9C
Terriaco, Ron		Firefighter I & II	Concord Fire Dept.
Tibaldi, Carmen	8026	EMT/Paramedic Instructor	Hort. Building
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
Venclauskas, Andrew		Administrative Asst. & Office Spec./Computer	TLC 122
Welch, Dave		Great Lakes Truck Driving Instructor	TLC 100
Whitfield, Jeff		Great Lakes Truck Driving Instructor	TLC 100
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

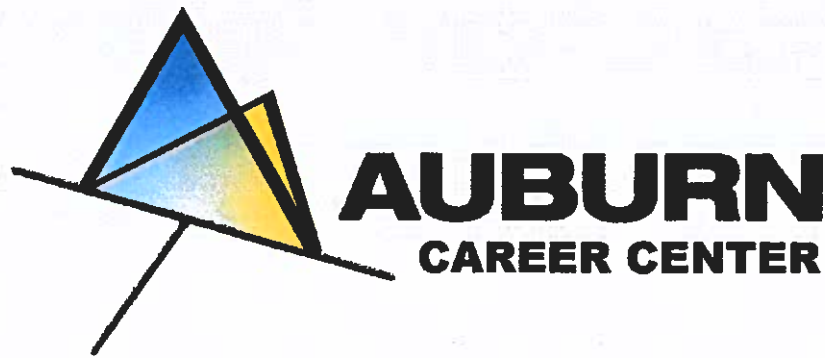
Student Services

MyAuburn

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

Passphrase: AuburnCC

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



Attachment Item #23

- Approve Adult Workforce Education 2016-2017 Calendar



Auburn Vocational School District 2016-2017 Adult Workforce Calendar



August 16						
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 16						
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 16						
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 16						
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			

DRAFT

DRAFT

December 16						
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

January 17						
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 17						
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				

March 17						
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	

DRAFT

April 17						
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 17						
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 17						
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 17						
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					

DRAFT

DRAFT

September 2016

5 ~ No School ~ Labor Day

October 2016

14 ~ No School ~ NEOEA Day

November 2016

10 ~ High School Student/Parent/
Teacher Conf. 4:00-8:00pm
17 ~ Sophomore/Parent/Community
Open House 6:30-8:00pm
23 ~ No School ~ Compensatory Day
24 ~ No School ~ Thanksgiving Break
25 ~ No School ~ Thanksgiving Break

December 2016

22 ~ No School ~ Winter Break Begins

January 2017

4 ~ Classes Resume
16 ~ No School ~ MLK Day

February 2017

20 ~ No School ~ President's Day

March 2017

27 ~ No School ~ Spring Break Begins

April 2017

3 ~ Classes Resume
14 & 17 ~ No School ~ Break
27 ~ Spring Open House

May 2017

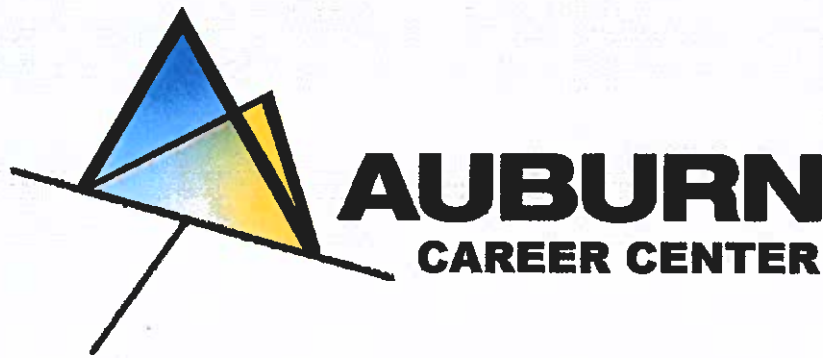
11 ~ High School Orientation for Students
& Parents 6:30-8:00 pm
29 ~ No School ~ Memorial Day

July 2017

4 ~ No School ~ Break

If the school has been cancelled due to inclement weather, Adult Workforce Education training programs in the evening are not automatically cancelled. If conditions arise where Adult Workforce Education training programs are cancelled, students will be informed via phone messaging or by announcement via news stations (Channel 3 WKYC, Channel 5 WOIO, Channel 8 FOX, Channel 19 ACTION NEWS)

If Adult Workforce Education classes are cancelled instructors are to notify via email the Director of Adult Workforce Education with their plan to make-up those missed days.



Attachment Item #24

● Policies Modifications: First/Second Reading



EOLA of OHIO

JOINT VOCATIONAL SCHOOL DISTRICTS

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
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NEW POLICY - SPECIAL UPDATE - MAY 2016

STANDARD - BASED SCHOOL COUNSELOR EVALUATION

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

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

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

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

This policy shall be implemented as set forth herein

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

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

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

() represented by the _____,

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



EOLA of OHIO

JOINT VOCATIONAL SCHOOL DISTRICTS

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Definitions

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

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

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

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

[CHOOSE ONE]

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

[END OF OPTION]



EOLA of OHIO

JOINT VOCATIONAL SCHOOL DISTRICTS

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_____ **SCHOOL DISTRICT**

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

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

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

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

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

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

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

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



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_____ SCHOOL DISTRICT

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

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

Standards-Based School Counselor Evaluation

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

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

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

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



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_____ **SCHOOL DISTRICT**

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Assessment of School Counselor Performance

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

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

Formal and Informal Observations

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



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B. A high performing school counselor will be evaluated less frequently as follows.

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

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

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



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_____ **SCHOOL DISTRICT**

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Formal Observation Procedure

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

[CHOOSE ONE]

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

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

Informal Observation/Walkthrough Procedure

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

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

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



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

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

Assessment of Student Metrics

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

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

Final Evaluation Procedures

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

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



NEOLA of OHIO

JOINT VOCATIONAL SCHOOL DISTRICTS

BOARD OF EDUCATION

PROFESSIONAL STAFF

_____ **SCHOOL DISTRICT**

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Professional Growth Plans and Professional Improvement Plans

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

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

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

Board Professional Development Plan

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



BOARD OF EDUCATION

SCHOOL DISTRICT

PROFESSIONAL STAFF

3223/page 10 of 11

Retention and Promotion Decisions/Removal of Poorly Performing School counselors

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

Definitions:

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

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

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

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



BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
3223/page 11 of 11

Removal of Poorly Performing School Counselors

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

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

OR [Recommended]

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

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

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



Attachment Item #25A

- 2016-2017 Housing
Project-7070 Auburn Rd
Approve Windows

QUOTE BY: Steve
SOLD TO: Auburn Career Center

QUOTE #: J06700450
SHIP TO:

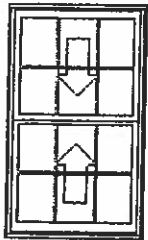
PROJECT NAME: 7070 Auburn

PO#:

REFERENCE:

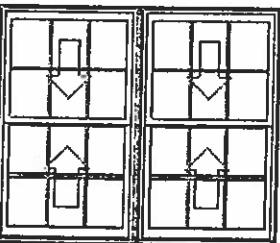
Ship Via: Ground/Next Truck

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-1	Basement Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Actual Size: 35 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA	\$199.79	3	\$599.37



Viewed from Exterior. Scale: 1/4" = 1'

Line-2
Basement
Rough Opening: 72 X 60



Viewed from Exterior. Scale: 1/4" = 1'

VDH3660-21
Frame Size: 71 1/2 x 59 1/2
Actual Size: 71 1/2 -in X 59 1/2 -in
Evenly Divided RO Left Unit Width = 36 ,
, CHS
Two Wide Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s),
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$426.67 1 \$426.67

Line-2-1 (A1)
Rough Opening: 36 X 60

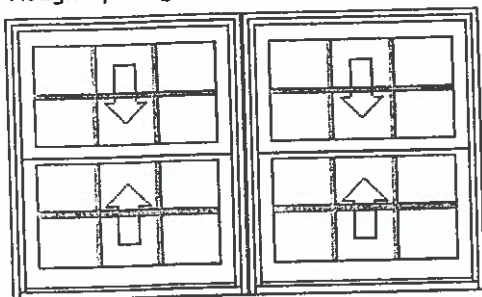
BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*,
US National-AAMA PG20, DP+20/-20,

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-2-2 (A2)
Rough Opening: 36 X 60

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
sqft Egress (All Floors)*,
US National-AAMA PG20, DP+20/-20,

Line-3 Basement
Rough Opening: 60 X 36



Viewed from Exterior. Scale: 1/2" = 1'

VDH3036-21
Frame Size: 59 1/2 x 35 1/2
Actual Size: 59 1/2 -in X 35 1/2 -in
Evenly Divided RO Left Unit Width = 30 ,
, CHS
Two Wide Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s),
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$309.68 1 \$309.68

Line-3-1 (A1)
Rough Opening: 30 X 36

BBMVDH3036
Frame Size: 29 1/2 x 35 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not
Meet Egress*,
US National-AAMA PG20, DP+20/-20,

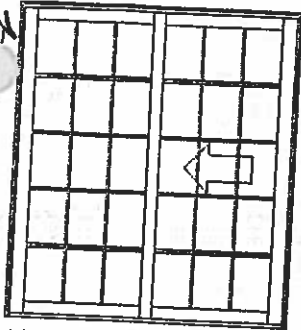
Line-3-2 (A2)
Rough Opening: 30 X 36

BBMVDH3036
Frame Size: 29 1/2 x 35 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not
Meet Egress*,
US National-AAMA PG20, DP+20/-20,

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-4 Basement

Rough Opening: 72 X 80



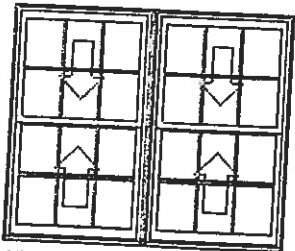
Viewed from Exterior. Scale: 1/4" = 1'

VSDBV27280
 Frame Size: 71 1/2 x 79 1/2
 Actual Size: 71 1/2 -in X 79 1/2 -in
 Brickmould Vinyl Sliding Patio Door Brickmould, White Ext/White Int ,
 OX (RH) Vent Width = 36 ,
 Low-E Clear Tempered ,
 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
 3 Wide Per Panel X 5 High,
 Bundled Standard Screen with Fiberglass Mesh,
 White Ext Hardware, White Int Hardware, *Meets 5.7 sqft Egress (All
 Floors)*,
 US National-AAMA PG20, DP+20/-20,
 PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$525.03 1 \$525.03

Line-5 Bedroom 3

Rough Opening: 72 X 60



Viewed from Exterior. Scale: 1/4" = 1'

VDH3660-21
 Frame Size: 71 1/2 x 59 1/2
 Actual Size: 71 1/2 -in X 59 1/2 -in
 Evenly Divided RO Left Unit Width = 36 ,
 , CHS
 Two Wide Flat Casing Vinyl Double Hung Window Flat Casing, White
 Ext/White Int , Vent Height = 30 ,
 Low-E Clear
 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
 Bundled , Full Standard Screen with Fiberglass Mesh,
 White Int Hardware, Style Cam Lock(s),
 US National-AAMA PG20, DP+20/-20,
 PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$507.37 1 \$507.37

5-1 (A1)

Rough Opening: 36 X 60

BFCVDH3660
 Frame Size: 35 1/2 x 59 1/2
 Flat Casing Vinyl Double Hung Window Flat Casing, White
 Ext/White Int , Vent Height = 30 ,
 Low-E Clear
 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
 3 Wide 2 High Pnl1 2 High Pnl2,
 Bundled , Full Standard Screen with Fiberglass Mesh,
 White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
 sqft Egress (All Floors)*,
 US National-AAMA PG20, DP+20/-20,

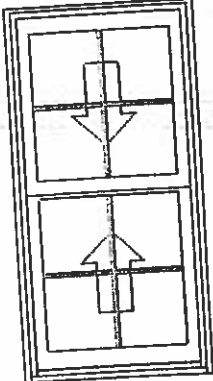
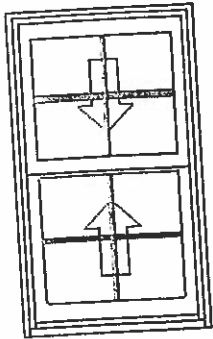
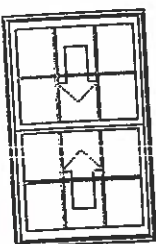
Line-5-2 (A2)

Rough Opening: 36 X 60

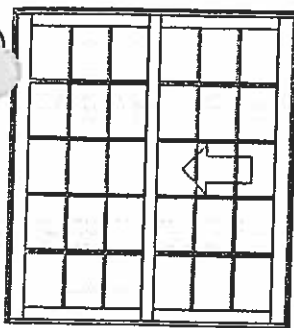
BFCVDH3660
 Frame Size: 35 1/2 x 59 1/2
 Flat Casing Vinyl Double Hung Window Flat Casing, White
 Ext/White Int , Vent Height = 30 ,
 Low-E Clear
 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
 3 Wide 2 High Pnl1 2 High Pnl2,
 Bundled , Full Standard Screen with Fiberglass Mesh,
 White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
 sqft Egress (All Floors)*,
 US National-AAMA PG20, DP+20/-20,

QQ-000.1693 cust-033462

Quote Date: 7/13/2016

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-6	W.I.C. Rough Opening: 24 X 48	BFCVDH2448 Frame Size: 23 1/2 x 47 1/2 Actual Size: 23 1/2 -in X 47 1/2 -in Flat Casing Vinyl Double Hung Window Flat Casing, White Ext/White Int , Vent Height = 24 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 2 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet Egress*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA	\$178.22	1	\$178.22
	 Viewed from Exterior. Scale: 1/2" = 1'				
Line-7	Bath Room Rough Opening: 24 X 42	BBMVDH2442 Frame Size: 23 1/2 x 41 1/2 Actual Size: 23 1/2 -in X 41 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 21 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 2 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet Egress*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA	\$139.85	1	\$139.85
	 Viewed from Exterior. Scale: 1/2" = 1'				
Line-8	BedRoom 2 Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Actual Size: 35 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA	\$199.79	1	\$199.79
	 Viewed from Exterior. Scale: 1/4" = 1'				

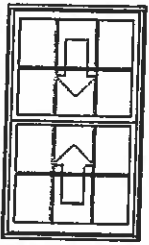
LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-9	BRFST Room Rough Opening: 72 X 80	VSDBV27280 Frame Size: 71 1/2 x 79 1/2 Actual Size: 71 1/2 -in X 79 1/2 -in Brickmould Vinyl Sliding Patio Door Brickmould, White Ext/White Int , OX (RH) Vent Width = 36 , Low-E Clear Tempered , 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide Per Panel X 5 High, Bundled Standard Screen with Fiberglass Mesh, White Ext Hardware, White Int Hardware, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA			



Viewed from Exterior. Scale: 1/4" = 1'

\$525.03 1 \$525.03

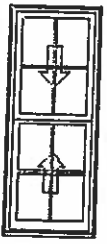
Line-10	Family Room Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Actual Size: 35 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA			
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Viewed from Exterior. Scale: 1/4" = 1'

\$199.79 2 \$399.58

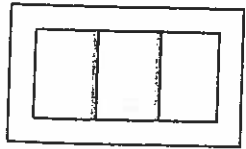
e-11	Master Rough Opening: 24 X 60	BBMVDH2460 Frame Size: 23 1/2 x 59 1/2 Actual Size: 23 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 2 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet Egress*, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA			
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Viewed from Exterior. Scale: 1/4" = 1'

\$163.51 2 \$327.02

Line-12	Master Rough Opening: 30 X 18	BBMVFW3018 Frame Size: 29 1/2 x 17 1/2 Actual Size: 29 1/2 -in X 17 1/2 -in Brickmould Vinyl Fixed Window Single Hung/Slider Brickmould, White Ext/White Int , Low-E Clear 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 1 High, US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA			
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Viewed from Exterior. Scale: 1/2" = 1'

\$52.54 2 \$105.08

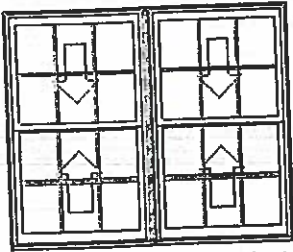
20.900.1693 cust-033462
Quote Date: 7/13/2016

Page 5 of 7(Prices are subject to change.)
Drawings are for visual reference only and may not be to exact scale. All
orders are subject to review by JELD-WEN

J06700450 - 7/13/2016 - 1:16 PM
Last Modified: 7/13/2016

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-13 Master
Rough Opening: 72 X 60



Viewed from Exterior. Scale: 1/4" = 1'

VDH3660-21
Frame Size: 71 1/2 x 59 1/2
Actual Size: 71 1/2 -in X 59 1/2 -in
Evenly Divided RO Left Unit Width = 36 ,
, CHS
Two Wide Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s),
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$426.67 1 \$426.67

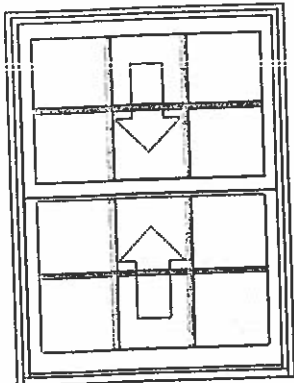
Line-13-1 (A1)
Rough Opening: 36 X 60

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
sqft Egress (All Floors)*,
US National-AAMA PG20, DP+20/-20,

Line-13-2 (A2)
Rough Opening: 36 X 60

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 30 ,
Low-E Clear
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
sqft Egress (All Floors)*,
US National-AAMA PG20, DP+20/-20,

Line-14 Mater Bath
Rough Opening: 36 X 48



Viewed from Exterior. Scale: 1/2" = 1'

BBMVDH3648
Frame Size: 35 1/2 x 47 1/2
Actual Size: 35 1/2 -in X 47 1/2 -in
Brickmould Vinyl Double Hung Window Brickmould, White Ext/White
Int , Vent Height = 24 ,
Low-E Clear Tempered ,
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Does Not Meet
Egress*,
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$249.69 1 \$249.69

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-15

OSI QUAD MAX Sealant - Brilliant White
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

COMMENTS: This installation material line item created by Quick Quote.

\$7.50 24 \$180.00

Line-16

4" Flashing, 100' Roll
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

COMMENTS: This installation material line item created by Quick Quote.

\$30.41 5 \$152.05

Line-17

OSI QUAD Foam, 21 oz Can
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

COMMENTS: This installation material line item created by Quick Quote.

\$14.51 3 \$43.53

Line-18

6" Flashing, 100' Roll
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$42.98 1 \$42.98

Line-19

6" Flashing, 100' Roll
PEV 2016.1.2.1483/PDV 6.388 (05/05/16) PA

\$42.98 1 \$42.98

Total:	\$5,380.59
Geauga(6.75%)	\$363.19
NET TOTAL:	\$5,743.78
Total Units:	53



84 Lumber Company
 8129 Crile Rd
 Concord, Ohio 44077
 (440) 352-8919

QUOTE BY: Tracy Brickey

QUOTE #: JTWB00133

SOLD TO: Auburn Career Center

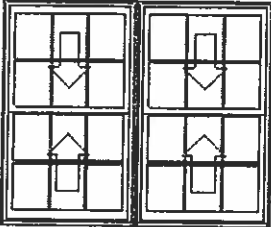
SHIP TO:

PROJECT NAME: 7070 Auburn Rd

PO#:

REFERENCE:

Ship Via: Ground/Next Truck

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-1	Front Elevation Bedroom #3	VDH3660-21			
	Rough Opening: 72 X 60	Frame Size: 71 1/2 x 59 1/2 Actual Size: 71 1/2 -in X 59 1/2 -in Evenly Divided RO Left Unit Width = 36 , , CHS Two Wide Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA			
					
	Viewed from Exterior. Scale: 1/4" = 1'				
			\$488.62	1	\$488.62

Line-1-1 (A1)

BBMVDH3660

Rough Opening: 36 X 60

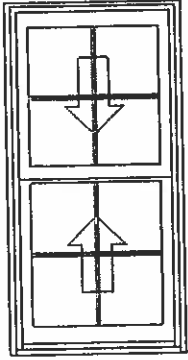
Frame Size: 35 1/2 x 59 1/2
 Brickmould Vinyl Double Hung Window Brickmould, White
 Ext/White Int , Vent Height = 30 ,
 EStar Northern Low-E 180 Clear Argon
 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
 3 Wide 2 High Pnl1 2 High Pnl2,
 Bundled , Full Standard Screen with Fiberglass Mesh,
 White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
 sqft Egress (All Floors)*,
 US National-AAMA PG20, DP+20/-20,

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-1-2 (A2)
Rough Opening: 36 X 60

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 30 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7
sqft Egress (All Floors)*,
US National-AAMA PG20, DP+20/-20,

Line-2 Front Elevation WIC
Rough Opening: 24 X 48

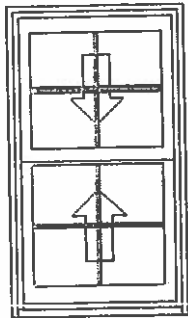


Viewed from Exterior. Scale: 1/2" = 1'

BLVDH2448
Frame Size: 23 1/2 x 47 1/2
Actual Size: 23 1/2 -in X 47 1/2 -in
Builders Vinyl Double Hung Window Nail Fin (1 1/4" setback), White
Ext/White Int , Vent Height = 24 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
2 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet
Egress*,
Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square
Cut
US National-AAMA PG20, DP+20/-20,
U-Factor: 0.30, SHGC: 0.45, VT: 0.54, CR: 59.00, ER: 26.00, CPD:
JEL-A-725-07985-00009
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$166.84 1 \$166.84

Line-3 Right Elevation Bathroom
Rough Opening: 24 X 42



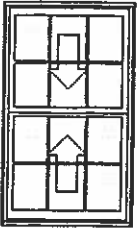
Viewed from Exterior. Scale: 1/2" = 1'

BBMVDH2442
Frame Size: 23 1/2 x 41 1/2
Actual Size: 23 1/2 -in X 41 1/2 -in
Brickmould Vinyl Double Hung Window Brickmould, White Ext/White
Int , Vent Height = 21 ,
EStar Northern Low-E 180 Clear Tempered , Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
2 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet
Egress*,
Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square
Cut
US National-AAMA PG20, DP+20/ 20,
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$205.53 1 \$205.53

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-4 Right Elevation Bedroom #2
Rough Opening: 36 X 60



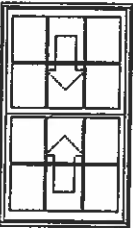
Viewed from Exterior. Scale: 1/4" = 1'

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Actual Size: 35 1/2 -in X 59 1/2 -in
Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*,
Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$237.62 1 \$237.62

Line-5 Right Elevation Walkout
Basement

Rough Opening: 36 X 60



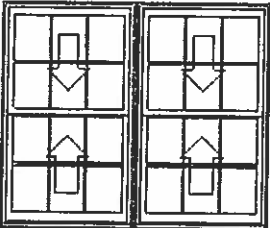
Viewed from Exterior. Scale: 1/4" = 1'

BBMVDH3660
Frame Size: 35 1/2 x 59 1/2
Actual Size: 35 1/2 -in X 59 1/2 -in
Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*,
Jamb Extension Applied 6 9/16 Primed Jamb Extension on Sill Square Cut
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$254.37 1 \$254.37

Line-6 *Right* Left Elevation Walkout
Basement

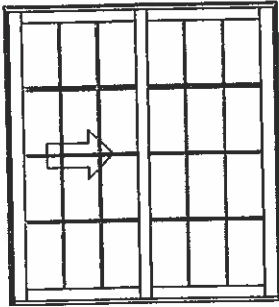
Rough Opening: 72 X 60



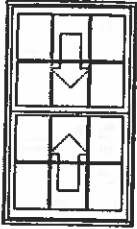
Viewed from Exterior. Scale: 1/4" = 1'

VDH3660-21
Frame Size: 71 1/2 x 59 1/2
Actual Size: 71 1/2 -in X 59 1/2 -in
Evenly Divided RO Left Unit Width = 36 ,
, CHS
Two Wide Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s),
Jamb Extension Applied 6 9/16 Primed Jamb Extension on Sill Square Cut
US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$511.73 1 \$511.73

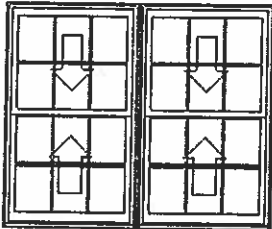
LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-6-1 (A1)	Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20,			
Line-6-2 (A2)	Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20,			
Line-7	Rear Elevation Breakfast Area Rough Opening: 72 X 80	VSDBV27280 Frame Size: 71 1/2 x 79 1/2 Actual Size: 71 1/2 -in X 79 1/2 -in Brickmould Vinyl Sliding Patio Door Brickmould, White Ext/White Int , XO (LH) Vent Width = 36 , EStar Northern Low-E Clear Tempered , Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide Per Panel X 4 High, Bundled Standard Screen with Fiberglass Mesh, White Ext Hardware, White Int Hardware, *Meets 5.7 sqft Egress (All Floors)*, Jamb Extension Applied 4 9/16 Primed No Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, U-Factor: 0.29, SHGC: 0.31, VT: 0.52, CR: 54.00, ER: 21.00, CPD: JEL-A-103-04697-00001 PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA			
					
	Viewed from Exterior. Scale: 1/4" = 1'				
			\$586.40	1	\$586.40

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-8	Rear Elevation Great Room Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Actual Size: 35 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$237.62	2	\$475.24



Viewed from Exterior. Scale: 1/4" = 1'

Line-9	Rear Elevation Master Bedroom Rough Opening: 72 X 60	VDH3660-21 Frame Size: 71 1/2 x 59 1/2 Actual Size: 71 1/2 -in X 59 1/2 -in Evenly Divided RO Left Unit Width = 36 , , CHS Two Wide Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$488.62	1	\$488.62
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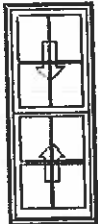


Viewed from Exterior. Scale: 1/4" = 1'

Line-9-1 (A1)	Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20,	\$488.62	1	\$488.62
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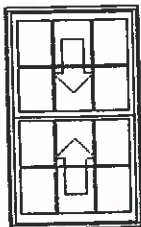
Line-9-2 (A2)	Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, US National-AAMA PG20, DP+20/-20,			
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LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-10	Rear Elevation Master Bedroom Rough Opening: 24 X 60	BBMVDH2460 Frame Size: 23 1/2 x 59 1/2 Actual Size: 23 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 2 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not Meet Egress*, Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$194.68	2	\$389.36



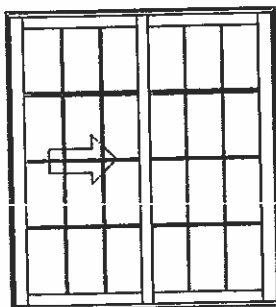
Viewed from Exterior. Scale: 1/4" = 1'

Line-11	Rear Elevation Walkout Basement Rough Opening: 36 X 60	BBMVDH3660 Frame Size: 35 1/2 x 59 1/2 Actual Size: 35 1/2 -in X 59 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 30 , EStar Northern Low-E 180 Clear Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Meets 5.7 sqft Egress (All Floors)*, Jamb Extension Applied 6 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$254.37	2	\$508.74
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Viewed from Exterior. Scale: 1/4" = 1'

Line-12	Rear Elevation Walkout Basement Rough Opening: 72 X 80	VSDBV27280 Frame Size: 71 1/2 x 79 1/2 Actual Size: 71 1/2 -in X 79 1/2 -in Brickmould Vinyl Sliding Patio Door Brickmould, White Ext/White Int , XO (LH) Vent Width = 36 , EStar Northern Low-E Clear Tempered , Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide Per Panel X 4 High, Bundled Standard Screen with Fiberglass Mesh, White Ext Hardware, White Int Hardware, *Meets 5.7 sqft Egress (All Floors)*, Jamb Extension Applied 6 9/16 Primed No Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, U-Factor: 0.29, SHGC: 0.31, VT: 0.52, CR: 54.00, ER: 21.00, CPD: JEL-A-103-04697-00001 PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$606.72	1	\$606.72
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Viewed from Exterior. Scale: 1/4" = 1'

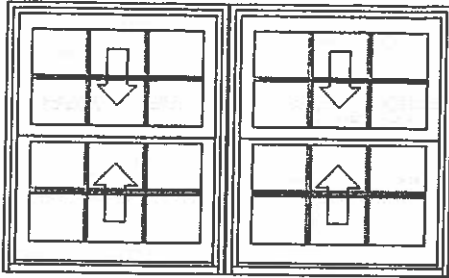
LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-13 Rear Elevation Walkout Basement

VDH3036-21

Rough Opening: 60 X 36

Frame Size: 59 1/2 x 35 1/2



Viewed from Exterior. Scale: 1/2" = 1'

Actual Size: 59 1/2 -in X 35 1/2 -in
Evenly Divided RO Left Unit Width = 30 ,
, CHS
Two Wide Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s),
Jamb Extension Applied 6 9/16 Primed Jamb Extension on Sill Square
Cut

US National-AAMA PG20, DP+20/-20,
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$368.14 1 \$368.14

Line-13-1 (A1)

BBMVDH3036

Rough Opening: 30 X 36

Frame Size: 29 1/2 x 35 1/2

Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not
Meet Egress*,
US National-AAMA PG20, DP+20/-20,

Line-13-2 (A2)

BBMVDH3036

Rough Opening: 30 X 36

Frame Size: 29 1/2 x 35 1/2

Brickmould Vinyl Double Hung Window Brickmould, White
Ext/White Int , Vent Height = 18 ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 2 High Pnl1 2 High Pnl2,
Bundled , Full Standard Screen with Fiberglass Mesh,
White Int Hardware, Style Cam Lock(s), 1 Lock, *Does Not
Meet Egress*,
US National-AAMA PG20, DP+20/-20,

Line-14 ~~Left~~ Right Elevation Master Bedroom BBMVFS3018

Rough Opening: 30 X 18

Frame Size: 29 1/2 x 17 1/2



Viewed from Exterior. Scale: 1/2" = 1'

Actual Size: 29 1/2 -in X 17 1/2 -in

Brickmould Vinyl Fixed Window Single Hung/Slider Brickmould, White
Ext/White Int ,
EStar Northern Low-E 180 Clear Argon
5/8" Flat, All Lite(s) White Colonial (Even Rect Lites),
3 Wide 1 High,
Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square
Cut

US National-AAMA PG20, DP+20/-20,
U-Factor: 0.28, SHGC: 0.49, VT: 0.59, CR: 60.00, ER: 33.00, CPD:
JEL-A-541-02030-00008
PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA

\$67.83 2 \$135.66

QQ-2.20.900.1693 cust-098049

Page 7 of 9(Prices are subject to change.)

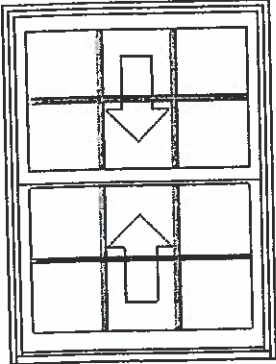
JTW800133 - 7/13/2016 - 9:15 AM

Quote Date: 7/13/2016

Drawings are for visual reference only and may not be to exact scale. All
orders are subject to review by JELD-WEN

Last Modified: 7/13/2016

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line-15	Left Elevation Master Bathroom Rough Opening: 36 X 48	BBMVDH3648 Frame Size: 35 1/2 x 47 1/2 Actual Size: 35 1/2 -in X 47 1/2 -in Brickmould Vinyl Double Hung Window Brickmould, White Ext/White Int , Vent Height = 24 , EStar Northern Low-E 180 Clear Tempered , Argon 5/8" Flat, All Lite(s) White Colonial (Even Rect Lites), 3 Wide 2 High Pnl1 2 High Pnl2, Bundled , Full Standard Screen with Fiberglass Mesh, White Int Hardware, Style Cam Lock(s), 2 Locks, *Does Not Meet Egress*, Jamb Extension Applied 4 9/16 Primed Jamb Extension on Sill Square Cut US National-AAMA PG20, DP+20/-20, PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA	\$284.91	1	\$284.91



Viewed from Exterior. Scale: 1/2" = 1'

Line-16	OSI QUAD MAX Sealant - Brilliant White PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA COMMENTS: This installation material line item created by Quick Quote.	\$7.77	24	\$186.48
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Line-17	4" Flashing, 100' Roll PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA COMMENTS: This installation material line item created by Quick Quote.	\$31.50	5	\$157.50
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Line-18	6" Flashing, 100' Roll PEV 2016.1.2.1436/PDV 6.385 (03/08/16) PA COMMENTS: This installation material line item created by Quick Quote.	\$44.53	2	\$89.06
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Total: \$6,141.54
Total Units: 50

Note: Thank you for choosing JELD-WEN Windows and 84 Lumber for today's project.

We appreciate your business.

Tracy Brickey

(440) 655-0585 It is the responsibility of the Builder/Purchaser to ensure that all windows and doors in the quote above are in accordance with, but not limited to, the following:

1. All current Zoning requirements.
2. All current Fire Regulations.
3. All current Building Standard Regulations, including, but not limited to, the Local Building code.

Presented by: _____ Date: _____

Purchaser: _____ Date: _____

QQ-2.20.900.1693 cust-098049

Quote Date: 7/13/2016

Page 8 of 9(Prices are subject to change.)

Drawings are for visual reference only and may not be to exact scale. All orders are subject to review by JELD-WEN

JTWB00133 - 7/13/2016 - 9:15 AM

Last Modified: 7/13/2016

QUOTATION #1090

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#:

Home Owner:

Phone:
Fax:

CP9633

Ln	Qty	Long Description
No	Ord	

23 Total Qty Windows

19 Total Qty Units

Sub Total:

6,148.00

NOTES:

Sub Total:

6,148.00

Tax:

0.0000%

0.00

6,148.00

Non-Tax Labor:

0.00

Total:

6,148.00

Deposit Paid:

0.00

Amount Due:

6,148.00

Submitted by: _____

Accepted by: _____

Date: _____

QUOTATION #1090

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#:

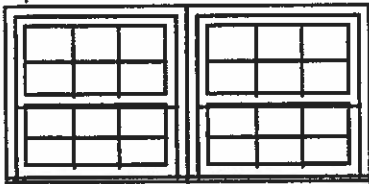
Home Owner:

CP9633

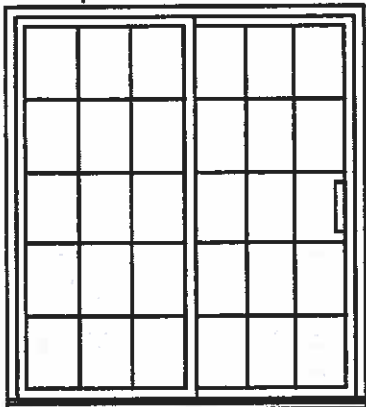
Phone:
Fax:

Ln	Qty	No	Ord	Long Description	Unit Price	Extended Price
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13	1			71 1/2" (T) X 35 1/2" (T) (3030) ProFinish Contractor White Double Hung; Tip-to-Tip Mullled, Horizontal Twins (2 windows, 1 openings); DLX; T-Mulled;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (UI=72"); DP:35; Test Number=C7756.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.	430.00	430.00
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14	1			72" (O) X 80" (O) (6068) ProFinish Contractor White Right Opening DR OX; Handle White; Rough Opening Size; DLX; Colonial All White Sculptured (2V4H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Temper All All; Double Strength (1/8"); Half Screen Fiberglass Extruded Screen Mold; E5 All Stiles(SL/EV); Keyed Locks; Corrosion Resist Roller/Glide Discount ID: CP9633; (UI=152"); DP:35; Test Number=D2892.01; U-Factor:.28; SHGC:.26; Unit qualifies for ENERGY STAR® region(s): Northern, North Central.	691.00	691.00
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QUOTATION #1090

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#:

Home Owner:

Phone:
Fax:

CP9633

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER

Home Owner:

Project ID:

Location:

Lot #:

Model:

Phone:

Contact:

Fax:

Cust PO#:

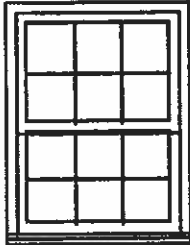
CP9633

Ln No	Qty Ord	Long Description	Unit Price	Extended Price
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09	2	30" (O) X 19" (O) (206107) ProFinish Contractor White Picture; Rough Opening Size; DLX; Colonial All White Sculptured (1V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; 00 No Reinforcement Discount ID: CP9633; (Ul=49"); DP:55; Test Number=D0305.01; U-Factor:.29; SHGC:.27; Unit qualifies for ENERGY STAR® region(s): North Central.; Room ID: TRANSOM	95.00	190.00
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10	1	36" (O) X 48" (O) (3040) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Temper All All; Double Strength (1/8"); Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (Ul=84"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: MASTER BATH	330.00	330.00
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QUOTATION #1090

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#:

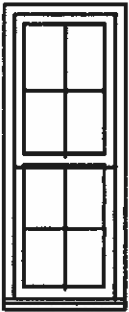
Home Owner:

Phone:
Fax:

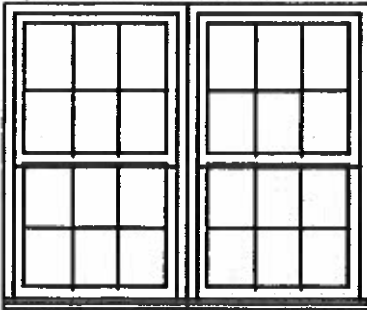
CP9633

Ln	Qty	No	Ord	Long Description	Unit Price	Extended Price
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07	2			24" (O) X 60" (O) (2050) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (1V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; One White; Plain Discount ID: CP9633; (UI=84"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: MASTER BAY	209.00	418.00
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08	1			71 1/2" (T) X 59 1/2" (T) (3050) ProFinish Contractor White Double Hung; Tip-to-Tip Mullled, Horizontal Twins (2 windows, 1 openings); DLX; T-Mulled;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (UI=96"); DP:35; Test Number=C7756.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: MASTER BAY	510.00	510.00
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Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER

Home Owner:

Project ID:

Location:

Lot #:

Model:

Phone:

Contact:

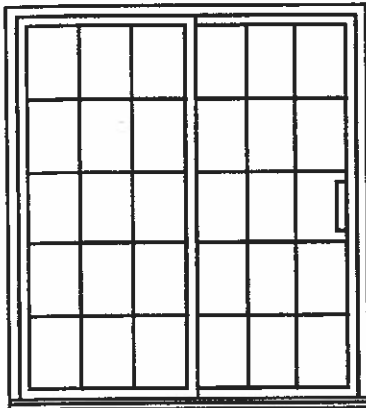
Fax:

Cust PO#:

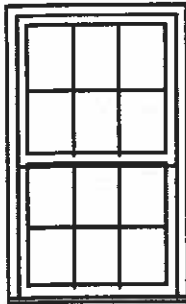
CP9633

Ln No	Qty Ord	Long Description	Unit Price	Extended Price
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05	1	72" (O) X 80" (O) (6068) ProFinish Contractor White Right Opening DR OX; Handle White; Rough Opening Size; DLX; Colonial All White Sculptured (2V4H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Temper All All; Double Strength (1/8"); Half Screen Fiberglass Extruded Screen Mold; E5 All Stiles(SL/EV); Keyed Locks; Corrosion Resist Roller/Glide Discount ID: CP9633; (UI=152"); DP:35; Test Number=D2892.01; U-Factor:.28; SHGC:.26; Unit qualifies for ENERGY STAR® region(s): Northern, North Central.; Room ID: BREAKFAST	691.00	691.00
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06	2	36" (O) X 60" (O) (3050) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (UI=96"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: FAMILY ROOM	239.00	478.00
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QUOTATION #1090

Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Customer #: 404212
W.R. DAWSON

Job Name: AUBURN CAREER
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#:

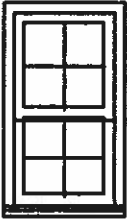
Home Owner:

Phone:
Fax:

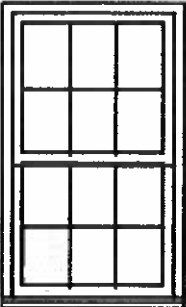
CP9633

Ln	Qty	Long Description	Unit	Extended
No	Ord		Price	Price

03	1	24" (O) X 42" (O) (2036) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (1V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Temper All All; Double Strength (1/8"); Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; One White; Plain Discount ID: CP9633; (UI=66"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.	245.00	245.00
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04	1	36" (O) X 60" (O) (3050) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (UI=96"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: BED #2	239.00	239.00
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Mentor Lumber - Chardon Division
332 Center St.
Chardon, OH 44024
Phone: 440-285-2251
Fax: 440-285-7048

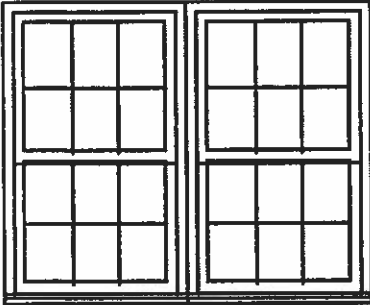
Sim #: OC0418
Emp:
Entered: 8/25/2016
Xmitted:
PO #:

Job Name: AUBURN CAREER Home Owner:
Project ID:
Location:
Lot #:
Model:
Contact:
Cust PO#: CP9633

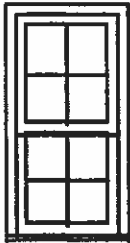
Phone:
Fax:

Ln No	Qty Ord	Long Description	Unit Price	Extended Price
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01	1	71 1/2" (T) X 59 1/2" (T) (3050) ProFinish Contractor White Double Hung; Tip-to-Tip Muller, Horizontal Twins (2 windows, 1 openings); DLX; T-Muller;; Colonial All White Sculptured (2V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two White; Plain Discount ID: CP9633; (UI=96"); DP:35; Test Number=C7756.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: BEDROOM #3	510.00	510.00
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02	1	24" (O) X 48" (O) (2040) ProFinish Contractor White Double Hung; Rough Opening Size; DLX;; Colonial All White Sculptured (1V1H); Intercept; ProSolar Low E; Argon Gas; Double Glazed; Regular Strength; Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; One White; Plain Discount ID: CP9633; (UI=72"); DP:35; Test Number=A4934.01; U-Factor:.30; SHGC:.25; Unit qualifies for ENERGY STAR® region(s): North Central, South Central, Southern.; Unit qualifies for Title 24.; Room ID: WIC	189.00	189.00
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Attachment Item #27

Approve ACEware Systems, Inc. Support Agreement



ACEware Systems, Inc.

Support and Maintenance Agreement (SMA)

\$5,547

This agreement between the Service Provider and the Customer remains in effect through July 1, 2017. At the conclusion of the Agreement period, ACEware Systems, Inc. will send a renewal notice and invoice to the Customer. The Customer may elect to renew the SMA or decline and receive service on a per call basis at the hourly rate in effect for that calendar year. Software upgrades are not available without a current SMA.

Definitions

Service Provider: ACEware Systems, Inc.

Customer: A single unit/department with a single point of contact to coordinate and communicate the needs of their unit/department with ACEware. (Note: If your institution/organization shares a single instance of Student Manager/ACEweb with multiple departments/programs, please contact ACEware to discuss support options.)

SMA: Support and Maintenance Agreement

Technical Support: Guidance, advice and/or direction directly related to ACEware Systems software provided to the Customer by an assigned ACEware Technician.

Keeper of the Flame: The point of contact designated to communicate with the assigned ACEware Technician on behalf of the organization.

The authorized Keeper of the Flame for the Customer is:

Name (first and last)

Phone

Email

SMA Inclusions:

As part of this SMA, the staff at ACEware Systems, Inc. remain available to answer any and all questions related to the ACEware product(s) purchased by the Customer. In addition, this SMA provides the Customer:

- A dedicated ACEware Technician responsible for providing technical support to the Customer.
- Email and toll-free telephone support.
- Complimentary upgrades to the Customer's version of Student Manager.
- Access to the customers-only section of the Service Provider's web site, which provides online help resources and archived webinars.
- Scholarship funds for attendance of the annual ACEware Users' Conference. The amount of the scholarship is determined by the amount of the Customer's SMA. A listing of current scholarship values are attached to this SMA.)

-Continued on back-

SMA Exclusions:

The following situations are not covered under the SMA. However, services marked (**) are available as a fee-based option:

- Recovery of data resulting from:
 - Problems caused by allowing any software created by entities other than the Service Provider access to the Student Manager database files. **This type of damage may void the SMA unless prior authorization has been received from Service Provider.**
 - Hardware failure.
 - Improper backup procedures.
 - User error.

*Note: On a fee-based service, ACEware Systems will make every effort to recover data but is not able to guarantee success. (**)*

- Support for network connections, email server configuration, firewall configuration, user account creation or printer setup.
- Technical support for software created by entities other than the Service Provider
- Updating a customized screen or procedure. (**)
- Multiple installations of Student Manager or ACEweb; One installation of each is provided with purchase of the software.(**)
- Training of new staff members. Each Customer should have training processes in place. Additionally, the Customer may direct staff to the Service Provider's website, which contains resources that are specific to new users.(**).
- Preparing customized reports. When purchasing Student Manager, each new Customer is entitled to three (3) customized reports (**).

Remote Access to Customer System

For optimal service, the installation and use of screen sharing software such as Mikogo or GoToMeeting® is recommended to allow a technician's computer to connect with your computer. If your unit/department cannot, or will not, allow use of this method of support, an additional 5% surcharge will be added to your support agreement. You will be contacted to discuss this issue before the surcharge is applied.

Customization

ACEware systems, Inc. does offer customization services on a fee basis. Software programs are designed to accommodate customized procedures created by ACEware Systems without voiding your Support and Maintenance Agreement. Customized procedures may increase the cost of the SMA, and are only guaranteed with the current version of the software. Contact your ACEware technician for a quote on a custom project.

By signing this *Agreement*, the Customer acknowledges that they have read, understand and agree to the conditions and are authorized to execute this agreement on behalf of the organization.

ACEware Systems, Inc.

Auburn Career Center

Sharon Brookshire

 By: Sharon Brookshire Date: 05/26/2016
 Vice President, Operations

 By: Customer's Authorized Representative Date

Please print name and title below:

ACEware Systems, Inc.
 7480 Dyer Road
 Manhattan, KS 66502
 (785) 537-2937
 Federal ID# 48-1151719

Date	Invoice #
5/26/2016	7630

Bill To
Auburn Vocational School District 8140 Auburn Rd Concord Twp, OH 44077

P.O. No.	Terms
	Net 30

Quantity	Description	Rate	Amount
1	Annual Support Agreement for Student Manager - 7/1/2016 - 7/1/2017 Executive Student Manager with ACEweb Online Registration - 2016 Retail Value - \$32,495 Calendar Module - 2016 Retail Value - \$1,695 Attendance Tracking Module - 2016 Retail Value - \$1,095 Course Bundling Module - 2016 retail Value \$1,695 (purchased in 2014) Total Retail Value - \$36,980 X .15 = \$5,547	5,547.00	5,547.00

Have Questions? Contact Sharon at 800-925-2493 or sharon@aceware.com. Thank you for your business!	Total	\$5,547.00
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sherry williamson

From: John Dicks
Sent: Monday, August 22, 2016 4:26 PM
To: Margaret Lynch
Cc: sherry williamson
Subject: Re: Blackboard Renewal

Hi Maggie. No problem: I'll see you Wednesday at 10.

Thanks,

John

Sent from my iPhone

On Aug 22, 2016, at 3:49 PM, Margaret Lynch <mlynch@Auburncc.org> wrote:

Very interesting information John....can you meet with me on Wednesday at 10:00 a.m. when I am meeting with Bonnie Brockway?

Please let me know.

Thanks.

Maggie

From: John Dicks
Sent: Thursday, August 18, 2016 11:51 AM
To: Kevin O'Keefe <Kevin.OKeefe@blackboard.com>
Cc: sherry williamson <swilliamson@Auburncc.org>; Margaret Lynch <mlynch@Auburncc.org>
Subject: Re: Blackboard Renewal

Thanks again for working with us Kevin. Do those scenarios quoted below all include blackboard mobile?

Sent from my iPhone

On Aug 18, 2016, at 10:59 AM, Kevin O'Keefe <Kevin.OKeefe@blackboard.com> wrote:

Hi John,

Great talking to you yesterday! Looking forward to partnering with you and your account.

I met with my manager and we went over your account and here are the renewal options for this year:

Current renewal: 1 year @ 70,000

New offers:

5-year agreement: \$50,000 with no uplift (Normal yearly uplift 5%)

Year 1: 50,000

Year 2: 50,000

Year 3: 50,000

Year 4: 50,000

Year 5: 50,000

3-year agreement: \$55,000 with 3% uplift for years 2 and 3

Year 1: \$55,000

Year 2: \$56,650

Year 3: \$58,349.50

1-year agreement: \$60,000

Each offer includes:

1. Up to 2,000 users
2. Enrollment in the adoption success program which we briefly discussed yesterday. This will provide you with a dedicated Solutions Engineer to your account.
3. The addition of our web conferencing tool Blackboard Collaborate
4. Free upgrade to SaaS whenever you decide it's best

Let me know what questions you have.

Kevin O'Keefe | Sr Customer Success Manager

NorthEast Region – K12

Blackboard Inc.

Mobile: 585.944.3077

kevin.okeefe@blackboard.com

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09/06/2016
11:42:31

AUBURN VOCATIONAL SCHOOL DISTR
LISTING OF TRANSACTIONS BY ACCOUNT

PAGE 1
(ACTRPT)

DATE	DESCRIPTION	PO & ITEM	VENDOR INV/RECPT	STATUS	RECEIVED/MOD	EXPENDE CK/ENCUMBERED
524 2229 419 916Q 000000 000 00 000	VEPD SEC CURRIC DEV PRCHSD SERVICES					
11 06 15	Blackboard Course Delivery BLACKBOARD	73015	1 011896 1211951	Reconcil/Warrant		41,626.20 42328 1
11 06 15	Blackboard Community BLACKBOARD	73015	2 011896 1211951	Reconcil/Warrant		24,708.60 42328 2
11 06 15	Blackboard Mobile Learn 5,001 BLACKBOARD	73015	3 011896 1211951	Reconcil/Warrant		42328 3
524 2229 419 916Q 000000 000 00 000	VEPD SEC CURRIC DEV PRCHSD SERVICES					66,334.80
524	916Q	VEPD SECONDARY 2015-2016		FUND TOTALS		66,334.80
GRAND TOTALS FOR THIS REPORT						66,334.80

(End of file)

ACTRPT.TXT 30/30 100%

<Q>uit <T>op ottom <W>idth <P>age <F>ind <N>ext <S>ave

Press HELP or PF2 for help on the numeric keypad.