



Cuyahoga Valley Career Center

April 2023 Board Meeting

**April 27, 2023, 6:30 pm - 8:00 pm
Conference Room A**

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Cuyahoga Valley Career Center

March 2023 Board Meeting

**March 22, 2023, 5:30 pm - 6:30 pm
Conference Room A**

MINUTES

MINUTES

Cuyahoga Valley Career Center

Board

March 2023 Board Meeting

Wednesday, March 22, 2023, 5:30 pm - 6:30 pm

Conference Room A

In Attendance

Ashley Thomas; Gary Suchocki; Jacquelyn Arendt; James Gilbride; James Virost; Jennifer Burke; Michael Wiant; Robert Felber; Russ Fortlage

Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda item.

I. Call to Order

The Cuyahoga Valley Career Board of Education recognizes Jennifer Burke and Michael Wiant as new Board Members, appointed by the Revere Board of Education on March 14, 2023.

President Suchocki called the meeting to order at 5:30 PM.

II. OATH OF OFFICE

I, Jennifer Burke / Michael Wiant, do hereby solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will perform faithfully, to the best of my ability, the duties of Board of Education Member of Cuyahoga Valley Career Center.

III. Pledge of Allegiance

IV. ROLL CALL:

Mrs. Arendt____ Mrs. Burke____ Mr. Felber____
Mr. Fortlage____ Mr. Gilbride____ Mr. Suchocki____
Ms. Thomas____ Mr. Virost____ Mr. Wiant____

V. PRESIDENT'S REPORT

* National Technical Honor Society

VI. SUPERINTENDENT'S REPORT

- * Technology Presentation
- * News Flash | Student Connections | Alumni Spotlight

VII. BOARD COMMENTS

VIII. COMMITTEE REPORTS

- * Curriculum, Jacquelyn Arendt, Chairperson: March 22, 2023, 3:00 p.m., Conference Room 670
- * Policy, Robert Felber, Chairperson: March 22, 2023, 4:00 p.m., Conference Room 670

Conduct the first reading of the following policies: (no Board action required)

Bylaws/Policies

Policy # Policy Title

- 1617 Weapons
- 2220 Adoption of Courses of Study
- 2413 Career Advising
- 2430 District-Sponsored Clubs and Activities
- 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- 3217 Weapons
- 4217 Weapons
- 5330.02 Procurement and Use of Epinephrine Auto-Injectors in Emergency Situations
- 5335 Care of Students with Chronic Health Conditions
- 5336 Care of Students with Diabetes
- 7217 Weapons
- 7440.03 Small Unmanned Aircraft Systems
- 8210 School Calendar
- 8320 Personnel Records
- 8330 Student Records

IX. APPROVAL OF MINUTES

* Regular Meeting of February 23, 2023.

- ROLL CALL:

Mrs. Burke____ Mr. Felber____ Mr. Fortlage____
Mr. Gilbride____ Mr. Suchocki____ Ms. Thomas____
Mr. Virost____ Mr. Wiant____ Mrs. Arendt____

Move: Jacquelyn Arendt Second: James Gilbride Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt,
Russ Fortlage, Robert Felber, Ashley Thomas, Jennifer Burke, Michael
Wiant

X. COMMENTS FROM THE PUBLIC

The Board values and encourages public comment on education issues. Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.

The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to five (5) minutes duration.

XI. FINANCES

Resolution **#2023-3 12** Routine Items recommended (may be handled as one motion).

Move to accept all of the following routine financial items, as recommended by the Treasurer.

- Treasurer's Report:

Acceptance of the Financial Report for the month of February 2023.

2023-3 12 (1)

- ROLL CALL:

Mr. Felber____ Mr. Fortlage____ Mr. Gilbride____
Mr. Suchocki____ Ms. Thomas____ Mr. Virost____
Mr. Wiant____ Mrs. Arendt____ Mrs. Burke____

Move: Russ Fortlage Second: Ashley Thomas Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt,
Russ Fortlage, Robert Felber, Ashley Thomas, Jennifer Burke, Michael
Wiant

XII. NEW BUSINESS - Personnel

A. Resolution #2023-3 13 Approve Contract of Employment:

Approve Contract of Employment of Superintendent David L. Mangas, Jr.,
effective August 1, 2024 through July 31, 2029.

- ROLL CALL:

Mr. Fortlage____ Mr. Gilbride____ Mr. Suchocki____
Ms. Thomas____ Mr. Virost____ Mr. Wiant____
Mrs. Arendt____ Mrs. Burke____ Mr. Felber____

Move: Gary Suchocki Second: Robert Felber Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt,
Robert Felber, Ashley Thomas, Jennifer Burke, Michael Wiant

No: Russ Fortlage

XIII. NEW BUSINESS - Personnel (continued)

Resolution #2023-3 14 Personnel Items Recommended (may be handled as
one motion).

Move to accept all of the following administrative, certified and classified
personnel recommendations, conditioned on statutes of the state as revised
and consolidated into general provisions, titles, chapters and sections including
all bills passed and filed contained in the Ohio Revised Code, as
recommended by the Superintendent.

A. CERTIFICATED

- Adult Education Instructors' List 2022-23 School Year:

Approve the addition of James Franko to the part-time Adult Education
Instructors' List for the 2022-23 school year.

2023-3 14 (1)

- Employment:

Per **Resolution #2022-10 32 (7)**, employ Michael Zana as Health Careers Instructor, effective August 2023 for the 2023-24 school year, on a one-year limited contract, at Step 10A, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2023-3 14 (2)

- Professional Growth Days/Out-of-State Trips:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days and/or out of state trips. Professional growth days are granted outside of the normal working day.

2023-3 14 (3)

- Payment for Courses of Study Revision:

Approve payment for Course of Study development according to the terms of Article 12, Item A of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

\$ 600.00 Lauren Visnick, Algebra 1

\$ 600.00 Lauren Visnick, Algebra 2

\$ 600.00 Angela Nonno, Geometry

\$ 600.00 John Spano, Pathophysiology

\$ 600.00 Stacy McNamara, Job Training

\$ 600.00 Lynn Vincent, Transition to Work

\$1,200.00 Matthew Schoeffler, Heating and Air Conditioning

\$1,200.00 Shawn Fahey, Exercise Science and Sports Medicine

\$1,200.00 Jami Little, Programming and Software Development

\$1,200.00 Richard Pinkava, Engineering Technology

\$1,200.00 Melinda Wracher, Sales and Service Fundamentals

2023-3 14 (4)

B. CLASSIFIED

- Employment:

Per **Resolution #2023-2 10 (14)**, approve the employment of Kathleen McCafferty as Administrative Assistant II, effective March 31, 2023 through June 30, 2023, on a one year limited contract, for 220 days annual, at Administrative Assistant II, Step 8, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2023-3 14 (5)

- Resignation/Retirement:

Approve the resignation of Jennifer Mash, Cashier/Cook, effective March 15, 2023.

2023-3 14 (6)

- Replacement:

Approve the replacement of Cashier/Cook.

2023-3 14 (7)

- ROLL CALL:

Mr. Gilbride_____ Mr. Suchocki_____ Ms. Thomas_____

Mr. Virost_____ Mr. Wiant_____ Mrs. Arendt_____

Mrs. Burke_____ Mr. Felber_____ Mr. Fortlage_____

Move: Jacquelyn Arendt Second: James Gilbride Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt, Russ Fortlage, Robert Felber, Ashley Thomas, Jennifer Burke, Michael Wiant

XIV. NEW BUSINESS - Non-personnel

Resolution #2023-3 15 Non-personnel Items Recommended (may be handled as one motion).

Move to accept all of the non-personnel items, as recommended by the Superintendent.

- Donations:

Accept donations as per Resolution #1976-167.

2023-3 15 (1)

- 2023-24 CVCC School Calendar:

Authorize the adoption of the Cuyahoga Valley Career Center calendar for the 2023-24 school year.

2023-3 15 (2)

- Courses of Study Revision Development:

Authorize the development of courses of study for the 2023-24 school year for payment for the following programs: 8 quarters each for Education Professions, Computer Networking Academy, and Transportation Systems; 4 quarters each for English 9, English 11, English 12, Physics/Advanced Physics, and American History; and 2 quarters each for Economics and Government in accordance with the

terms of Article 12, Item A, of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

2023-3 15 (3)

- Courses of Study

Approve the High School Courses of Study for Algebra 1, Algebra 1, Geometry, Pathophysiology, Heating and Air Conditioning, Exercise Science and Sports Medicine, Programming and Software Development, Engineering Technology, Job Training, Sales and Service Fundamentals, Transition to Work, Adult Education Medical Administrative Specialist and Adult Education State Tested Nurse Aide, as recommended by the Assistant Superintendent and the Superintendent.

2023-3 15 (4)

- Course of Study Revision Schedule:

Approve the revised Course of Study Revision Schedule for January 2020 through January 2024.

2023-3 15 (5)

- Course of Study Revision Schedule:

Approve the new Course of Study Revision Schedule for January 2025 through January 2029.

2023-3 15 (6)

- Textbooks:

Approve the following textbook(s) for use during FY24 as recommended by the Assistant Superintendent and Superintendent.

Heating, Ventilation and Air Conditioning

Title: Refrigeration and Air Conditioning, 9th Edition

Author: Silberstein, Whitman, Johnson

Publisher: Cengage

Date of Publication: 2021

Programming and Software Development

Title: Java Programming 10th Edition

Author: Joyce Farrell

Publisher: Cengage

Date of Publication: 2023

Title: Shelly Cashman Series MS Office 365 & Access

Author: Sandra Cable & Ellen Monk

Publisher: Cengage

Date of Publication: 2024

Title: New Perspectives HTML 5 and CSS Comprehensive

Author: Patrick Carey

Publisher: Cengage

Date of Publication: 2021

2023-3 15 (7)

- Approve Agreement:

Approve Contracted Services Agreement between Laura Icardi/ACT Test Prep and Cuyahoga Valley Career Center for Summer 2023.

2023-3 15 (8)

- Professional Meeting Days:

Approve Claudette Knestrick, Student Support Services, and Carol Gileot, Administrative Assistant, to attend the 2023 Association of Veterans Education Certifying Officials (AVECO) Conference, July 9-13, 2023 in St. Louis, Missouri. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-3 15 (9)

- ROLL CALL:

Mr. Suchocki _____ Ms. Thomas _____ Mr. Virost _____
Mr. Wiant _____ Mrs. Arendt _____ Mrs. Burke _____
Mr. Felber _____ Mr. Fortlage _____ Mr. Gilbride _____

Move: Robert Felber Second: Ashley Thomas Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt, Russ Fortlage, Robert Felber, Ashley Thomas, Jennifer Burke, Michael Wiant

XV. ADJOURN

6:22 PM

- ROLL CALL:

Ms. Thomas _____ Mr. Virost _____ Mr. Wiant _____
Mrs. Arendt _____ Mrs. Burke _____ Mr. Felber _____
Mr. Fortlage _____ Mr. Gilbride _____ Mr. Suchocki _____

Move: Gary Suchocki Second: Jacquelyn Arendt Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt, Russ Fortlage, Robert Felber, Ashley Thomas, Jennifer Burke, Michael

Wiant

Next Meetings:

Regular Meeting: Thursday, April 27, 2023 at 6:30 PM in Conference Room A.

*APPROVED: _____

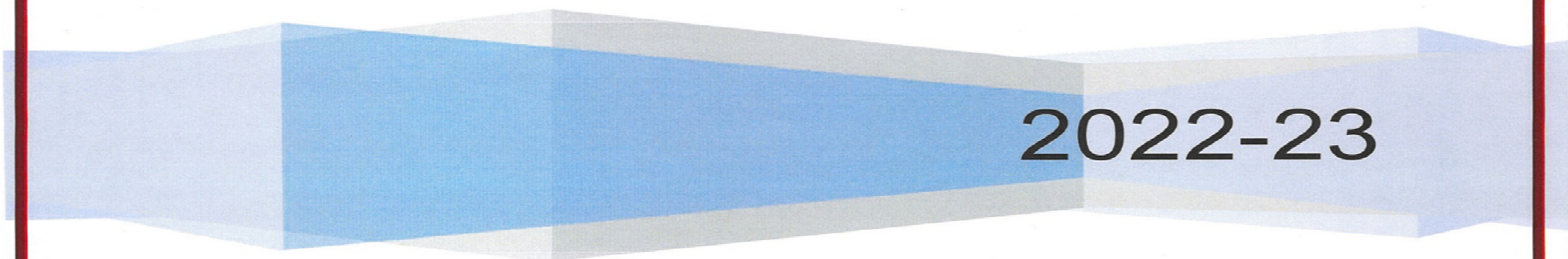
*ATTESTED: _____

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

March 31, 2023

Richard A. Berdine, Treasurer

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2022-23

Cuyahoga Valley Caree+A2:F28r Center



Forecast Comparison - General Operating Fund - March 2023



CUYAHOGA VALLEY
CAREER CENTER

CUYAHOGA VALLEY
CAREER CENTER

	March 2023 FCST Estimate	March 2023 Actuals	March 2022 Actuals	Variance- March 2023 Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 1,611,411	\$ 1,780,356	\$ 1,689,367	\$ 168,945	timing of receipt of tax advances compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 226,186	\$ 224,730	\$ 214,900	\$ (1,456)	
1.035 - Unrestricted Grants-in-Aid	\$ 145,241	\$ 123,463	\$ 190,842	\$ (21,778)	timing of receipts based upon prior fiscal year actuals, innovative workforce and credential reimbursement funding of estimated \$150K will be received in lump sum later in fiscal year rather than eight monthly distributions as estimated in forecast
1.040 - Restricted Grants-in-Aid	\$ 29,422	\$ 27,122	\$ (26,315)	\$ (2,300)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 55,083	\$ 110,602	\$ 68,266	\$ 55,519	interest rates/earnings increasing, increase in TIF payments received from Cuyahoga County developments included in tax settlement
1.070 - Total Revenue	\$ 2,067,343	\$ 2,266,274	\$ 2,137,061	\$ 198,931	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 2,067,343	\$ 2,266,274	\$ 2,137,061	\$ 198,931	
Expenditures:					
3.010 - Personnel Services	\$ 635,073	\$ 602,591	\$ 605,503	\$ 32,482	timing of expenditures compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 255,868	\$ 193,478	\$ 228,316	\$ 62,390	timing of expenditures compared to prior fiscal years, insurance amount for March is reduced due to chargeoffs to grants
3.030 - Purchased Services	\$ 61,802	\$ 100,856	\$ 87,487	\$ (39,054)	timing of expenditures compared to prior fiscal years, expenditures currently exceeding forecast estimate of 85% of total budgeted at 76.6% of budgets after 75% of fiscal year completed
3.040 - Supplies and Materials	\$ 46,473	\$ 36,630	\$ 43,731	\$ 9,843	
3.050 - Capital Outlay	\$ 3,844	\$ -	\$ 878	\$ 3,844	
3.060 - Intergovernmental	\$ 43,298	\$ -	\$ -	\$ 43,298	timing of CTE partnership payments to associate district compared to prior fiscal years
4.300 - Other Objects	\$ 67,439	\$ 81,037	\$ 63,957	\$ (13,598)	timing of expenditures compared to prior fiscal years
4.500 - Total Expenditures and Other Financing Uses	\$ 1,113,797	\$ 1,014,592	\$ 1,029,871	\$ 99,205	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 2,131,981	\$ -	\$ 18,980	\$ 2,131,981	timing of transfer for summer 2023 projects
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,245,778	\$ 1,014,592	\$ 1,048,851	\$ 2,231,186	
Surplus/(Deficit) for Month	\$(1,178,435)	\$ 1,251,682	\$ 1,088,210	\$ 2,430,117	

rb040523

Cuyahoga Valley Career Center

Forecast Comparison - General Operating Fund - March 2023



	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 12,240,602	\$ 12,465,802	\$ 11,891,854	\$ 225,200	timing of receipt of tax advances compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 513,811	\$ 512,355	\$ 487,616	\$ (1,456)	
1.035 - Unrestricted Grants-in-Aid	\$ 1,284,204	\$ 1,181,709	\$ 1,457,613	\$ (102,495)	timing of receipts based upon prior fiscal year actuals, innovative workforce and credential reimbursement funding of estimated \$150K will be received in lump sum later in fiscal year rather than eight monthly distributions as estimated in forecast
1.040 - Restricted Grants-in-Aid	\$ 263,401	\$ 262,502	\$ 160,604	\$ (899)	
1.050 - Property Tax Allocation	\$ 765,299	\$ 765,299	\$ 719,648	\$ -	
1.060 - All Other Operating Revenues	\$ 372,528	\$ 462,378	\$ 309,960	\$ 89,850	interest rates/earnings continue to increase, received unanticipated \$7773 from Cuyahoga County forfeited land sales
1.070 - Total Revenue	\$ 15,439,845	\$ 15,650,046	\$ 15,027,294	\$ 210,201	
Other Financing Sources:					
2.050 - Advances In	\$ 207,000	\$ 207,000	\$ 407,000	\$ -	
2.060 - All Other Financing Sources	\$ 770	\$ 1,522	\$ 770	\$ 752	
2.080 Total Revenue and Other Financing Sources	\$ 15,647,615	\$ 15,858,568	\$ 15,435,064	\$ 210,953	
Expenditures:					
3.010 - Personnel Services	\$ 6,238,282	\$ 6,207,364	\$ 6,280,795	\$ 30,918	timing of expenditures compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,220,087	\$ 2,167,137	\$ 2,154,856	\$ 52,950	timing of expenditures compared to prior fiscal years, insurance amount for March is reduced due to chargeoffs to grants
3.030 - Purchased Services	\$ 921,096	\$ 1,013,675	\$ 825,792	\$ (92,579)	timing of expenditures compared to prior fiscal years, expenditures currently exceeding forecast estimate of 85% of total budgeted at 76.6% of budgets after 75% of fiscal year completed
3.040 - Supplies and Materials	\$ 499,160	\$ 479,840	\$ 479,359	\$ 19,320	timing of expenditures compared to prior fiscal years
3.050 - Capital Outlay	\$ 53,668	\$ 55,166	\$ 17,177	\$ (1,498)	
3.060 - Intergovernmental	\$ 101,291	\$ 30,000	\$ 30,000	\$ 71,291	timing of expenditures compared to prior fiscal years
4.300 - Other Objects	\$ 332,725	\$ 325,513	\$ 263,597	\$ 7,212	
4.500 - Total Expenditures	\$ 10,366,309	\$ 10,278,695	\$ 10,051,576	\$ 87,614	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 4,077,960	\$ 3,871,981	\$ 835,014	\$ 205,979	transfer for summer 2023 projects less than forecast estimate
5.020 - Advances Out	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 14,666,269	\$ 14,372,676	\$ 11,093,590	\$ 293,593	
Surplus/(Deficit) FYTD	\$ 981,346	\$ 1,485,892	\$ 4,341,474	\$ 504,546	

rb040523

Cuyahoga Valley Career Center



Revenue Analysis Report - General Operating Fund Only - FY23



	Local Revenue				State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property							
July	2,575,707	-	17,659	1,256	126,931	-	29,207	-	2,750,759
August	3,176,706	182,246	36,289	26,418	151,336	-	28,744	207,000	3,808,739
September	130,211	105,379	31,505	50,299	127,016	407,539	28,741	240	880,930
October	-	-	39,070	424	128,716	357,760	29,599	1,282	556,850
November	-	-	31,725	8,174	126,074	-	30,126	-	196,099
December	-	-	27,107	1,260	124,119	-	32,697	-	185,183
January	306,000	-	37,990	2,604	150,788	-	26,828	-	524,210
February	4,496,823	-	38,239	1,758	123,266	-	29,438	-	4,689,524
March	1,780,356	224,730	51,356	59,246	123,463	-	27,122	-	2,266,274
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$12,465,802	\$512,355	\$310,939	\$151,439	\$1,181,709	\$765,299	\$262,504	\$208,522	\$15,858,569
% of Total	78.61%	3.23%	1.96%	0.95%	7.45%	4.83%	1.66%	1.31%	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									<i>rb040523</i>

Cuyahoga Valley Career Center



Expenditure Analysis Report - General Operating Fund - FY23



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other-Dues/Fees	Non-Operating*	Total Expenses
July	922,334	279,471	152,773	42,875	-	-	6,675	-	1,404,128
August	632,455	226,705	165,512	105,729	2,254	-	141,530	2,146,979	3,421,164
September	650,857	248,643	129,479	59,766	38,665	-	42,564	-	1,169,976
October	589,708	225,927	69,239	27,736	3,099	-	11,421	-	927,131
November	637,148	234,658	101,191	56,592	599	-	2,623	-	1,032,810
December	902,926	296,769	113,979	78,259	-	30,000	2,166	-	1,424,099
January	665,536	231,588	125,704	45,853	7,697	-	35,441	-	1,111,819
February	603,809	229,898	54,942	26,399	2,850	-	2,055	1,947,002	2,866,955
March	602,591	193,478	100,856	36,630	-	-	81,037	-	1,014,592
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$6,207,365	\$2,167,137	\$1,013,674	\$479,839	\$55,165	\$30,000	\$325,513	\$4,093,981	\$14,372,674
% of Total	43.19%	15.08%	7.05%	3.34%	0.38%	0.21%	2.26%	28.48%	
*Non-Operating expenses include advances and transfers out.									
Operating Fund includes General Fund (001) only									
									rb040523

Cuyahoga Valley Career Center



**CUYAHOGA VALLEY
CAREER CENTER**

March 2023

FINSUMM Financial Summary

rb040523

Fund	Fund Name	Beginning Balance	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
		7/1/2022							
001	General Fund	\$20,076,140.15	\$2,266,273.67	\$15,858,568.77	\$1,014,591.81	\$14,372,674.67	\$21,562,034.25	\$626,289.47	\$20,935,744.78
003	Permanent Improvement	\$1,729,281.07	\$0.00	\$3,773,542.00	\$45,327.89	\$1,794,346.85	3,708,476.22	\$2,154,080.40	1,554,395.82
006	Food Service	\$86,537.28	\$9,492.87	\$142,670.84	\$12,872.05	\$181,397.16	47,810.96	\$22,087.46	25,723.50
008	Endowment	\$72,771.25	\$240.59	\$1,690.95	\$3,500.00	\$11,500.00	62,962.20	\$0.00	62,962.20
009	Uniform School Supplies	\$30,178.72	\$685.00	\$102,916.28	\$4,259.28	\$106,585.71	26,509.29	\$34,321.21	(7,811.92)
011	Rotary-Special Services	\$110,105.98	\$4,835.69	\$24,739.78	\$2,505.36	\$25,437.15	109,408.61	\$7,315.68	102,092.93
012	Adult Education	\$874,656.12	\$68,137.40	\$1,011,373.13	\$109,452.26	\$1,165,074.88	720,954.37	\$67,770.18	653,184.19
018	Public School Support	\$193,760.09	\$4,074.71	\$42,288.74	\$6,389.08	\$43,165.79	192,883.04	\$12,557.25	180,325.79
019	Other Grants	\$147,269.81	\$0.00	\$0.00	\$1,329.12	\$29,361.10	117,908.71	\$10,257.39	107,651.32
022	District Agency	\$51,327.38	\$69,708.08	\$519,698.04	\$78,629.19	\$538,032.20	32,993.22	\$0.00	32,993.22
200	Student Managed Activity	\$44,802.12	\$4,699.96	\$163,764.68	\$17,004.57	\$130,907.00	77,659.80	\$30,756.18	46,903.62
451	Data Communications	\$0.00	\$900.00	\$1,800.00	\$900.00	\$1,800.00	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$1,110.00	\$400.00	\$6,000.00	\$0.00	\$5,110.00	2,000.00	\$475.00	1,525.00
499	Miscellaneous State Grants	\$2,500.00	\$0.00	\$14,714.75	\$14,714.75	\$17,214.75	0.00	\$0.00	0.00
508	Governors' Education Emerg. Relief	(\$2,074.68)	\$0.00	\$85,185.43	\$0.00	\$83,110.75	0.00	\$0.00	0.00
524	Carl Perkins Grants	(\$58,078.10)	\$16,032.53	\$361,126.25	\$49,412.71	\$340,080.09	(37,031.94)	\$44,731.84	(81,763.78)
599	Misc. Federal Grants (CARES Act)	(\$22,315.00)	\$0.00	\$177,748.45	\$27,383.45	\$103,933.45	51,500.00	\$32,371.05	19,128.95
	Grand Totals (ALL Funds)	\$23,337,972.19	\$2,445,480.50	\$22,287,828.09	\$1,388,271.52	\$18,949,731.55	\$26,676,068.73	\$3,043,013.11	23,633,055.62

Cuyahoga Valley Career Center



Approved Funds for FY23



This report is a listing of all grant funds authorized and/or received throughout fiscal year 2023.

Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received FY-to-date	Amount Received Project-to-date
<i>State Grants</i>					
451/9023	Network Connectivity FY23	\$1,800.00	\$900.00	\$1,800.00	\$1,800.00
461/9023	High Schools That Work FY23	\$4,000.00	\$400.00	\$4,000.00	\$4,000.00
461/9123	High Schools That Work SREB FY23	\$2,000.00	\$0.00	\$2,000.00	\$5,000.00
499/9023	BWC Safety FY23	\$14,714.75	\$0.00	\$14,714.75	\$14,714.75
499/9123	Skills Trainer Project FY23	\$11,400.00	\$0.00	\$0.00	\$0.00
	Total State Funds	\$33,914.75	\$1,300.00	\$22,514.75	\$25,514.75
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$72,604.00	\$0.00	\$62,143.68	\$69,226.46
508/9023	GEER I FY23	\$17,283.05	\$0.00	\$17,283.05	\$17,283.05
508/9123	GEER I FY23	\$5,758.70	\$0.00	\$5,758.70	\$5,758.70
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$8,765.40	\$232,980.65	\$232,980.65
524/9022	Carl D. Perkins Secondary FY22	\$346,023.88	\$0.00	\$51,052.75	\$346,023.88
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$7,267.13	\$42,992.58	\$42,992.58
524/9122	Carl D. Perkins Adult FY22	\$87,061.39	\$0.00	\$34,100.27	\$87,061.39
599/9022	HEERF Institution FY22	\$205,183.00	\$0.00	\$22,315.00	\$205,183.00
599/9222	HEERF Student FY22	\$205,183.45	\$0.00	\$105,433.45	\$205,183.45
599/9123	ESSER SAFETY FY23	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
	Total Federal Funds	\$1,425,678.24	\$17,332.53	\$646,574.88	\$1,287,207.91

rb040523

Cuyahoga Valley Career Center



Record of Advances for FY23



INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
8/26/2021	001	006/0000	Food Services	\$75,000.00	8/25/2022	\$75,000.00
8/26/2021	001	009/0000	Uniform School Supplies	\$50,000.00	8/25/2022	\$50,000.00
8/26/2021	001	022/9004	Section 125 - CVFT	\$32,000.00	8/25/2022	\$32,000.00
8/26/2021	001	200/960A	Student Leadership	\$50,000.00	8/25/2022	\$50,000.00
8/25/2022	001	006/0000	Food Services	\$75,000.00		
8/25/2022	001	009/0000	Uniform School Supplies	\$50,000.00		
8/25/2022	001	022/9004	Section 125 - CVFT	\$32,000.00		
8/25/2022	001	200/960A	Student Leadership	\$65,000.00		
TOTAL Advances				\$429,000.00		\$207,000.00
Advances Outstanding						\$222,000.00

rb040523

Cuyahoga Valley Career Center



Cash Reconciliation



March 31, 2023

Cash Summary Report Balance			\$ 26,676,068.73
Bank Balance:			
PNC Main Checking	2,130,407.16		
PNC - Merchant Svcs.	5,097.73		
PNC - Payroll Holding	30,000.00		
		\$ 2,165,504.89	
Investments:			
U.S. Bank: Meeder Investment Managers Managed Portfolio	18,249,524.12		
STAR Ohio	6,341,704.09		
		\$ 24,591,228.21	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (82,164.37)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	-		
Deposit in Transit	-		
Payroll in Transit	-		
		\$ -	
Bank Balance			\$ 26,676,068.73
Variance			\$ -

rb040523

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

March 2023

Appropriation Summary

rb040523

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	\$16,455,964.00	\$190,298.73	\$16,646,262.73	\$14,372,674.67	\$1,014,591.81	\$626,289.47	1,647,298.59	90.10%
003	Permanent Improvement	\$3,352,177.01	\$1,515,500.29	\$4,867,677.30	\$1,794,346.85	\$45,327.89	\$0.00	3,073,330.45	36.86%
006	Food Service	\$160,300.00	\$120.00	\$160,420.00	\$181,397.16	\$12,872.05	\$22,087.46	(43,064.62)	126.84%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$11,500.00	\$3,500.00	\$0.00	3,500.00	76.67%
009	Uniform School Supplies	\$100,870.00	\$14,615.68	\$115,485.68	\$106,585.71	\$4,259.28	\$34,321.21	(25,421.24)	122.01%
011	Rotary-Special Services	\$45,500.00	\$2,147.10	\$47,647.10	\$25,437.15	\$2,505.36	\$7,315.68	14,894.27	68.74%
012	Adult Education	\$1,796,308.34	\$25,406.84	\$1,821,715.18	\$1,165,074.88	\$109,452.26	\$67,770.18	588,870.12	67.67%
018	Public School Support	\$79,993.30	\$43,356.62	\$123,349.92	\$43,165.79	\$6,389.08	\$12,557.25	67,626.88	45.17%
019	Other Grants	\$131,016.47	\$16,253.34	\$147,269.81	\$29,361.10	\$1,329.12	\$10,257.39	107,651.32	26.90%
022	District Agency	\$790,000.00	\$0.00	\$790,000.00	\$538,032.20	\$78,629.19	\$0.00	251,967.80	68.11%
200	Student Managed Activity	\$133,367.00	\$12,515.14	\$145,882.14	\$130,907.00	\$17,004.57	\$30,756.18	(15,781.04)	110.82%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$900.00	\$0.00	0.00	100.00%
461	Vocational Education Enhancements	\$6,000.00	\$1,110.00	\$7,110.00	\$5,110.00	\$0.00	\$0.00	2,000.00	71.87%
499	Miscellaneous State Grants	\$11,400.00	\$2,500.00	\$13,900.00	\$17,214.75	\$14,714.75	\$0.00	(3,314.75)	123.85%
508	Governors' Education Emerg. Relief	\$25,698.63	\$60,789.66	\$86,488.29	\$83,110.75	\$0.00	\$0.00	3,377.54	96.09%
524	Carl Perkins Grants	\$402,845.31	\$26,895.63	\$429,740.94	\$340,080.09	\$49,412.71	\$44,731.84	44,929.01	89.55%
599	Miscellaneous Federal Grants	\$155,433.45	\$0.00	\$155,433.45	\$103,933.45	\$27,383.45	\$32,371.05	19,128.95	87.69%
Totals		\$23,663,673.51	\$1,911,509.03	\$25,575,182.54	\$18,949,731.55	\$1,388,271.52	\$888,457.71	\$5,736,993.28	77.57%

Cuyahoga Valley Career Center



Check Register for Checks > \$4,999.99 March 2023



Vendor	Amount	Fund	Description
Illuminating Co.	14,264.08	001	Electricity
CVCC - AE Federal Disburse	24,369.00	022	Adult education tuition from federal grants/loans
Comdoc Leasing	5,417.72	001	Copier lease
Energy Mechanic Corp.	17,100.00	001	HVAC equipment repairs
Gov Connection	8,200.00	003	Technology server backups
CONNECT	6,596.45	001	Data services
PNC Bank	7,757.51	various	Marketing services, student incentives, staff travel, meeting registrations, instructional supplies, staff lounge refrigerators, student certification vouchers, student course exams
Cintas	5,324.00	009/019	Student uniform rental
Gordon Food Service	5,021.60	various	Food services/culinary/hotels & resorts/staff appreciation supplies
Desidara Inc.	5,240.00	001/524	Marketing and website services
NEOnet	30,037.35	003	Technology switch replacements including support/service plans
CCG Automation, Inc.	14,714.75	499	HVAC safety equipment from State grant
CVCC - AE Federal Disburse	33,506.30	022	Adult education tuition from federal grants/loans
Amazon	8,099.32	various	instructional/office/maintenance/adult education/technology supplies
Suburban Health Consortium	136,992.18	various	Employee benefits insurance premiums
rb040523			



**CUYAHOGA VALLEY CAREER CENTER
INVESTMENT REPORT
March, 2023**

INVESTMENT PORTFOLIO

	AMOUNT
Meeder Investments	18,249,524.12
STAR Ohio Investments	6,341,704.09

TOTAL INVESTMENT PORTFOLIO 24,591,228.21

DISTRIBUTION OF INTEREST

	March 2023 Interest	FYTD 2023 Interest
General Fund (001)	51,356.23	310,939.32
Endowment Fund (008)	240.59	1,690.95
Cell Tower (018-9606)	340.23	2,365.16
Oil Well (018-9607)	168.93	1,152.03
Ocasek Scholarship (018-9610)	33.43	223.18

TOTAL INTEREST POSTED 52,139.41 316,370.64

Cuyahoga Valley Career Center



CVCC Adult Education Monthly and FYTD Estimates vs Actuals



FY2023--March 2023							
	Enrollment:	164					
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	83,141	61,548	(21,593)	999,147	597,332	(401,815)	cosmetology registration now on a rolling basis but has reduced enrollments to date since multiple entry dates to start program, slight overall enrollment decline in adult education programs, awaiting \$23,000 payment from Ohio Means Jobs for enrolled students
1730-Sale of Materials	6,802	5,291	(1,511)	54,103	53,239	(863)	
1790-Other Classroom Fees	1,345	765	(580)	14,495	10,600	(3,895)	
1833-Services to Patrons	241	75	(166)	2,173	535	(1,638)	
1890-Miscellaneous	1,304	458	(846)	33,094	11,405	(21,689)	fewer students completing high school diploma program to date
3110-State Foundation	0	0	0	294,360	335,261	40,901	received additional \$56K Adult Workforce Education funds from State and short-term certificate grant
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expend.	0	0	0	0	3,000	3,000	
Total Receipts	92,834	68,137	(24,696)	1,397,372	1,011,373	(385,999)	
Expenditures							
100-Salaries	87,044	71,451	15,593	799,727	668,232	131,495	program startups occurred in September and after for new school year
200-Fringe Benefits	27,547	24,362	3,184	256,079	219,635	36,444	program startups occurred in September and after for new school year
400-Purchased Services	5,592	6,158	(567)	107,410	72,745	34,664	program startups occurred in September and after for new school year
500-Supplies	3,298	7,136	(3,838)	72,191	55,708	16,483	program startups occurred in September and after for new school year
600-Equipment	0	0	0	120,000	111,261	8,739	
800-Other	275	345	(70)	8,232	4,438	3,794	
930-Refunds of Prior Yr. Rceipts	0	0	0	7,950	33,056	(25,106)	received unanticipated short-term certificate grant from State thus refunded tuition payments to eligible students
Total Expenditures	123,755	109,452	14,303	1,371,589	1,165,075	206,514	
Surplus/(Deficit) for Month & FYTD	(30,922)	(41,315)	(10,393)	25,783	(153,702)	(179,484)	

CVCC Adult Education Forecast Monthly Cash Flow Data Entry																
Advance In Current FY	0															
FY2023	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Totals</u>	<u>Annual Estimate</u>	<u>% of Estimate Received/Expended</u>	<u>Balance Remaining to be Received/Expended</u>
Receipts																
1214-Tuition	9,779	33,948	84,061	161,814	18,272	59,399	51,674	116,837	61,548	0	0	0	597,332	1,200,000	49.78%	602,668
1730-Sale of Materials	0	0	826	21,779	2,548	770	5,691	16,335	5,291	0	0	0	53,239	66,000	80.67%	12,761
1790-Other Classroom Fees	4,415	3,100	1,110	130	0	0	390	690	765	0	0	0	10,600	18,000	58.89%	7,400
1833-Services to Patrons	25	0	165	125	60	40	45	0	75	0	0	0	535	3,000	17.83%	2,465
1890-Miscellaneous	704	1,404	698	1,470	140	830	5,536	165	458	0	0	0	11,405	42,000	27.15%	30,595
3110-State Foundation	0	70,044	50,000	19,129	70,044	56,000	0	70,044	0	0	0	0	335,261	360,000	93.13%	24,739
5100-Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
5210-Advances In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
5300-Red. of Prior Year Expend.	0	0	3,000	0	0	0	0	0	0	0	0	0	3,000	0	0.00%	(3,000)
Total Receipts	14,923	108,496	139,860	204,447	91,064	117,039	63,336	204,071	68,137	0	0	0	1,011,373	1,689,000	59.88%	677,627
Expenditures																
100-Salaries	90,199	58,213	76,751	66,356	73,931	101,194	57,414	72,722	71,451	0	0	0	668,232	1,065,000	62.74%	396,768
200-Fringe Benefits	26,998	20,917	24,301	22,523	24,087	30,460	21,130	24,857	24,362	0	0	0	219,635	333,000	65.96%	113,365
400-Purchased Services	2,399	1,014	1,033	2,588	49,915	1,613	964	7,061	6,158	0	0	0	72,745	152,030	47.85%	79,285
500-Supplies	3,548	10,538	1,105	653	18,172	1,446	7,226	5,884	7,136	0	0	0	55,708	89,379	62.33%	33,671
600-Equipment	0	0	0	0	0	0	111,261	0	0	0	0	0	111,261	128,500	86.58%	17,239
800-Other	243	246	1,305	561	216	240	558	724	345	0	0	0	4,438	9,270	47.87%	4,832
920-Advances Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
930-Refunds of Prior Yr. Receipts	6,000	297	0	21,559	0	0	0	5,200	0	0	0	0	33,056	7,950	415.80%	(25,106)
Total Expenditures	129,388	91,225	104,495	114,240	166,320	134,952	198,553	116,449	109,452	0	0	0	1,165,075	1,785,129	65.27%	620,054
Receipts Over/(Under) Expend.	(114,465)	17,271	35,365	90,207	(75,256)	(17,913)	(135,217)	87,622	(41,315)	0	0	0	(153,702)	(96,129)		
Beg. Cash Bal. incl. Advance Across FY-end	874,656	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	720,954	720,954	874,656	874,656		
End. Cash Bal. incl. Advance Across FY-end	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	720,954	720,954	720,954	720,954	778,527		
End. Cash Bal. without Advances	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	720,954	720,954	720,954	720,954	778,527		
Encumbrances	150,618	218,650	223,319	233,224	162,074	152,644	43,780	71,458	67,770	0	0	0	0	25,000		
Ending Unenc. Bal.	609,573	558,812	589,508	669,809	665,703	657,220	630,867	690,811	653,184	720,954	720,954	720,954	720,954	753,527		

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(BOARD OF EDUCATION)
Revised Code, Secs. 5705.34-5705.35

The Board of Education of the Cuyahoga Valley JV School District,
Cuyahoga County, Ohio,

met in _____ session on the _____ day of _____, 2023
(Regular Or Special)

at the office of _____ with the following members present:

Mr./Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted
a Tax Budget for the next succeeding fiscal year commencing January 1st, 2024; and

WHEREAS, The Budget Commission of Cuyahoga County, Ohio, has
certified its action thereon to this Board together with an estimate by the County Fiscal Officer of the rate
of each tax necessary to be levied by this Board, and what part thereof is without, and what part within,
the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Education of the Cuyahoga Valley JV School District,
Cuyahoga County, Ohio, that the amounts and rates, as determined
by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said School District the rate
of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION AND COUNTY FISCAL OFFICER'S ESTIMATED TAX RATES**

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Com- mission Inside 10 M. Limitation	County Fiscal Officer's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
Sinking Fund			0.00	0.00
Bond Retirement Fund			0.00	0.00
General Fund			0.00	2.00
Library Fund			0.00	0.00
For improvement			0.00	0.00
State			0.00	0.00
TOTAL	\$0	\$0	0.00	2.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Fiscal Officer's Est. of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.		
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this

Resolution to the Fiscal Officer of said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Adopted the _____ day of _____, 20____.

Clerk of the Board of Education of the

Cuyahoga Valley JVSD

Cuyahoga County, Ohio.

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

The State of Ohio, Cuyahoga County, ss.

I, _____, Clerk of the Board of Education
of the Cuyahoga Valley School District, in said County, and in whose custody the Files
and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby
certify that the foregoing is taken and copied from the original _____

now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20_____

Clerk of the Board of Education of the

Cuyahoga Valley School District,

Cuyahoga County, Ohio.

No. _____

BOARD OF EDUCATION

CUYAHOGA VALLEY SCHOOL DISTRICT

Cuyahoga County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY FISCAL OFFICER

(Board of Education)

Adopted _____, 20_____

Clerk.

Filed _____, 20_____

County Fiscal Officer

By _____
Deputy.

CUYAHOGA VALLEY CAREER CENTER

2021-2024

Administrative, Support and Classified Exempt Employees

Compensation and Fringe Benefit Plan (ASCE Plan)

Adopted: April 29, 2021

Revised: May 26, 2022

Revised: April 27, 2023

Effective July 1, 2021

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ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT EMPLOYEES

COMPENSATION AND FRINGE BENEFIT PLAN

CLASSIFICATION OF TITLES

Administration: Assistant Superintendent, Principal, Director, Manager, Assistant Principal

Support: Supervisor, Specialist, Coordinator 220, Teacher/Coordinator, Network Engineer, Liaison

Classified Exempt (non-bargaining member): Executive Assistant, Administrative Assistant, Treasurer's Assistant, Accounts Payable, Coordinator 185, Student Support Services

SCOPE OF PLAN

- A. This Compensation and Fringe Benefit Plan (hereinafter referred to as the Plan) is designed for the Administrative, Support and Classified Exempt employees of the Cuyahoga Valley Career Center. Those governed by a collective bargaining agreement are not covered by this Plan. To the extent that an employee's individual contract with the District contains a provision contrary to the terms of this Plan, then the contract provision will prevail. For purposes of this Plan, an employee is full-time if the employee is on at least a one hundred eighty (180)-day contract and scheduled to work at least twenty-eight (28) hours per week. This Plan replaces and supersedes the Compensation and Fringe Benefit Plan for Non-collective Bargaining Groups. In accordance with Policy 3410.01 this Plan will be reviewed by the Superintendent on an annual basis and presented to the Board of Education for approval.

ARTICLE 1

Purpose

- A. The Plan is designed to attract and retain highly qualified employees and to provide them with an equitable compensation commensurate with the level of their education, skills, training, experience, job performance and the responsibilities of the position. The Plan advances the District's Mission Statement and implements many of the goals and objectives of the Strategic Plan and Management Reorganization.

ARTICLE 2

Employee Insurance / Health Care

Life Insurance

- A. For all Administrative, Support and Classified Exempt employees, life insurance shall be provided at two and one-half (2½) times the employee's annual salary. In lieu of life insurance, the employee shall have the option of directing the Board to pay into an annuity an amount equal to the premium it otherwise would have paid for the employee's life insurance.

Hospitalization/Major Medical Insurance

A. Group Health Insurance.

1. Spousal Insurance. If an employee's spouse is eligible to participate, as a current employee or retiree in group health insurance and/or prescription drug insurance sponsored by his/her employer or any public retirement plan, the spouse must enroll in such employer or public retirement plan sponsored group insurance coverage(s).

This requirement does not apply to any spouse who works less than thirty (30) hours per week AND is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's group health insurance coverage and/or prescription drug insurance coverage. This requirement also does not apply to any spouse who is a retiree under a public retirement plan and enrolled in Medicare coverage.

Upon the spouse's enrollment in any such employer or public retirement plan sponsored group insurance coverage, that coverage will become the primary payor of benefits and the coverage sponsored by the Board of Education will become the secondary payor of benefits. If an employee's spouse enrolls in his/her employer's health insurance, the employee shall not be required to enroll in single coverage offered by the Board of Education, provided the employee is eligible for family coverage.

Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer or any public retirement plan, as required by this Section, shall be ineligible for benefits under such group insurance coverage sponsored by the Board of Education.

Every employee whose spouse participates in the Board of Education's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board of Education, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer or any public retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all health and prescription drug insurance coverages sponsored by the Board of Education. Additional documentation may be required.

If you submit false information or fail to timely advise the Plan of a change in your spouse's eligibility for employer or public retirement plan sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by you results in the Plan providing benefits to which your spouse is not entitled, you will be personally liable to the Plan for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Plan. Any amount to be reimbursed by you may be deducted from the benefits to which you would otherwise be entitled. In addition, your spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the Plan. **If you submit false information, you may be subject to disciplinary action by your school district, up to and including termination of employment.**

2. Option not to Participate. Any employee not electing to participate in the current health coverage shall have a sum of twenty-five percent (25%) of the Board's cost of eligible single or family coverage of Plan 3C, dental and/or vision not used put into a Board-approved tax deferred annuity or at the employee's election, paid as compensation.

3. Hospitalization, Major Medical and Prescription Drug Insurance Plan Offering. The Board shall offer each employee a choice of four (4) managed care plans administered through the Suburban Health Consortium which shall consist of hospitalization, major medical and prescription drug insurance at comparable levels as follows:
 - a. SuperMed Plus
 - b. Plan 2A
 - c. Plan 3C
 - d. Minimum Value Plan

Employee Premium Contributions:

Plan	Effective 10/1/18 Administrative & Support	Effective 10/1/18 Classified Exempt
SuperMed Plus	20%	16%
Plan 2A	14%	14%
Plan 3C	12%	12%
Minimum Value Plan	0%	0%

All employee contributions shall be through payroll deduction to the extent authorized by law.

4. Enrollment. Each employee will be able to enroll in SuperMed Plus, Plan 2A, Plan 3C or the Minimum Value Plan each year. The Insurance Enrollment period is thirty (30) days following employment during the insurance year. All employees will complete insurance forms as required but not less than one (1) time per year except that all employees are required to update insurance data within ten (10) days before or after a change in status occurs. If a change in status occurs and the District is not notified in writing, the employee is responsible for the greater of the value of the premium or the claims. Any current Cuyahoga Valley employee covered through the insurance program of a family member who no longer qualifies for insurance coverage will be enrolled in the Cuyahoga Valley Program at the beginning of the next premium month. New employees who qualify will be enrolled in SuperMed Plus, Plan 2A, Plan 3C or the Minimum Value Plan at the beginning of the next premium month.

5. Workers' Compensation Claims. Cuyahoga Valley employees must submit medical expenses through the Workers Compensation Program for all covered claims. The employee who is injured in a covered claims area of the Workers Compensation Program must notify the doctor and/or hospital that the injury will be covered by this program during the admission or office admittance process. The

Cuyahoga Valley Insurance Program reserves the right to refuse payment for all such claims.

Family members who are eligible (regardless of whether the coverage is bought) for Workers Compensation Coverage in a covered claim area will not be reimbursed for any expenditures under the Cuyahoga Valley Insurance Program.

6. Retirees. Employees or family members who are covered by an insurance program through any retirement system will only be eligible for non-covered areas (such as dental or vision).

B. Co-Payment Pool

1. Employees may elect to have a minimum of Ten Dollars (\$10.00) per pay deducted and placed in this pool. The Board shall match Ten Dollars (\$10.00) per pay for each participating employee. Any employee not enrolled in SuperMed Plus, Plan 2A, Plan 3C or the Minimum Value Plan shall have an additional and separate deduction from his or her pay in an amount equal to the cost of the plan administration attributable to the employee. The Board shall pay the cost of plan administration for those employees who are enrolled in SuperMed Plus, Plan 2A, Plan 3C or the Minimum Value plan.
2. These funds will be distributed among employees by deposit to a medical reimbursement account (MRA), dependent care reimbursement account (DCRA) or both, at the election of the employee and in accordance with the plan as is currently in effect.
3. Employees may carry over the maximum allowed by the plan under IRS rules to the next calendar year.
4. These funds will be administered and distributed in accordance with the regulations which govern the administration of IRS Code Section 125.

C. Dental and Vision Insurance. Provided the employee is enrolled in SuperMed Plus, Plan 2A, Plan 3C or the Minimum Value Plan, and subject to the provisions of Section (A)(1) above, the Board shall pay one hundred percent (100%) of the cost of Dental and/or Vision insurance coverage at comparable levels as the coverage as set forth in the current Dental and/or Vision insurance coverage offered by the Board.

D. If an employee's spouse is an employee of Cuyahoga Valley Career Center and eligible for benefits described above, and either the employee or the spouse elects family coverage, the other will not be obligated to enroll or pay premium contributions but shall not be entitled to the opt-out benefit described above in Section (A)(2).

Insurance Study Committee

A. An insurance study committee shall be formed which is advisory to the CVFT and the administration. The purpose of this committee is to "troubleshoot" concerns with present insurance coverage along with obtaining information about alternative insurance concepts, plans, carriers, etc. in an effort to present options to effectuate cost containment. In addition, the committee will make recommendations to the CVFT and administration regarding the continued funding of the accounts referred to in Paragraph B under this article. The committee shall be comprised of two (2) administrative representatives (appointed by the Superintendent), two (2) CVFT representatives (appointed by the CVFT

President), one (1) support representative, one (1) classified exempt representative and one (1) OAPSE representative (selected by represented employees) and shall meet as needed.

Wellness Program Committee

- A. A wellness program committee shall be formed. This committee shall serve as advisory to the administration. The purpose of this committee is to establish a wellness program for the employees of Cuyahoga Valley Career Center. The committee would solicit and obtain programs from outside health sources to be implemented on site at CVCC for the benefit of the employees, such as a weight reduction program (i.e. Weight Watchers), smoking cessation program, exercise program (i.e. Jazzercise, Aerobics), screening programs (i.e. blood pressure, cholesterol), and informational programs regarding current health issues. Cost of such programs to be determined by an annual appropriation amount. The committee shall be comprised of two (2) administrative representatives (appointed by the Superintendent), one (1) support representative, one (1) classified exempt representative, one (1) OAPSE representative, one (1) part-time employee representative (the support, exempt, and part-time representatives to be selected by represented employee groups) and two (2) vacant seats to be available for CVFT participation.

ARTICLE 3

Vacation and Holidays

Vacation

- A. The Board of Education shall establish by contract the work year of each employee covered by this Plan. A maximum of five (5) days unused vacation may be carried over to the next year. Carry over days expire at the end of the next contract year. Additional carry-over days may be granted with Superintendent approval when unusual circumstances exist.
- B. All two hundred sixty (260)-day employees will be granted twenty (20) vacation days per contract year.
- C. All two hundred sixty (260)-day employees will be granted one (1) additional day of vacation after the first two (2) years of uninterrupted service with the District and one (1) additional day of vacation for every two (2) years following the second year, up to a maximum of five (5) additional days.

Holidays

Revised: 5/26/22

- A. The District recognizes the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Good Friday	The day before or after Christmas day (which day will be designated by the Administration at the beginning of the school year)
Memorial Day	Christmas Day
Juneteenth	
Independence Day	

- B. When a holiday falls on a Saturday, it shall be observed on the Friday before. If it falls on a Sunday, it shall be observed on the following Monday.
- C. If a Classified Exempt employee is required to work on a holiday, the employee will be paid an additional one and one-half (1½) times the hourly rate, or have the option of taking compensatory time equal to time and one-half (1½) of hours actually worked.
- D. In addition to the holidays listed above, two hundred sixty (260)-day Support and Classified Exempt employees will receive one (1) "floating holiday" per year to be scheduled with the Supervisor.

ARTICLE 4

Leaves

Sick Leave

- A. Sick leave shall be accumulated at the rate of one and one-fourth (1¼) days per month with an unlimited total. First year employees or employees who have exhausted their sick leave are granted five (5) days as of the first day of employment; however, these must be earned in the first four (4) months of employment before additional days can be accrued.
- B. The use of sick leave and transfer of sick leave shall be in accordance with the provisions of the Ohio Revised Code.
- C. Previously accrued sick leave of an employee from other Ohio public employment shall be transferred to Cuyahoga Valley Career Center provided that such employment by CVCC takes place within ten (10) years of the last employment from other public employment up to the maximum accumulated provided herein. Sick leave may be used for absence due to personal illness, due to pregnancy, injury, exposure to contagious disease which could be transmitted to others, and for accident, illness, injury, or death in the employee's family. The term "family" shall mean spouse, father, mother, brother, sister, child or anyone who clearly stands in the same relationship with the employee. In the event of the death of a close relative (other than "family") or friend, the employee may elect to take up to a total of three (3) days in any contract year as sick leave.
- D. If an employee is currently absent for thirty (30) consecutive days or more due to a documented catastrophic or long-term illness or accident of the employee, his/her spouse or minor child, and has exhausted all of his/her accumulated sick leave, another employee may donate up to five (5) days of his/her accumulated sick leave to the absent employee. The requirement of thirty (30) consecutive days absence may be waived in extraordinary circumstances at the discretion of the Superintendent.
- E. Sick leave may be used in one-half (½) hour increments.

Assault Leave

- A. Any employee covered by this Plan who is absent due to physical disability or trauma directly resulting from any assault by a student or parent or other(s), which occurs in the course of Board employment while on duty either on school grounds during school hours, or where assigned to be in attendance at a school-sponsored function, shall be eligible to receive assault leave.

- B. To qualify for assault leave, the employee must:
1. Receive a physical examination or psychological evaluation and diagnosis by a physician mutually agreed upon (the Board shall pay the costs of such physical).
 2. Deliver to the Treasurer (or cause to be delivered to the Treasurer) a signed statement on forms prescribed by the Board which shall indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault, and the willingness of the employee to pursue legal action against the assailant(s) and to cooperate with the Board and administration in such regard.
 3. File (or cause to be filed) a claim with the Bureau of Worker's Compensation: all medical payments shall be applied for through the Bureau of Worker's Compensation; if Worker's Compensation benefits are granted, the amount of these benefits shall be subtracted from the assault leave benefits (per diem rate of pay) paid by the Board of Education; and any medical costs not met by Worker's Compensation will be paid by the Board of Education or its agents.
 4. If an employee becomes permanently disabled due to an assault, (s)he shall apply for disability retirement; if disability retirement is granted, assault leave benefits shall end on the effective date of the first retirement check.
- C. In the event the employee is unable to complete the reports in a timely manner as a result of the assault, the employee shall receive assistance from his/her administrative supervisor to complete the required documents.
- D. Pursuant to the provisions of Ohio Revised Code, if medical attention is required, a certificate from a licensed physician stating the nature of the disability and its duration shall be required before assault leave can be approved for payment for the maximum twenty (20) days of assault leave.

Professional Leave

Administrative and Support Employees:

- A. Upon the recommendation of the Superintendent, the Board may initiate a leave of absence for an employee to receive additional training as may benefit him/her.
- B. Professional leave may be granted to any employee for professional study and improvement for a period not to exceed two (2) semesters in the same school year (one (1) year for twelve (12) month employees) after a minimum of five (5) years employment in the district, unless such restrictions are waived by the Superintendent. Payment will be at the employee's per diem rate less any substitute costs connected with the decision.
- C. Such a leave with pay may also be granted during the summer months when classes are not normally in session.
- D. In the event the leave is granted without Board-paid "fringe" benefits (insurance), employees may continue to participate in the district's collateral employee benefits (insurance) subject to the carrier's rules and regulations by remitting in advance monthly the costs of such programs for the employee on leave and his/her dependents if so covered, or as otherwise approved by the Superintendent.

- E. Upon return to duty, the employee shall be returned to the same or similar position.
- F. Upon return to duty, all rights with respect to contract status, salary increments, and other benefits provided by law or granted by the Board shall be granted to the employee.
- G. The leave must be based on a prospectus for professional growth submitted by April 1 and approved by the Superintendent, as well as the availability of a satisfactory substitute.
- H. Evidence will be required to show that the plan is being followed prior to any partial payment.
- I. The employee will be required to spend at least one (1) year following the leave of absence in employment of the school district unless the employee has completed ten (10) years in the district.
- J. No more than five percent (5%) of the employees covered by this Plan may be on sabbatical leave at one time, nor shall this leave be granted to the same employee more than once in a three (3)-year period.

Personal Leave

Each employee covered by this Plan will be entitled annually to a total of three (3) personal leave days. The reason for the personal leave is unrestricted; however, the use of the days requires supervisor approval. A maximum of two (2) days unused personal leave may be carried over to the next year. Carry over days expire at the end of the next contract year.

- 1. All requests for personal leave must be submitted five (5) days in advance of the leave day(s) on the advance leave request form. The Superintendent or his/her designee may waive the advance notice when reasons warrant such action.
- 2. Personal leave days may not be used immediately before or after a holiday or vacation, except with personal circumstances that may require that leave. The exception requires prior approval from the Superintendent or his/her designee.
- 3. All requests for personal leave will receive prompt attention.
- 4. Personal leave may be used in one-half (½) hour increments.

Jury Duty Leave

- A. Any employee who serves as a juror shall continue to be paid his or her salary while serving as a juror. The employee may retain the remuneration received in connection with jury service but shall present to the Treasurer or designee the check or other evidence of receipt of the remuneration in order to verify the leave.

Maternity Leave

- A. An employee who is pregnant shall file a letter of notification with the Superintendent no later than the end of the sixth month of pregnancy. This notification shall include the anticipated delivery date, and shall indicate whether the employee plans to take a maternity leave of absence or not.
- B. If the employee wishes to take a maternity leave of absence, the actual beginning of the leave shall be no later than the next regularly scheduled workday following the delivery

date or at such earlier time as specified by the employee.

C. Maternity leave shall be subject to the following provisions and conditions:

1. The employee may use any or all accumulated sick days while on maternity leave before, and six (6) weeks following delivery upon the recommendation of her physician while unable to return to work.
2. If the employee chooses not to use accumulated sick leave, or if accumulated sick leave expires during the maternity leave, the employee shall be permitted to continue health insurance coverage at the employee's expense and subject to the carrier's conditions throughout the period of maternity leave.
3. Between the time leave is requested and one (1) calendar week following the delivery date, the employee shall have the right to cancel the leave upon written notification to the Superintendent. If the time limit of one (1) calendar week following the delivery date occurs on a Saturday, Sunday, or Board-recognized holiday, the leave may be canceled no later than the weekday following the one (1) calendar week.
4. The leave shall extend through the date requested by employee for the school year in which the leave begins and, upon the request of the employee, for an additional school year.
5. Employees on maternity leave shall notify the Superintendent by letter of plans for the coming school year by April 1 preceding that school year.
6. On returning to service from maternity leave, the employee shall be returned to the same or similar position the employee occupied prior to the leave if said position has not been abolished.
7. Upon return to duty, all rights with respect to contract status, salary increments, and other benefits provided by law or granted by the Board shall be granted to the employee, except such leave will not be included for the purposes of seniority and placement on the salary schedule.

Paternity and Adoption Leave

- A. Upon advance written request, a total of no more than ten (10) days of paid sick leave will be granted for the birth or adoption of a child.
- B. Upon advance written request, a total of no more than five (5) days per contract year of paid sick leave will be granted for the birth of the employee's grandchildren. The number of days will be determined by the Superintendent or his/her designee.

ARTICLE 5

Working Conditions

Workday

- A. Prior to each school year, the Superintendent will announce non-workdays for the upcoming contract year. In the event there are more than two hundred sixty (260)

workdays in any contract year, the additional days will be considered non-workdays for two hundred sixty (260)-day employees.

- B. The workday for all employees covered by this Plan shall be eight (8) hours. The Superintendent shall have the authority to establish and modify the specific work schedules for each of the employees covered by this agreement. During non-school days, the Superintendent may revise the workday to meet the workload of the School District. The schedules may vary from department to department, but the number of hours shall be uniform.
- C. Administrative and Support employees may be required to work during times other than the normal working hours. Administrative and Support employees are not entitled to additional compensation or overtime for any additional time they may be required to work.

Duty Free Lunch Period

- A. For Administrative and Support employees reasonable accommodations will be made for lunch.
- B. Classified Exempt employees working two hundred sixty (260)-day contracts shall have a one (1) hour duty-free lunch period each day of which half ($\frac{1}{2}$) an hour is unpaid. During non-school days, all Classified Exempt employees shall have a one (1) hour duty-free lunch period each day, unless an approved adjusted schedule is in effect, then the duty-free lunch shall be consistent with the adjusted schedule as approved by the Superintendent or designee.

Increased Responsibilities

- A. At any time, the Superintendent or designee may recommend to the Board a change in job classification due to increase in individual job responsibilities.

Employee Assignment

- A. Employees covered by this Plan shall work under a job description. The Board of Education will maintain a record of all job descriptions as developed or revised for all employees covered by this Plan. The Board expects the Superintendent to assign all employees covered by this Plan in a manner consistent with accomplishing the goals established for the District by the Board and within the guidelines as established by the Ohio Revised Code.

Employee Evaluation

- A. Employees covered by this Plan will be evaluated under the evaluation Plan as established by the Board of Education.
- B. Employees on limited contracts shall have yearly evaluations which will include interim evaluations. Employees on continuing contracts shall have an evaluation every three (3) years, unless the employee and/or supervisor deem a more frequent schedule is necessary.

Mileage

- A. All mileage accumulated for authorized District business by an employee covered by this Plan shall be reimbursed at the current rate established by the Internal Revenue Service.

ARTICLE 6

Salary and Additional Compensation

Salary

- A. The salary of each employee shall be stated in the employee's contract with the District. The amount of the employee's salary and the amount of any increase in salary shall be established pursuant to the Salary Schedules adopted by the Board. The Superintendent will review employees' salaries annually and if the Superintendent recommends increases beyond the salary steps, the increases will require Board approval.

- B. For Administrative, supervisory Support and Classified Exempt Central Office employees who began work prior to August 1, 2018, the Board will establish procedures for the automatic pick-up of the employee's portion of the Retirement System contribution and Medicare tax from the employee's salary. With the implementation of these procedures and the acceptance of said procedures by the Retirement System, the Board will not deduct state or federal taxes on the amount of the employee's total required contribution to the Retirement System or to Medicare, with appropriate notations made on the employee's W-2 forms. The Board's pick-up of the employee's portion of the Retirement System contribution shall be treated as additional compensation for the purpose of determining the contribution.

- C. The Board proposes the salary stipend for current employees as outlined in the chart below.

SALARY STIPEND	2021-22		2022-23		2023-24	
	<260 Day	260 Day	<260 Day	260 Day	<260 Day	260 Day
Salary Scale with Step	\$233	\$311	\$466	\$622	\$699	\$933
Salary Scale Stepped-Out	\$932	\$1,242	\$1,864	\$2,484	\$2,796	\$3,726

SUPPORT	<260 Day	260 Day	<260 Day	260 Day	<260 Day	260 Day
	Salary Scale with Step	\$268	\$357	\$536	\$714	\$804
Salary Scale Stepped-Out	\$1,070	\$1,426	\$2,140	\$2,852	\$3,210	\$4,278

ADMINISTRATIVE	<260 Day	260 Day	<260 Day	260 Day	<260 Day	260 Day
	Salary Scale with Step	\$426	\$568	\$852	\$1,136	\$1,278
Salary Scale Stepped-Out	\$1,703	\$2,270	\$3,406	\$4,540	\$5,109	\$6,810

Stipend Rules:

- 1. If employee receives a step raise within the contract year, employee will receive the Salary Scale with Step Stipend. If employee does not receive a step raise, employee will receive the Salary Scale Stepped-Out Stipend.

- 2. Stipend will be paid at 50% the second pay of November and 50% the second pay of May.

3. If employee works a partial year, stipend will be prorated per number of days/hours worked divided by contracted days/hours.
4. For eligible employees, stipend is added to all hourly rate calculations (i.e. overtime, holiday pay)
5. Stipend is included in the salary amount reported to SERS/STRS.
6. Yearly stipends are non-cumulative.

Longevity Stipend

- A. Beginning with the fifteenth year of continuous service with Cuyahoga Valley Career Center, classified exempt employees will be entitled to an annual longevity payment as follows:

15 th year: \$600	21 st year: \$1,500
17 th year: \$900	25 th year: \$2,000
19 th year: \$1,200	30 th year: \$2,500
	35 th year: \$3,000

- B. Classified Exempt Employees who began work prior to July 1, 2018, will continue to receive their current level of longevity stipend until they reach a higher stipend level on the 2018-21 ASCE Plan.

Tax Sheltered Annuity

- A. For Administrators who began work prior to August 1, 2018, the Board shall provide each Administrative employee with a tax-sheltered annuity in the amount of Two Thousand Dollars (\$2,000.00) annually, in addition to the base salary.

Overtime

- A. With prior approval by the Superintendent or designee, Classified Exempt employees with more than forty (40) hours worked in a week will be paid at time and one-half (1½) their hourly rate or have the option of taking compensatory time equal to time and one-half (1½) for those hours worked over forty (40). Hours worked means actual hours on the job and does not include sick, personal, holidays, vacation, calamity, etc.

Calamity Days

- A. The Superintendent or designee will announce to Administrative and Support employees who must report to work during a calamity day.
- B. Upon official notification of a calamity day, all employees scheduled to work shall be paid for the calamity day. Those Classified Exempt employees required by their Supervisor to report to work, shall be paid at their hourly rate in addition to receiving their regular rate of pay, or have the option of taking compensatory time equal to the number of hours actually worked.
- C. For Career Development employees, a calamity day is defined as a day when an official calamity day has been called for the district/building to which a Career Development employee has been assigned on the day the calamity has been called.
- D. Any employee who has requested and has been granted sick leave, personal leave or

vacation on a day which has been declared a calamity day will not be charged with sick leave, personal leave or vacation on that date.

ARTICLE 7

Continuing Career Development

Adult Education

- A. All employees may enroll in District Adult Education classes with remission of fees provided space is remaining in the class after tuition students are enrolled.

Tuition Reimbursement

- A. The Board agrees to set aside the following amounts per year to a tuition reimbursement pool. At the conclusion of each year, all employees covered by this Plan successfully completing approved course work will share in this pool according to the following guidelines:

Administrative Employees:	\$10,000.00
Support Employees:	\$10,000.00
Classified Exempt Employees:	\$10,000.00

- B. An employee's share may not exceed the cost of the tuition for the year.
- C. If the number of employees taking a course during the year exceeds the amount of monies in the pool, then the employees will share equally by dividing the monies available by the number of employees having completed a course.
- D. If the total cost of tuition by the employees does not exceed the pool amount, the monies left may be used to reimburse a second course by an employee or employees. If insufficient funds exist to fully fund this second course, the money shall be shared by the employees completing the second course. This procedure will continue for a third or larger number of courses taken until the money is exhausted.
- E. Advance written notice of intended course work will be provided to the Superintendent or his designee for approval at least two (2) weeks prior to the start of the course. All credit submitted for reimbursement must be directly applicable to the employee's certificate requirements, an educational degree, or a career plan approved by the Superintendent.
- F. Classes must be scheduled during non-school time. Payment shall be made following submission of verification of completion of the course with at least a "C" grade in letter grade courses and a "pass" grade in pass/fail courses. Also, the employee must submit a voucher validating the tuition payment. The cut-off date for reimbursement will be September 15.
- G. A letter of authorization verifying completion of each of the doctoral dissertation hours for doctoral candidates/students will be required due to the issuance of "In Progress" ("IP") grade on grade report until final oral defense and approval of dissertation. (In some cases this can be up to, but not limited to, ten (10) semester hours of coursework.)
- H. The tuition reimbursement year is September 16 through September 15. All required paperwork must be submitted by September 15 of the tuition year the course is completed.

Seminars

- A. Administrative employees may, with prior approval of the Superintendent, attend either the Legal Update for School Heads through Kent State University or the Ashland Leadership Academy through Ashland University. Tuition expenses shall be paid per the *Tuition Reimbursement* section of this article. All other approved expenses shall be paid by the Board of Education per professional meeting and travel reimbursement guidelines. Credits earned may be counted toward the educational stipend. Credits for certification/licensure renewal must be submitted to the LPDC for approval prior to attending the seminar.

ARTICLE 8

Retirement Benefits

Retirement Stipend – Support & Classified Exempt Employees

- A. For employees who began work prior to July 1, 2015, the Board will offer a retirement stipend equal to twenty-five percent (25%) of the employee's annual base salary to those employees who retire on or before June 30 of the contract year in which they are first eligible to retire.
- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement stating his/her retirement date.
 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of STRS/SERS during the first year of eligibility. Retirement must be taken during the employee's individual contract year in which he/she first becomes eligible (i.e. if the employee is first eligible on February 1 and the employee's contract year ends June 30, the employee must retire by June 30).
 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 5. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid six (6) months following the employee's retirement provided proof of the employee's retirement is supplied.

Retirement Stipend – Administrative Employees

- A. For employees who began work prior to July 1, 2015, the Board will offer a retirement stipend of Thirty Thousand Dollars (\$30,000.00) to those administrative employees who retire on or before July 31 of the contract year in which they are first eligible to retire.

- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement.
 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS).
 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 5. The employee must retire at a time other than during the school year unless on a disability retirement or approved by the Superintendent.
 6. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid the January following the employee's retirement provided proof of the employee's retirement is supplied.

Severance Pay

- A. Severance pay shall be a one (1)-time, lump-sum payment to eligible employees according to the following:
1. Eligibility: An employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:
 - a. The employee retires, or upon death, or non-renewal due to program elimination from the school system.
 - b. Service retirement is retirement in accordance with the guidelines established by any state or municipal retirement system in this state.
 - c. Ten (10) years of continuous service with Cuyahoga Valley Career Center to be eligible. A minimum of one hundred twenty (120) days must be worked to constitute one (1) year.
 2. Benefit calculation: the amount of the benefit due an employee shall be calculated by:
 - a. Multiplying the employee's accrued but unused sick leave by twenty-five percent (25%).
 - b. Multiplying the product times the base per diem rate of pay (including longevity) appropriate for that employee's placement on the salary schedule. For those employees on a two hundred sixty (260)-day contract, vacation days (up to a maximum of twenty (20) days) and holidays (as listed in ARTICLE III, *Holidays*, A.) shall not be included when calculating the per

diem rate of pay.

- c. The amount of the benefit calculated in steps (2.a.) and (2.b.) directly above shall not exceed the value of seventy-five (75) days of accrued but unused sick leave.
 - d. During the employee's final two (2) years prior to severance, he/she shall earn one-quarter (1/4) day of additional severance pay for each unused sick day in the final two (2) years. The additional severance shall not exceed the value of seven and one-half (7½) days.
 - e. Severance pay will be paid in January of the year following retirement. In the case of death, severance will be paid to a named beneficiary. In the absence of a named beneficiary, severance will be paid to the estate.
- B. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

ARTICLE 9

Payroll Practices

- A. Tax Sheltered Annuities. Employees may elect to purchase tax sheltered annuities bi-weekly through payroll deductions choosing from not less than two (2) Board approved plans. Employees may change plans or the amount of deduction or both, by making arrangements with the Treasurer.
- B. Accumulated and used sick days are to be on all pay stubs.

SALARY SCHEDULE PLACEMENT

- A. Salary schedule placement is to be determined by the Superintendent as noted in Management Guidelines.

PLAN MODIFICATIONS

- A. While this Plan is in effect, these provisions may be adjusted as recommended by the Superintendent and approved by the Board of Education.

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**ADMINISTRATIVE SALARY SCHEDULE
ASSISTANT SUPERINTENDENT
260 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$104,916	\$104,916	\$104,916	0
Stipend	\$568	\$1,136	\$1,704	Stipend
1	\$107,057	\$107,057	\$107,057	1
Stipend	\$568	\$1,136	\$1,704	Stipend
2	\$109,242	\$109,242	\$109,242	2
Stipend	\$568	\$1,136	\$1,704	Stipend
3	\$111,471	\$111,471	\$111,471	3
Stipend	\$568	\$1,136	\$1,704	Stipend
4	\$113,746	\$113,746	\$113,746	4
Stipend	\$568	\$1,136	\$1,704	Stipend
5	\$116,067	\$116,067	\$116,067	5
Stipend	\$568	\$1,136	\$1,704	Stipend
6	\$118,436	\$118,436	\$118,436	6
Stipend	\$568	\$1,136	\$1,704	Stipend
7	\$120,853	\$120,853	\$120,853	7
Stipend	\$568	\$1,136	\$1,704	Stipend
8	\$123,270	\$123,270	\$123,270	8
Stipend	\$568	\$1,136	\$1,704	Stipend
9	\$125,735	\$125,735	\$125,735	9
Stipend	\$568	\$1,136	\$1,704	Stipend
10	\$128,250	\$128,250	\$128,250	10
Stipend	\$568	\$1,136	\$1,704	Stipend
* 10+	\$128,250	\$128,250	\$128,250	* 10+
Stipend	\$2,270	\$4,540	\$6,810	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE

PRINCIPAL

228 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$90,478	\$90,478	\$90,478	0
Stipend	\$426	\$852	\$1,278	Stipend
1	\$93,192	\$93,192	\$93,192	1
Stipend	\$426	\$852	\$1,278	Stipend
2	\$95,989	\$95,989	\$95,989	2
Stipend	\$426	\$852	\$1,278	Stipend
3	\$98,870	\$98,870	\$98,870	3
Stipend	\$426	\$852	\$1,278	Stipend
4	\$101,836	\$101,836	\$101,836	4
Stipend	\$426	\$852	\$1,278	Stipend
5	\$104,891	\$104,891	\$104,891	5
Stipend	\$426	\$852	\$1,278	Stipend
6	\$108,037	\$108,037	\$108,037	6
Stipend	\$426	\$852	\$1,278	Stipend
7	\$111,278	\$111,278	\$111,278	7
Stipend	\$426	\$852	\$1,278	Stipend
8	\$114,616	\$114,616	\$114,616	8
Stipend	\$426	\$852	\$1,278	Stipend
9	\$118,055	\$118,055	\$118,055	9
Stipend	\$426	\$852	\$1,278	Stipend
10	\$121,597	\$121,597	\$121,597	10
Stipend	\$426	\$852	\$1,278	Stipend
* 10+	\$121,597	\$121,597	\$121,597	* 10+
Stipend	\$1,703	\$3,406	\$5,109	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE DIRECTOR/MANAGER 260 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$90,478	\$90,478	\$90,478	0
Stipend	\$568	\$1,136	\$1,704	Stipend
1	\$93,192	\$93,192	\$93,192	1
Stipend	\$568	\$1,136	\$1,704	Stipend
2	\$95,989	\$95,989	\$95,989	2
Stipend	\$568	\$1,136	\$1,704	Stipend
3	\$98,870	\$98,870	\$98,870	3
Stipend	\$568	\$1,136	\$1,704	Stipend
4	\$101,836	\$101,836	\$101,836	4
Stipend	\$568	\$1,136	\$1,704	Stipend
5	\$104,891	\$104,891	\$104,891	5
Stipend	\$568	\$1,136	\$1,704	Stipend
6	\$108,037	\$108,037	\$108,037	6
Stipend	\$568	\$1,136	\$1,704	Stipend
7	\$111,278	\$111,278	\$111,278	7
Stipend	\$568	\$1,136	\$1,704	Stipend
8	\$114,616	\$114,616	\$114,616	8
Stipend	\$568	\$1,136	\$1,704	Stipend
9	\$118,055	\$118,055	\$118,055	9
Stipend	\$568	\$1,136	\$1,704	Stipend
10	\$121,597	\$121,597	\$121,597	10
Stipend	\$568	\$1,136	\$1,704	Stipend
* 10+	\$121,597	\$121,597	\$121,597	* 10+
Stipend	\$2,270	\$4,540	\$6,810	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

**ADMINISTRATIVE SALARY SCHEDULE
ASSISTANT PRINCIPAL
228 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$84,447	\$84,447	\$84,447	0
Stipend	\$426	\$852	\$1,278	Stipend
1	\$86,979	\$86,979	\$86,979	1
Stipend	\$426	\$852	\$1,278	Stipend
2	\$89,589	\$89,589	\$89,589	2
Stipend	\$426	\$852	\$1,278	Stipend
3	\$92,277	\$92,277	\$92,277	3
Stipend	\$426	\$852	\$1,278	Stipend
4	\$95,046	\$95,046	\$95,046	4
Stipend	\$426	\$852	\$1,278	Stipend
5	\$97,898	\$97,898	\$97,898	5
Stipend	\$426	\$852	\$1,278	Stipend
6	\$100,834	\$100,834	\$100,834	6
Stipend	\$426	\$852	\$1,278	Stipend
7	\$103,860	\$103,860	\$103,860	7
Stipend	\$426	\$852	\$1,278	Stipend
8	\$106,976	\$106,976	\$106,976	8
Stipend	\$426	\$852	\$1,278	Stipend
9	\$110,186	\$110,186	\$110,186	9
Stipend	\$426	\$852	\$1,278	Stipend
10	\$113,491	\$113,491	\$113,491	10
Stipend	\$426	\$852	\$1,278	Stipend
* 10+	\$113,491	\$113,491	\$113,491	* 10+
Stipend	\$1,703	\$3,406	\$5,109	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

SUPPORT SALARY SCHEDULE SUPERVISOR 228 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$88,993	\$88,993	\$88,993	0
Stipend	\$268	\$536	\$804	Stipend
1	\$90,774	\$90,774	\$90,774	1
Stipend	\$268	\$536	\$804	Stipend
2	\$92,589	\$92,589	\$92,589	2
Stipend	\$268	\$536	\$804	Stipend
3	\$94,441	\$94,441	\$94,441	3
Stipend	\$268	\$536	\$804	Stipend
4	\$96,330	\$96,330	\$96,330	4
Stipend	\$268	\$536	\$804	Stipend
5	\$98,257	\$98,257	\$98,257	5
Stipend	\$268	\$536	\$804	Stipend
6	\$100,223	\$100,223	\$100,223	6
Stipend	\$268	\$536	\$804	Stipend
7	\$102,226	\$102,226	\$102,226	7
Stipend	\$268	\$536	\$804	Stipend
8	\$104,270	\$104,270	\$104,270	8
Stipend	\$268	\$536	\$804	Stipend
9	\$106,355	\$106,355	\$106,355	9
Stipend	\$268	\$536	\$804	Stipend
10	\$108,482	\$108,482	\$108,482	10
Stipend	\$268	\$536	\$804	Stipend
* 10+	\$108,482	\$108,482	\$108,482	* 10+
Stipend	\$1,070	\$2,140	\$3,210	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

SUPPORT SALARY SCHEDULE SPECIALIST 260 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$75,642	\$75,642	\$75,642	0
Stipend	\$357	\$714	\$1,071	Stipend
1	\$78,042	\$78,042	\$78,042	1
Stipend	\$357	\$714	\$1,071	Stipend
2	\$80,440	\$80,440	\$80,440	2
Stipend	\$357	\$714	\$1,071	Stipend
3	\$82,842	\$82,842	\$82,842	3
Stipend	\$357	\$714	\$1,071	Stipend
4	\$85,243	\$85,243	\$85,243	4
Stipend	\$357	\$714	\$1,071	Stipend
5	\$87,645	\$87,645	\$87,645	5
Stipend	\$357	\$714	\$1,071	Stipend
6	\$90,043	\$90,043	\$90,043	6
Stipend	\$357	\$714	\$1,071	Stipend
7	\$92,443	\$92,443	\$92,443	7
Stipend	\$357	\$714	\$1,071	Stipend
8	\$94,844	\$94,844	\$94,844	8
Stipend	\$357	\$714	\$1,071	Stipend
9	\$97,245	\$97,245	\$97,245	9
Stipend	\$357	\$714	\$1,071	Stipend
10	\$99,643	\$99,643	\$99,643	10
Stipend	\$357	\$714	\$1,071	Stipend
* 10+	\$99,643	\$99,643	\$99,643	* 10+
Stipend	\$1,426	\$2,852	\$4,278	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

**SUPPORT SALARY SCHEDULE
TEACHER/COORDINATOR
185 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$52,144	\$52,144	\$52,144	0
Stipend	\$268	\$536	\$804	Stipend
1	\$54,061	\$54,061	\$54,061	1
Stipend	\$268	\$536	\$804	Stipend
2	\$55,974	\$55,974	\$55,974	2
Stipend	\$268	\$536	\$804	Stipend
3	\$57,888	\$57,888	\$57,888	3
Stipend	\$268	\$536	\$804	Stipend
4	\$59,802	\$59,802	\$59,802	4
Stipend	\$268	\$536	\$804	Stipend
5	\$61,715	\$61,715	\$61,715	5
Stipend	\$268	\$536	\$804	Stipend
6	\$63,630	\$63,630	\$63,630	6
Stipend	\$268	\$536	\$804	Stipend
7	\$65,543	\$65,543	\$65,543	7
Stipend	\$268	\$536	\$804	Stipend
8	\$67,458	\$67,458	\$67,458	8
Stipend	\$268	\$536	\$804	Stipend
9	\$69,372	\$69,372	\$69,372	9
Stipend	\$268	\$536	\$804	Stipend
10	\$71,287	\$71,287	\$71,287	10
Stipend	\$268	\$536	\$804	Stipend
* 10+	\$71,287	\$71,287	\$71,287	* 10+
Stipend	\$1,070	\$2,140	\$3,210	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

SUPPORT SALARY SCHEDULE NETWORK ENGINEER 260 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$62,009	\$62,009	\$62,009	0
Stipend	\$357	\$714	\$1,071	Stipend
1	\$64,289	\$64,289	\$64,289	1
Stipend	\$357	\$714	\$1,071	Stipend
2	\$66,564	\$66,564	\$66,564	2
Stipend	\$357	\$714	\$1,071	Stipend
3	\$68,840	\$68,840	\$68,840	3
Stipend	\$357	\$714	\$1,071	Stipend
4	\$71,116	\$71,116	\$71,116	4
Stipend	\$357	\$714	\$1,071	Stipend
5	\$73,391	\$73,391	\$73,391	5
Stipend	\$357	\$714	\$1,071	Stipend
6	\$75,668	\$75,668	\$75,668	6
Stipend	\$357	\$714	\$1,071	Stipend
7	\$77,943	\$77,943	\$77,943	7
Stipend	\$357	\$714	\$1,071	Stipend
8	\$80,220	\$80,220	\$80,220	8
Stipend	\$357	\$714	\$1,071	Stipend
9	\$82,496	\$82,496	\$82,496	9
Stipend	\$357	\$714	\$1,071	Stipend
10	\$84,774	\$84,774	\$84,774	10
Stipend	\$357	\$714	\$1,071	Stipend
* 10+	\$84,774	\$84,774	\$84,774	* 10+
Stipend	\$1,426	\$2,852	\$4,278	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

SUPPORT SALARY SCHEDULE COORDINATOR 220 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$62,009	\$62,009	\$62,009	0
Stipend	\$268	\$536	\$804	Stipend
1	\$64,289	\$64,289	\$64,289	1
Stipend	\$268	\$536	\$804	Stipend
2	\$66,564	\$66,564	\$66,564	2
Stipend	\$268	\$536	\$804	Stipend
3	\$68,840	\$68,840	\$68,840	3
Stipend	\$268	\$536	\$804	Stipend
4	\$71,116	\$71,116	\$71,116	4
Stipend	\$268	\$536	\$804	Stipend
5	\$73,391	\$73,391	\$73,391	5
Stipend	\$268	\$536	\$804	Stipend
6	\$75,668	\$75,668	\$75,668	6
Stipend	\$268	\$536	\$804	Stipend
7	\$77,943	\$77,943	\$77,943	7
Stipend	\$268	\$536	\$804	Stipend
8	\$80,220	\$80,220	\$80,220	8
Stipend	\$268	\$536	\$804	Stipend
9	\$82,496	\$82,496	\$82,496	9
Stipend	\$268	\$536	\$804	Stipend
10	\$84,774	\$84,774	\$84,774	10
Stipend	\$268	\$536	\$804	Stipend
* 10+	\$84,774	\$84,774	\$84,774	* 10+
Stipend	\$1,070	\$2,140	\$3,210	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

SUPPORT SALARY SCHEDULE LIAISON 220 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$47,892	\$47,892	\$47,892	0
Stipend	\$268	\$536	\$804	Stipend
1	\$48,869	\$48,869	\$48,869	1
Stipend	\$268	\$536	\$804	Stipend
2	\$49,867	\$49,867	\$49,867	2
Stipend	\$268	\$536	\$804	Stipend
3	\$50,884	\$50,884	\$50,884	3
Stipend	\$268	\$536	\$804	Stipend
4	\$51,923	\$51,923	\$51,923	4
Stipend	\$268	\$536	\$804	Stipend
5	\$52,982	\$52,982	\$52,982	5
Stipend	\$268	\$536	\$804	Stipend
6	\$54,064	\$54,064	\$54,064	6
Stipend	\$268	\$536	\$804	Stipend
7	\$55,167	\$55,167	\$55,167	7
Stipend	\$268	\$536	\$804	Stipend
8	\$56,293	\$56,293	\$56,293	8
Stipend	\$268	\$536	\$804	Stipend
9	\$57,442	\$57,442	\$57,442	9
Stipend	\$268	\$536	\$804	Stipend
10	\$58,614	\$58,614	\$58,614	10
Stipend	\$268	\$536	\$804	Stipend
* 10+	\$58,614	\$58,614	\$58,614	* 10+
Stipend	\$1,070	\$2,140	\$3,210	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

**CLASSIFIED EXEMPT SALARY SCHEDULE
EXECUTIVE ASSISTANT
260 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$42,463	\$42,463	\$42,463	0
Stipend	\$311	\$622	\$933	Stipend
1	\$43,737	\$43,737	\$43,737	1
Stipend	\$311	\$622	\$933	Stipend
2	\$45,048	\$45,048	\$45,048	2
Stipend	\$311	\$622	\$933	Stipend
3	\$46,400	\$46,400	\$46,400	3
Stipend	\$311	\$622	\$933	Stipend
4	\$47,793	\$47,793	\$47,793	4
Stipend	\$311	\$622	\$933	Stipend
5	\$49,226	\$49,226	\$49,226	5
Stipend	\$311	\$622	\$933	Stipend
6	\$50,704	\$50,704	\$50,704	6
Stipend	\$311	\$622	\$933	Stipend
7	\$52,224	\$52,224	\$52,224	7
Stipend	\$311	\$622	\$933	Stipend
8	\$53,791	\$53,791	\$53,791	8
Stipend	\$311	\$622	\$933	Stipend
9	\$55,404	\$55,404	\$55,404	9
Stipend	\$311	\$622	\$933	Stipend
10	\$57,067	\$57,067	\$57,067	10
Stipend	\$311	\$622	\$933	Stipend
11	\$58,779	\$58,779	\$58,779	11
Stipend	\$311	\$622	\$933	Stipend
12	\$60,542	\$60,542	\$60,542	12
Stipend	\$311	\$622	\$933	Stipend
13	\$62,359	\$62,359	\$62,359	13
Stipend	\$311	\$622	\$933	Stipend
14	\$64,230	\$64,230	\$64,230	14
Stipend	\$311	\$622	\$933	Stipend
* 14+	\$64,230	\$64,230	\$64,230	* 14+
Stipend	\$1,242	\$2,484	\$3,726	Stipend

* 14+ Employee is stepped-out (did not receive a step increase for the current year)

**CLASSIFIED EXEMPT SALARY SCHEDULE
TREASURER'S ASSISTANT/
ADMINISTRATIVE ASSISTANT
260 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$41,048	\$41,048	\$41,048	0
Stipend	\$311	\$622	\$933	Stipend
1	\$42,279	\$42,279	\$42,279	1
Stipend	\$311	\$622	\$933	Stipend
2	\$43,547	\$43,547	\$43,547	2
Stipend	\$311	\$622	\$933	Stipend
3	\$44,852	\$44,852	\$44,852	3
Stipend	\$311	\$622	\$933	Stipend
4	\$46,199	\$46,199	\$46,199	4
Stipend	\$311	\$622	\$933	Stipend
5	\$47,585	\$47,585	\$47,585	5
Stipend	\$311	\$622	\$933	Stipend
6	\$49,012	\$49,012	\$49,012	6
Stipend	\$311	\$622	\$933	Stipend
7	\$50,482	\$50,482	\$50,482	7
Stipend	\$311	\$622	\$933	Stipend
8	\$51,998	\$51,998	\$51,998	8
Stipend	\$311	\$622	\$933	Stipend
9	\$53,557	\$53,557	\$53,557	9
Stipend	\$311	\$622	\$933	Stipend
10	\$55,164	\$55,164	\$55,164	10
Stipend	\$311	\$622	\$933	Stipend
11	\$56,818	\$56,818	\$56,818	11
Stipend	\$311	\$622	\$933	Stipend
12	\$58,523	\$58,523	\$58,523	12
Stipend	\$311	\$622	\$933	Stipend
13	\$60,278	\$60,278	\$60,278	13
Stipend	\$311	\$622	\$933	Stipend
14	\$62,086	\$62,086	\$62,086	14
Stipend	\$311	\$622	\$933	Stipend
* 14+	\$62,086	\$62,086	\$62,086	* 14+
Stipend	\$1,242	\$2,484	\$3,726	Stipend

* 14+ Employee is stepped-out (did not receive a step increase for the current year)

**CLASSIFIED EXEMPT SALARY SCHEDULE
ACCOUNTS PAYABLE
260 DAYS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$37,745	\$37,745	\$37,745	0
Stipend	\$311	\$622	\$933	Stipend
1	\$38,877	\$38,877	\$38,877	1
Stipend	\$311	\$622	\$933	Stipend
2	\$40,044	\$40,044	\$40,044	2
Stipend	\$311	\$622	\$933	Stipend
3	\$41,245	\$41,245	\$41,245	3
Stipend	\$311	\$622	\$933	Stipend
4	\$42,483	\$42,483	\$42,483	4
Stipend	\$311	\$622	\$933	Stipend
5	\$43,757	\$43,757	\$43,757	5
Stipend	\$311	\$622	\$933	Stipend
6	\$45,069	\$45,069	\$45,069	6
Stipend	\$311	\$622	\$933	Stipend
7	\$46,421	\$46,421	\$46,421	7
Stipend	\$311	\$622	\$933	Stipend
8	\$47,814	\$47,814	\$47,814	8
Stipend	\$311	\$622	\$933	Stipend
9	\$49,249	\$49,249	\$49,249	9
Stipend	\$311	\$622	\$933	Stipend
10	\$50,726	\$50,726	\$50,726	10
Stipend	\$311	\$622	\$933	Stipend
11	\$52,247	\$52,247	\$52,247	11
Stipend	\$311	\$622	\$933	Stipend
12	\$53,815	\$53,815	\$53,815	12
Stipend	\$311	\$622	\$933	Stipend
13	\$55,430	\$55,430	\$55,430	13
Stipend	\$311	\$622	\$933	Stipend
14	\$57,092	\$57,092	\$57,092	14
Stipend	\$311	\$622	\$933	Stipend
* 14+	\$57,092	\$57,092	\$57,092	* 14+
Stipend	\$1,242	\$2,484	\$3,726	Stipend

* 14+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE COORDINATOR 185 DAYS

STEP	2021-22	2022-23	2023-24	STEP
0	\$30,936	\$30,936	\$30,936	0
Stipend	\$233	\$466	\$699	Stipend
1	\$31,710	\$31,710	\$31,710	1
Stipend	\$233	\$466	\$699	Stipend
2	\$32,501	\$32,501	\$32,501	2
Stipend	\$233	\$466	\$699	Stipend
3	\$33,313	\$33,313	\$33,313	3
Stipend	\$233	\$466	\$699	Stipend
4	\$34,147	\$34,147	\$34,147	4
Stipend	\$233	\$466	\$699	Stipend
5	\$35,000	\$35,000	\$35,000	5
Stipend	\$233	\$466	\$699	Stipend
6	\$35,875	\$35,875	\$35,875	6
Stipend	\$233	\$466	\$699	Stipend
7	\$36,772	\$36,772	\$36,772	7
Stipend	\$233	\$466	\$699	Stipend
8	\$37,692	\$37,692	\$37,692	8
Stipend	\$233	\$466	\$699	Stipend
9	\$38,634	\$38,634	\$38,634	9
Stipend	\$233	\$466	\$699	Stipend
10	\$39,598	\$39,598	\$39,598	10
Stipend	\$233	\$466	\$699	Stipend
11	\$40,589	\$40,589	\$40,589	11
Stipend	\$233	\$466	\$699	Stipend
12	\$41,605	\$41,605	\$41,605	12
Stipend	\$233	\$466	\$699	Stipend
13	\$42,701	\$42,701	\$42,701	13
Stipend	\$233	\$466	\$699	Stipend
14	\$43,710	\$43,710	\$43,710	14
Stipend	\$233	\$466	\$699	Stipend
* 14+	\$43,710	\$43,710	\$43,710	* 14+
Stipend	\$932	\$1,864	\$2,796	Stipend

* 14+ Employee is stepped-out (did not receive a step increase for the current year)

**CLASSIFIED EXEMPT SALARY SCHEDULE
STUDENT SUPPORT SERVICES
260 DAYS
Revised 4/27/23**

STEP	2021-22	2022-23	2023-24	STEP
0	\$34,971	\$34,971	\$52,900	0
Stipend	\$233	\$466	\$933	Stipend
1	\$35,482	\$35,482	\$53,980	1
Stipend	\$233	\$466	\$933	Stipend
2	\$35,922	\$35,922	\$55,081	2
Stipend	\$233	\$466	\$933	Stipend
3	\$36,450	\$36,450	\$56,205	3
Stipend	\$233	\$466	\$933	Stipend
4	\$36,942	\$36,942	\$57,353	4
Stipend	\$233	\$466	\$933	Stipend
5	\$37,470	\$37,470	\$58,523	5
Stipend	\$233	\$466	\$933	Stipend
6	\$37,963	\$37,963	\$59,693	6
Stipend	\$233	\$466	\$933	Stipend
7	\$38,526	\$38,526	\$60,887	7
Stipend	\$233	\$466	\$933	Stipend
8	\$39,072	\$39,072	\$62,105	8
Stipend	\$233	\$466	\$933	Stipend
9	\$39,582	\$39,582	\$63,347	9
Stipend	\$233	\$466	\$933	Stipend
10	\$40,198	\$40,198	\$64,614	10
Stipend	\$233	\$466	\$933	Stipend
11	\$40,744	\$40,744	\$65,906	11
Stipend	\$233	\$466	\$933	Stipend
12	\$41,290	\$41,290	\$67,225	12
Stipend	\$233	\$466	\$933	Stipend
13	\$41,888	\$41,888	\$68,569	13
Stipend	\$233	\$466	\$933	Stipend
14	\$42,434	\$42,434	\$69,940	14
Stipend	\$233	\$466	\$933	Stipend
* 14+	\$42,434	\$42,434	\$69,940	* 14+
Stipend	\$932	\$1,864	\$1,399	Stipend

* 14+ Employee is stepped-out (did not receive a step increase for the current year)

CUYAHOGA VALLEY CAREER CENTER

2021-2024

APPENDIX B

Part-Time Support and Classified Exempt Employees

Compensation and Fringe Benefit Plan (ASCE Plan)

Adopted: April 29, 2021

Revised: May 26, 2022

Revised: April 27, 2023

Effective July 1, 2021

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This complete document attached as Appendix B to the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan

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**ADDENDUM
TO THE
ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT EMPLOYEES
COMPENSATION AND FRINGE BENEFIT PLAN
FOR
PART-TIME SUPPORT AND PART-TIME CLASSIFIED EXEMPT EMPLOYEES**

CLASSIFICATION OF TITLES

Administrative Part-Time: None

Support Part-Time: Teacher/Coordinator

Classified Exempt Part-time (non-bargaining member): Specialist, Liaison

SCOPE OF ADDENDUM

- A. This Addendum is designed for the regular part-time Support and Classified Exempt employees of the Cuyahoga Valley Career Center (hereinafter referred to as the employee). Those governed by a collective bargaining agreement are not covered by this Addendum. To the extent that an employee's individual contract with the District contains a provision contrary to the terms of this Addendum, then the contract provision will prevail. For purposes of this Addendum, an employee is regular part-time if the employee is on at least a one hundred eighty (180)-day contract and scheduled to work less than twenty-eight (28) hours per week. In accordance with Policy 3410.01 this Plan will be reviewed by the Superintendent on an annual basis and presented to the Board of Education for approval.

ARTICLE 1

Purpose

- A. The Addendum is designed to attract and retain highly qualified employees and to reward them with an equitable compensation commensurate with the level of their education, skills, training, experience, job performance and the responsibilities of the position. The Addendum advances the District's Mission Statement and implements many of the goals and objectives of the Strategic Plan and Management Reorganization.

ARTICLE 2

Employee Insurance / Health Care

Insurance Coverage

- A. Insurance Coverage does not apply to part-time employees. The option to purchase health insurance benefits will be provided when available through carrier and employee meets any qualifying criteria required.

B. Section 125 plan.

1. Employees not eligible for the co-payment pool may elect to have a minimum of Ten Dollars (\$10.00) per pay deducted and placed in a cafeteria plan to be established and maintained by the Board. Monthly administrative fees for this plan are to be paid by the Board.
2. Employees may carry over the maximum allowed by the plan under IRS rules to the next calendar year.
3. These funds will be distributed in accordance with the regulations which govern the administration of ORS Code Section 125.

Wellness Program Committee

- A. A wellness program committee shall be formed. This committee shall serve as advisory to the administration. The purpose of this committee is to establish a wellness program for the employees of Cuyahoga Valley Career Center. The committee would solicit and obtain programs from outside health sources to be implemented on site at CVCC for the benefit of the employees, such as a weight reduction program (i.e. Weight Watchers), smoking cessation program, exercise program (i.e. Jazzercise, Aerobics), screening programs (i.e. blood pressure, cholesterol), and informational programs regarding current health issues. Cost of such programs to be determined by an annual appropriation amount. The committee shall be comprised of two (2) administrative representatives (appointed by the Superintendent), one (1) support representative, one (1) classified exempt representative, one (1) OAPSE representative, one (1) part-time employee representative (the support, exempt, and part-time representatives to be selected by represented employee groups) and two (2) vacant seats to be available for CVFT participation.

ARTICLE 3

Holidays
Revised: 5/26/22

- A. The District recognizes the following holidays in accordance with the employee's scheduled work year:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Good Friday	The day before or after Christmas day (which day will be designated by the Administration at the beginning of the school year)
Memorial Day	Christmas Day
Juneteenth	
Independence Day	

- B. When a holiday falls on a Saturday, it shall be observed on the Friday before. If it falls on a Sunday, it shall be observed on the following Monday.
- C. If a Classified Exempt employee is required to work on a holiday, the employee will be paid an additional one and one-half (1½) times the hourly rate, or have the option of taking compensatory time equal to time and one-half (1½) of hours actually worked.

ARTICLE 4

Leaves

Sick Leave

- A. Sick leave shall be accumulated at the rate of one and one-fourth (1¼) days per month, based upon the number of hours worked per day, with an unlimited total. Example: 5 hours per day x 1¼ = 6¼ hours accumulated per month. First year employees or employees who have exhausted their sick leave are granted five (5) days as of the first day of employment; however, these must be earned in the first four (4) months of employment before additional days can be accrued.
- B. The use of sick leave and transfer of sick leave shall be in accordance with the provisions of the Ohio Revised Code.
- C. Previously accrued sick leave of an employee from other Ohio public employment shall be transferred to Cuyahoga Valley Career Center provided that such employment by CVCC takes place within ten (10) years of the last employment from other public employment up to the maximum accumulated provided herein. Sick leave may be used for absence due to personal illness, due to pregnancy, injury, exposure to contagious disease which could be transmitted to others, and for accident, illness, injury, or death in the employee's family. The term "family" shall mean spouse, father, mother, brother, sister, child or anyone who clearly stands in the same relationship with the employee. In the event of the death of a close relative (other than "family") or friend, the employee may elect to take up to a total of three (3) days in any contract year as sick leave.
- D. If an employee is currently absent for thirty (30) consecutive days or more due to a documented catastrophic or long term illness or accident of the employee, his/her spouse or minor child, and has exhausted all of his/her accumulated sick leave, another employee may donate up to five (5) days of his/her accumulated sick leave to the absent employee. The requirement of thirty (30) consecutive days absence may be waived in extraordinary circumstances at the discretion of the Superintendent.
- E. Sick leave may be used in one-half (½) hour increments.

Assault Leave

- A. Any employee covered by this Addendum who is absent due to physical disability or trauma directly resulting from any assault by a student or parent or other(s), which occurs in the course of Board employment while on duty either on school grounds during school hours, or where assigned to be in attendance at a school-sponsored function, shall be eligible to receive assault leave.
- B. To qualify for assault leave, the employee must:
 - 1. Receive a physical examination or psychological evaluation and diagnosis by a physician mutually agreed upon (the Board shall pay the costs of such physical).
 - 2. Deliver to the Treasurer (or cause to be delivered to the Treasurer) a signed statement on forms prescribed by the Board which shall indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault, and the willingness of the employee to pursue legal action against the assailant(s) and to cooperate with the Board and

administration in such regard.

3. File (or cause to be filed) a claim with the Bureau of Worker's Compensation: all medical payments shall be applied for through the Bureau of Worker's Compensation; if Worker's Compensation benefits are granted, the amount of these benefits shall be subtracted from the assault leave benefits (per diem rate of pay) paid by the Board of Education; and any medical costs not met by Worker's Compensation will be paid by the Board of Education or its agents.
 4. If an employee becomes permanently disabled due to an assault, (s)he shall apply for disability retirement; if disability retirement is granted, assault leave benefits shall end on the effective date of the first retirement check.
- C. In the event the employee is unable to complete the reports in a timely manner as a result of the assault, the employee shall receive assistance from his/her administrative supervisor to complete the required documents.
- D. Pursuant to the provisions of Ohio Revised Code, if medical attention is required, a certificate from a licensed physician stating the nature of the disability and its duration shall be required before assault leave can be approved for payment for the maximum twenty (20) days of assault leave.

Personal Leave

- A. Each employee covered by this Addendum will be entitled annually to a total of three (3) days personal leave, based upon the number of hours worked per day, (such leave may be taken in part or in whole days). The reason for the personal leave is unrestricted; however, the use of the days requires supervisor approval. Example: 5 hours per day x 3 = 15 hours entitled annually. Personal leave days are non-accumulating and shall not be deducted from accumulated days of sick leave. Personal leave will be granted under the following provisions:
1. All requests for personal leave must be submitted five (5) days in advance of the leave day(s) on the advance leave request form. The Superintendent or his/her designee may waive the advance notice when reasons warrant such action.
 2. Personal leave days may not be used immediately before or after a holiday or vacation, except with personal circumstances that may require that leave. The exception requires prior approval from the Superintendent or his/her designee.
 3. All requests for personal leave will receive prompt attention.
 4. Personal leave may be used in one-half ($\frac{1}{2}$) hour increments.

Jury Duty Leave

- A. Any employee who serves as a juror shall continue to be paid his or her salary while serving as a juror. The employee may retain the remuneration received in connection with jury service but shall present to the Treasurer or designee the check or other evidence of receipt of the remuneration in order to verify the leave.

Maternity Leave

- A. An employee who is pregnant shall file a letter of notification with the Superintendent no later than the end of the sixth month of pregnancy. This notification shall include the anticipated delivery date, and shall indicate whether the employee plans to take a maternity leave of absence or not.
- B. Upon approval of the Superintendent, if the employee wishes to take a maternity leave of absence, the actual beginning of the leave shall be no later than the next regularly scheduled workday following the delivery date or at such earlier time as specified by the employee.
- C. Maternity leave shall be subject to the following provisions and conditions:
 - 1. The employee may use any or all accumulated sick days while on maternity leave before, and six (6) weeks following delivery upon the recommendation of her physician while unable to return to work.
 - 2. If the employee chooses not to use accumulated sick leave, or if accumulated sick leave expires during the maternity leave, the employee shall be permitted to continue health insurance coverage at the employee's expense and subject to the carrier's conditions throughout the period of maternity leave.
 - 3. Between the time leave is requested and one (1) calendar week following the delivery date, the employee shall have the right to cancel the leave upon written notification to the Superintendent. If the time limit of one (1) calendar week following the delivery date occurs on a Saturday, Sunday, or Board-recognized holiday, the leave may be canceled no later than the weekday following the one (1) calendar week.
 - 4. The leave shall extend through the date requested by employee for the school year in which the leave begins and, upon the request of the employee, for an additional school year.
 - 5. Employees on maternity leave shall notify the Superintendent by letter of plans for the coming school year by April 1 preceding that school year.
 - 6. On returning to service from maternity leave, the employee shall be returned to the same or similar position the employee occupied prior to the leave if said position has not been abolished.
 - 7. Upon return to duty, all rights with respect to contract status, salary increments, and other benefits provided by law or granted by the Board shall be granted to the employee, except such leave will not be included for the purposes of seniority and placement on the salary schedule.

Paternity and Adoption Leave

- A. Upon advance written request and approval of the Superintendent, a total of no more than ten (10) days of paid sick leave will be granted for the birth or adoption of a child.
- B. Upon advance written request, a total of no more than five (5) days per contract year of paid sick leave will be granted for the birth of the employee's grandchildren. The number

of days will be determined by the Superintendent or his/her designee.

ARTICLE 5

Working Conditions

Workday

- A. Prior to each school year, the Superintendent and will announce non-workdays for the upcoming contract year.
- B. The workday for all employees covered by this Addendum shall be set by their supervisor. The Superintendent shall have the authority to establish and modify the specific work schedules for each of the employees covered by this agreement. With prior approval of their supervisor, any time accumulated beyond the normal work week shall be compensatory time equal to actual hours worked (1 hour for 1 hour).

Increased Responsibilities

- A. At any time, the Superintendent or designee may recommend to the Board a change in job classification due to increase in individual job responsibilities.

Employee Assignment

- A. Employees covered by this Addendum shall work under a job description. The Board of Education will maintain a record of all job descriptions as developed or revised for all employees covered by this Addendum. The Board expects the Superintendent to assign all employees covered by this Addendum in a manner consistent with accomplishing the goals established for the District by the Board and within the guidelines as established by the Ohio Revised Code.

Employee Evaluation

- A. Employees covered by this Addendum will be evaluated under the evaluation policy as established by the Board of Education.
- B. Employees on limited contracts shall have yearly evaluations which will include interim evaluations. Employees on continuing contracts shall have an evaluation every three (3) years, unless the employee and/or supervisor deem a more frequent schedule is necessary.

Mileage

- A. All mileage accumulated for authorized District business by an employee covered by this Addendum shall be reimbursed at the current rate established by the Internal Revenue Service.

ARTICLE 6

Salary and Additional Compensation

Salary

- A. The salary of each employee shall be stated in the employee's contract with the District. The amount of the employee's salary and the amount of any increase in salary shall be established pursuant to the Salary Schedules adopted by the Board. The Superintendent will review employees' salaries annually and if the Superintendent recommends increases beyond the salary steps, the increases will require Board approval.
- B. The Board proposes the salary stipend for current employees as outlined in the chart below.

SALARY STIPEND	2021-22	2022-23	2023-24
Salary Scale with Step	\$161	\$322	\$483
Salary Scale Stepped-Out	\$643	\$1,286	\$1,929

Stipend Rules:

- 1. If employee receives a step raise within the contract year, employee will receive the Salary Scale with Step Stipend. If employee does not receive a step raise, employee will receive the Salary Scale Stepped-Out Stipend.
- 2. Stipend will be paid at 50% the second pay of November and 50% the second pay of May.
- 3. If employee works a partial year, stipend will be prorated per number of days/hours worked divided by contracted days/hours.
- 4. For eligible employees, stipend is added to all hourly rate calculations (i.e. overtime, holiday pay).
- 5. Stipend is included in the salary amount reported to SERS/STRS.
- 6. Yearly stipends are non-cumulative.

Longevity Stipend

- A. Beginning with the fifteenth year of continuous service with Cuyahoga Valley Career Center, classified exempt employees will be entitled to an annual longevity as follows:

15 th year:	\$300	21 st year:	\$750
17 th year:	\$450	25 th year:	\$1,000
19 th year:	\$600	30 th year:	\$1,250
		35 th year:	\$1,500

- B. Classified Exempt Employees hired prior to July 1, 2018 will continue to receive their current level of longevity stipend until they discontinue employment with the district or until they reach a higher stipend level on the 2018-2021 ASCE Plan.

Calamity Days

- A. The Superintendent or designee will announce to Administrative and Support employees who must report to work during a calamity day.
- B. Upon official notification of a calamity day, all employees scheduled to work shall be paid for the calamity day. Those Classified Exempt employees required by their Supervisor to report to work, shall be paid at their hourly rate in addition to receiving their regular rate of pay, or have the option of taking compensatory time equal to the number of hours actually worked.
- C. For Career Development employees, a calamity day is defined as a day when an official calamity day has been called for the district/building to which a Career Development employee has been assigned on the day the calamity has been called.
- D. Any employee who has requested and has been granted sick leave or personal leave on a day which has been declared a calamity day will not be charged with sick leave or personal leave on that date.

ARTICLE 7

Continuing Career Development

Adult Education

- A. All employees may enroll in District Adult Education classes with remission of fees provided space is remaining in the class after tuition students are enrolled.

Tuition Reimbursement

- A. The Board sets funds aside to a tuition reimbursement pool for full-time employees each year. If funds remain in the pool after full-time employees have been reimbursed for approved course work, employees covered under this addendum are eligible for tuition reimbursement for approved course work up to one-half of the cost of the tuition, and up to the amount remaining in the original pool.
- B. Approvals for intended course work and reimbursement will follow the same procedures as required for full-time employees as stated in the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.
- C. Support employees will be reimbursed through the remaining Support pool funds and Classified Exempt employees will be reimbursed through the remaining Classified Exempt pool funds.

ARTICLE 8

Retirement Benefits

Retirement Stipend – Support & Classified Exempt Employees

- A. For employees who began work prior to July 1, 2015 the Board will offer a retirement stipend equal to twenty-five percent (25%) of the employee's annual base salary to

employees who retire on or before June 30 of the contract year in which they are first eligible to retire.

- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement stating his/her retirement date.
 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of STRS/SERS during the first year of eligibility. Retirement must be taken during the employee's individual contract year in which he/she first becomes eligible (i.e. if the employee is first eligible on February 1 and the employee's contract year ends June 30, the employee must retire by June 30).
 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 5. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid six (6) months following the employee's retirement provided proof of the employee's retirement is supplied.

Severance Pay

- A. Severance pay shall be a one (1)-time, lump-sum payment to eligible employees according to the following:
1. Eligibility: An employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:
 - a. The employee retires, or upon death, or non-renewal due to program elimination from the school system.
 - b. Service retirement is retirement in accordance with the guidelines established by any state or municipal retirement system in this state.
 - c. Ten (10) years of continuous service with Cuyahoga Valley Career Center to be eligible. A minimum of one hundred twenty (120) days must be worked to constitute one year.
 2. Benefit calculation: the amount of the benefit due an employee shall be calculated by:
 - a. Multiplying the employee's accrued but unused sick leave by twenty-five percent (25%).
 - b. Multiplying the product times the base per diem rate of pay appropriate for that employee's placement on the salary schedule.

- c. The amount of the benefit calculated in steps (2.a.) and (2.b.) directly above shall not exceed the value of seventy-five (75) days of accrued but unused sick leave.
 - d. During the employee's final two (2) years prior to severance, he/she shall earn one-quarter (1/4) day of additional severance pay for each unused sick day in the final two (2) years. The additional severance shall not exceed the value of seven and one-half (7½) days.
 - e. Severance pay will be paid in January of the year following retirement. In the case of death, severance will be paid to a named beneficiary. In the absence of a named beneficiary, severance will be paid to the estate.
- B. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

ARTICLE 9

Payroll Practices

- A. Tax Sheltered Annuities. Employees may elect to purchase tax sheltered annuities bi-weekly through payroll deductions choosing from not less than two (2) Board approved plans. Employees may change plans or the amount of deduction or both, by making arrangements with the Treasurer.
- B. Accumulated and used sick days are to be on all pay stubs.

SALARY SCHEDULE PLACEMENT

- A. Salary schedule placement is to be determined by the Superintendent as noted in Management Guidelines.

ADDENDUM MODIFICATIONS

- A. While this Addendum is in effect, these provisions may be adjusted as recommended by the Superintendent and approved by the Board of Education.

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**PART-TIME
SUPPORT SALARY SCHEDULE
TEACHER/COORDINATOR
1200 HOURS**

STEP	2021-22	2022-23	2023-24	STEP
0	\$42,276	\$42,276	\$42,276	0
Stipend	\$161	\$322	\$483	Stipend
1	\$43,836	\$43,836	\$43,836	1
Stipend	\$161	\$322	\$483	Stipend
2	\$45,396	\$45,396	\$45,396	2
Stipend	\$161	\$322	\$483	Stipend
3	\$46,932	\$46,932	\$46,932	3
Stipend	\$161	\$322	\$483	Stipend
4	\$48,492	\$48,492	\$48,492	4
Stipend	\$161	\$322	\$483	Stipend
5	\$50,052	\$50,052	\$50,052	5
Stipend	\$161	\$322	\$483	Stipend
6	\$51,588	\$51,588	\$51,588	6
Stipend	\$161	\$322	\$483	Stipend
7	\$53,136	\$53,136	\$53,136	7
Stipend	\$161	\$322	\$483	Stipend
8	\$54,696	\$54,696	\$54,696	8
Stipend	\$161	\$322	\$483	Stipend
9	\$56,244	\$56,244	\$56,244	9
Stipend	\$161	\$322	\$483	Stipend
10	\$57,804	\$57,804	\$57,804	10
Stipend	\$161	\$322	\$483	Stipend
* 10+	\$57,804	\$57,804	\$57,804	* 10+
Stipend	\$643	\$1,286	\$1,929	Stipend

* 10+ Employee is stepped-out (did not receive a step increase for the current year)

**PART-TIME
CLASSIFIED EXEMPT SALARY SCHEDULE
SPECIALIST/LIAISON
1050 HOURS
Revised 5/26/22**

STEP	2021-22 925 Hours	2022-23 1050 Hours	2023-24 1050 Hours	STEP
0 Stipend	\$27,482 \$161	\$31,196 \$322	\$31,196 \$483	0 Stipend
1 Stipend	\$28,250 \$161	\$32,067 \$322	\$32,067 \$483	1 Stipend
2 Stipend	\$28,980 \$161	\$32,897 \$322	\$32,897 \$483	2 Stipend
3 Stipend	\$29,739 \$161	\$33,758 \$322	\$33,758 \$483	3 Stipend
4 Stipend	\$30,488 \$161	\$34,608 \$322	\$34,608 \$483	4 Stipend
5 Stipend	\$31,237 \$161	\$35,459 \$322	\$35,459 \$483	5 Stipend
6 Stipend	\$32,172 \$161	\$36,519 \$322	\$36,519 \$483	6 Stipend
* 6+ Stipend	\$32,172 \$643	\$36,519 \$1,286	\$36,519 \$1,929	* 6+ Stipend

* 6+ Employee is stepped-out (did not receive a step increase for the current year)

CVCC Board of Education
April 27, 2023

Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days and/or out of state trips. Professional growth days are granted outside of the normal working day.

<u>Staff Member</u>	<u>Professional Growth Days</u>	<u>Activity</u>
Patty Valukievic	1 Day	CPR Training, CVCC, April 29, 2023
Patty Valukievic	1 Day	2023 SPARCC Technology Conference, Virtual, July 18, 2023
Tim Averre	2 Hours	Adobe Education Exchange, Virtual, April 29, 2023
Melissa Munro	1 Day	Adobe – Augment Reality with Your Student & Teaching Online Masterclass, Virtual, July 20, 2023
Tim Averre	4 Hours	Adobe Workshop, Virtual, April 29, 2023
Melissa Munro	3 Hours	Adobe Courses: Certifying Adobe Skills in Your Classroom, Infographics with Adobe Express & Student Presentations with Adobe Express, Virtual, July 27, 2023
Melissa Munro	1 Day	Adobe Course: Engaging Video Projects in the Classroom & Teach Creativity with Adobe and Khan Academy, Virtual, July 25, 2023
Joan Schentur	3 Days	Developing Grammar in English Language Learners, Virtual, July 1-3, 2023
Joan Schentur	2 Days	Literacy Strategies: Improving Comprehension, Virtual, July 5-6, 2023
Lisa Theodore	1 Day	Summit ESC – Supporting Diverse Learners in Inclusive Settings, Virtual, July 6, 2023

CVCC Board of Education
April 27, 2023

Lisa Clements	1 Day	Summit ESC – Supporting Diverse Learners in Inclusive Settings, Virtual, July 6. 2023
Lisa Theodore	4 Days	Milestones Autism Conference, Virtual, July 3-28, 2023
Lisa Clements	4 Days	Milestones Autism Conference, Virtual, July 1-31, 2023
Connie Mangan	11 Hours	One Day University, Virtual, July 7-August 11, 2023
April Mone	30 Hours	Milestones Autism Conference, Virtual, July 1-August 15, 2023
Laurie Robusto	2 Days	Milestones Autism Conference, Virtual, June 14 - 15, 2023
Rick Pinkava	24 Hours	Milestones Autism Conference, Virtual, July 1-28, 2023
*Rick Pinkava	6 Hours	PLTW Masterminds Conference, Dallas, TX, September 21-23, 2023
Kim Rechner	4.5 Hours	2023 SPARCC Technology Conference, Virtual, July 18, 2023
Tim Averre	24 Hours	Adobe Virtual Seminars, Virtual, May 6-30, 2023
Time Averre	18 Hours	Adobe Virtual Professional Development Seminars, Virtual, July 3-17, 2023
Tim Averre	12 Hours	Milestones Autism Conference, Virtual, July 5-August 10, 2023
Kim Rechner	20 Hours	Milestones Autism Conference, Virtual, July 1-August 15, 2023
Lynn Vincent	30 Hours	Milestones Autism Conference, Virtual, July 1-August 15, 2023

CVCC Board of Education
April 27, 2023

Mike Reinhard	30 Hours	Milestones Autism Conference, Virtual, July 1- August 15, 2023
Rich Parrott	4 Days	MasterCam Teacher Training, Findlay, OH, August 6-10, 2023

***Denotes Out of State Trip**

April 2023

Removal of Equipment from Inventory

<u>Program/Area</u>	<u>Item</u>
Facilities & Operations	Two Wheelchair Lifts
Facilities & Operations	Steiner Snowblower Tag #9745
Facilities & Operations	Unusable plow

Note – All useable equipment will be offered to associate districts prior to being discarded as scrap.

DONATIONS – April 2023

FROM	TO	ITEM(S)
Kenneth Schoeffler 4936 East 71 st Street Cuyahoga Hts., OH 44125	HVAC	<ul style="list-style-type: none">• 2.5 ton cased evap coil• 2.5 ton condensing unit• Aprilaire 700m humidifier



Cuyahoga Valley Career Center
2023-2024 Class Fees

CLASS/PROGRAM	FEE	EXPLANATION OF FEES	TOTAL
Auto Body I	\$ 85.00	Uniform Rental	\$ 85.00
Auto Body II	\$ 85.00	Uniform Rental	\$ 85.00
Auto Service I	\$ 85.00	Uniform Rental	\$ 85.00
Auto Service II	\$ 85.00	Uniform Rental	\$ 85.00
Construction Trades I	\$ 40.00	Two (2) Uniform Shirts	\$ 40.00
Construction Trades II	\$ 40.00	Two (2) Uniform Shirts	\$ 40.00
Cosmetology I	\$ 397.00	Milady's Student Bundle (Kit)	\$ 397.00
Cosmetology II	\$ 78.00	Manikin Fee (This includes 2 manikins)	\$ 78.00
Electrical I	\$ 40.00	Two (2) Uniform Shirts	\$ 40.00
Electrical II	\$ 40.00	Two (2) Uniform Shirts	\$ 40.00
Hotels & Resorts I	\$ 26.00	Uniform (Chef Coat and Cook Hat)	\$ 26.00
Power Equipment I	\$ 85.00	Uniform Rental	\$ 85.00
Power Equipment II	\$ 85.00	Uniform Rental	\$ 85.00
Success Academy I	\$ 55.00	Two (2) Uniform Shirts	\$ 55.00
Success Academy II	\$ 55.00	Two (2) Uniform Shirts	\$ 55.00
Transportation Systems I	\$ 85.00	Uniform Rental	\$ 85.00
Transportation Systems II	\$ 85.00	Uniform Rental	\$ 85.00

***The Following Programs are required to purchase a CVCC Polo:**

Architectural and Mechanical Design, Computer Networking Academy, Digital Design, Education Professions, Engineering Technology, Graphic Imaging, Hotels & Resorts, Media Arts, Programming & Software Development, Sales & Service, Success Academy, Transition to Work.

Cost: 1 for \$20.00

3 for \$55.00

2XL Additional \$1.00 per shirt

3XL Additional \$2.00 per shirt

Estimated total costs for FY24 Consortium Services will be based on total number of participating districts and will be submitted in writing to the participating districts by August, 2023.

Consortium Pricing

X	SERVICE	#of Days/Slots/Licenses
	A. Attendance Officer	
	B. Audiological Services	
	C. Gifted/Talented Supervisory Services	
	D. Occupational Therapist	
	E. Parent Mentor Services	
	F. PEP Assist	
	G. Physical Therapist	
	H. Project Search Interest	
	I. Speech and Language Supervisory Services	
	J. Transition Coordinator	

Hourly Service Pricing

For services purchased by the hour, on an as-needed basis, billing will include planning, direct service, consultation, meeting attendance, material production, and travel time.

X	SERVICE
	A. Vision Impaired Specialist/Orientation & Mobility \$105.00 per hour
	B. Speech Language Pathologist for JVS Students \$75.00 per hour

Speech Language Pathologists are billed at \$75 per hour for services given to students attending the Lorain County JVS. Depending on case load the SLP may or may not have time to provide 3 year re-evaluations for students who are not on the SLP's caseload. District will be billed for evaluation, report writing and attendance at meetings if the JVS SLP is involved. If an initial evaluation is requested by a participating district we reserve the right to request it send the district SLP to conduct the testing/evaluation unless JVS SLP has time available. If JVS SLP provides testing, etc, the district will be billed for testing and all related services.

III. EDUCATIONAL PROGRAMS

Pathways to Success

Pathways to Success Program is billed at the beginning of the first semester. If no slots are selected on this contract and then requested later in the year, a 20% surcharge will apply. Slots selected, if available, after the beginning of the second semester, will be billed one half of the full tuition cost, plus any applicable fees and surcharges. There will also be an additional 20% fee charged for any student placed in the Program that is currently on an Individualized Education Plan (I.E.P.) Any costs not covered by the per space fee will be billed proportionately per placement to each participating district. The district agrees to accept the grades issued by the Pathways to Success Program.

A. Grades 5 – 8

0 Number of slots purchased

B. Grades 9 -12 students will be monitored while completing courses on-line.

0 Number of slots purchased

Consortium Preschool Education Program

All preschool education costs, including a 2% fiscal fee, will be invoiced based on per district slots on a monthly basis from September through June with the following exceptions:

1. Due process hearing costs will be paid by the district for which the hearing is conducted, including but not limited to legal fees.
2. Special needs equipment purchased specifically for a student within one district shall be reimbursed by that district.
3. Special needs equipment purchased specifically for a student within one district, but is subsequently used by others, shall be reimbursed on a per pupil basis up to a maximum of \$300.
4. Transportation costs (busing, payment in lieu of, etc.) of preschool students to a site-based program shall be borne by the local school district.
5. Costs associated with services provided to a preschool student above State minimum standards shall be borne by local school district, unless agreed to by the Lorain ESC.
6. Staffing costs, supplies and equipment for students participating in the preschool program will be shared proportionately among the districts who have students in the preschool program.

- District agrees to participate in the Consortium Preschool Education Program
- Staff for Preschool Education Program

IV. PROFESSIONAL DEVELOPMENT

All days purchased for services below are to be used in the 23-24 fiscal year

Northern Ohio Research & Training Hub (NORT²H)

Services can be used to provide tech support for teachers, Media Center to Marketplace Redesign, Projected AR Digital Innovation/Signage, Project Based Learning Training & Sustained Support and School District Technology Strategic Planning.

PACKAGE	DAYS	Member Rate	Non-Member Rate	SELECTION
DAILY	1 -11 days	\$995 per day	\$995 per day	
SILVER	12 days	\$9,999	\$10,825	
GOLD	15 days	\$12,489	\$13,509	
PLATINUM	18 days	\$14,969	\$16,182	
SUSTAINED COACHING	35 days	\$29,089	\$31,430	X

Other Professional Development Services

SERVICE	# of DAYS
Literacy Consulting/Coaching	
Mathematics Consulting/Coaching	
PBIS Consulting/Coaching	
Wellness Consulting/Coaching	
English Language Consulting/Coaching	
State Testing/OIP Consulting/Coaching	
OTES, OPES, OSCES Targeted Support	
Principal or Teacher Improvement Plan Targeted Support	

ESC employees \$650/day member, \$850 day non-member. Rate for specialized consultants to be determined.

IN CONSIDERATION OF THE PROGRAMS AND SERVICES designated herein to be provided by the Lorain ESC, the District agrees to pay the Lorain ESC for the programs and services requested in accordance with the descriptions above and Paragraphs 1,2,3,4,5 and 6 below:

1. Unless otherwise stated above, costs for services shall be invoiced on a monthly basis with final costs to be billed prior to August 31, 2024, with an adjusted amount due or credited based on total actual costs. Said costs shall include the pro-rata share as divided between the participating districts of the cost of employee salary, leave, substitute personnel, severance, retirement, SERS surcharge (if any), Medicare, health benefits, workers compensation, unemployment compensation, severance, liability insurance, life insurance and other position direct costs. The district receiving the services shall be liable for their proportionate share of and any subsequent unemployment compensation or severance claim made by an employee assigned to the district.
2. The Lorain ESC reserves the right to cancel any one or all of the services and programs listed in this Agreement if an insufficient number of districts elect to participate in a particular program or if there is a discontinuation or reduction of funds. Notice of such cancellation will be provided to the District by the Lorain ESC.
3. The District, in consideration for the services and programs contracted for above, agrees to provide written notice to Lorain ESC of its desire to withdraw from participation in any one or more of the programs and services contracted for. Such withdrawal notice shall be sent to the attention of the Lorain ESC Superintendent at 1885 Lake Avenue, Elyria, Ohio 44035 via certified mail or other verified form of delivery. Such withdrawal notice, if received by the Lorain ESC, shall operate to eliminate for the succeeding school year, all contractual obligation of the parties with respect to the programs or services which are included in the notice of withdrawal.
4. The District agrees to obtain authorization for the receipt and exchange of student educational records with the Lorain ESC as is reasonably necessary for the Lorain ESC to provide the services and programs contracted for in this Agreement.
5. All bills and statements for the programs and services contracted herein by the Cuyahoga Valley Career Center shall be due and payable not more than thirty (30) days from the date of mailing of the bill or statement by the Lorain ESC.
6. Ohio Medicaid School Program provisions.
 - a. The parties to this contract agree to comply with all provisions of State and Federal law as applicable, including but not limited to the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries.
 - b. The parties expressly agree and acknowledge that upon reasonable request representatives of the U.S. Department of Human Services, the Ohio Department of Medicaid, the Ohio Department of Education, or their designee(s) shall have access to the parties' books, documents, and records.
 - c. The parties represent and warrant that they and their principals are not suspended or debarred. The parties further represent and warrant that their representatives signing below have full authority to execute this contract on behalf of the respective party.

Board of Education:

Board President

Treasurer

Superintendent

Date: _____

Educational Service Center of Lorain County:

Deborah R. Melda

Governing Board President

Angela Dotson

Treasurer

James Gallo

Superintendent

Date: March 15, 2023

Sub-recipient Commitment Form

Please answer the following questions before completing the rest of the form. If you answer "Yes" to either of these questions, Youngstown State University cannot enter into a sub-award with your organization. Please notify YSU's Principal Investigator immediately.

Yes No Is your organization presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal department or Agency?

Yes No Is your organization delinquent on repayment of any Federal debt including direct and guaranteed loans and other debt as defined in OMB Circular A-129, Managing Federal Credit Programs?

YSU Information:

PI Name: **Lindsey Ekstrand** PI Department: **DWEI**
Prime Sponsor: Ohio Department of Job and Family Services (ODJFS) Solicitation Number: **JFSR2425158270**
Proposal Title: **Broadband and 5G Regional Node Structure**
Proposed Start Date: **07/01/2023** Proposed End Date: **09/30/2024**

Sub-recipient Information:

Institutional Information

Legal Name: **Cuyahoga Valley Career Center**
Address: **8001 BRECKSVILLE ROAD** Registered in SAM? Yes No
City: **BRECKSVILLE** State: **OH** ZIP +4: **44141-1296**
Congressional District: **7** DUNS/UEI: **F2FZS8UA8MG4** EIN: **341055559**

Sub-recipient PI

PI Name: **Terrilynn Brosseau** Dept: **Adult Education**
Email: **tbrosseau@cvccworks.edu** Phone: **4407468210**

Performance Site Address

Address same as above? Yes No

If no, provide performance address below:

Address: _____ City: _____ State: _____ Zip+4: _____
DUNS/UEI: _____ EIN: _____ Congressional District: _____

Administrative Contact

Name: **Karen Janka** Title: **Adm. Asst. to Adult Ed.**
Email: **kjanka@cvccworks.edu** Phone: **4407468206**

Responsible Conduct of Research (RCR)

- Not applicable because proposal is not being funded by NSF, NIH or other sponsor that requires RCR or training in the ethical conduct or research
- Subrecipient hereby certifies that it will ensure that all undergraduate, graduate students and postdoctoral researchers who will be supported by the NSF/NIH (or other, if appropriate) funded proposal will be trained on the responsible and ethical conduct of research.

Additional Debarment and Suspension Information

- Yes No Is the Principal Investigator (PI), or any other employee or student participating on this project is/are debarred, suspended, or otherwise excluded from or ineligible for participation in federal department, agency, assistance, programs, or activities. (If "yes" attach explanation)

Audit Status/Fiscal Responsibility

- Yes Does your organization receive an annual audit in accordance with OMB Circular A-133/Uniform Guidance (2 CFR §200.500)?
- No We are not subject to the provisions of OMB Circular A-133/Uniform Guidance (2 CFR §200.500) because our organization:
- is a non-profit that expended less than \$750,000 in U.S. federal funds during our previous fiscal year
 - is a foreign entity
 - is a U.S. government entity
 - is a for profit entity

The sub-recipient organization certifies that its financial system complies with generally accepted accounting principles and certifies to the statements below:

- | <u>Yes</u> | <u>No</u> | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organizations financial system has the capability to identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organization maintains internal controls to assure that it is managing federal awards in compliance with applicable laws, regulations, and the provision of contracts, grants, and agreements |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organization and its financial system comply with applicable laws and regulations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organization and its financial system can prepare appropriate financial statements, including the schedule of expenditures of federal awards |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Organization has outstanding audit findings that would impact contract cost. (If "yes", submit a copy of the most recent report that describes the findings and the steps to be taken to correct the findings.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organization has completed an audit in compliance with CFR §200.501 (Subpart F – Audit Requirements) If yes latest audit was completed for period ending <u>06/30/2022</u> |

Financial Conflict of Interest (FCOI) Compliance Statement

Select one.

- Subrecipient organization certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F, "Responsibility of Applicants Promoting Objectivity in Research"
- Subrecipient does not have a compliant conflict of interest policy but will develop one prior to issuance of subaward.
- Subrecipient does not have a compliant conflict of interest policy and agrees to be bound by the conflict of interest policy of the issuing institution (available at: <https://ysu.edu/university-policies/policies-number/7-human-resources>)
- Not applicable – funding not from PHS or other sponsor that requires compliance with 42 CFR Part 50, Subpart F.

Project Information:

Budget Request

Total Requested: \$ 194,073 Total Direct: \$ 194,073.00 Total Indirect:

Is Cost Share Committed? Yes No If yes, amount committed: **Budget**

Categories	Requested Budget	Cost-share Budget
Salaries and Wages		
Fringe Benefits		
Supplies		
Equipment < \$5k		
Equipment > \$5k	\$ 194,073.00	
Travel		
Business-Related Entertainment		
Other		
Total Direct Costs	\$ 194,073.00	\$ 0.00
Indirect Costs		
Total Costs	\$ 194,073.00	\$ 0.00

Facilities and Administrative (F&A) Rate Used

- Our federally-negotiated F&A rate agreement is **attached** or can be found at (link):
- Rate allowed by sponsor: _____
- The 10% *de minimus* rate as allowed by the Uniform Guidance in 2 CFR 200.414 (subpart E – Cost Principles)
- Other (please explain in attachment)

Compliance Information

Human Subjects Yes No If yes, Institutional Assurance No. Approval Pending Yes No *Approval Date, if approved*

Vertebrate Animals No If yes, Animal Welfare Assurance No. Approval Pending Yes No *Approval Date, if approved*

Checklist of Proposal Documents Required

Provide copies of the selected items

- Statement of Work
- Biosketch in appropriate format

Additional Items or Considerations

Sub-recipient Approvals

With signature that follows, the Authorized Official certifies the information on this form is true and correct. In addition, subrecipient certifies that it has the appropriate resources, expertise and experience to carry out the scope/statement of work for this project and can complete the scope/statement of work within the budgetary limits requested for this project. Further, the appropriate programmatic and administrative personnel involved in this application are aware of sponsoring agency policy in regard to subawards and are prepared to establish an inter-institutional agreement consistent with those policies. Any work begun and/or expense incurred prior to execution of a subaward agreement are at the subrecipient's own risk.

Marcy Green

Printed/Typed Name of Authorized Official



Signature of Authorized Official

Assistant Superintendent

Title of Authorized Official

3/28/23

Date Signed



Cuyahoga Valley Career Center - SOW: Social Media Content and Organic Posting



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Overview

The following is an important overview of this Desidara Statement of Work (SOW).

Purpose

The Statement of Work (often referred to throughout this document as “SOW”) proposes actions that, once approved, will be taken by Desidara to achieve objectives on behalf of a client.

More than just a statement of need and remedy, the SOW directly associates each proposed action with the objective that action addresses. It then explicates dependencies, assumptions, risks, timelines, and costs associated with each of those actions.

Principals

This SOW is applicable exclusively to the following principals:

Client

The Client to whom this SOW applies is Cuyahoga Valley Career Center (CVCC), a company based in Brecksville, Ohio, that addresses as its primary business concern career-technical high school programs, adult education, K-12 career education, and community services.

Provider

The Provider to whom this SOW applies is Desidara, a company based in Uniontown, Ohio, that addresses as its primary business concern marketing communications services.



Scope

The following section defines the scope of this SOW. Since the current scope is integral to the approach recommended by the Provider, this approach will be discussed first.

Client Objectives

The Client's objectives and any related considerations are expressed here to ensure that proposed activities - and the costs attendant with those activities - can be directly associated with the attainment of those objectives.

Considerations

Within the applicability and likely duration of this SOW, the following considerations must be observed:

- **Tone and Style** - All content must be produced to match the Client tone and style used in existing website and social media content.

In-Scope Objectives

The following objectives are considered in-scope for this SOW:

- **Increase brand awareness** - To increase brand awareness among current and potential students, organizations and community members, the Client must build a robust presence on social media platforms.
- **Promote adult education programs** - To reach potential organizations and individual audiences, the Client must use the following as a channel to facilitate the promotion of adult education and custom training opportunities through organic efforts.
 - Facebook
 - Instagram
 - LinkedIn



- Twitter

Out-of-Scope Objectives

Certain objectives will remain out-of-scope for this SOW. Objectives that are out-of-scope are:

- Comment and direct message management generated through organic social media efforts.

Duration

This SOW, once signed by both parties, will endure as a formal agreement by the Provider to perform work on behalf of the Client subject to the following conditions of duration:

Expiration

The Provider's offer to perform the work proposed under the terms of this SOW shall expire if signed acceptance of this document is not received from the Client on or before April 21, 2023.

Completion

The terms of this SOW shall apply commencing with signed acceptance of its terms until acknowledgment of all deliverables by the Client. The acknowledgment shall be construed as any of the following conditions being true:

1. Client signs a statement formally acknowledging completion of all actions agreed to in this SOW
2. A period of five (5) business days elapses after completion of all actions defined in this SOW without the Client notifying the Provider in writing of failure to fulfill the terms expressed in this SOW



Termination

Once this SOW has been signed as accepted, the Client may rescind the acceptance of this SOW and receive a refund of payment made for work to be performed under the terms of this SOW by notifying the Provider no fewer than five (5) business days before commencement of said work.

Rescission or termination of this SOW fewer than five (5) days before said work commences or after said work has commenced may result in a full, partial, or no refund to the Client. Should such untimely cancellation occur, the Provider shall furnish the Client with a refund schedule within ten (10) business days of cancellation explaining when refunded payment, if any, shall be returned to the Client along with an explanation of any un-refunded payment.

Deliverables

By accepting this SOW, the Client agrees that the following proposed actions (work performed), grouped categorically by deliverable, shall be taken by the Provider on behalf of the Client according to terms expressed in each action's associated "Action Context" section.

Action: Create Content and Publish

To build brand awareness, the Provider shall write social media posts promoting the adult education programs and custom training service offerings available through CVCC.

Action Detail

The Provider shall write/produce thirty-six (36) social media posts - individually formatted to each platform's specifications - and will post one-hundred and forty-four (144) organic posts to the following platforms:

- Facebook
- Instagram

- LinkedIn
- Twitter

Post frequency will be targeted for three (3) times per week per platform for twelve (12) weeks.

The posts will contain, but not be limited to the following:

- Adult Education Program Promotions

To write the posts, the Provider will use background materials provided by the Client and program sell sheets, as well as public information available on the Client's website, newsletters or existing social media posts.

The Provider will use background materials, photos and videos provided by the Client as well as public information available on the Client's website, newsletters or existing social media posts for each post. In some cases, the Client may be asked to provide a photo or video directly.

Action Context

The action described above shall be performed in the following context:

Dependencies

This action depends on the following:

- Signed acceptance of this SOW.
- Social media account access is granted to the Provider for the following platforms:
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter



Assumptions

The proposed action, along with its estimated costs and time to completion, is based on the following assumptions:

- Client understands and accepts all risks expressly associated with this action.
- Information sources sent to the Provider by the Client will be adequate to write the organic post copy.
- Accuracy of any provided information will be verified by the Client.
- Information or material required from the Client by the Provider to complete this action will be delivered to the Provider as requested within two (2) business days of any request for such information or material.
- Upon receiving notification from the Provider that this action has been completed, the Client will notify the Provider of any contractual discrepancy within five (5) business days of notification of completion. Once five (5) business days have elapsed without notification of such discrepancy, the action will be considered by both Client and Provider to have been satisfactorily completed.

Risks

Particular risks associated with the successful execution of this action are as follows:

- Incomplete information supplied by the Client may negatively affect timelines and costs of this and other proposed actions.
- Failure of the Client to verify the accuracy of source data may result in inaccurate information being published.
- Any delays in sending Client feedback may delay production and posting.
- Inaccuracies, changes, or delays by the Client related to the delivery of information or material required by the Provider may negatively affect timelines and costs of this and other proposed actions.

Timelines

The following timeline considerations apply to this action:

- **Initiation** - Work on this action will commence within two (2) business days of the approval of this SOW.
- **Performance** - The Provider will gather approved content for programs with upcoming enrollment deadlines and start posting to the selected platforms.
- **Posting Completion:** Timing for posting of this action will be governed by the review times outlined above. This action will be considered complete after 144 posts are published to the selected platform pages during a 90-day timeframe.

This timeline results in an estimated completion window of between less than one (< 1) and ninety (90).

Client Costs

The following Client costs apply to this action:

- **Performance** - Included in total cost

Costs

The following cost considerations apply to the actions listed in this SOW:

- \$2,000.00/month for 3 months (12 weeks)

General Timelines

In addition to the timelines associated with the performance of any particular proposed action, the following timeline considerations are in effect for this SOW:

- The Client will be invoiced upon receipt of the signed SOW.

General Assumptions

The actions proposed in this document are predicated on the following assumptions:

1. The Client understands and accepts all risks expressly associated with this SOW and each of its proposed actions.
2. The Client will provide a Single Point Of Contact (SPOC) to whom delivery of all deliverables can be made and from whom requisite information and material may be obtained by the Provider.
3. The Client will communicate requested changes or amendments to the Provider within sufficient notice to allow the changes to be made in a timely manner.
4. The Client will grant the Provider sufficient account access to any and all accounts required to fulfill obligations undertaken as part of this agreement.
5. The Client will remit payment in accordance with the terms described in this SOW.
6. The Client understands and accepts that tools, technologies, and services made available by Third Party Provider(s), and upon which functional deliverables described in this SOW are dependent, are not in any way guaranteed by the Provider to function as expected or to accommodate content produced during any portion of the Client's social media efforts.

General Risks

By accepting this SOW, the Client agrees to accept all risks associated with the performance of actions proposed in the "Deliverables" section of this document.

In addition to any risks associated with the performance of any particular proposed action, the following general risks are also agreed-to upon signed acceptance of this SOW:

1. Changes requested by the Client to agreed-upon components of this SOW may result in a negative impact to cost and delivery schedules.



- 2. Failure on behalf of the Client to issue authorization required by the Provider for any component of this SOW requiring authorization may result in a negative impact to cost and delivery schedule.
- 3. Failure to remit payment in a timely manner may result in a negative impact on the delivery schedule.
- 4. Failure, inaccessibility, denial/disruption of service, cancellation/suspension of accounts and/or services, disruptive policy changes, or under-performance of tools, technologies, and services made available by Third Party Provider(s), and relied upon by deliverables described in this SOW, may substantially reduce the quality of service, output, and experience expected or demanded by the Client.
- 5. The Provider will alert the Client of any risk not identified in this document that arises during the course of work.

Acceptance

By signing below, the signatories agree to bring this SOW into binding effect per the terms put forth above.

Provider

Agent
Signature:

Title:

Account Executive

Date:

2023.04.17

Client:

Agent
Signature:

Title:

Asst. Superintendent

Date:

4-17-23