

Auburn Vocational School District BOARD OF EDUCATION

Minutes of October 3, 2023

The October 3, 2023 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

The following members were present:

Mrs. Brush	Mr. Miller	Mr. Walter
Mr. Kent	Mrs. Rayburn	Mrs. Wheeler
Miss Maruschak	Mr. Stefanko	

Absent: Mr. Cahill, Dr. Culotta and Mr. Strever

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

143-23 Approve Agenda

A motion was made by Mr. Kent seconded by Miss Maruschak to approve the October 3, 2023 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

144-23 Approve Minutes of the Regular Meeting on September 5, 2023

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the regular minutes of the September 5, 2023 Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Administrative Report

- State Report Card
- Sinclair Agreement

Board Advisory Committee's Update

- Facilities – Jeff Slavkovsky gave an update to the Board

Public Participation – None

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending August 31, 2023 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

145-23 Approve Donation

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to approve the donation of Electrical components and tools from Sheila Pasquale. This donation will benefit the Adult Electrical classes.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

146-23 Approve 2023-2024 Purpose Statement/Activity Budgets

A motion was made by Mr. Kent and seconded by Miss Maruschak to approve the following purpose statements/activity for the 2023-2024 school year:

Program	Fund Number	Last Year Balance 7/1/23	Revenue Anticipated
Advanced Manufacturing	200-902A	\$ 70.00	\$ 380.00
Allied Health Technology	200-901A	\$ 644.92	\$ 0.00
Architecture & Project Management	200-909A	\$ 0.00	\$ 900.00
Automotive Collision	200-985A	\$ 429.29	\$ 1,700.00
Automotive Technology Jr. & Sr.	200-912A	\$ 2,897.73	\$ 2,500.00
Computer Networking & Technology	200-903A	\$ 231.04	\$ 800.00

Construction Jr. & Sr.	200-987A	\$ 0.00	\$ 1,000.00
Cosmetology Jr. & Sr./Holland	200-992A	\$ 470.77	\$ 1,850.00
Criminal Justice & Security	200-997A	\$ 0.00	\$ 0.00
Culinary Arts Jr. & Sr.	200-940A	\$ 1,490.17	\$ 2,000.00
Dental Assistant Technician	200-988A	\$ 0.00	\$ 100.00
DECA	200-930A	\$ 0.00	\$ 4,750.00
Education Career Pathways- Teaching Professions	200-945A	\$ 548.44	\$ 3,000.00
Electrical Engineering Prep	200-996A	\$ 11.57	\$ 800.00
Emergency Medical Services	200-927A	\$ 563.75	\$ 0.00
Esports	200-999A	\$ 0.00	\$ 0.00
HVAC Jr. & Sr.	200-937A	\$ 0.00	\$ 600.00
Interactive Multimedia Jr. & Sr.	200-907A	\$ 34.15	\$ 6,000.00
National Technical Honor Society	200-908A	\$ 0.00	\$ 100.00
Patient Care Technician Jr. & Sr.	200-995A	\$ 204.70	\$ 100.00
Plant, Turf & Landscaping Management	200-915A	\$53,128.91	\$ 45,000.00
Practical Nursing Adult	200-911A	\$ 829.83	\$ 0.00
Pro Web & Game Design	200-982A	\$1,016.25	\$ 0.00
Production & Welding Tech	200-925A	\$6,972.78	\$ 2,200.00
SADD	200-950A	\$ 801.97	\$ 0.00
Skills USA	200-990A	\$1,273.79	\$ 2,500.00
Student Leadership Team	200-914A	\$ 0.00	\$ 100.00
Technology Engineering & Design	200-917A	\$ 254.11	\$ 2,500.00

Welding Jr. & Sr.	200-924A	\$ 439.04	\$ 8,000.00
District Wide Student Travel	200-998A	\$ 772.00	\$ 750.00
Total		\$73,085.21	

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

147-23 Human Resources

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

148-23 Approve 1-Year Part-Time Contract for the Trades Coordinator

A motion was made by Mr. Brush and seconded by Mrs. Wheeler to approve Mr. Kelly Bean for an administrative contract effective September 25, 2023 through July 31, 2024 for a salary amount of \$24,409.09.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

149-23 Approve Board Policies

A motion was made by Miss Maruschak and seconded by Mr. Kent to approve the resolution Pursuant to Bylaw 0131, the Auburn Vocational School District Board of Education hereby adopts the revised policies as presented to the Board by the Superintendent and Treasurer at this regular meeting. The Superintendent and Treasurer are directed to advise NEOLA to immediately update the policies pursuant to the instant resolution (Attachment #13)

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

150-23 Approve Consent Agenda

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve Item #15 A-I as a consent motion.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

151-23 Contract/Affiliation Agreement

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to approve the following contract and/or affiliation agreement(s):

- A. *Cleveland Clinic Clinical Education Agreement (Attachment # 15A)*
- B. *Midwest Medical Training and Testing Agreement (Attachment #15B)*
- C. *Visiting Angels Training Agreement (Attachment #15C)*
- D. *Komatsu Mining Corp. Training Agreement (Attachment #15D)*
- E. *Public Safety Affiliation Agreement 23-24 SY (Attachment #15E)*
 - 1. *Liberty Township Fire Department*
- F. *Educator Career Pathways Field Experience Affiliation Agreement 23-24 SY (Attachment #15F)*
 - 1. *Madison Local Schools*
 - 2. *Willoughby East-Lake City Schools*
- G. *Updated Business Partnership Affiliation Agreement (s) SY23-24 (Attachment #15G)*
- H. *Warrensville Heights High School EMT-B/Fire 1 & 2 Program Agreement (Attachment #15H)*
- I. *Rome Fire Department Training Agreement (Attachment #15I)*

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

152-23 Executive Session

A motion was made by Mr. Stefanko and seconded by Mr. Miller to recess into executive session at 6:44 p.m. pursuant to R.C. 121.22(G) for the following purpose: 1) to consider the employment, dismissal and compensation of a public employee. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the precessing's and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Return to public session at 7:05 p.m.

153-23 Resolution to add Addendum to the Agenda

A motion was made by Mr. Stefanko and seconded by Mr. Miller to add an addendum to the October 3rd, 2023 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

154-23 3-Year Administrator Contract for Assistant Treasurer

A motion was made by Mr. Stefanko and seconded by Mrs. Rayburn to approve Mrs. Victoria DePasquale for a 3-year, 260-day administrator's contract effective September 26, 2023. Mrs. DePasquale's salary for the remainder of the 2023-2024 school year will be in the amount of \$56,592.31.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed


155-23 Adjourn

A motion was made by Mr. Miller and seconded by Mrs. Rayburn to adjourn the meeting at 7:07 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #8

*Render Financial
Reports*

**Auburn Career Center
Bank Reconciliation
August 31, 2023**

Dollar Bank - Main Depository	\$ 14,260,532.09
Huntington	\$ 45,371.41
O/S checks - a/p	\$ (72,390.73)
O/S checks - p/r	\$ -
Payroll Accum (O/S)-Checks NI	\$ (710.75)
Pending Payroll Items in Transit	
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	14,233,339.02
Health Care Deductible Pool - Dollar	\$ 28,848.50
Star Ohio	\$ 113,178.33
Net Available Cash	\$ 14,375,365.85
Investments:	
Wells Fargo	\$ 2,566,223.03
Total Investments	\$ 2,566,223.03
Balance per bank	\$ 16,941,588.88
Balance per books	\$ 16,941,588.88
	\$ -

Investments Report

Institution	Amount
Wells Fargo	\$ 2,566,223.03

Auburn Career Center

Monthly History Comparison-General Fund

August 31, 2023

	Monthly Comparison			Annual Comparison			Budget 2024	Remain 2024	Budget Expended
	Avg FY22	Avg FY23	Avg FY24	Avg Chg	Actual 2022	Actual 2023			
Revenue									
Real Estate	\$ 2,961,438	\$ 2,892,302	\$ 3,049,958		\$ 6,605,096	\$ 6,722,749	\$ 6,722,749	\$ 3,672,791	45%
Tangible Personal (FUD)	\$ 177,761	\$ 122,312	\$ 129,536		\$ 377,333	\$ 325,973	\$ 325,973	\$ 196,436	40%
Foundation	\$ 425,274	\$ 379,546	\$ 394,874		\$ 2,447,733	\$ 2,632,320	\$ 2,632,320	\$ 2,237,446	15%
Homestead & Rollback	\$ -	\$ -	\$ -		\$ 902,060	\$ 920,149	\$ 920,149	\$ 920,149	0%
Other	\$ 342,790	\$ 65,690	\$ 313,747		\$ 576,420	\$ 759,416	\$ 759,416	\$ 445,669	41%
Subtotal	\$ 3,907,263	\$ 3,459,849	\$ 3,888,115		\$ 10,908,642	\$ 11,360,607	\$ 11,360,607	\$ 7,472,491	34%
Expense									
Salaries	\$ 661,124	\$ 680,563	\$ 663,188	0.2%	\$ 3,907,802	\$ 4,119,768	\$ 4,119,768	\$ 3,456,580	16%
Benefits	\$ 265,053	\$ 284,158	\$ 220,365	-7.6%	\$ 1,748,509	\$ 1,908,053	\$ 1,908,053	\$ 1,687,688	12%
Purchased Services	\$ 223,071	\$ 297,336	\$ 350,392	25.6%	\$ 1,299,549	\$ 1,368,524	\$ 1,368,524	\$ 1,018,132	26%
Supplies	\$ 45,812	\$ 120,122	\$ 142,161	90.3%	\$ 598,566	\$ 739,327	\$ 739,327	\$ 597,166	19%
Capital Outlay/Equipment	\$ 37,498	\$ 170,937	\$ 55,936	144%	\$ 249,307	\$ 546,551	\$ 546,551	\$ 490,615	10%
Other	\$ 41,659	\$ 23,065	\$ 21,888		\$ 140,188	\$ 142,885	\$ 142,885	\$ 120,996	15%
Subtotal	\$ 1,274,215	\$ 1,576,180	\$ 1,453,931		\$ 7,943,920	\$ 8,825,107	\$ 8,825,107	\$ 7,371,176	16%
Revenue/Expense (Operating Balance)	\$ 2,633,048	\$ 1,883,670	\$ 2,434,184		\$ 2,964,722	\$ 2,535,500	\$ 2,535,500		
Other Uses									
Advances Returned	\$ 240,402	\$ 27,525	\$ 390,312		\$ 247,614	\$ 27,525	\$ 27,525	\$ 27,525	
Advances Out	\$ -	\$ -	\$ -		\$ 27,525	\$ 390,312	\$ 390,312	\$ 390,312	
Transfers	\$ 170,752	\$ 282,927	\$ 282,690		\$ 955,353	\$ 1,368,237	\$ 1,368,237	\$ 1,368,237	
Subtotal	\$ 69,650	\$ (255,403)	\$ 107,622		\$ (735,264)	\$ (1,731,024)	\$ (1,731,024)	\$ (1,731,024)	
Beginning Cash	\$ 9,762,280	\$ 11,367,598	\$ 12,988,033		\$ 11,413,892	\$ 12,716,105	\$ 12,716,105	\$ 12,716,105	
Ending Cash	\$ 10,589,177	\$ 11,744,206	\$ 13,462,221		\$ 10,115,939	\$ 10,920,414	\$ 10,920,414	\$ 10,920,414	
Encumbrances	\$ 1,024,324	\$ 1,337,761	\$ 1,304,099		\$ 189,970	\$ 216,984	\$ 216,984		

This is an unaudited financial report.

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,920,414.04	\$ 1,287,372.46	\$ 4,278,427.08	\$ 813,184.65	\$ 1,736,620.54	\$ 13,462,220.58	\$ 1,304,098.97	\$ 12,158,121.61
		\$ 10,920,414.04	\$ 1,287,372.46	\$ 4,278,427.08	\$ 813,184.65	\$ 1,736,620.54	\$ 13,462,220.58	\$ 1,304,098.97	\$ 12,158,121.61
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	101,469.43	20,000.00	20,000.00	0.00	0.00	121,469.43	0.00	121,469.43
004-9021	\$1.3 MILLION BOND APPR 12/1/20	84,247.04	0.00	0.00	0.00	23,577.00	60,670.04	60,670.04	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,939,152.96	0.00	0.00	0.00	85,200.00	2,853,952.96	13,252.96	2,840,700.00
		\$ 3,124,869.43	\$ 20,000.00	\$ 20,000.00	\$ 0.00	\$ 108,777.00	\$ 3,036,092.43	\$ 73,923.00	\$ 2,962,169.43
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	53,011.37	5,146.95	5,146.95	8,348.11	11,834.65	46,323.67	8,399.65	37,924.02
		\$ 53,011.37	\$ 5,146.95	\$ 5,146.95	\$ 8,348.11	\$ 11,834.65	\$ 46,323.67	\$ 8,399.65	\$ 37,924.02
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	3,850.00	6,080.00	6,105.00	6,099.50	6,099.50	3,855.50	0.00	3,855.50
		\$ 3,850.00	\$ 6,080.00	\$ 6,105.00	\$ 6,099.50	\$ 6,099.50	\$ 3,855.50	\$ 0.00	\$ 3,855.50
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	20,254.76	0.00	0.00	118.00	177.71	20,077.05	0.00	20,077.05
		\$ 20,254.76	\$ 0.00	\$ 0.00	\$ 118.00	\$ 177.71	\$ 20,077.05	\$ 0.00	\$ 20,077.05
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	352,172.02	263,046.86	389,467.46	203,556.60	407,361.31	334,278.17	409,872.46	(75,594.29)
012-922S	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		\$ 355,209.02	\$ 263,046.86	\$ 389,467.46	\$ 203,556.60	\$ 407,361.31	\$ 337,315.17	\$ 412,782.46	\$ (75,467.29)
Code 014 ROTARY-INTERNAL SERVICES									
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
		\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	21,218.85	52,850.00	54,850.00	0.00	4,477.86	71,590.99	35,082.31	36,508.68
		\$ 21,218.85	\$ 52,850.00	\$ 54,850.00	\$ 0.00	\$ 4,477.86	\$ 71,590.99	\$ 35,082.31	\$ 36,508.68
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00
019-914R	ROBOT DONATIONS	5,462.06	0.00	0.00	0.00	0.00	5,462.06	0.00	5,462.06
		\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,462.06	\$ 0.00	\$ 52,462.06
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	3,682.00	0.00	0.00	0.00	0.00	3,682.00	0.00	3,682.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	PYTD Received	MTD Expended	PYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
022-999S	SCHOLARSHIP FUNDS	\$ 5,816.67	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,816.67	\$ 0.00	\$ 5,816.67
		\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,622.14	\$ 0.00	\$ 19,622.14
Code 024	EMPLOYEE BENEFITS SELF INS.								
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	5,508.28	25,869.85	25,869.85	1,274.50	2,652.63	28,725.50	28,725.50	0.00
		\$ 5,508.28	\$ 25,869.85	\$ 25,869.85	\$ 1,274.50	\$ 2,652.63	\$ 28,725.50	\$ 28,725.50	\$ 0.00
Code 070	CAPITAL PROJECTS								
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	246,076.36	0.00	211,000.00	264,292.43	584,749.74	(127,673.38)	179,848.01	(307,521.39)
		\$ 246,076.36	\$ 0.00	\$ 211,000.00	\$ 264,292.43	\$ 584,749.74	\$ (127,673.38)	\$ 179,848.01	\$ (307,521.39)
Code 200	STUDENT MANAGED ACTIVITY								
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	231.04	0.00	0.00	0.00	0.00	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	34.15	0.00	0.00	0.00	0.00	34.15	0.00	34.15
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,897.73	0.00	0.00	0.00	0.00	2,897.73	0.00	2,897.73
200-915A	LANDSCAPE HORT	53,128.91	0.00	0.00	0.00	0.00	53,128.91	0.00	53,128.91
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	254.11	0.00	0.00	0.00	0.00	254.11	0.00	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-940A	CULINARY ARTS I & II	1,490.17	0.00	0.00	0.00	0.00	1,490.17	150.00	1,340.17
200-945A	TEACHING PROF PATHWAYS I & II	548.44	0.00	0.00	0.00	0.00	548.44	0.00	548.44
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25
200-985A	AUTOMOTIVE COLLISION REPAIR #2	429.29	0.00	0.00	0.00	0.00	429.29	0.00	429.29
200-990A	SKILLS USA	1,273.79	0.00	0.00	0.00	0.00	1,273.79	0.00	1,273.79
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	470.77	0.00	0.00	0.00	30.00	440.77	40.00	400.77
200-995A	PATIENT CARE TECHNICIAN JR & SR	204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A	ELECTRICAL	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-998A	ENGINEERING DISTRICTWIDE STUDENT TRAVEL	\$ 772.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 772.00	\$ 0.00	\$ 772.00
Code 501	ADULT BASIC EDUCATION	\$ 73,085.21	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.00	\$ 73,055.21	\$ 190.00	\$ 72,865.21
501-923A	ADULT BASIC EDUCATION	19,479.40	0.00	0.00	9,096.83	50,267.19	(30,787.79)	6,352.18	(37,139.97)
501-924A	ASIPRE FY24	0.00	0.00	0.00	7,019.24	7,019.24	(7,019.24)	3,256.00	(10,275.24)
Code 507	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 19,479.40	\$ 0.00	\$ 0.00	\$ 16,116.07	\$ 57,286.43	\$(37,807.03)	\$ 9,608.18	\$(47,415.21)
507-923D	DODD	2,630.00	0.00	0.00	4,532.17	34,247.67	(31,617.67)	2,698.00	(34,315.67)
507-923G	OHIO'S PATHWAYS TO GRADUATION	34.00	0.00	0.00	0.00	303.23	(269.23)	34.00	(303.23)
Code 508	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 2,664.00	\$ 0.00	\$ 0.00	\$ 4,532.17	\$ 34,550.90	\$(31,886.90)	\$ 2,732.00	\$(34,618.90)
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	2,269.81	0.00	0.00	0.00	2,269.81	0.00	2,269.81	(2,269.81)
Code 524	VOC ED: CARL D. PERKINS - 1984	\$ 2,269.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,269.81	\$ 0.00	\$ 2,269.81	\$(2,269.81)
524-923Q	VOC ED: CARL D. PERKINS - 1984	32,250.00	0.00	0.00	35,179.03	70,962.39	(38,712.39)	0.00	(38,712.39)
524-923R	VOC ED: CARL D. PERKINS - 1984	2,693.32	0.00	0.00	0.00	5,339.43	(2,646.11)	35.54	(2,681.65)
524-924Q	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	0.00	5,699.09	10,473.14	(10,473.14)	100,902.82	(111,375.96)
524-924R	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	0.00	4,490.00	4,490.00	(4,490.00)	11,510.00	(16,000.00)
Code 599	MISCELLANEOUS FED. GRANT FUND	\$ 34,943.32	\$ 0.00	\$ 0.00	\$ 45,368.12	\$ 91,264.96	\$(56,321.64)	\$ 112,448.36	\$(168,770.00)
599-923S	K-12 SCHOOL SAFETY GRANT	51,705.00	0.00	0.00	0.00	8,445.00	43,260.00	37,280.00	5,980.00
Grand Total		\$ 51,705.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,445.00	\$ 43,260.00	\$ 37,280.00	\$ 5,980.00
		\$ 15,007,320.58	\$ 1,660,366.12	\$ 4,990,866.34	\$ 1,362,890.15	\$ 3,056,598.04	\$ 16,941,588.88	\$ 2,207,388.25	\$ 14,734,200.63

AUBURN VOCATIONAL SCHOOL DISTR
 Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	FYTD Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 12,635,722.27	\$ 216,983.60	\$ 12,852,705.87	\$ 1,736,620.54	\$ 813,184.65	\$ 1,304,098.97	\$ 9,811,986.36
Code 004 BUILDING	\$ 1,010,419.00	\$ 0.00	\$ 1,010,419.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,010,419.00
Code 006 FOOD SERVICE	\$ 2,962,169.43	\$ 182,700.00	\$ 3,144,869.43	\$ 108,777.00	\$ 0.00	\$ 73,923.00	\$ 2,962,169.43
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 135,711.37	\$ 0.00	\$ 135,711.37	\$ 11,834.65	\$ 8,348.11	\$ 8,399.65	\$ 115,477.07
Code 011 ROTARY-SPECIAL SERVICES	\$ 9,955.00	\$ 0.00	\$ 9,955.00	\$ 6,099.50	\$ 6,099.50	\$ 0.00	\$ 3,855.50
Code 012 ADULT EDUCATION	\$ 20,254.76	\$ 0.00	\$ 20,254.76	\$ 177.71	\$ 118.00	\$ 0.00	\$ 20,077.05
Code 014 ROTARY-INTERNAL SERVICES	\$ 2,532,795.61	\$ 75,134.13	\$ 2,607,929.74	\$ 407,361.31	\$ 203,556.60	\$ 412,782.46	\$ 1,787,785.97
Code 018 PUBLIC SCHOOL SUPPORT	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 019 OTHER GRANT	\$ 196,850.00	\$ 21,218.85	\$ 218,068.85	\$ 4,477.86	\$ 0.00	\$ 35,082.31	\$ 178,508.68
Code 022 DISTRICT CUSTODIAL	\$ 52,462.06	\$ 0.00	\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,462.06
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 19,622.14	\$ 0.00	\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,622.14
Code 070 CAPITAL PROJECTS	\$ 30,000.00	\$ 5,508.28	\$ 35,508.28	\$ 2,652.63	\$ 1,274.50	\$ 28,725.50	\$ 4,130.15
Code 200 STUDENT MANAGED ACTIVITY	\$ 561,000.00	\$ 246,076.36	\$ 807,076.36	\$ 584,749.74	\$ 264,292.43	\$ 179,848.01	\$ 42,478.61
Code 501 ADULT BASIC EDUCATION	\$ 73,015.21	\$ 70.00	\$ 73,085.21	\$ 30.00	\$ 0.00	\$ 190.00	\$ 72,865.21
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 374,453.92	\$ 19,479.40	\$ 393,933.32	\$ 57,286.43	\$ 16,116.07	\$ 9,608.18	\$ 327,038.71
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 106,969.57	\$ 2,664.00	\$ 109,633.57	\$ 34,550.90	\$ 4,532.17	\$ 2,732.00	\$ 72,350.67
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 12,921.42	\$ 2,269.81	\$ 15,191.23	\$ 2,269.81	\$ 0.00	\$ 2,269.81	\$ 10,651.61
	\$ 512,782.20	\$ 34,943.32	\$ 547,725.52	\$ 91,264.96	\$ 45,368.12	\$ 112,448.36	\$ 344,012.20

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

Code 599 MISCELLANEOUS FED. GRANT FUND

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
	\$ 43,260.00	\$ 8,445.00	\$ 51,705.00	\$ 8,445.00	\$ 0.00	\$ 37,280.00	\$ 5,980.00
Grand Total	\$ 21,291,041.49	\$ 815,492.75	\$ 22,106,534.24	\$ 3,056,598.04	\$ 1,362,890.15	\$ 2,207,388.25	\$ 16,842,547.95

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
32813	59120	ACCOUNTS_PA	Check	8/10/2023	GARRETT STEFANCIN	42612	RECONCILED	8/14/2023		\$ 200.00
32782	59121	ACCOUNTS_PA	Check	8/10/2023	DONOVAN BUCHS	8885	RECONCILED	8/16/2023		200.00
32806	59122	ACCOUNTS_PA	Check	8/10/2023	UNITED PARCEL SERVICE	2108	RECONCILED	8/14/2023		40.00
32779	59123	ACCOUNTS_PA	Check	8/10/2023	eDYNAMIC HOLDINGS LP	42643	RECONCILED	8/22/2023		31,500.00
32790	59124	ACCOUNTS_PA	Check	8/10/2023	GENE PTACHEK & SON	640	RECONCILED	8/11/2023		487.55
32812	59125	ACCOUNTS_PA	Check	8/10/2023	LEAF	1519	RECONCILED	8/17/2023		2,000.00
32788	59126	ACCOUNTS_PA	Check	8/10/2023	SUNDANCE SYSTEMS INC	42129	OUTSTANDING			2,700.00
32798	59127	ACCOUNTS_PA	Check	8/10/2023	ILLUMINATING COMPANY	925	RECONCILED	8/14/2023		14,909.94
32784	59128	ACCOUNTS_PA	Check	8/10/2023	PAINTERS SUPPLY	42143	RECONCILED	8/15/2023		127.73
32770	59129	ACCOUNTS_PA	Check	8/10/2023	ELENCO ELECTRONICS, INC	41665	RECONCILED	8/16/2023		3,635.05
32817	59130	ACCOUNTS_PA	Check	8/10/2023	SERVERMONKE Y.COM LLC	42627	RECONCILED	8/16/2023		5,374.78
32811	59131	ACCOUNTS_PA	Check	8/10/2023	MICHIGAN HEALTH COUNCIL	42438	RECONCILED	8/15/2023		600.00
32794	59132	ACCOUNTS_PA	Check	8/10/2023	CAREERSAFE	12972	RECONCILED	8/17/2023		3,200.00
32816	59133	ACCOUNTS_PA	Check	8/10/2023	NAEMSE	10352	RECONCILED	8/29/2023		95.00
32801	59134	ACCOUNTS_PA	Check	8/10/2023	MARIANNA INDUSTRIES	541	RECONCILED	8/11/2023		6,675.36
32792	59135	ACCOUNTS_PA	Check	8/10/2023	MAJOR WASTE DISPOSAL	570	RECONCILED	8/18/2023		88.20
32769	59136	ACCOUNTS_PA	Check	8/10/2023	ABM	42305	RECONCILED	8/14/2023		18,095.98
32802	59137	ACCOUNTS_PA	Check	8/10/2023	WORLD RISK MANAGEMENT	42515	RECONCILED	8/11/2023		1,925.00
32775	59138	ACCOUNTS_PA	Check	8/10/2023	21C ADVERTISING	414	RECONCILED	8/15/2023		1,000.00
32795	59139	ACCOUNTS_PA	Check	8/10/2023	NEOLA, INC.	11092	RECONCILED	8/15/2023		795.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32799	59140	YABLE ACACCOUNTS_PA	Check	8/10/2023	GAZETTE NEWSPAPERS	11455	RECONCILED	8/14/2023		\$ 25.00
32803	59141	YABLE ACACCOUNTS_PA	Check	8/10/2023	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	8/15/2023		825.00
32800	59142	YABLE ACACCOUNTS_PA	Check	8/10/2023	ENNIS BRITTON CO, L.P.A.	42602	RECONCILED	8/15/2023		171.00
32808	59143	YABLE ACACCOUNTS_PA	Check	8/10/2023	CHARDON OIL CO.	8287	RECONCILED	8/14/2023		144.96
32780	59144	YABLE ACACCOUNTS_PA	Check	8/10/2023	ALL LIFT SERVICES COMPANY	10854	RECONCILED	8/11/2023		4,815.46
32778	59145	YABLE ACACCOUNTS_PA	Check	8/10/2023	AT&T	171	RECONCILED	8/15/2023		1,441.66
32807	59146	YABLE ACACCOUNTS_PA	Check	8/10/2023	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	8/16/2023		2,200.00
32772	59147	YABLE ACACCOUNTS_PA	Check	8/10/2023	OH ASSOC. OF SECONDARY SCHOOL OHIO ACTE	7083	OUTSTANDING			1,180.00
32786	59148	YABLE ACACCOUNTS_PA	Check	8/10/2023	APCO INTERNATIONA L INC	10400	RECONCILED	8/17/2023		2,100.00
32810	59149	YABLE ACACCOUNTS_PA	Check	8/10/2023	GRAINGER	42483	RECONCILED	8/21/2023		4,895.68
32787	59150	YABLE ACACCOUNTS_PA	Check	8/10/2023	FORGE FIRE & COMPANY LLC	466	RECONCILED	8/14/2023		603.58
32771	59151	YABLE ACACCOUNTS_PA	Check	8/10/2023	PACIFIC ONESOURCE INC	42495	RECONCILED	8/15/2023		204,250.00
32773	59152	YABLE ACACCOUNTS_PA	Check	8/10/2023	QUADIENT LEASING USA, INC	41552	RECONCILED	8/15/2023		40,065.00
32767	59153	YABLE ACACCOUNTS_PA	Check	8/10/2023	JESSICA HOLT	42027	RECONCILED	8/21/2023		695.82
32777	59154	YABLE ACACCOUNTS_PA	Check	8/10/2023	MICHAEL P REED	42625	RECONCILED	8/17/2023		200.00
32774	59155	YABLE ACACCOUNTS_PA	Check	8/10/2023	A.J. GOULDER ELECTRIC COMPANY	8219	RECONCILED	8/11/2023		22,410.00
32781	59156	YABLE ACACCOUNTS_PA	Check	8/10/2023	CHARTER COMMUNICATI ONS	13042	RECONCILED	8/15/2023		598.00
32796	59158	YABLE ACACCOUNTS_PA	Check	8/10/2023	FIRST	10610	RECONCILED	8/14/2023		78.90

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32785	59159	YABLE	PA Check	8/10/2023	COMMUNICATI ONS LLC	7745	RECONCILED	8/18/2023		\$ 1,500.00
32783	59160	YABLE	PA Check	8/10/2023	U S POSTAL SERVICE OHIO SCHOOLS COUNCIL	812	RECONCILED	8/11/2023		5,964.00
32815	59161	YABLE	PA Check	8/10/2023	ADVANCED GAS & WELDING	13407	RECONCILED	8/11/2023		1,010.00
32776	59162	YABLE	PA Check	8/10/2023	CDW GOVERNMENT	11547	RECONCILED	8/11/2023		6,975.96
32804	59163	YABLE	PA Check	8/10/2023	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	8/11/2023		1,295.16
32814	59164	YABLE	PA Check	8/10/2023	THYSSENKRUP P ELEVATOR CORP.	11792	RECONCILED	8/11/2023		694.58
32805	59165	YABLE	PA Check	8/10/2023	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	8/11/2023		2,672.82
32797	59166	YABLE	PA Check	8/10/2023	CHANEX ELECTRONICS INC	1017	RECONCILED	8/11/2023		4,095.05
32809	59167	YABLE	PA Check	8/10/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	8/11/2023		4,438.50
32793	59168	YABLE	PA Check	8/10/2023	ELSEVIER	11447	RECONCILED	8/11/2023		724.00
32768	59169	YABLE	PA Check	8/10/2023	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	8/11/2023		5,494.81
32791	59170	YABLE	PA Check	8/10/2023	QUILL CORP	855	RECONCILED	8/11/2023		924.80
32859	59176	YABLE	PA Check	8/25/2023	AT&T	41770	RECONCILED	8/29/2023		197.46
32852	59177	YABLE	PA Check	8/25/2023	XEROX FINANCIAL SERVICES	1081	RECONCILED	8/29/2023		4,698.21
32836	59178	YABLE	PA Check	8/25/2023	EASY GRAPHICS CORP.	1139	RECONCILED	8/30/2023		244.98
32866	59179	YABLE	PA Check	8/25/2023	MCGOWN & MARKLING CO., L.P.A	12253	RECONCILED	8/31/2023		2,170.00
32865	59180	YABLE	PA Check	8/25/2023	WEX BANK	41338	RECONCILED	8/29/2023		184.41
32838	59181	YABLE	PA Check	8/25/2023	SAM'S CLUB	8469	RECONCILED	8/28/2023		538.76
32837	59182	YABLE	PA Check	8/25/2023	GRAINGER	466	RECONCILED	8/29/2023		1,892.88

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32854	59183	YABLE ACACCOUNTS_PA	Check	8/25/2023	KINZUA ENVIRONMENTAL INC	4035	RECONCILED	8/28/2023		\$ 277.42
32851	59184	YABLE ACACCOUNTS_PA	Check	8/25/2023	KENSTON ATHLETIC BOOSTERS	40127	OUTSTANDING			275.00
32855	59185	YABLE ACACCOUNTS_PA	Check	8/25/2023	SMOCKER BY BEXAR MFG CO	40974	RECONCILED	8/31/2023		226.50
32857	59186	YABLE ACACCOUNTS_PA	Check	8/25/2023	SPRINT	41733	RECONCILED	8/30/2023		299.98
32845	59187	YABLE ACACCOUNTS_PA	Check	8/25/2023	SAM CARBIS SOLUTIONS LLC	42688	RECONCILED	8/28/2023		1,762.66
32848	59188	YABLE ACACCOUNTS_PA	Check	8/25/2023	NOC COG ONE STOP	40653	RECONCILED	8/28/2023		188.93
32847	59189	YABLE ACACCOUNTS_PA	Check	8/25/2023	TITAN ASPHALT & PAVING INC	42683	RECONCILED	8/28/2023		19,100.00
32849	59190	YABLE ACACCOUNTS_PA	Check	8/25/2023	CITY OF PVILLE UTIL.	215	RECONCILED	8/31/2023		742.52
32864	59191	YABLE ACACCOUNTS_PA	Check	8/25/2023	APCO INTERNATIONAL INC	42483	OUTSTANDING			488.00
32863	59192	YABLE ACACCOUNTS_PA	Check	8/25/2023	AGM ENERGY SERVICES LLC	41355	OUTSTANDING			18,532.43
32862	59193	YABLE ACACCOUNTS_PA	Check	8/25/2023	PENN CARE INC	8957	RECONCILED	8/28/2023		2,326.40
32831	59194	YABLE ACACCOUNTS_PA	Check	8/25/2023	PLATINUM EDUCATIONAL GROUP	13338	RECONCILED	8/29/2023		15,635.00
32844	59195	YABLE ACACCOUNTS_PA	Check	8/25/2023	HARTMAN PUBLISHING, INC.	12899	RECONCILED	8/31/2023		1,122.74
32856	59196	YABLE ACACCOUNTS_PA	Check	8/25/2023	ESCO INSTITUTE	11206	RECONCILED	8/28/2023		1,965.66
32832	59197	YABLE ACACCOUNTS_PA	Check	8/25/2023	ELECTRONIX EXPRESS	7251	OUTSTANDING			1,068.75
32833	59198	YABLE ACACCOUNTS_PA	Check	8/25/2023	GENERAL PEST CONTROL CO.	11210	OUTSTANDING			224.31
32835	59199	YABLE ACACCOUNTS_PA	Check	8/25/2023	SME	11554	RECONCILED	8/29/2023		4,700.00
32834	59200	YABLE ACACCOUNTS_PA	Check	8/25/2023	CENGAGE LEARNING LINCOLN ELECTRIC CO.	10328	RECONCILED	8/28/2023		16,942.00
32840	59201	YABLE ACACCOUNTS_PA	Check	8/25/2023		984	RECONCILED	8/28/2023		2,135.25

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32830	59202	ACCOUNTS_PA	Check	8/25/2023	FOOD FOR THOUGHT INC	8777	OUTSTANDING			\$ 2,770.56
32843	59203	ACCOUNTS_PA	Check	8/25/2023	VIVIANI FAMILY LIMITED WOLTERS KLUWER INC OHIO SCHOOLS COUNCIL TESTOUT	11774	RECONCILED	8/28/2023		1,706.99
32841	59204	ACCOUNTS_PA	Check	8/25/2023	WOLTERS KLUWER INC	10129	RECONCILED	8/28/2023		1,679.71
32861	59205	ACCOUNTS_PA	Check	8/25/2023	OHIO SCHOOLS COUNCIL TESTOUT	812	RECONCILED	8/28/2023		5,964.00
32846	59206	ACCOUNTS_PA	Check	8/25/2023	TESTOUT	11186	RECONCILED	8/28/2023		3,709.00
32860	59207	ACCOUNTS_PA	Check	8/25/2023	NCS PEARSON, INC	12139	RECONCILED	8/28/2023		4,117.00
32850	59208	ACCOUNTS_PA	Check	8/25/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	8/28/2023		1,121.42
32842	59209	ACCOUNTS_PA	Check	8/25/2023	ELSEVIER	11447	RECONCILED	8/28/2023		6,766.90
32853	59210	ACCOUNTS_PA	Check	8/25/2023	QUILL CORP	855	RECONCILED	8/28/2023		4,413.88
32858	59211	ACCOUNTS_PA	Check	8/25/2023	NATIONAL HEALTHCAREE R ASSOC. FA SOLUTIONS LLC	11819	RECONCILED	8/28/2023		3,630.00
32839	59212	ACCOUNTS_PA	Check	8/25/2023	LLC	41342	RECONCILED	8/28/2023		3,156.76
32883	59213	ACCOUNTS_PA	Check	8/30/2023	MICHAEL P REED	42590	OUTSTANDING			400.00
32874	59214	ACCOUNTS_PA	Check	8/30/2023	LORAIN CTY COMMUNITY COLLEGE	13647	OUTSTANDING			61.25
32898	59215	ACCOUNTS_PA	Check	8/30/2023	DOMINION ENERGY OHIO SALONCENTRIC	4003	OUTSTANDING			996.45
32868	59216	ACCOUNTS_PA	Check	8/30/2023	ROBERTS MEDICAL UNIFORM CREATIVE ADVERTISING & ART	13024	OUTSTANDING			2,560.81
32890	59217	ACCOUNTS_PA	Check	8/30/2023	ROBERTS MEDICAL UNIFORM CREATIVE ADVERTISING & ART	42659	OUTSTANDING			13,804.50
32903	59218	ACCOUNTS_PA	Check	8/30/2023	ADVERTISING	40627	OUTSTANDING			355.00
32895	59219	ACCOUNTS_PA	Check	8/30/2023	VERIZON WIRELESS	41745	OUTSTANDING			134.26
32892	59220	ACCOUNTS_PA	Check	8/30/2023	CINTAS CORPORATION	532	OUTSTANDING			107.63
32885	59221	ACCOUNTS_PA	Check	8/30/2023	MARTY'S CLASSIC MACHINERY INC	41799	OUTSTANDING			675.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32897	59222	ACCOUNTS_PA	YABLE	8/30/2023	UNITED PARCEL SERVICE	2108	OUTSTANDING			\$ 70.00
32884	59223	ACCOUNTS_PA	YABLE	8/30/2023	FOOD FOR THOUGHT INC	8777	OUTSTANDING			263.30
32875	59224	ACCOUNTS_PA	YABLE	8/30/2023	ILLUMINATING COMPANY	925	OUTSTANDING			1,343.46
32879	59225	ACCOUNTS_PA	YABLE	8/30/2023	OHIO ACTE	682	OUTSTANDING			350.00
32877	59226	ACCOUNTS_PA	YABLE	8/30/2023	GORDON FOOD SERVICE	8479	OUTSTANDING			1,765.40
32881	59227	ACCOUNTS_PA	YABLE	8/30/2023	BENCO DENTAL CO	41892	OUTSTANDING			757.97
32886	59228	ACCOUNTS_PA	YABLE	8/30/2023	PROFESSIONAL PRIDE INC	42238	OUTSTANDING			2,199.00
32896	59229	ACCOUNTS_PA	YABLE	8/30/2023	CONSOLIDATE D FLEET SERVICES	41612	OUTSTANDING			1,665.00
32880	59230	ACCOUNTS_PA	YABLE	8/30/2023	YOURNEWSCH OOL	42501	OUTSTANDING			61.05
32891	59231	ACCOUNTS_PA	YABLE	8/30/2023	LINCOLN ELECTRIC CO.	984	OUTSTANDING			3,652.17
32902	59232	ACCOUNTS_PA	YABLE	8/30/2023	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			1,035.00
32872	59233	ACCOUNTS_PA	YABLE	8/30/2023	GRAINGER	466	OUTSTANDING			1,497.11
32887	59234	ACCOUNTS_PA	YABLE	8/30/2023	ALLIANCE TRAINING CENTER	12516	OUTSTANDING			400.00
32900	59235	ACCOUNTS_PA	YABLE	8/30/2023	NEW DAIRY OPCO	42186	OUTSTANDING			134.95
32873	59236	ACCOUNTS_PA	YABLE	8/30/2023	911 SAFETY EQUIPMENT LLC	42519	OUTSTANDING			1,315.00
32882	59237	ACCOUNTS_PA	YABLE	8/30/2023	AUBURN CAREER CENTER	499	OUTSTANDING			27.74
32870	59238	ACCOUNTS_PA	YABLE	8/30/2023	HUNTINGTON NATIONAL BANK	10092	RECONCILED	8/30/2023		6,132.97
32893	59239	ACCOUNTS_PA	YABLE	8/30/2023	TEKNOPRO	42422	OUTSTANDING			5,730.99
32889	59240	ACCOUNTS_PA	YABLE	8/30/2023	eDYNAMIC LEARNING	42643	OUTSTANDING			750.00
32899	59241	ACCOUNTS_PA	YABLE	8/30/2023	ELSEVIER	11447	RECONCILED	8/31/2023		1,500.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32876	59242	ACCOUNTS_PA	Check	8/30/2023	R.E. MICHEL COMPANY INC	12295	RECONCILED	8/31/2023		\$ 631.81
32871	59243	ACCOUNTS_PA	Check	8/30/2023	ADVANCED GAS & WELDING	13407	RECONCILED	8/31/2023		1,276.96
32888	59244	ACCOUNTS_PA	Check	8/30/2023	CDW GOVERNMENT EQUIPARTS CORP	11547	RECONCILED	8/31/2023		5,136.00
32905	59245	ACCOUNTS_PA	Check	8/30/2023	TESTOUT	40596	RECONCILED	8/31/2023		614.38
32894	59246	ACCOUNTS_PA	Check	8/30/2023	NATIONAL HEALTHCAREE R ASSOC.	11186	RECONCILED	8/31/2023		855.00
32878	59247	ACCOUNTS_PA	Check	8/30/2023	GUARDIAN ALARM COMPANY	11819	RECONCILED	8/31/2023		3,871.00
32904	59248	ACCOUNTS_PA	Check	8/30/2023	JOHNSTONE SUPPLY	42508	RECONCILED	8/31/2023		168.48
32869	59249	ACCOUNTS_PA	Check	8/30/2023	CRILE ROAD HARDWARE	13078	RECONCILED	8/31/2023		16,377.90
32901	59250	ACCOUNTS_PA	Check	8/30/2023		551	RECONCILED	8/31/2023		573.83
\$ 632,567.17										
Default Payment Type: Electronic										
32906	0	ACCOUNTS_PA	Electronic	8/31/2023	MEDICAL MUTUAL OF OHIO	999994	OUTSTANDING			1,274.50
32826	0	ACCOUNTS_PA	Electronic	8/25/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	8/26/2023		28,148.11
32828	0	ACCOUNTS_PA	Electronic	8/25/2023	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	8/26/2023		3,660.48
32760	0	ACCOUNTS_PA	Electronic	8/10/2023	Workers Comp	900950	RECONCILED	8/12/2023		1,043.82
32764	0	ACCOUNTS_PA	Electronic	8/10/2023	BANK ONE/MEMO/FICA	900693	RECONCILED	8/12/2023		15.50
32761	0	ACCOUNTS_PA	Electronic	8/10/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	8/12/2023		28,086.31
32867	0	ACCOUNTS_PA	Electronic	8/25/2023	SERS	900926	RECONCILED	8/26/2023		1,158.95
32819	0	ACCOUNTS_PA	Electronic	8/11/2023	SERS	900926	RECONCILED	8/12/2023		1,648.59
32766	0	ACCOUNTS_PA	Electronic	8/9/2023	SERS	900926	RECONCILED	8/12/2023		200.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Yond Date	Amount
32818		0 ACCOUNTS_PA YABLE	Electronic	8/10/2023	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	8/12/2023		\$ 108,787.73
32827		0 ACCOUNTS_PA YABLE	Electronic	8/25/2023	Workers Comp	900950	RECONCILED	8/26/2023		1,020.55
32829		0 ACCOUNTS_PA YABLE	Electronic	8/25/2023	SCHOOL EMPLOYEES RETIRE-SERS	7727	RECONCILED	8/26/2023		7,875.75
32758		0 ACCOUNTS_PA YABLE	Electronic	8/1/2023	SERS	900926	RECONCILED	8/12/2023		18,321.78
32763		0 ACCOUNTS_PA YABLE	Electronic	8/10/2023	SCHOOL EMPLOYEES RETIRE-SERS	7727	RECONCILED	8/12/2023		7,665.33
32765		0 ACCOUNTS_PA YABLE	Electronic	8/8/2023	SERS	900926	RECONCILED	8/12/2023		1,155.68
32762		0 ACCOUNTS_PA YABLE	Electronic	8/10/2023	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	8/12/2023		3,695.14
<p>Type: REFUND</p> <p>Default Payment Type: Check</p>										
32820	59171	REFUND	Check	8/21/2023	CARRIE PROSSER DEPARTMENT OF VETERANS AFFAIRS	42685	RECONCILED	8/28/2023		50.00
32821	59172	REFUND	Check	8/21/2023	JAMES MORRIS JR	42684	RECONCILED	8/29/2023		6,248.00
32822	59173	REFUND	Check	8/21/2023	CRYSTAL HAWKINS SHANICE WILLIAMS	42603	RECONCILED	8/22/2023		2,480.00
32823	59174	REFUND	Check	8/21/2023		42549	RECONCILED	8/22/2023		1,179.13
32824	59175	REFUND	Check	8/21/2023		42690	RECONCILED	8/22/2023		1,544.87
<p>Type: PAYROLL</p> <p>Default Payment Type:</p>										
32825		0 PAYROLL		8/25/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/26/2023		226,765.97
32759		0 PAYROLL		8/10/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	8/12/2023		231,946.01
<p>\$ 11,502.00</p> <p>\$ 11,502.00</p>										

Reporting Period: August 2023 (FY 2024)

9/1/23 10:58 AM

Start Date: 08012023

End Date: 08312023

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Grand Total										\$ 458,711.98
										\$ 458,711.98
										\$ 1,316,539.37

**Auburn
Career Center**



Attachment Item #11

Human Resources

Auburn Career Center

Human Resources

October 3, 2023

Limited Teacher Contracts 2023-2024

Employee Name	Title	Salary	Daily Rate	Contract Days
Andrew Pratt	Plant, Turf, and Landscape Management Instructor	\$66,087.00 (Prorated Amount \$62,157.50)	\$357.23	185

Classified Non-Teaching 2023-2024

Employee Name	Title	Salary	Daily Rate	Contract Days
Nicole Moore	Placement and Ohio Means Job Coordinator	\$55,000.00 (Prorated Amount \$40,826.92)	\$211.54	260

Adult Workforce Education 2023-2024

Employee Name	Title	Hourly Amount
Lilli Stapp	OSHA Instructor - Developmental Disabled Grant	\$30.00
Kelly Stephens	Part-Time Financial Aid Specialist	\$25.00

Substitutes - Professional 2023-2024

Employee Name	Title
Catherine Murch	General Education

Extended Days 2023-2024

Employee Name	Title	Days	Reason
Christine Tredent	Patient Care Instructor	Up to 4 days	STNA Clinicals SY23-24
Stacey Yarnell	Allied Health Instructor	Up to 1 day	STNA Clinicals SY23-24

Out of State Professional Development Travel

Employee Name	Title	Location	Purpose of Travel	Date(s) of Travel
Cory Hutter	Assistant Director of Adult Workforce	Atlanta, GA	COE Annual Conference	November 13-16th, 2023
Tom Welk	Automotive Technology Instructor	Goldsboro, NC	NC3 Training for Tool ID & Safety for Careers To Pathways Classes	October 25-28th, 2023
Jeff Slavkovsky	Executive Director of CTE	Salt Lake City, UT	NCLA Best Practices & Innovation Conference	September 27-29th, 2023

**Auburn
Career Center**



Attachment Item #13

Board Policies



Book Policy Manual
Section Cleaned v42-1
Title Copy of Vol. 42, No. 1 - August 2023 Revised CONFLICT OF INTEREST
Code po0141.2 EH Recommended replacement policy.
Status
Adopted July 1, 1990
Last Revised December 4, 2018

Revised Bylaw - Vol. 42, No. 1

0141.2 - CONFLICT OF INTEREST

A Board member shall not have any direct or indirect pecuniary interest in a contract with the District; nor shall a Board member furnish directly any labor, equipment, or supplies to the District; nor shall a Board member be employed by the Board in any capacity for compensation.

In the event a Board member is employed by a corporation, business, political subdivision, or a public or private institution of higher education which furnishes goods or services to the School District, the Board member shall declare their association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where a Board member's interest in the public schools and interest in their place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

Among the conflicts which law specifically forbids:

- A. the prosecuting attorney or city attorney from serving on the Board of Education;
- B. a Board member from serving as the school dentist, physician, or nurse;
- C. a Board member from being employed for compensation by the Board;
- D. a Board member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- E. a Board member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school of a textbook, map, chart, or any other school supply;
- F. a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while a Board member was a member thereof;
- G. a Board member from soliciting or using the authority or influence of the office to secure employment with the Board;
- H. a Board member from voting, deliberating, participating in discussions, or otherwise using the authority or influence of the office to create a position with the School District or to set the compensation for such position where the Board member is considering, or is being considered for, employment in that position;
- I. a Board member from having an interest in a contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education, or public institution anywhere in the State of Ohio, if such contract exceeds \$150 unless the contract is let by competitive bidding;
- J. a Board member from being involved in any aspect of the hiring process including, but not limited to, discussing, deliberating, interviewing, or voting on a contract with that person as a teacher or instructor if the Board member is related to that person as spouse, father, mother, step-parent, brother, sister, minor child, step-child, grandparent, grandchild, or any other person related by blood or marriage that resides in the same household as the Board member;

- K. a Board member from authorizing or using the authority or influence of office to secure authorization of a public contract in which the Board member, a member of their family, or any of their business associates has an interest;
- L. a Board member from authorizing or using the authority or influence of office to secure the investment of public funds in any share, bond, mortgage, or other security in which the Board member, any member of their family, or any of their business associates have an interest, or receives any brokerage, origination or servicing fees, or is an underwriter;
- M. a Board member from having an interest in the profits or benefits of a public contract entered into by the District with which a Board member is connected;
- N. a Board member from using the authority or influence of office to secure anything of value or the promise of anything of value to the Board member, from soliciting or accepting anything of value that is of such a character as to manifest an improper and substantial influence upon the Board member with respect to the Board member's duties.

Board members shall not accept any form of compensation from a vendor or other improper source that is seeking to do business with the District, is doing business with the District, is regulated by or interested in matters before the District. In addition, Board members shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual Board member receives compensation in any form for services rendered. Such compensation or things of value are not limited to cash, check, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member receives such compensation, the Board member shall immediately notify the Treasurer, in writing, that they received such compensation and shall thereafter promptly transmit such compensation to the Treasurer.

Nothing herein shall prevent a Board member who attends a conference held by an association of public officials and employees from accepting a meal, or attending a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: 1) of an ordinary, routine character; 2) at an educational or informational event; and 3) open to all of the public officials and employees attending the event. A Board member is prohibited from improperly using their position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which the Board member or their Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

A Board member whose spouse is an employee in the District may not vote, authorize, or use the influence of office to secure approval of an employment contract with the Board member's spouse. Neither may the Board member vote, deliberate, discuss, or otherwise attempt to influence a collectively-bargained, negotiated agreement affecting their spouse if the spouse is an officer, executive committee member, or member of the negotiating team or committee of the employee organization or if the agreement includes provisions for health insurance under which said Board member is covered as a benefit of the spouse's employment.

Board members are responsible for knowledge of the ethics law applicable to their public service as an elected official in the State of Ohio. Board members should seek guidance on the application of Ohio's ethics law prior to acting. This policy is an overview, not a complete statement of Ohio's ethics laws.

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Legal R.C. 102.03(D)(E)(F), 2921.42(A)(3), 2921.44(D-F),
 R.C. 2921.02, 3313.13, 3313.33, 3313.70, 3319.21
 Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002)



Book	Policy Manual
Section	Cleaned v42-1
Title	Copy of Vol. 42, No. 1 - August 2023 Revised EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08 EH New for Center. Do you employ for Activities?
Status	

Revised Policy - Vol. 42, No. 1

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees classified staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board .

Pursuant to R.C. 3319.303 and accompanying regulations, an individual who does not hold a valid educator license is required to obtain a Pupil Activity Permit issued by the State Board of Education to serve as a coach or activity sponsor, regardless of whether the activity involves athletics, regular physical activity, or any special health and safety considerations.

To be employed by the Board, each coach or activity sponsor shall hold a valid Pupil Activity Program Permit as required by law, have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit.

In accordance with Policy 3120, no staff member, coach, or activity sponsor employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

The Board will not allow any prospective coach or activity sponsor to engage in supervision and/or coaching activities until such time that a valid Pupil Activity Permit for that individual is filed with the District.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of their official duties or as a supplement to their compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of their official duties as a volunteer on behalf of the Board.

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Legal A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

R.C. 3313.53, 3313.539, 3319.36, 3319.39, 3319.303



Book Policy Manual
Section Cleaned v42-1
Title Copy of Vol. 42, No. 1 - August 2023 Revised EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code po4120.08 EH NEW Do you employ for Activities?
Status

Revised Policy - Vol. 42, No. 1

4120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees classified staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

No staff member employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

The Board will not allow any prospective coach or activity sponsor to engage in supervision and/or coaching activities until such time that a valid Pupil Activity Permit for that individual is filed with the District.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 4121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

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Legal A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01
R.C. 3313.53, 3319.36, 3319.39, 3319.291, 3319.303



Book	Policy Manual
Section	Cleaned v42-1
Title	Copy of Vol. 42, No. 1 - August 2023 Revised USE OF MEDICATIONS
Code	po5330 EH Review
Status	
Adopted	September 2, 1997
Last Revised	May 3, 2022

Revised Policy - Vol. 42, No. 1

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from the educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to healthcare procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the health center office and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and Policy 5500 - Student Conduct.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from their parent and physician.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4 - Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the Director and any school nurse assigned to the building. The parent/guardian or the student shall provide a backup dose of the medication to the Director or school nurse. This permission shall extend to any activity, event, or program sponsored by

the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event .

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. principal
- B. school nurse
- C. building secretary
- D. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students who are experiencing an apparent opioid-related drug overdose may be administered Naloxone (Narcan) by the school nurse, or a trained school employee, volunteer, or contractor, to a student or other individual on school grounds in accordance with Board policy and AG 5330.05. Emergency services will be contacted as soon as is practicable. A designated staff member will also promptly notify the student's parent/guardian.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

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Legal R.C. 3313.712, 3313.713, 3313.716, 3313.718, 3313.7110, 4729.01



Book Policy Manual
Section Cleaned v42-1
Title Copy of Vol. 42, No. 1 - August 2023 New CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS
Code po5337 EH NEW Required policy
Status

New Policy - Vol. 42, No. 1

5337 - CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS

The Board of Education is committed to ensuring that each student enrolled in the District who has an active seizure disorder receives appropriate and needed care in accordance with an order signed by the student's treating practitioner.

The school nurse or another designated employee of the District will create an individualized seizure action plan for each student with an active seizure disorder diagnosis. The plan will be developed in collaboration with a student's parent or guardian and the student, when appropriate. The plan will include the following:

- A. a written request signed by the parent, guardian, or other person having the care or charge of the student to have one (1) or more drugs prescribed for a seizure disorder administered to the student;
- B. a written statement from the student's treating medical practitioner that provides the drug information required by State law and Board policy for each drug prescribed and administered to the student;
- C. any other component required by the State Board of Education.

The term *treating practitioner* means a properly licensed physician, advanced practice registered nurse, or physician's assistant who has primary responsibility for treating a student's seizure disorder and has been identified as such by the student's parent, legal guardian, or other person having care or charge of the student, or if the student is eighteen (18) years of age, by the student.

Individual seizure action plans are only valid for the school year in which they are written and shall be renewed at least annually at the beginning of each school year. A physical copy of the plan will be maintained in the office of the school nurse, or with a building administrator if the District does not employ a full-time nurse.

The school nurse, or the building administrator if the District does not have a school nurse, will provide written notice summarizing the existence and content of the plan to all school employees, contractors, and volunteers who regularly interact with the student, have a legitimate educational interest in the student, are responsible for the direct supervision of the student, or provide transportation to the student to and from school or a school-related activity. The notice and the seizure plan will be maintained confidentially in accordance with Board policy and State law.

The school nurse or a building administrator will coordinate the student's care while at school and school-related activities and will ensure that appropriate staff, contractors, and volunteers who receive notice of the plan are also trained in the care of students with seizures. The nurse or a building administrator will also identify each individual who has received training to administer drugs prescribed for the treatment of seizure disorders.

The Superintendent will designate at least one (1) employee who does not serve as the school nurse for each school building operated by the Board to be trained every two (2) years on the implementation of seizure action plans. The Board will make arrangements for the training, which will include and be consistent with guidelines and best practices established by a nonprofit organization selected by the Department of Education that supports the welfare of individuals with epilepsy and seizure disorders. The training will address all of the following topics:

- A. recognizing the signs and symptoms of a seizure;
- B. the appropriate treatment for a student who exhibits the symptoms of a seizure; and
- C. administering drugs prescribed for seizure disorders in accordance with State law.

The training will not exceed one (1) hour in length and will qualify as a professional development activity for the renewal of an educator license. If the training is provided to the District on portable media by a nonprofit entity, the training shall be provided free of charge.

Additionally, the Board shall require each person it employs as an administrator, guidance counselor, teacher, or bus driver to complete a minimum of one (1) hour of self-study or in-person training on seizure disorders. All employees who are employed as of October 3, 2023 will complete the training within twenty-four (24) months after that date. Thereafter, newly hired employees will complete the training within ninety (90) days. The training will qualify as a professional development activity for the renewal of an educator license.

R.C. 3313.7117

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R.C. 3313.7117



Book	Policy Manual
Section	Cleaned v42-1
Title	Copy of Vol. 42, No. 1 - August 2023 Revised FAIR LABOR STANDARDS ACT (FLSA)
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Last Revised	April 4, 2023

Revised Policy - Vol. 42, No. 1

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law and local municipal law/ordinance/regulation to all covered, non-exempt employees unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State, or local law.

Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, executive, computer, or any other exemption under the FLSA.

Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m.

The Superintendent shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid a minimum per week salary as established by the Department of Labor. The salary requirement does not apply to teachers. Exempt computer employees must also meet a minimum per week or per hour salary established by the Department of Labor. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted;
- C. the employee chooses to use leave without pay.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to the exempt employee's salary, the employee should immediately report this information to the Superintendent, Treasurer/CFO, or the employee's immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire and to all employees on an annual basis.

Reasonable Break Time for Nursing Mothers

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for an employee to express breast milk for their nursing child for one (1) year after the child's birth on District premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s) and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view. Employees who telework must also be free from observation by any employer-provided video systems, including video or security cameras or web conferencing platforms.

The frequency and duration of breaks needed to express milk may vary. An employee will be responsible for informing the Director or their supervisor of their needs as they change over time. The Director or supervisor will work with the employee to adjust the employee's schedule and ensure that any required duties are covered. Employees shall be permitted to express milk during regularly scheduled break periods. The Director or the employee's supervisor shall make adjustments in the employee's break schedule if the time of the regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than the time available during a paid break, the additional time required shall be unpaid and the employee's work schedule or work day may be modified accordingly.

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Legal 29 C.F.R. Part 541
 29 U.S.C. 201 et seq.
 R.C. Chapter 4111



Book	Policy Manual
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Revised Policy - Vol. 42, No. 1

7440 - FACILITY SECURITY

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities and on school buses. The program may also include, but not be limited to:

- A. identification badges for staff, students, and/or visitors;
- B. secured entries;
- C. checkpoint construction;
- D. lighting specifically designed for entry point security;
- E. automatic locks and locking devices;
- F. electronic security systems;
- G. electronic visitor registration and tracking systems;
- H. fencing designed to prevent intruder entry into a building;
- I. bullet-proof or break-resistant glass;
- J. monitoring devices, including smoke and vape/aerosol monitoring devices, in appropriate public areas in and around the schools and other District facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property, and other security devices that would assist in the detection of guns and dangerous weapons and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices):

- A. in school buildings;
- B. on District property;
- C. at Board-sponsored/controlled events.

The Superintendent shall report to the Board, no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

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A.C. 3301-35-03

R.C. 2909.05, 3313.173, 3313.642



Book	Policy Manual
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Code	po8210 EH
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Revised Policy - Vol. 42, No. 1

8210 - SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of hours when the schools will be in session for instructional purposes with students in attendance - including scheduled classes, supervised activities, and approved education options. When recommending a school calendar to the Board for its consideration and approval, the Superintendent shall analyze and address the factors identified in AG 8210 and specify the total number of hours in a school year, length of school day, and beginning and end dates of instruction. "School day" means the time during a calendar day that a school is open for instruction pursuant to the Board-adopted schedule.

The Superintendent shall also analyze any change proposed by a city, exempted village, or local school district to the hours or days in which its high school is open for instruction. Such proposed change requires a written agreement between the Board and the board of education of the city, exempted village, or local school district that prescribes reasonable accommodations to meet the scheduling needs of the District prior to implementing the change. The Board authorizes the Superintendent to negotiate the terms of any written agreement prior to making a recommendation to the Board for its consideration and approval.

When establishing the school calendar, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board will determine the specific activities that constitute the observance in each school in the District after consultation with the school administrators.

While the Superintendent may close schools due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, damage to a school building, utility failure rendering the school building unfit for school use, or inoperability of school buses or other equipment needed for school operations (collectively, "a calamity"), the schools nevertheless must be in session with students in attendance for at least the minimum number of hours required by Ohio law.

The Superintendent is authorized to develop and implement a plan for a virtual education delivery model in order to make up hours in that school year on which it is necessary to close school due to a calamity.

Each plan will be designed to ensure a continuity of learning for students during a school closure and will include the following:

- A. a statement that the qualifying school, to the extent possible, will provide for teacher-directed synchronous learning in which the teacher and students are interacting in real-time on a virtual learning platform during the closure;
- B. a description of the District's attendance requirements, including how participation of students will be tracked and documented and how the school will reach out to students to ensure engagement during the closure;
- C. a description of how equitable access to quality instruction will be ensured, including for vulnerable populations such as students with disabilities and English learners;
- D. the process that the District will use to notify staff, students, and parents that the school will be using online delivery of instruction;
- E. information on how teachers may be contacted during the closure, including via email, telephone, and/or the District's designated online platforms;
- F. a description of how the qualifying school will meet technology-related needs of staff and students for online delivery of instruction.

The maximum number of hours that may be made up in this manner is the number of hours that are the equivalent to three (3) school days.

The plan must include the written consent of the teachers' union and address all of the requirements set forth in R.C. 3313.482. The plan must be approved by the Board by August 1st of each school year.

In addition to the make-up of three (3) days utilizing online lessons, the Superintendent may also include in the plan other options to make up any number of additional hours missed as a result of one (1) or more of the schools of its member city, exempted village, or local school districts being closed due to calamities. Available options include additional online lessons, planned student internships, student projects, or other options specified in the plan.

The school calendar and the number of hours of student instruction shall be consistent with the provisions of the collective bargaining agreements between the District and its employees.

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R.C. 3313.48, 3313.62, 3313.63, 3313.482, 3313.602, 3317.01(B)



Book	Policy Manual
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Revised Policy - Vol. 42, No. 1

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or other individuals or organizations as permitted by law.

The term 'parents' includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term 'eligible student' refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as school officials for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant); and
- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's tasks (including volunteers) is also considered a school official for purposes of FERPA provided the parent or student meets the above-referenced criteria applicable to other outside parties.

Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including, but not limited to, physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including academic records, student assessment data, and disciplinary records (including records pertaining to suspensions and expulsions), upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, or alternatively send written notice to the requesting school if there is no record of the student's attendance. Records will be released upon condition that:
1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student, there is no record of the student having attended school in the District, or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. within five (5) school days after receiving the request, either the student records shall be transmitted or a written notice will be provided if there is no record of the student's attendance;
 3. except as when expressly prohibited by law, the District is authorized to withhold grades and credits to enforce payment of outstanding fees and charges, and further, may withhold all of a student's school records if there is \$2,500 or more of outstanding debt attributed to the student, and will only release the records once the debt has been paid;
 4. the parent or eligible student, upon request, receives a copy of the record; and
 5. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records (including records pertaining to suspensions and expulsions), upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records (including records pertaining to suspensions and expulsions), upon request to a public school or school district in which a student in foster care is enrolled;
- Such records shall be transferred within one (1) school day of the enrolling school's request.
- D. provide personally-identifiable information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies for, or on behalf of, the District for purposes of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14) Further, the following personally identifiable information will not be disclosed to any entity: a student or the student's family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose

of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only directory information regarding a student shall be released to any person or party, other than the student or the student's parent, without the written consent of the parent or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information of former students, without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student's or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the Director at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the Director receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student) presents to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that the non-custodial parent should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of a student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

- R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99
- R.C. 149.41, 149.43, 1347 et seq., 3313.33, 3313.642, 3313.672, 3319.321, 3319.324
- 34 C.F.R. Part 99
- 20 U.S.C., Section 1232f through 1232i (FERPA)
- 26 U.S.C. 152
- 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
- 20 U.S.C. 7165(b)
- 20 U.S.C. 7908
- 2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521

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Legal	R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99
	R.C. 149.41, 149.43, 1347 et seq., 3313.33, 3313.642, 3313.672, 3319.321, 3319.324
	34 C.F.R. Part 99
	20 U.S.C., Section 1232f through 1232i (FERPA)
	26 U.S.C. 152
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)

20 U.S.C. 7908

2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521



Book	Policy Manual
Section	Cleaned v42-1
Title	Copy of Vol. 42, No. 1 - August 2023 Revised TRANSPORTATION BY SCHOOL VAN
Code	po8650 EH
Status	
Adopted	May 1, 2007
Last Revised	May 3, 2022

Revised Policy - Vol. 42, No. 1

8650 - TRANSPORTATION BY SCHOOL VAN

It is the policy of the Board of Education to provide transportation to students via Board owned and operated school vans when the use of school buses is not reasonable. School vans shall only be used for the transportation of nine (9) or fewer passengers, not including the driver, in accordance with the original design and construction of the vehicle. Students shall not be transported in larger passenger vans (e.g., non-conforming extended van-type vehicles) carrying ten (10) passengers or more (particularly twelve (12) to fifteen (15) passenger vans).

Similar to school buses, school vans shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which the students are assigned or to their nonpublic or community schools. However, such use shall generally be limited to preschool children, special needs children, children inaccessible to school buses, and students placed in alternative schools, and children enrolled in nonpublic or community schools in certain circumstances. School vans may also be used to transport students to and from field trips and/or other Board-approved school-related activities.

The Board authorizes the use of a van designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:

- A. the number of students in the vehicle does not exceed nine (9);
- B. the District regularly transports students to a chartered nonpublic or community school;
- C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements for a bus or motor van driver (with the exception of having a commercial driver's license);
- D. the driver may not stop on the roadway to load or unload passengers;
- E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.

Vans will be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the van is safe to transport students.

Students who are transported by school van are expected to conduct themselves in the same manner required of students transported by school bus and shall be subject to all applicable disciplinary rules.

All school van drivers employed by the Board shall complete the required Ohio School Van Driver training program prior to transporting students, meet all other qualification requirements, and comply with the Ohio Pupil Transportation and Safety Rules and applicable Board policies and guidelines relative to student transportation. No individual shall be employed as a school van driver if the individual has not received a certificate certifying that the driver is at least twenty-one (21) years of age with a minimum of two (2) years of driving experience, and is qualified physically and otherwise (O.A.C. 3301-83-06(F)) for the position. Only authorized Board employees or contractors employed by an agency that provides services to the Board may operate and transport students via school van. Van drivers do not need a commercial driver's license.

The Superintendent is responsible for developing and implementing the appropriate administrative guidelines for this policy.

R.C. 3327.10, 4511.01, 4511.76
A.C. 3301-83-19, 3301-83-06(F)

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A.C. 3301-83-19, 3301-83-06(F)

R.C. 3327.10, 4511.01, 4511.76



Book	Policy Manual
Section	Cleaned v42-1
Title	Copy of Vol. 42, No. 1 - August 2023 Revised PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160 EH+
Status	
Adopted	March 11, 2011
Last Revised	June 6, 2023

Revised Policy - Vol. 42, No. 1

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

For all school-affiliated events where admission is charged, cash shall be accepted as a method of payment. If concessions are offered, there will be at least one (1) concession stand that will accept cash. If concessions are sold on multiple floors, then at least one (1) location on each floor will accept cash. Persons who receive cash at designated collection points will deposit the cash with the Treasurer/CFO on the next business day of receipt in accordance with Policy 6600.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function sponsored by the District at any function occurring on Board property.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See Policy 8390)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances

that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Policy 7434).

Such prohibition also applies to school grounds and any school-related event.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, a recording can be made if the appropriate license authorizing such a recording has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Principal if they require a reasonable accommodation."

R.C. 955.43, 1716.02, 1716.03

R.C. 3313.5319

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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Legal	R.C. 955.43, 1716.02, 1716.03
	R.C. 3313.5319
	28 C.F.R. Part 35
	29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

**Auburn
Career Center**



Attachment Item #15A

*Cleveland Clinic
Clinical Education
Agreement*

October 3, 2023

CLEVELAND CLINIC CLINICAL EDUCATION AGREEMENT

This Clinical Education Agreement (“Agreement”) is between The Cleveland Clinic Foundation, an Ohio nonprofit corporation, d/b/a Cleveland Clinic, with its principal place of business at 9500 Euclid Avenue, Cleveland, OH 44195 (“CCF”) and Auburn Vocational School District Board of Education, an Ohio educational institution, located at 8140 Auburn Road, Concord, OH 44077 (“School”).

CCF operates medical clinics and hospitals, together with associated laboratory, outpatient and research facilities dedicated to better care of the sick, further study of their problems and more teaching of those who serve. School is a duly accredited educational institution that offers programs in Emergency Medical Technician (EMT) and Paramedic Education (each a “Program” and collectively, the “Programs”), which require a clinical rotation.

For purposes of this Agreement, “CCF” includes The Cleveland Clinic Foundation’s main campus and all of its family health centers, ambulatory surgery centers, hospitals and other CCF-affiliated entities, all of which shall separately and collectively be referred to, hereinafter, as the “Clinical Site(s)” or “CCF”.

For purposes of this Agreement, “School” includes all of its campuses.

School and CCF desire to make available better health care services to patients, advance health professions education, and aid in meeting the ever increasing demand for trained health care professionals.

Each Clinical Site, in the course of its operations, can provide an educational environment within its clinical facilities, which would be beneficial to students pursuing a health professions career program of study (the “Students”), and which would further Clinical Sites’ mission to provide clinical educational opportunities and quality health care to citizens of the region.

In consideration of the mutual covenants and promises herein contained, the sufficiency of which the parties hereby acknowledge, the parties agree as follows:

1) Training Program.

- a. CCF and School hereby agree to conduct a program of clinical training and instruction for Students in each of the applicable clinical Programs (the “Training Program”).
- b. For each Program covered under this Agreement, School and CCF will appoint designated representatives to be responsible for the Training Program and the terms of this Agreement. School shall appoint a clinical coordinator and CCF shall appoint a clinical supervisor at each Clinical Site. Each party shall supply the other party with the name of this person along with the person’s professional and academic credentials for approval of the other party. Each party shall notify the other in writing within thirty (30) days of any changes in the person appointed.
- c. Prior to any Student arriving at CCF facilities, the parties will develop a mutually acceptable written description of the purpose and goals of the Training Program.
- d. Clinical Site has no obligation to accept any Students pursuant to this Agreement, whether or not the School has complied with the obligations set forth below. The acceptance of Students shall be at Clinical Site’s discretion.

- e. If applicable, Program-specific terms and conditions of a given Training Program are set forth in Exhibit A, which is attached hereto and incorporated herein. In the event of a conflict between the terms of this Agreement and the terms of Exhibit A, the terms of Exhibit A shall govern.
- 2) School's Obligations.
- a. Collaborate with CCF to implement a meaningful Training Program for the Students.
 - b. If the parties agree that School faculty, hereinafter referred to as "On-Site Faculty", will be utilized to train Students at the Clinical Sites, the School shall identify the On-Site Faculty members and provide their respective qualifications to CCF no later than thirty (30) days prior to the commencement of the Training Program. On-Site Faculty, in communication and coordination with CCF staff, will oversee the experience and activities of Students during the Training Program. School acknowledges that On-Site Faculty will have the same obligations as the Students with respect to this Agreement.
 - c. Provide CCF with the learning outcomes, assessment methods and educational behavioral objectives for the clinical training.
 - d. Validate each Student's qualifications to include the appropriate degrees, competencies, and legal authority to engage in the clinical training in the State of Ohio, if applicable, as well as successful completion of appropriate course work.
 - e. Attest and maintain documentation that all Students have furnished proof of a negative Tuberculosis skin test (using the standard two-step Mantoux test, QuantiFERON[®]-TB Gold test, or T-Spot test) within twelve (12) months before starting a rotation with appropriate follow-up for positive tests. School acknowledges that Tuberculosis tests (one-step Mantoux, QuantiFERON[®]-TB Gold test, or T-Spot test) must be done annually, with not more than twelve (12) months between tests and shall ensure that Students' Tuberculosis tests are current at all times during Students' training at CCF. In addition, School must attest that Students have appropriate immunizations for mumps, measles (Rubeola), German measles (Rubella) and chicken pox (varicella), Tdap (tetanus, diphtheria, pertussis) booster within the last ten (10) years and positive Hepatitis B IgG Antibody Titer or signed declination form assuming the risk of exposure; and any future tests or immunizations required by CCF, which shall be communicated to School, and a health status that qualifies them to work directly with patients. If Student rotations occur during the influenza (flu) season (November 1st through March 31st), School must attest that Students have received the flu vaccine. CCF will consider exemption requests for CCF caregivers who have received an exemption as part of their employment. School shall make such documentation available to CCF within twenty-four (24) hours upon request.
 - f. Attest that each Student that School sends to a Clinical Site has a negative fingerprint background check. (CCF shall accept an Ohio BCI&I fingerprint background check for a Student who has been an Ohio resident in the last five (5) years. If a Student has not been a resident of Ohio during the past five (5) years, the Student must have a negative FBI fingerprint background check.) CCF shall not be responsible for the cost of a Student's criminal background check. School shall maintain such documentation in the Student's file. School will only send Students having no criminal history to CCF and will provide verification of a negative background check to the CCF clinical supervisor or designated representative. Students with positive background checks will have their records reviewed by CCF to

determine clinical eligibility. The School will not participate in this process.

- g. Instruct each Student of his/her responsibility to maintain patient confidentiality pursuant to the federal Health Insurance Portability and Accountability Act of 1996, as amended, as well as its implementing regulations (collectively referred to as "HIPAA") in both written and verbal communication with other students, instructors, with any other individuals, in clinical rounds or in class discussion, as well as in any published materials.
- h. Instruct each Student, that as a condition of his/her participation, prior to reporting to the assigned area of the Clinical Site, he/she must make arrangements with the Clinical Site to complete any training required by the Clinical Site.
- i. Maintain the Program according to established standards of the appropriate accrediting agency. The final responsibility for the education of the Students lies with School.
- j. Upon request, and at a mutually convenient time, the School, or the relevant accrediting body may inspect the clinical facilities at the Clinical Site which are directly related to the Students' clinical experience and training.
- k. Provide or ensure that Students obtain and maintain during the Training Program professional liability insurance with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.
- l. Provide and maintain a policy of general liability (including contractual liability) insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate to insure the School, its employees and students.
- m. School shall provide (and ensure Students provide, if applicable) to CCF certificates of such insurance with respect to all insurance coverages required herein prior to the date of the Training Program, and within ten (10) days of renewal of said insurance policies. School shall cause and ensure Students cause each insurance company to notify CCF at least thirty (30) days before cancellation or adverse material change of any such insurance policies. All such insurance policies shall be in a form reasonably satisfactory to CCF and issued by companies with an A.M. Best rating of A- VII.
- n. Ensure and maintain documentation that each Student has successfully completed the appropriate cardiopulmonary resuscitation training, if required by the specific program in which the Student will be training.
- o. Notify Students that prior to and as a condition of their participation in the Training Program, Students must electronically sign a confidentiality agreement and waiver form attached as Exhibit B. The Student will be asked to sign the electronic version of the form while being onboarded into the health system. CCF may revise the confidentiality agreement and waiver upon notice to School.

School must have evidence that each Student satisfies all of the above requirements. Such evidence must be made available to CCF within twenty-four (24) hours of CCF's request.

- p. Inform Students that:
 - 1. CCF is committed to providing a drug-free work environment. Accordingly, CCF will not

tolerate the unlawful or unauthorized use, manufacture, possession, sale or transfer of illegal or controlled substances or abuse or unauthorized use of alcohol on or around CCF property. Further, School shall inform Students that CCF maintains a smoke-free environment at its facilities and that smoking and vaping are prohibited at Clinical Sites.

2. All Students must be onboarded and vetted through Cleveland Clinic's electronic onboarding system before beginning their clinical experiences. As part of the onboarding process, Students must complete Cleveland Clinic's ONLINE Core Compliance Modules education modules on topics which include Basic Stroke Competency, Code of Conduct, Diversity and Inclusion, Emergency Management, HIPAA and Information Security, HIPAA Overview, Introduction to Environment of Care, Patient Safety, Preventing Occupational Exposure to Bloodborne Pathogens, Preventing Occupational Exposure to TB, Safety Event Reporting System (SERS), Vulnerable Populations and any additional modules deemed necessary to comply with federal and Joint Commission standards. Students will be responsible for the modules identified above as well as any future training requirements mandated by federal or Cleveland Clinic-specific programming. Students will be held accountable for the content found in each module.
 3. Students must abide by the applicable policies, procedures, rules and regulations of CCF and the Clinical Site at which they may be training and follow all directives of its staff.
 4. Students are not considered employees or agents of CCF for any purpose and they shall not be entitled to any salary or employment-based benefits.
 5. Students are responsible for transportation costs to and from the Clinical Site.
 6. Students at a Clinical Site shall wear the appropriate regulation student uniform and identification badge as required by the Clinical Site.
 7. Students assume the risk of exposure to patients who may carry a contagious or infectious disease. In the event any Student is exposed to blood or body fluids from a patient who is a carrier of a contagious or infectious disease or a patient who is, in the judgment of the Clinical Site, at risk of being a carrier of a contagious or infectious disease, the Clinical Site will, with the consent of the Student, either refer the Student to an emergency room or administer immediate precautionary treatment consistent with current medical practice. Initial screening tests or prophylactic medical treatment shall be billed to the Student's medical insurance. The Clinical Site shall have no responsibility for any further diagnosis, medication or treatment.
 8. Students are expected to have medical insurance. School and the Clinical Site are not responsible for medical expenses related to disease or injury incurred during the Training Program. The Student is responsible for any medical expenses incurred during training at the Clinical Sites that are not covered by Student's medical insurance.
- q. CCF may terminate the participation of a Student in a Training Program at CCF if, in CCF's sole discretion, the Student's work, conduct or health may have a detrimental effect on CCF's patients, staff or operations. A Student generally will not be removed from a clinical experience until CCF has discussed its concerns with a representative of the School. However, CCF reserves the right to take immediate action to suspend a Student's participation in response to their lack of professionalism, concerns of patient care or the safety and respect of its staff.

3) CCF's Obligations.

- a. Collaborate with School to implement a meaningful Training Program for the Students.
- b. Supervise Students while they are on-site participating in the Training Program, unless the parties have determined that School will be providing On-Site Faculty to supervise the clinical training of the Students.
- c. Retain responsibility for patient care. Students will be trainees and will not replace members of the Clinical Site staff. Students will not give service to patients at the Clinical Site apart from that rendered as part of the Training Program and will follow all directives of Clinical Site staff in regard to patient care.
- d. Provide the Students while they are on-site participating in the Training Program with the same emergency medical care or minor medical treatment as that extended to employees of CCF in case of injury or illness while on duty. Students are financially responsible for and will be billed for such services that are not covered by Students' medical insurance.
- e. Clinical Site will provide an adequate orientation for Students.
- f. Clinical Site will provide safe physical facilities and environment needed for clinical instruction of the Students, within the reasonable capacity of the Clinical Site, subject to its primary responsibility to care for patients. Direct contact between Students and patients shall be subject to approval of the Clinical Site.
- g. For any Student assigned to a qualified preceptor, clinical supervisor, or other professional at a Clinical Site, upon completion of that Student's clinical experience and training at the Clinical Site, the Clinical Site will ensure that a written performance evaluation is completed for each Student in the form and within the reasonable time limits specified by the School.
- h. Maintain general liability and professional liability insurance in the amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the annual aggregate to insure CCF and its employees through its program of self-insurance.
- i. Clinical Site will allow Students to use Clinical Site conference rooms and comfort facilities such as the cafeteria, lounges and rest rooms, and to provide, on an "as available" basis, lockers and, at a Student's expense, parking at assigned parking areas.

4) Term and Termination. This Agreement is effective as of the 15th day of September, 2023 and unless terminated earlier as set forth below, will continue for one (1) year until the 14th day of September, 2024. Either party may terminate this Agreement upon ninety (90) days' prior written notice to the other party; provided, however, that subject to Sections 2(q), 5(b), 5(c), and 5(f), the parties will use their best efforts to ensure that any Students then participating in a Training Program are able to complete the Training Program. In such event, all applicable provisions of this Agreement shall remain in force during the extension period from the effective date of termination, until the end of the Training Program in which the affected Students are enrolled.

5) Miscellaneous.

- a. Non-Discrimination. Each party agrees not to discriminate on the basis of religion, race, creed,

national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability, status as a veteran, or any other protected class.

- b. Compliance with Law. The parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to agree within a reasonable time to revisions required to bring the entire Agreement into compliance, either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party.
- c. Compliance with Federal Programs. Each party hereby represents and warrants the following:
- 1) That it, its employees, and Students have not been debarred, excluded, suspended or otherwise determined to be ineligible to participate in any federal health care programs (collectively "Debarment" or "Debarred", as applicable). Each party shall provide the other with immediate notice if it (i) receives notice of action or threat of action with respect to its Debarment during the term of this Agreement, or (ii) becomes Debarred. Upon receipt of such notice by either party, this Agreement shall automatically terminate without further action.
 - 2) That it, its employees, and Students shall not knowingly employ or contract with, with or without compensation, any individual or entity (singularly or collectively, "Agent") listed by a federal agency as Debarred. To comply with this provision, each party shall make reasonable inquiry into the status of any Agent contracted or arranged by the party to fulfill the terms of this Agreement by reviewing, at a minimum, the Health and Human Services - Office of Inspector General List of Excluded Individuals / Entities (LEIE) (<http://exclusions.oig.hhs.gov>), which internet site may be revised from time to time by the U.S. government.
 - 3) That it, its employees, and Students will act in compliance with all laws and regulations (including without limitation, Medicare and Medicaid program requirements as applicable) which relate to its performance of this Agreement. Further, each party agrees to timely notify the other party in the event that it has identified or suspects potential violations associated with its performance under this Agreement, and the nature of such potential violation, to enable the other party to take prompt corrective action. Each party shall have the right to automatically terminate this Agreement in the event that the other fails to comply with this provision.
- d. Compliance with HIPAA. School shall direct its Students to comply with the policies and procedures of CCF, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining their role in relation to the use and disclosure of CCF's protected health information, such Students are defined as members of the CCF's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, Students are not and shall not be considered to be employees of the CCF. In addition, School agrees that a Student's breach of CCF's policies concerning confidentiality may be grounds for Student dismissal from the Training Program and/or removal from CCF.
- e. Confidentiality. School acknowledges that, in the course of the performance of this Agreement, it and its Students and On-Site Faculty may learn certain confidential and proprietary

information about CCF's business, and/or patient care operations ("Confidential Information"). School agrees that it and its Students and On-Site Faculty will keep all such information strictly confidential; that they will not use it for any other purpose other than to perform their obligations hereunder.

- f. Force Majeure. Neither party shall be liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, but not limited to: acts of God; acts of war or terrorism; civil or military disturbances; nuclear or other catastrophes; natural disaster; government action; epidemics; pandemics; quarantine restrictions; strikes, labor disputes or work stoppages; inability to obtain labor, material, equipment or transportation; freight embargoes; loss or malfunctions of utilities, communications or computer (software or hardware) services; or any other occurrences beyond the parties' reasonable control; provided, however, that in the event of failure or delay the parties shall use their reasonable efforts to resume performance as soon as practicable under the circumstances or to assist the affected Students in finding an alternate site to complete their required clinical training.
- g. FERPA. Each party acknowledges that information (if any) received from the School regarding Students may be protected by the Family Educational Rights and Privacy Act ("FERPA"), and agrees to use such information only for the purpose for which it was disclosed and not to make it available to any third party without first obtaining the Student's written consent.
- h. Tax-Exempt Status. The parties recognize that CCF is a non-profit, tax-exempt organization and agree that this contract will take into account and be consistent with CCF's tax-exempt status. If any part or all of this Agreement is determined to jeopardize the overall tax-exempt status of CCF and/or any of its exempt affiliates, then CCF will have the right to terminate this Agreement immediately.
- i. Use of Name. Neither party shall use the name, logo, likeness, trademarks, image or other intellectual property of the other party for any advertising, marketing, endorsement or any other purposes without the specific prior written consent of an authorized representative of the other party as to each such use. School may refer to the affiliation with CCF in the School catalog and in other public information materials regarding the relevant School Program(s). CCF reserves the right to review and request modification of the School's reference to CCF as necessary. CCF may refer to the affiliation with the School in its brochures and other public information materials having to do with clinical education programs.
- j. No Third Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any party other than the Clinical Sites and the School.
- k. Independent Contractors. Each party is a separate and independent institution, and this Agreement shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Each party understands and agrees that this Agreement establishes a training relationship and that the agents or employees of each respective party are not employees or agents of the other party.
- l. Severability. The provisions of this Agreement are severable, and if any provision of this Agreement is found to be invalid, void or unenforceable, the remaining provisions will remain in full force and effect.
- m. Waiver. The waiver of any breach of any term of this Agreement does not waive any

subsequent breach of that or another term of this Agreement.

- n. Assignment. Neither party may assign this Agreement or any rights or obligations under this Agreement to an unaffiliated third party without the prior written consent of the other party. Any assignment in violation of this provision is null and void.
- o. Notice. Any notice or other communication required or permitted under this Agreement shall be in writing, delivered in person or by certified mail or overnight delivery by a nationally recognized delivery service to the address set forth below or such other address as the parties may specify in writing, and will be deemed given as of the date it is received by the receiving party.

If to CCF/Clinical Site: The Cleveland Clinic Foundation
9500 Euclid Avenue, JJ21
Cleveland, OH 44195
Attention: Medical Director, Center for Health Professions
Education

With a copy to: The Cleveland Clinic Foundation
3050 Science Park Drive, AC321
Beachwood, OH 44122
Attention: Law Department

If to School: Auburn Vocational School District
8140 Auburn Road
Concord, OH 44077
Attention: _____


- p. Titles and Subtitles. The titles and subtitles used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.
- q. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Ohio without regard to its conflict of laws provisions.
- r. Entire Agreement. This Agreement, and the attached exhibits, which are hereby incorporated into this Agreement by reference, shall constitute the entire agreement and understanding between CCF and School as to the subject matter hereof and supersedes all prior discussions, agreements and undertakings of every kind and nature between them, whether written or oral, with respect to such subject matter. This Agreement may subsequently be modified only by a written document executed by both parties.
- s. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which taken together shall constitute one and the same Agreement. Any signature delivered by a party by facsimile or made or delivered electronically shall be deemed to be an original signature hereto.

[SIGNATURES ARE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set below their names.

THE CLEVELAND CLINIC FOUNDATION
d/b/a Cleveland Clinic

**AUBURN VOCATIONAL SCHOOL DISTRICT BOARD
OF EDUCATION**

By: 
Name: Mari Knettle, DPT, EdD
Title: Medical Director, Center for Health
Professions Education
Date: July 27, 2023

By: _____
Name: _____
Title: _____
Date: _____

Exhibit A

Program-Specific Terms and Conditions

Program-specific terms and conditions:

School shall reimburse CCF a one-time student onboarding fee of Fifty Dollars (\$50.00) for each new health professions student training in the Cleveland Clinic Health System. At the end of each school semester, CCF will invoice School for student onboarding services. School will pay the invoice within sixty (60) days of receipt.

Exhibit B



STUDENT OR ON-SITE FACULTY WAIVER

Clinical training in a health care setting assumes certain risks, including the possibility of exposure to an infectious disease, injury from equipment or medical materials, and illness or injury to oneself, employees, patients or visitors. I understand that The Cleveland Clinic Foundation, d/b/a Cleveland Clinic and its member hospitals and their affiliates (the "Clinical Site(s)") do not provide any accident, malpractice, health, medical, or workers' compensation insurance coverage for any illness or injury I may acquire or cause at a Clinical Site. I acknowledge and as consideration for the opportunity to participate in clinical training at Clinical Sites, I hereby waive, for myself or any heirs and/or assigns, any and all claims which I might have against the Clinical Site, or its agents or representatives, in any way resulting from personal injuries, illness, or property damage sustained by me and arising out of my participation in the Training Program at the Clinical Site, except for claims arising out of the gross negligence or reckless or willful misconduct of the Clinical Sites or their employees.

In the event I am exposed to blood or other bodily fluids from a patient who is a carrier of a contagious or infectious disease or a patient who is, in the judgment of the Clinical Site, at risk of carrying a contagious or infectious disease, Clinical Site shall, with my consent, either administer immediate precautionary treatment consistent with current medical practice or refer me to an Emergency Room. I shall pay for the initial screening tests or prophylactic medical treatments. Clinical Site shall have no responsibility for any further diagnosis, medication or treatment and I acknowledge and assume the risk of working with patients at risk of carrying a contagious or infectious disease, except for the risk of gross negligence or willful or reckless misconduct on the part of Clinical Site, its trustees, officers, agents, and employees.

CONFIDENTIALITY AND NON-DISCLOSURE STATEMENT

It is understood that during the course of my participation in the Training Program at Clinical Site, I may obtain confidential information about or from Clinical Site ("Confidential Information"), as well as Protected Health Information ("PHI") as defined below. Confidential Information includes, but is not limited to, financial or proprietary data about Clinical Site, information about Clinical Sites' business and employees, patient information, methods of operating, development plans, programs, documentation, techniques, trade secrets, systems, know-how, policy statements, access to proprietary software applications and databases, and other confidential data. The information may be in the form of verbal, visual, written, or computerized data. I agree to maintain in strict confidence all Confidential Information and will not disclose Confidential Information (including, but not limited to, PHI) to anyone, including my family and friends, under any circumstances, unless I am required by law, or I have Clinical Site's prior written consent. I will not make copies of Confidential Information. Prior to discussion of or writing about any Clinical Site patient in an academic context relative to my program of study, all individually identifiable information will be removed or the PHI will be de-identified in compliance with the requirements of the Federal Health Insurance Portability and Accountability Act of 1996, as amended time to time, ("HIPAA").

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

Under HIPAA, PHI is defined as individually identifiable health information, which is health information created, received or used by Clinical Site relating to (a) the past, present or future physical or mental health or condition of a patient, (b) the provision of health care to a patient, or (c) past, present or future payment for the provision of healthcare to a patient. PHI contains identifiers that identify a patient or for which there is a reasonable basis to believe the information can be used to identify a patient. Examples of individual identifiers include, but are not limited to, patient name, complete addresses, social security number, date of birth, medical record number and dates of treatment. PHI may include any or all of these individual identifiers coupled with a patient's health information, examples of which are a social security number and diagnosis, date of birth and past medical history, or dates of treatment and symptoms present at the time of treatment. PHI may be accessed only by those individuals who, within the scope of their employment or training responsibilities have a legitimate need for such information for purposes of patient care, research, education or administrative uses. I agree that any breach of the Agreement may cause Clinical Site substantial and irreparable damages and, therefore, in the event of any such breach, CCF shall have the right to seek specific performance and other injunctive and equitable relief without the need to post bond.

The acquisition, release, discussion or other use of Confidential Information for purposes other than to conduct normal authorized business activities during my training at Clinical Site is strictly prohibited. Violation of confidentiality is a very sensitive matter and will be considered grounds for removal from the Training Program, any related employment offer and/or consideration for future employment opportunities.

I understand and agree to my obligations as stated in this signed waiver and statement and that this document shall remain in effect for the duration of my student clinical rotations (or faculty duties) at the Clinical Sites, and that the waiver and obligations of confidentiality and non-disclosure shall remain in effect indefinitely.

Signed: _____

Date: _____

School: _____

[Printed Name of Student or On-Site Faculty]

 **Cleveland Clinic - Law Department**

This page needs to be retained with the Agreement at all times.

COMPANY INFORMATION

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
8140 AUBURN ROAD
CONCORD, OHIO 44077

CONTRACT INFORMATION

Contract ID: 4295331
Master Agreement Number:
Dept Reference No.:
Contract Description: CLINICAL EDUCATION AGREEMENT - EMERGENCY MEDICAL TECHNICIAN
(AMT) AND PARAMEDIC EDUCATION
Institute: Education
Submitting Dept: EDUCATION
Contract Amount: \$0
Dept Contact: RHIANNON MUCHOWSKI

TERM INFORMATION

Effective Date: 9/15/2023
Expiration Date: 9/14/2024
Term Type: Fixed

LEGAL TEAM INFORMATION

Attorney: MARLEINA DAVIS

Paralegal: JANICE LUCKE SMITH

Contract approved as to form for: 4295331
Attorney: DAVIS, MARLEINA
By: Smith, Janice
Date: 7/27/2023 7:17:11 AM

**Auburn
Career Center**



Attachment Item #15B

*Midwest Medical
Training and Testing
Agreement*

Training and Testing Agreement

This Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center located at 8140 Auburn Road, Concord Township, OH 44077, and Midwest Medical located at 10617 Cedar Ave, Cleveland, OH 44106 to set forth the training that Auburn will provide for Midwest Medical employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide its Emergency Vehicle Operator Course or EVOC (“Program”) with training and testing on mutually agreeable dates at Auburn’s location using Midwest Medical’s equipment and vehicle(s). Auburn is to provide the training and testing consisting of eight (8) hours of training and eight (8) hours of testing.

The cost of the Program is one hundred eighty dollars (\$180) per Student. A minimum of four (4) students is required for the Program. If there are less than four (4) students, Midwest Medical has the option to pay the cost of four (4) students (\$720) for the training and testing to still be provided.

B. Responsibilities of Auburn Career Center

1. Auburn will train the Students using its EVOC Program curriculum.
2. Sean Davis, Public Safety Director, or his Auburn designee will provide oversight of the Program.

C. Responsibilities of Midwest Medical

1. Midwest Medical will provide the Student registration information shown in Appendix I.
2. Midwest Medical will provide the equipment and vehicles necessary to complete the Program.
3. Once a Student attends the first day of class, the Student is considered enrolled for the entire program. If that Student does not complete the class for any reason, Midwest Medical agrees to compensate Auburn for the Program as specified in Paragraph A.

D. Responsibilities of Students

1. All Students must comply with Midwest Medical’s policies, procedures, and practices. Violations can have consequences up to and including permanent removal from this program as determined by either Sean Davis, Director of Public Safety, or Michelle Rodewald, Director of Adult Workforce Education and Business Partnerships.

(Continued)



EVOC Program Agreement (cont'd)

E. Terms of Agreement

Termination. Prior to the Training commencing, either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party. An exhaustive attempt to remedy any conflict or disagreement shall be made prior to the 10-day termination notice.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the enter agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Midwest Medical relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.


Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Midwest Medical, both of who shall be individuals designated as having the authority to bind Auburn and Midwest Medical, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR: MIDWEST MEDICAL:


Signature
Rachel Hopkins - Murphy

9/15/2023
Date
Regional Manager
Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent (official capacity only)*

Date

Sherry Williamson, Treasurer (official capacity only)*

Date

* This Agreement has no legal effect absent Board action

Appendix I

Customized Training Student Application

Information Required

Last Name, First Name, M. I.: _____

Birth Date: _____

Age: _____

Gender: _____

Home Mailing

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Email: _____

**Auburn
Career Center**



Attachment Item #15C

*Visiting Angels
Training Agreement*

**Training Agreement
2023-2024**

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and Visiting Angels, 8451 Mentor Avenue, Mentor, OH 44060 (collectively “Parties”) to set forth the training that Auburn will provide Visiting Angel’s employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide Homemaker Skills Validation Training (“Training”) on mutually agreeable dates between July 1, 2023, and June 30, 2024. This Agreement must be renewed each school year. The program cost will be reassessed and the Agreement modified, as appropriate, with each renewal.

Auburn is to provide the Training at Auburn’s facility located at 8140 Auburn Road, Concord Township, OH 44077, consisting of eight (8) hours divided into two (2) four-hour sessions.

The cost of the Training is one hundred dollars (\$100) per Student with a minimum of five (5) up to a maximum of eight (8) Students. For four (4) or fewer Students, Visiting Angels agrees to pay a total cost of \$500 independent of the number of Students. The total cost for the program is based on the number of Students as shown in Attachment I.

Auburn Career Center shall have the exclusive and complete control of, title to, and ownership of copyright to all manuscripts, lectures, videotapes, recordings, or other instructional tools in any way connected with the Training offered by Auburn Career Center. Neither Visiting Angels nor its employees may video or audiotape the Training without prior written approval from Michelle, Rodewald, Director of Adult Workforce Education and Business Partnerships, or her designee.

B. Responsibilities of Auburn Career Center

1. Auburn will train the Students using its Homemaker Skills Validation curriculum and will provide completion certificates.
2. Auburn will pay all instructor costs, including compensation, benefits, mileage reimbursement, and other instructor expenses.
3. Karen Howell, Director of Nursing, or another Auburn designee will provide oversight of the Training.

C. Responsibilities of Visiting Angels

1. Once a Student attends the first session, the Student is considered enrolled for the full program. If the Student does not complete the Training for any reason, Visiting Angels agrees to pay Auburn one hundred dollars (\$100) per Student for the Training.
2. Visiting Angels is to pay within thirty (30) days of invoice receipt.

(Continued)

D. Responsibilities of Students

1. All Students must comply with Auburn’s policies, procedures, and practices. Violations can have consequences up to and including permanent removal from this program as determined by the Director of Nursing, or the Director of Adult Workforce Education and Business Partnerships.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing fifteen (15) calendar days prior written notice, including email, to the other party.


Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Visiting Angels relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of competent jurisdiction in Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Visiting Angels, both of who shall be individuals designated as having the authority to bind Auburn and Angels, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

 _____ Signature	<u>9-21-2023</u> _____ Date
<u>WAYNE BRODMAN</u> _____ Printed Name	<u>PRESIDENT</u> _____ Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____ Brian Bontempo, Superintendent (official capacity only)*	_____ Date
_____ Sherry Williamson, Treasurer (official capacity only)*	_____ Date

* This Agreement has no legal effect absent Board action

Attachment I

**Visiting Angels
Homemaker Skills Validation Training**

Number of Students	Total Cost
3	\$500
4	\$500
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1,000

**Auburn
Career Center**



Attachment Item #15D

*Komatsu Mining Corp.
Agreement*

Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center located at 8140 Auburn Road, Concord Township, OH 44077, and Komatsu Mining Corp. (“Komatsu”) located at 6160 Cochran Road, Solon, OH 44139 (collectively “Parties”) to set forth the training that Auburn will provide for Komatsu employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide Basic Measurement, Blueprint, and Math training (“Training”) on mutually agreeable dates and times. Auburn is to provide the Training at Komatsu’s facility located at 6160 Cochran Road, Solon, OH 44139, consisting of eight (8) total hours.

The total cost to provide the Training two (2) times, sixteen (16) hours total, is one thousand, nine hundred, eighty nine dollars (\$1,989) for up to twelve (12) Students in each Training, twenty four (24) total students.

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training and provide tools and supplies to the Students.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students. Auburn is to provide certificates of completion for those Students who pass the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance.
3. Cory Hutter, Auburn’s Assistant Director of Adult Workforce Education, is to provide oversight of the Training.

C. Responsibilities of Komatsu

1. Komatsu shall have each Student complete a student application provided by Auburn.
2. Komatsu is to provide Auburn with a suitable space to conduct the Training.
3. Komatsu is to provide Students with measuring tools and parts for instructional practice as needed.

D. Terms of Agreement

Termination. Before the Training commences, either party may terminate this Agreement by providing ten (10) calendar days written notice to the other party. An exhaustive attempt to remedy any conflict or disagreement shall be made prior to the 10-day termination notice.

(Continued)

E. Terms of Agreement (Continued)

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Komatsu relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Komatsu, both of whom shall be individuals designated as having the authority to bind Auburn and Komatsu, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR: KOMATSU MINING CORP

Signature

Date

Printed Name

Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent

Date

Sherry Williamson, Treasurer

Date

**Auburn
Career Center**



Attachment Item #15E

*Public Safety Affiliation
Agreement 23-24SY*



2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement (“Agreement”) is entered into on this 16th day of August, 2023, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **Liberty Township Fire Department** (“Affiliate Organization”), which is located at **6682 Princeton Glendale Road Liberty Township, OH 45011** (collectively, “Parties”).

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

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

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

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

2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
 - h. [Intentionally Left Blank.]
 - i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
 - j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
 - k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
 - l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
 - m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
 - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the internship site for the high school students.
 - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
 - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.
4. Affiliate Organization Provisions

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

6. Additional Provisions

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

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

FOR Liberty Twp Fire Department :

Darlene Chevalier Fire Chief
Liberty Township Fire Department Official

8.24.23
Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only)* _____ Date

_____, Treasurer (official capacity only)* _____ Date

_____, Director of Public Safety Education
(official capacity only)* _____ Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #15F

*Educator Career
Pathways Field
Experience Affiliation
Agreement*



2023-2024 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this 11th day of August, 2023, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Madison Local Schools (“Affiliate Organization”), which is located at 1956 Red Bird Road, Madison, OH 44077, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

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

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

1. General Provisions

- a. The primary purpose of the field observation experience is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and job tasks shall be agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

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

- f. Student field-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor-teacher.
 - g. Students must first obtain approval of the coordinating educator before-ending the field observation experience.
 - h. If students are unable to meet the requirements of the described observation experiences, a conference between the coordinating educator and assigned mentor teacher shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
 - i. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
 - j. As part of the observation-based learning experience, students are not compensated. Individuals shall not be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization-
 - k. No student shall ever to be considered as a school district staff member. Nor shall any student be included in teacher child ratio numbers. No student shall be left unattended with classroom students/children while participating in the field observation assignment, nor will the student be left unsupervised.
 - l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
 - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the field observation sites for the high school students.
 - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
 - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.
- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

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

6. Additional Provisions

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

- g. This Agreement is for a term of the 2023-2024 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

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

FOR THE SCHOOL DISTRICT: MADISON LOCAL SCHOOLS:

Angela Smith Angela Smith 9/5/23
Signature, Superintendent Please Print, Superintendent Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only)* Date

Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action



2023-2024 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this _____ day of September, 2023, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Willoughby-Eastlake City Schools (“Affiliate Organization”), which is located at 35353 Curtis Boulevard, Eastlake, Ohio 44095 (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

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

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

1. General Provisions

- a. The primary purpose of the field observation experience is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and job tasks shall be agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

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

- f. Student field-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor-teacher.
 - g. Students must first obtain approval of the coordinating educator before-ending the field observation experience.
 - h. If students are unable to meet the requirements of the described observation experiences, a conference between the coordinating educator and assigned mentor teacher shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
 - i. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
 - j. As part of the observation-based learning experience, students are not compensated. Individuals shall not be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization.
 - k. No student shall ever to be considered as a school district staff member. Nor shall any student be included in teacher child ratio numbers. No student shall be left unattended with classroom students/children while participating in the field observation assignment, nor will the student be left unsupervised.
 - l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
 - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the field observation sites for the high school students.
 - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
 - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.
- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

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

6. Additional Provisions

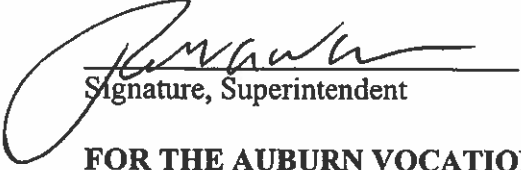
- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties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

- g. This Agreement is for a term of the 2023-2024 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

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

FOR THE SCHOOL DISTRICT: _____:



Signature, Superintendent

Patricia A. Ward

Please Print, Superintendent

2/13/27

Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only)*

Date

Treasurer (official capacity only)*

Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #15G

*Business Partnership
Affiliation Agreement(s)*

SY23-24



***UPDATED (highlighted in yellow) List of Business & Industry
Affiliation Agreements for Business Partnership***

Alvord's Yard & Garden	Quality Electrodynamics	Vista Springs Quail Highlands
Chagrin Valley Heating & Cooling	Reels Auto Sales	
Classic Auto Group	Rimeco Products, Inc.	
Cleveland Crane & Shovel	Sheet Metal Fabricators Corp	
Component Repair Technologies	Solon Auto Body	
D & S Automotive Collision & Restyling	TruCast, Inc.	
D & S Heating and Cooling	Western Reserve Drafting, LLC	
Discount Tire	Troy Innovative Instrument, Inc.	
Eclipse Co., LLC	Selectric, LLC.	
EduTech Group	Universal Auto & Tire	
Fischer Special Tooling	Adventure Subaru	
Fioritto Family Dental	Air Technical Industries	
Glenn's Golf Cart Central	Alfieri Brothers	
Grand Rock Co., Inc.	Chapman Quality Contracting	
Great Lakes Dental	Edwards Plumbing, Heating & Cooling	
Hartsgrove Machine, Inc.	Exceptional Smiles at Landerbrook	
Highway Auto Center	Fenell Orthodontics	
Independence Excavating	Lintern Corporation	
Junction Auto Sales	Ohio's Center for Oral, Facial, & Implant Surgery	
Lake Erie College	Ohman Family Living at Blossom	
Lincoln Electric	Preston Superstore	
North Coast Perennial	Rosewood Diesel Shop, LLC	
Ohio Ordinance Works, Inc.	Swagelok Company	
Payne & Tompkins Design & Renovations	Tree Trimmin Express	
QP Manufacturing, LLC	V&S Schuler Engineering, Inc.	

**Auburn
Career Center**



Attachment Item #15H

*Warrensville Heights
High School*

*EMT-B/Fire 1 and 2
Program Agreement*

CAREER AND TECHNICAL EDUCATION PROGRAM AGREEMENT

This *Career and Technical Education Program Agreement* (“Agreement”) is entered into between the Auburn Vocational School District Board of Education (“Auburn Career Center”) and Warrensville Heights City School District Board of Education (“Affiliate School District”) (collectively, “Parties”) in order to establish a career and technical education program known as the Warrensville Heights High School Emergency Medical Services/Fire 1 & 2/Emergency Services Telecommunicator Program that is developed in coordination with the Auburn Career Center and operated by the Affiliate School District (“Career Technical Program”). The Auburn Career Center and Affiliate School District agree to the following conditions.

1. GOALS

The goal of this Agreement is for the Affiliate School District to leverage the knowledge, connections, and resources of the Auburn Career Center to establish a successful career and technical education program that is operated by the Affiliate School District. While the Affiliate School District will operate the Career and Technical Program, the Auburn Career Center will coordinate with the Affiliate School District in developing a course of study and provide career and technical supervision and administrative oversight with respect to the Career Technical Program. In addition, the Auburn Career Center will, whenever possible, provide the Affiliate School District with access to its established network of career and technical resources and business partnerships – with the intent that the Affiliate School District will establish a more effective Career Technical Program than the Affiliate School District could develop independent of the Auburn Career Center.

2. PROGRAM

- A. The Affiliate School District shall develop a course of study for the Career Technical Program, in coordination with the Auburn Career Center, that meets or exceeds Ohio Department of Education (“ODE”) career and technical education standards for career technical education as may be amended from time to time.
- B. A Warrensville Heights High School Administrator shall be an active member of the Auburn Career Center Public Safety Advisory Council.
- C. The Affiliate School District shall operate the Career Technical Program utilizing a course of study that is developed in coordination with the Auburn Career Center Public Safety Advisory Council and upon the final approval of the Auburn Career Center Director of Public Safety. The Career Technical Program shall be available to students who are both enrolled in the Affiliate School District/Heights CTE Consortium and eligible pursuant to the applicable program standards. The Career Technical Program shall be taught by qualified instructors with appropriate career technical education licensure that are employed and/or provided by the Affiliate School District (e.g., lectures) and Auburn Career Center (e.g., labs). Associate

Career and Technical Education Program Agreement - Warrensville Heights High School EMT-B/ Fire 1 and 2/Emergency Services Telecommunicator Program

School District Instructors who are qualified Ohio Department of Public Safety (ODPS) certification will be counted as ratio instructors as lab work. All instructors must meet all Auburn Career Center Public Safety Instructor Staff Requirements.

- D. The Auburn Career Center shall provide career technical supervision and administrative oversight with respect to the Career Technical Program. However, the Affiliate School District shall provide both the on-site and day-to-day monitoring and supervision of the Career Technical Program through appropriate administrative employees.
- E. The Affiliate School District shall develop and implement a viable Business and Industry Advisory Committee which complies with ODE quality program standards as may be amended from time to time.
- F. When applicable, job internships and job shadowing opportunities will be established for students enrolled in the Career Technical Program. The Auburn Career Center will assist the Affiliate School District in developing internships and shadowing opportunities for the Career Technical Program. However, the Affiliate School District shall be solely responsible for implementing and operating any internships and job shadowing programs.
- G. The Career Technical Program shall include Career Technical Student Organizations (“CTSOs”) which are provided by the Affiliate School District as co-curricular activities that are aligned with the Career Technical Program. The activities of the CTSOs shall be designed to support instructional objectives and the attainment of academic and career and technical competencies. Students enrolled in the Career Technical Program shall be required to participate in the CTSOs. A CTSO frequently involves fundraising to support expenses when CTSOs are participating in competitive events or supporting community-based initiatives. The Affiliate School District shall manage the funds associated with the CTSOs. The officers, members, employees, agents, and representatives of the Affiliate School District shall strictly comply with any and all financial controls, as may be amended from time to time, established by the Affiliate School District with respect to the collection, maintenance, and disbursement of CTSO funds.
- H. Agreements with respect to College Credit Plus and all other post-secondary credit transfer agreements shall be the responsibility of the Affiliate School District and the partnering postsecondary institution. When applicable, the Auburn Career Center will assist in this process.
- I. The Affiliate School District shall develop and administer assessment plans for the Career Technical Program. The assessment plans shall incorporate state, industry, and licensing standards. The Auburn Career Center shall assist in the process of

developing assessment plans. However, the ultimate responsibility for developing and administering assessment plans shall reside with the Affiliate School District.

- J. When available, the Affiliate School District shall provide opportunities for students enrolled in the Career Technical Program to obtain appropriate industry accreditation and/or opportunities to earn industry-recognized credentials.

3. **CAREER TECHNICAL PROGRAM RECORDS AND REPORTS**

- A. The Affiliate School District shall meet all ODE data reporting timelines and ODE data reporting quality standards.
- B. The determination of student residency and the recording of student attendance records is the sole responsibility of the Affiliate School District. Student residency and attendance records shall be shared with the Auburn Career Center upon request. In addition to student residency and attendance records, the Affiliate School District shall provide records related to the Career Technical Program upon the request of the Auburn Career Center. Such records shall include, but are in no way limited to, student passage rates; end of course exams; industry credentials; and post-program placement data.

4. **CAREER TECHNICAL PROGRAM STAFF**

- A. For those individuals employed by the Affiliate School District under this Agreement, the Affiliate School District shall employ qualified Career Technical Education licensed instructors for the Career Technical Program that meet or exceed ODE standards for career technical program funding requirements. All instructors employed by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District. The Affiliate School District shall assume all costs associated with the instructors including, but not limited to salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; Worker's Compensation benefits; and any other expenses and/or benefits with respect to such employees.
- B. For those individuals employed by the Affiliate School District under this Agreement, the ultimate selection of the instructors for the Career Technical Program shall be the decision of the Affiliate School District. However, the Auburn Career Center may screen and recommend candidates and may be part of the interview and selection process.
- C. For those individuals employed by the Affiliate School District under this Agreement, formal observations and evaluations of the instructors in the Career Technical Program shall be completed by the Affiliate School District.

D. For those individuals employed by the Affiliate School District under this Agreement, when necessary, the Affiliate School District shall provide substitute teachers for the Career Technical Program. All substitute teachers provided by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District or a third-party contractor. The Affiliate School District shall assume all costs associated with the substitute teachers including, but not limited to, salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; worker's compensation; and any other expenses and/or benefits with respect to such employees.

5. **EQUIPMENT**

[INTENTIONALLY LEFT BLANK]

6. **FACILITIES**

[INTENTIONALLY LEFT BLANK]

7. **STUDENTS**

- A. Only students enrolled in the Affiliate School District/Heights CTE Consortium may participate in the Career Technical Program.
- B. The Affiliate School District shall identify and enroll the appropriate number of students into the Career Technical Program in order to ensure necessary funding for the Career Technical Program.
- C. Students enrolled in the Career Technical Program shall abide by all codes, handbooks, policies, administrative guidelines, and other rules and regulations as may be amended from time to time established by the Affiliate School District regarding the conduct of students. The Affiliate School District shall be solely responsible for the discipline and conduct of students enrolled in the Career Technical Program.

8. **FUNDING**

While the Auburn Career Center will provide career and technical supervision and administrative oversight with respect to the Career Technical Program, funding for the Career Technical Program shall be the sole responsibility of the Affiliate School District. The Auburn Career Center shall not be financially responsible for the Career Technical Program in any way.

9. **CONTINUOUS MONITORING OF THE CAREER TECHNICAL PROGRAM**

- A. The Auburn Career Center will continuously monitor and evaluate the Career Technical Program including, but not limited to, monitoring and evaluating the instructional delivery; instructional management; curriculum; and availability of resources with respect to the Career Technical Program. The evaluation of the Career Technical Program shall conform to ODE quality program standards as may be amended from time to time, the ODPS guidelines as may be amended from time to time, and the Auburn Career Center curriculum review process as may be amended from time to time.
- B. In the event that there are concerns by the Auburn Career Center regarding the Career Technical Program, the Auburn Career Center may issue written notification to the Affiliate School District regarding that concern.
- C. Within thirty (30) days of the Auburn Career Center issuing written notification to the Affiliate School District of the concerns of the Auburn Career Center with respect to the Career Technical Program, the Auburn Career Center Superintendent or designee and Affiliate School District Superintendent or designee shall mutually develop an acceptable plan of action to address the concerns.

10. **DURATION, COMPENSATION, AND TERMINATION**

- A. **Duration:** This Agreement shall remain in effect for a term of one (1) school year – i.e., from **July 1, 2023**, until **June 30, 2024** – upon which time this Agreement shall terminate automatically.
- B. **Compensation**
 - 1. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following **for the EMT-B program** on or before **August 31, 2023**:
 - a. A flat fee of Nineteen Thousand One Hundred Ninety Five Dollars and Zero Cents (\$19,195) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Heights CTE Consortium. For example, if there is one (1) student enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Nineteen Thousand One Hundred Ninety Five Dollars and Zero Cents (\$19,195).

- b. One Thousand Seven Hundred Forty Five Dollars and Zero Cents (\$1,745.00) per student provided there is a minimum of eleven (11) students and no more than twenty (20) students enrolled from the Affiliate School District/Heights CTE Consortium. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty One Thousand Four Hundred Ten Dollars and Zero Cents (\$31,410.00).
 - c. No more than twenty (20) students can be enrolled in this program.
2. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following **for the Fire 1 and 2 program** on or before **August 31, 2023**:
- a. A flat fee of Forty-Six Thousand Two Hundred Dollars and Zero Cents (\$46,200.00) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Heights CTE Consortium. For example, if there is one (1) student enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Forty-Six Thousand Two Hundred Dollars and Zero Cents (\$46,200.00).
 - b. Four Thousand Four Hundred Dollars and Zero Cents (\$4,400) per student provided there is a minimum of eleven (11) students and no more than fifteen (15) students enrolled from the Affiliate School District/Heights CTE Consortium. For example, if there are fifteen (15) students enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center the total of amount Sixty Six Thousand Dollars and Zero Cents (\$66,000.00).
 - c. Four Thousand Two Hundred Dollars and Zero Cents (\$4,200.00) per student provided there is a minimum of sixteen (16) students and no more than twenty (20) students enrolled from the Affiliate School District/Heights CTE Consortium. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center the total of amount Seventy Five Thousand Six Hundred Dollars and Zero Cents (\$75,600.00).

- d. No more than twenty (20) students can be enrolled in this program.
3. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following **for the Emergency Services Telecommunicator** on or before **August 31, 2023**:
 - a. A flat fee of Six Thousand Dollars and Zero Cents (\$6,000.00) for the enrollment of more than zero (0) and less than five (5) students from the Affiliate School District/Heights CTE Consortium. For example, if there is one (1) student enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Six Thousand Dollars and Zero Cents (\$6,000.00).
 - b. Three Thousand One Hundred Ninety Seven Dollars and Zero Cents (\$3,197.00) per student provided there is a minimum of six (6) students and no more than ten (10) students enrolled from the Affiliate School District/Heights CTE Consortium. For example, if there are ten (10) students enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty One Thousand Nine Hundred Seventy Dollars and Zero Cents (\$31,970.00).
 - c. Two Thousand One Hundred Sixty Three Dollars and Zero Cents (\$2,163.00) per student provided there is a minimum of eleven (11) students and no more than fifteen (15) students enrolled from the Affiliate School District/Heights CTE Consortium. For example, if there are fifteen (15) students enrolled from the Affiliate School District/Heights CTE Consortium, the Affiliate School District shall pay the Auburn Career Center the total of amount Thirty Two Thousand Four Hundred Forty Five Dollars and Zero Cents (\$32,445.00).
 - d. No more than fifteen (15) students can be enrolled in this program.
 4. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center both (1) Fifty Dollars and Zero Cents (\$50.00) per hour and (2) the actual cost for Auburn Career Center staff needed to complete the services of this Agreement not set forth in Paragraphs 10(B)(1,2 and 3) of this Agreement.

5. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to reimburse the Auburn Career Center for items incidental to the performance of the services set forth in this Agreement, such as photocopying, messengers, travel expenses at IRS rates, postage, and specialized computer applications. The Affiliate School District agrees to remit payment to the Auburn Career Center within thirty (30) days of receiving an invoice. Any invoices that remain unpaid beyond ninety (90) days from the date of billing shall incur a ten (10) percent (10%) late fee.

C. **Termination:** This Agreement shall terminate prior to **June 30, 2024**, should any of the following events occur:

1) **Written Notice of Termination:** The Auburn Career Center may terminate this Agreement, for any reason, by delivering written notice of termination. If the Auburn Career Center delivers written notice of termination, then the Agreement shall terminate within thirty (30) days of the date on which the written notice of termination is delivered.

2) **Mutual Agreement of the Parties:** The Parties may terminate this Agreement by mutual agreement. If the Parties mutually agree to terminate this Agreement, then this Agreement shall terminate on the date agreed to by the Parties.

3) **Material Breach:** This Agreement shall terminate upon material breach of the Agreement including, but not limited to, the failure of the Affiliate School District to meet ODE data reporting timelines and ODE data reporting quality standards.

11. **CRIMINAL RECORDS CHECKS ON EMPLOYEES**

The Affiliate School District shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319 as may be amended from time to time, are adhered to and satisfied.

12. **CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS**

A. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and Ohio law ("Confidential Information"). *See* 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Agreement and that

they will not, at any time during or following the term of this Agreement, divulge, disclose, redisclose, or communicate any Confidential Information to any other person, firm, corporation, or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing party.

- B. Confidential Information does not include information which is: (a) in the public domain other than by a breach of Paragraph 12(A) of this Agreement, (b) rightfully received from a third party without any obligation of confidentiality, (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party, (d) independently developed by the recipient, or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

13. **RELATIONSHIP BETWEEN THE PARTIES**

- A. **Separate Entities:** At all times, the relationship of the Parties shall be as separate entities.
- B. **Not a Joint Venture:** Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other.
- C. **Employees:** Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for their respective employees.
- D. **Liability:** Each party is liable for the conduct of its own employees, as well as for conduct done at the direction of its own employees.

14. **NO THIRD-PARTY BENEFICIARY**

This Agreement is only for the benefit of the Parties as political subdivisions and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action or obtain any right to benefits or positions of any kind for any reason whatsoever.

15. **ASSIGNMENT**

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other party.

20. **INSURANCE/RESPONSIBILITY**

- A. **Limitation of Liability:** Each party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.
- B. **Insurance and Attorney Fees:** Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. In the event that a lawsuit is brought against a party as a result of any provision of this Agreement, each party shall be responsible for its own attorney fees and costs associated with such litigation.
- C. **Immunity:** Nothing contained in this Agreement is intended to nullify, override, or otherwise limit either party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

21. **ENTIRE AGREEMENT**

This Agreement constitutes the complete and exclusive Agreement between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Agreement.

22. **EXECUTION IN COUNTERPARTS**

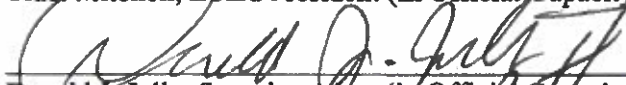
This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one Agreement. True and correct copies, including facsimile, electronic, or PDF copies of signed counterparts, may be used in place of originals for any purpose and shall have the same force and effect as an original.

[Signature Page to Follow]

FOR WARRENSVILLE HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION:



Traci Mitchell, Board President (In Official Capacity Only)



Donald J. Jolly, Superintendent (In Official Capacity Only)



Dr. Michael A. Rock, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. R-09-23-110

*This Agreement has no legal effect absent Board approval.

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Erik L. Walter, Board President (In Official Capacity Only)

Brian Bontempo, Superintendent (In Official Capacity Only)

Sherry Williamson, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____

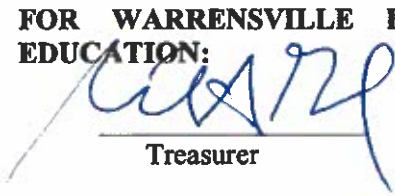
*This Agreement has no legal effect absent Board approval.

[Treasurer Certificates to Follow]

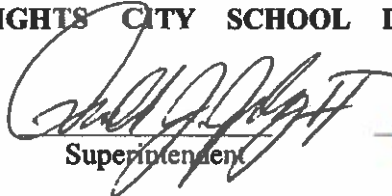
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATE

We certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.


FOR WARRENSVILLE HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION:



Treasurer



Superintendent



Board President

Date

Date

Date

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

Superintendent



Board President

Date

Date

Date