



Cuyahoga Valley Career Center

May 2023 Board Meeting

**May 18, 2023, 6:30 pm - 8:00 pm
Conference Room A**

DOCUMENTS

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Cuyahoga Valley Career Center

April 2023 Board Meeting

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

MINUTES

MINUTES

Cuyahoga Valley Career Center

Board

April 2023 Board Meeting

Thursday, April 27, 2023, 6:30 pm - 8:00 pm

Conference Room A

In Attendance

Ashley Thomas; Gary Suchocki; James Gilbride; James Virost;
Jennifer Burke; Michael Wiant

Not In Attendance

Jacquelyn Arendt; 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

Mr. Suchocki called the meeting to order at 6:33 PM.

II. Pledge of Allegiance

III. Roll Call

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

IV. PRESIDENT'S REPORT

* May Board Meeting Date Reminder

V. SUPERINTENDENT'S REPORT

* Signing Day
* Program Presentation: Power Equipment Technology
* News Flash | The Student Connection | Alumni Spotlight

VI. BOARD COMMENTS

Mr. Suchocki proposed that the June Executive Session to conduct evaluations be rescheduled to August. All agreed.

VII. COMMITTEE REPORTS

VIII. APPROVAL OF MINUTES

* Regular Meeting of March 22, 2023

- ROLL CALL:

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

Move: James Gilbride Second: James Virost Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Ashley Thomas,
Jennifer Burke, Michael Wiant

IX. 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.

X. FINANCES

Resolution **#2023-4 16** 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 March 2023.

2023-4 16 (1)

- Accept Tax Rates:

Approve 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.

2023-4 16 (2)

- ROLL CALL:

Mr. Felber_____ Mr. Fortlage_____ Mr. Gilbride_____

Mr. Suchocki_____ Ms. Thomas_____ Mr. Virost_____

Mr. Wiant_____ Mrs. Arendt_____ Mrs. Burke_____

Move: Ashley Thomas Second: James Gilbride Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Ashley Thomas, Jennifer Burke, Michael Wiant

XI. NEW BUSINESS - Personnel

Resolution **#2023-4 17** 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. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

- Approve ASCE Plan:

Approve the Administrative, Support and Classified Exempt Employee Compensation and Fringe Benefit Plan reviewed annually, per Policy #3410.01.

2023-4 17 (1)

- Salary Schedule Adjustment:

Approve moving Claudette Knestrick from Treasurer's Assistant/Administrative Assistant Salary Schedule of the ASCE Plan to the Student Support Services Salary Schedule of the ASCE Plan at Step 5, effective July 1, 2023.

2023-4 17 (2)

- Employment

Per **Resolution #2022-12 35 (2)**, employ Maurice Taylor as Assistant Principal, effective August 1, 2023 through July 31, 2025, on a two-year, limited contract for 228 days annual, at Assistant Principal, Step 7, per

the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2023-4 17 (3)

- Employment:

Per **Resolution #2023-2 10 (3)**, employ Maria Dworning as Accounts Payable Specialist, effective May 8, 2023 through June 30, 2024, on a two-year, limited contract for 260 days annual, at Accounts Payable, Step 10, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2023-4 17 (4)

- Replacement:

Replace Nursing Instructor due to the movement of Michael Zana to Health Careers Instructor [**Resolution 2023-3 14 (2)**].

2023-4 17 (5)

- Administrative/Support/Classified Exempt Contracts:

Reemploy administrative/support/classified exempt personnel, per the Administrative, Support, and Classified Exempt Employees' Compensation and Fringe Benefit Plan, effective as of the 2023-24 contract year.

ADMINISTRATIVE

Joshua Hayes
Michael McDade

CLASSIFIED EXEMPT

Claudette Knestrick
Tonya Stephens-Cluse

2023-4 17 (6)

B. CERTIFICATED

- Additional Hours:

Approve Michael Zana to work up to 40 hours between April 28, 2023 and August 20, 2023, at \$29.30 per hour for preparation for the 2023-24 school year.

2023-4 17 (7)

- Non-Renew Teacher Contracts:

Non-renew the following instructors at the end of the 2022-23 contract year.

Lynn Vincent

2023-4 17 (8)

- Teacher Contracts:

Reemploy, per salary schedule and contingent upon certification and enrollment, the following instructors effective as of the 2023-24 school year, as assigned.

Shawn Fahey
Melissa Fox
Joseph McNamee
Michael Reinhard
Laura Robusto
Patrick Ruebensaal
Matthew Schoeffler
Shelly Schultz
Efrain Soto
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

2023-4 17 (9)

- Non-Renew Teacher 2022-23 Extended Service/Supplemental Contracts:

Non-renew extended service/supplemental contracts at the end of the 2022-23 contract year.

EXTENDED SERVICE

Bernadette Bodnar
Kelli Casini
Amy Chapman
Lisa Clements
Leonardo DeGirolamo
Josephine Everhart
Shawn Fahey
Melissa Fox
Jason Hance
Gerald Koenig
Jami Little
Michael Marcinko
Stacey McNamara

Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Michael Reinhard
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Efrain Soto
Lisa Theodore
Patricia Valukievic
Cary Bernard Van Tilburg
Lynn Vincent
Erik Ward
Melinda Wracher
Jamie Yax
Paul Yuravak

WORKLOAD

Josephine Everhart
Melissa Fox
Jason Hance
Gerald Koenig
Joseph McNamee
April Mone
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Efrain Soto
Cary Bernard Van Tilburg
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

SUPPLEMENTAL

Gerald Koenig
Richard Parrott
Laura Robusto
Patrick Ruebensaal
Lisa Theodore
Patricia Valukievic
Paul Yuravak

2023-4 17 (10)

- Teacher 2023-24 Extended Service/Supplemental Contracts:

Approve extended service/supplemental contracts for the 2023-24 school year, contingent upon certification and enrollment, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

EXTENDED SERVICE

Bernadette Bodnar
Kelli Casini
Amy Chapman
Lisa Clements
Leonardo DeGirolamo
Josephine Everhart
Shawn Fahey
Melissa Fox
Jason Hance
Gerald Koenig
Jami Little
Michael Marcinko
Stacey McNamara
Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Michael Reinhard
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Efrain Soto

Lisa Theodore
Patricia Valukievic
Cary Bernard Van Tilburg
Lynn Vincent
Erik Ward
Melinda Wracher
Jamie Yax
Paul Yuravak
Michael Zana

WORKLOAD

Josephine Everhart
Melissa Fox
Jason Hance
Gerald Koenig
Joseph McNamee
April Mone
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Efrain Soto
Cary Bernard Van Tilburg
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

SUPPLEMENTAL

Gerald Koenig
Laura Robusto
Patrick Ruebensaal
Lisa Theodore
Patricia Valukievic

2023-4 17 (11)

- Summer Work for Teachers:

In accordance with Article 12, "Additional Compensation" of the agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve all CVFT members for up to five

(5) days of summer work to be performed between June 9 and August 20, 2023 for a maximum of six (6) hours per day, up to 30 hours, per contract provisions.

2023-4 17 (12)

- Non-Renew High School 2022-23 Substitute Teachers' List:

Non-renew the following list of High School Substitutes at the end of the 2022-23 contract year.

Michele Brindza
Rosanne Cermak
Devon Everett
Francine Galletti
Gerald Gonda
Matthew Harding
Michelle Hasman
Gail Holt
Mary Hrouda
Daniel Hughes
Megan Jarzab
Nancy Muscatello
Maureen Paulett
Shawna Polimene
Terese Rawlins
Sharon Roetz
Stephanie Ryan
Stephanie Safranek
Suzanne Shaw
Thomas Snitzky
Alice Symons
Philip Turk

2023-4 17 (13)

- High School 2023-24 Substitute Teachers' List:

Approve the High School 2023-24 Substitute Teachers' List as assigned and approved.

Michele Brindza
Rosanne Cermak
Gerald Gonda
Michelle Hasman
Daniel Hughes
Nancy Muscatello

Maureen Paulett
Shawna Polimene
Stephanie Ryan
Suzanne Shaw
Thomas Snitzky
Alice Symons

2023-4 17 (14)

- Professional Growth Days/Out of State Trips:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education 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.

2023-4 17 (15)

- Non-Renew Adult Education 2022-23 Instructors' List:

Non-renew part-time Adult Education Instructors' List at the end of the 2022-23 school year.

Kathleen Alred
L'Tanya Barnes-Hall
Bernadette Bodnar
Ronald Bohnert
Gary Borrelli
Judith Brillinger
Karen Brucken
Brian Collister
Teri DeCress
Matthew Duplaga
Tharon Eulinberg
Devon Everett
Thomas Farrugia
Anna Marie Fazio
James Franko
Melissa Fox
Joseph Gedeon
Patrick Gnuschke
Lisa Green
Liam Guiney
Daniel Hunter
Melinda Jencson
Mary Kopczynski

Daniel Krystosik
Marcario Llamas
Shelia Loeding
James Martin
Melissa Munro
Nancy Muscatello
Thomas Nemeth
Joseph Pannitto
Richard Parrott
Jill Pawluk
James Pavlik
Remington Phillips
George Ponti
Candice Price
Roberta Ritter
Patrick Ruebensaal
Stephanie Safranek
Matthew Schoeffler
Marissa Sensius
Katherine Subotnik
Lonisha Sweeney
Lisa Theodore
Cary Bernard Van Tilburg
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Howard Workman
Ashley Youngblood
Dan Zezena

2023-4 17 (16)

- Adult Education 2023-24 Instructors' List:

Approve the part-time Adult Education 2023-24 Instructors' List, effective July 1, 2023 through June 30, 2024, as assigned and approved at a rate established by the Superintendent.

Kathleen Alred
L'Tanya Barnes-Hall
Ronald Bohnert
Brian Collister
Matthew Duplaga
Tharon Eulinberg
Thomas Farrugia

Melissa Fox
James Franko
Patrick Gnuschke
Lisa Green
Liam Guiney
Daniel Hunter
Allison Jouriles
Mary Kopczynski
Daniel Krystosik
Shelia Loeding
James Martin
Nancy Muscatello
Thomas Nemeth
Richard Parrott
James Pavlik
Remington Phillips
George Ponti
Candice Price
Roberta Ritter
Patrick Ruebensaal
Matthew Schoeffler
Katherine Subotnik
Lisa Theodore
Cary Bernard Van Tilburg
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Howard Workman
Dan Zezena

2023-4 17 (17)

C. CLASSIFIED

- Amend Employment Contract:

Increase contract days from 185 to 220 for High School Administrative Assistant Lori DeCapua, effective July 1, 2023.

2023-4 17 (18)

- Replacement:

Due to the movement of Maria Dworning, approve the replacement of Administrative Assistant II.

2023-4 17 (19)

- Employment:

Per Resolution **#2023-4 17 (19)**, employ Kelly Hudson as Administrative Assistant II, effective May 3, 2023 through June 30, 2023, on a one year, limited contract for 220 days 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).

2023-4 17 (20)

- Resignation/Retirement:

Accept the resignation of Gabrielle Scorzino, Media Specialist, effective April 14, 2023.

2023-4 17 (21)

- Replacement:

Approve the replacement of Media Specialist.

2023-4 17 (22)

- Resignation/Retirement:

Accept the retirement of James Scanlon, Educational Aide, effective June 30, 2023.

2023-4 17 (23)

- Replacement:

Approve replacement of Educational Aide.

2023-4 17 (24)

- Classified Contracts:

Reemploy and/or affirm classified personnel, per schedule and as assigned effective as of the 2023-24 contract year. Unless otherwise noted, all classified personnel will be provided the benefits as outlined in the agreement between Cuyahoga Valley Career Center Board of Education and Ohio Association of Public School Employees Local 597.

CLASSIFIED

Laurie Eadelis
Louise Glinka
Robert Guilfoyle
Lynn Haddad
John Hetkey
Thomas Laskowski
Kathleen McCafferty

Joseph Varga

2023-4 17 (25)

- Classified 2023-24 Substitutes' List:

Approve the Classified Substitutes' List for the 2023-24 school year.

Kristin Brauer

Joy Fejes

Kathleen Klik

Diane Nemec

John Orzel, Jr.

Diane Turk

Julie Wheeler

David Zipay

2023-4 17 (26)

- Student Employment:

Approve the employment of Christopher Medina-Kalina, Jr. and Liliana Comben to perform services on an as needed basis at the current Student Employment Rate effective April 3, 2023 through August 20, 2023.

2023-4 17 (27)

- Student Employment:

Approve the employment of Anthony Cundra to perform services on an as needed basis at the current Student Employment Rate effective June 8, 2023 through the 2023-24 school year.

2023-4 17 (28)

- ROLL CALL:

Mr. Fortlage _____ Mr. Gilbride _____ Mr. Suchocki _____

Ms. Thomas _____ Mr. Virost _____ Mr. Wiant _____

Mrs. Arendt _____ Mrs. Burke _____ Mr. Felber _____

Move: James Gilbride Second: Jennifer Burke Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Ashley Thomas, Jennifer Burke, Michael Wiant

XII. NEW BUSINESS - Non-personnel

Resolution #2023-4 18 New Business-Non-personnel Items Recommended (may be handled as one motion).

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

- Disposal of Inventory Items:
Approve the disposal of varied inventory items as listed.
2023-4 18 (1)
- Donations:
Accept donations as per Resolution #1976-167.
2023-4 18 (2)
- Student Fees for the 2023-24 School Year:
Accept Cuyahoga Valley Career Center's student fee structure for the 2023-24 school year.
2023-4 18 (3)
- Policies:
Conduct the second reading and adoption of policies reviewed and recommended by the Policy Committee as presented at the March 22, 2023 Board of Education Meeting and as recommended by the Superintendent.

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

2023-4 18 (4)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Lorain County ESC for them to provide professional development through NORT2H on job-embedded technology coaching for the 2023-2024 school year, for a total cost of \$31,430.

2023-4 18 (5)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Youngstown State University for Broadband and 5G Regional Node Structure from July 2023 through September 2024.

2023-4 18 (6)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Desidara for them to provide social media marketing for three (3) months.

2023-4 18 (7)

- Board Support for CTE Construction Facilities Expansion Grant:

The Cuyahoga Valley Career Center (CVCC) Board of Education is aware of the need for a skilled construction workforce. Local and state data indicate construction trades are in-demand occupations and the number of construction jobs is projected to increase in the near future. The Board supports the CVCC grant writing team's submission of a request for proposal to the CTE Construction Facilities Expansion Committee for financial resources to build a facility addition with two construction technology laboratories. The construction of these labs will allow CVCC to serve additional students in the construction technologies cluster and ensure the latest instructional equipment and environment are

utilized by CVCC instructors. The Board is committed to beginning construction in the summer of 2024, utilizing all funds, and completing the project timely.

2023-4 18 (8)

• ROLL CALL:

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

Move: Ashley Thomas Second: James Virost Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Ashley Thomas, Jennifer Burke, Michael Wiant

XIII. ADJOURN

7:20 PM

• ROLL CALL:

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

Move: James Gilbride Second: James Virost Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Ashley Thomas, Jennifer Burke, Michael Wiant

- Next Board of Education Meeting: Thursday, May 18, 2023 at 6:30 PM. in the Commons.

*APPROVED: _____

*ATTESTED: _____

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

April 30, 2023

Richard A. Berdine, Treasurer

2022-23

Cuyahoga Valley Career+A2:F28r Center



Forecast Comparison - General Operating Fund - April 2023



CUYAHOGA VALLEY
CAREER CENTER

CUYAHOGA VALLEY
CAREER CENTER

	April 2023 FCST Estimate	April 2023 Actuals	April 2022 Actuals	Variance-April 2023 Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 199,731	\$ 197,865	\$ 304,399	\$ (1,866)	
1.020 - Public Utility Personal Property Tax	\$ 130,760	\$ 119,789	\$ 105,449	\$ (10,971)	actual tax receipts from public utilities slightly less than forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 124,000	\$ 125,386	\$ (90,216)	\$ 1,386	
1.040 - Restricted Grants-in-Aid	\$ 26,909	\$ 26,319	\$ 178,429	\$ (590)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ 406,216	\$ -	
1.060 - All Other Operating Revenues	\$ 49,864	\$ 77,529	\$ 47,072	\$ 27,665	timing of investment maturities, interest rates/earnings increasing
1.070 - Total Revenue	\$ 531,264	\$ 546,888	\$ 951,349	\$ 15,624	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 531,264	\$ 546,888	\$ 951,349	\$ 15,624	
Expenditures:					
3.010 - Personnel Services	\$ 620,230	\$ 617,176	\$ 599,366	\$ 3,054	
3.020 - Employees' Retirement/Insur. Benefits	\$ 232,892	\$ 239,269	\$ 227,104	\$ (6,377)	
3.030 - Purchased Services	\$ 92,041	\$ 75,556	\$ 72,634	\$ 16,485	timing of expenditures compared to prior fiscal years
3.040 - Supplies and Materials	\$ 55,648	\$ 34,582	\$ 37,623	\$ 21,066	timing of expenditures compared to prior fiscal years
3.050 - Capital Outlay	\$ 3,960	\$ -	\$ 352	\$ 3,960	
3.060 - Intergovernmental	\$ 59,031	\$ -	\$ -	\$ 59,031	timing of CTE partnership payments to associate district compared to prior fiscal years
4.300 - Other Objects	\$ 53,384	\$ 52,433	\$ 52,690	\$ 951	
4.500 - Total Expenditures	\$ 1,117,186	\$ 1,019,016	\$ 989,769	\$ 98,170	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ 1,093,000	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 1,117,186	\$ 1,019,016	\$ 2,082,769	\$ 98,170	
Surplus/(Deficit) for Month	\$ (585,922)	\$ (472,128)	\$(1,131,420)	\$ 113,794	

rb050423

Cuyahoga Valley Career Center

Forecast Comparison - General Operating Fund - April 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)	\$ 12,665,533	\$ 12,663,667	\$ 12,196,253	\$ (1,866)	
1.020 - Public Utility Personal Property Tax	\$ 643,115	\$ 632,144	\$ 593,065	\$ (10,971)	actual tax receipts from public utilities slightly less than forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 1,305,709	\$ 1,307,095	\$ 1,367,397	\$ 1,386	
1.040 - Restricted Grants-in-Aid	\$ 289,411	\$ 288,821	\$ 339,033	\$ (590)	
1.050 - Property Tax Allocation	\$ 765,299	\$ 765,299	\$ 1,125,864	\$ -	
1.060 - All Other Operating Revenues	\$ 512,242	\$ 539,907	\$ 357,032	\$ 27,665	timing of investment maturities, interest rates/earnings increasing
1.070 - Total Revenue	\$ 16,181,309	\$ 16,196,934	\$ 15,978,643	\$ 15,625	
Other Financing Sources:					
2.050 - Advances In	\$ 207,000	\$ 207,000	\$ 407,000	\$ -	
2.060 - All Other Financing Sources	\$ 1,522	\$ 1,522	\$ 770	\$ (0)	
2.080 Total Revenue and Other Financing Sources	\$ 16,389,831	\$ 16,405,456	\$ 16,386,413	\$ 15,625	
Expenditures:					
3.010 - Personnel Services	\$ 6,827,594	\$ 6,824,540	\$ 6,880,161	\$ 3,054	
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,400,029	\$ 2,406,406	\$ 2,381,960	\$ (6,377)	
3.030 - Purchased Services	\$ 1,105,716	\$ 1,089,231	\$ 898,426	\$ 16,485	timing of expenditures compared to prior fiscal years
3.040 - Supplies and Materials	\$ 535,488	\$ 514,422	\$ 516,982	\$ 21,066	timing of expenditures compared to prior fiscal years
3.050 - Capital Outlay	\$ 59,126	\$ 55,166	\$ 17,529	\$ 3,960	
3.060 - Intergovernmental	\$ 89,031	\$ 30,000	\$ 30,000	\$ 59,031	timing of CTE partnership payments to associate district compared to prior fiscal years
4.300 - Other Objects	\$ 378,897	\$ 377,946	\$ 316,287	\$ 951	
4.500 - Total Expenditures	\$ 11,395,881	\$ 11,297,711	\$ 11,041,345	\$ 98,170	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 3,871,981	\$ 3,871,981	\$ 1,928,014	\$ -	
5.020 - Advances Out	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 15,489,862	\$ 15,391,692	\$ 13,176,359	\$ 98,170	
Surplus/(Deficit) FYTD	\$ 899,969	\$ 1,013,764	\$ 3,210,054	\$ 113,795	

rb050423

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	197,865	119,789	52,162	25,366	125,386	-	26,319	-	546,888
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$12,663,667	\$632,145	\$363,102	\$176,805	\$1,307,095	\$765,299	\$288,823	\$208,522	\$16,405,457
% of Total	77.19%	3.85%	2.21%	1.08%	7.97%	4.66%	1.76%	1.27%	

*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

rb050423

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	617,176	239,269	75,556	34,582	-	-	52,433	-	1,019,016
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$6,824,541	\$2,406,406	\$1,089,230	\$514,422	\$55,165	\$30,000	\$377,946	\$4,093,981	\$15,391,691
% of Total	44.34%	15.63%	7.08%	3.34%	0.36%	0.19%	2.46%	26.60%	

**Non-Operating expenses include advances and transfers out.*

Operating Fund includes General Fund (001) only

rb050423

Cuyahoga Valley Career Center



**CUYAHOGA VALLEY
CAREER CENTER**

April 2023

FINSUMM Financial Summary

rb050423

Fund	Fund Name	Beginning Balance 7/1/2022	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$20,076,140.15	\$546,888.07	\$16,405,456.84	\$1,019,016.45	\$15,391,691.12	\$21,089,905.87	\$567,478.16	\$20,522,427.71
003	Permanent Improvement	\$1,729,281.07	\$1,429.75	\$3,774,971.75	\$29,210.22	\$1,823,557.07	3,680,695.75	\$2,245,907.88	1,434,787.87
006	Food Service	\$86,537.28	\$9,056.57	\$151,727.41	\$10,143.92	\$191,541.08	46,723.61	\$14,559.37	32,164.24
008	Endowment	\$72,771.25	\$257.90	\$1,948.85	\$500.00	\$12,000.00	62,720.10	\$0.00	62,720.10
009	Uniform School Supplies	\$30,178.72	\$717.00	\$103,633.28	\$4,063.86	\$110,649.57	23,162.43	\$30,257.35	(7,094.92)
011	Rotary-Special Services	\$110,105.98	\$3,581.04	\$28,320.82	\$387.95	\$25,825.10	112,601.70	\$7,935.97	104,665.73
012	Adult Education	\$874,656.12	\$74,023.99	\$1,085,397.12	\$121,291.23	\$1,286,366.11	673,687.13	\$50,412.79	623,274.34
018	Public School Support	\$193,760.09	\$4,160.72	\$46,449.46	\$5,626.05	\$48,791.84	191,417.71	\$12,617.70	178,800.01
019	Other Grants	\$147,269.81	\$0.00	\$0.00	\$1,213.16	\$30,574.26	116,695.55	\$9,980.23	106,715.32
022	District Agency	\$51,327.38	\$17,665.08	\$537,363.12	\$19,374.82	\$557,407.02	31,283.48	\$0.00	31,283.48
200	Student Managed Activity	\$44,802.12	\$3,280.23	\$167,044.91	\$36,521.50	\$167,428.50	44,418.53	\$12,279.90	32,138.63
451	Data Communications	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$1,110.00	\$0.00	\$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	\$0.00	\$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	\$2,528.22	(2,528.22)
524	Carl Perkins Grants	(\$58,078.10)	\$56,073.45	\$417,199.70	\$33,478.08	\$373,558.17	(14,436.57)	\$26,006.58	(40,443.15)
599	Misc. Federal Grants (CARES Act)	(\$22,315.00)	\$0.00	\$177,748.45	\$1,500.00	\$105,433.45	50,000.00	\$30,871.05	19,128.95
	Grand Totals (ALL Funds)	\$23,337,972.19	\$717,133.80	\$23,004,961.89	\$1,282,327.24	\$20,232,058.79	\$26,110,875.29	\$3,011,310.20	23,099,565.09

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	\$0.00	\$1,800.00	\$1,800.00
461/9023	High Schools That Work FY23	\$4,000.00	\$0.00	\$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	\$0.00	\$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	\$37,695.80	\$270,676.45	\$270,676.45
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	\$18,377.65	\$61,370.23	\$61,370.23
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	\$56,073.45	\$702,648.33	\$1,343,281.36

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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
<i>rb050423</i>						

Cuyahoga Valley Career Center



Cash Reconciliation



April 30, 2023

Cash Summary Report Balance			\$ 26,110,875.29
Bank Balance:			
PNC Main Checking	1,544,347.36		
PNC - Merchant Svcs.	3,637.75		
PNC - Payroll Holding	30,000.00		
		\$ 1,577,985.11	
Investments:			
U.S. Bank: Meeder Investment Managers Managed Portfolio STAR Ohio	18,274,762.70 6,367,996.97		
		\$ 24,642,759.67	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (112,108.99)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	739.50		
Deposit in Transit	-		
Payroll in Transit	-		
		\$ 739.50	
Bank Balance			\$ 26,110,875.29
Variance			\$ -

rb050423

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

April 2023

Appropriation Summary

rb050423

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	\$18,078,946.00	\$190,298.73	\$18,269,244.73	\$15,391,691.12	\$1,019,016.45	\$567,478.16	2,310,075.45	87.36%
003	Permanent Improvement	\$3,352,177.01	\$1,515,500.29	\$4,867,677.30	\$1,823,557.07	\$29,210.22	\$0.00	3,044,120.23	37.46%
006	Food Service	\$160,300.00	\$120.00	\$160,420.00	\$191,541.08	\$10,143.92	\$14,559.37	(45,680.45)	128.48%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$12,000.00	\$500.00	\$0.00	3,000.00	80.00%
009	Uniform School Supplies	\$100,870.00	\$14,615.68	\$115,485.68	\$110,649.57	\$4,063.86	\$30,257.35	(25,421.24)	122.01%
011	Rotary-Special Services	\$45,500.00	\$2,147.10	\$47,647.10	\$25,825.10	\$387.95	\$7,935.97	13,886.03	70.86%
012	Adult Education	\$1,796,308.34	\$25,406.84	\$1,821,715.18	\$1,286,366.11	\$121,291.23	\$50,412.79	484,936.28	73.38%
018	Public School Support	\$79,993.30	\$43,356.62	\$123,349.92	\$48,791.84	\$5,626.05	\$12,617.70	61,940.38	49.78%
019	Other Grants	\$131,016.47	\$16,253.34	\$147,269.81	\$30,574.26	\$1,213.16	\$9,980.23	106,715.32	27.54%
022	District Agency	\$790,000.00	\$0.00	\$790,000.00	\$557,407.02	\$19,374.82	\$0.00	232,592.98	70.56%
200	Student Managed Activity	\$161,367.00	\$12,515.14	\$173,882.14	\$167,428.50	\$36,521.50	\$12,279.90	(5,826.26)	103.35%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$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	\$0.00	\$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	\$2,528.22	849.32	99.02%
524	Carl Perkins Grants	\$402,845.31	\$26,895.63	\$429,740.94	\$373,558.17	\$33,478.08	\$26,006.58	30,176.19	92.98%
599	Miscellaneous Federal Grants	\$155,433.45	\$0.00	\$155,433.45	\$105,433.45	\$1,500.00	\$30,871.05	19,128.95	87.69%
Totals		\$25,314,655.51	\$1,911,509.03	\$27,226,164.54	\$20,232,058.79	\$1,282,327.24	\$764,927.32	\$6,229,178.43	77.12%

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Check Register for Checks > \$4,999.99

April 2023



CUYAHOGA VALLEY
CAREER CENTER

Vendor	Amount	Fund	Description
Illuminating Co.	14,391.69	001	Electricity
PNC Bank	12,129.10	various	Marketing, meetings, biohazard waste removal, conference registrations, travel, student course exams
Assessment Tech Institute, LLC	29,625.00	012	Adult education exams
Hilton Anaheim	7,474.80	200	Student competition travel
CVCC-AE Federal Disburse	10,547.00	022	Adult education tuition/fees from federal grants/loans
Anatomical Worldwide LLC	9,072.95	524	Manikin
CDW-G	10,035.51	003/001	Enterprise server license, monitor
Comdoc Leasing	5,417.72	001	Copier lease
Revere Local School District	8,103.35	001	Insurance portion for shared treasurer services
PNC Bank	16,680.29	various	Student and staff travel/registrations
Cintas	5,128.98	009/019	Student uniforms
Ohio Schools Council	6,100.00	001	Natural gas
Ivideo Technologies	12,046.84	003	Nursing audiovisual equipment replacement
Insta-Info, Inc.	7,064.87	003	Horn speaker for school PA system
Skills USA	7,555.00	200	Student and staff registrations
Human Solution/Uplift Desk	6,699.00	003	Replacement staff desks
Industrial Appraisal Co.	7,608.00	001	Property appraisal services
Amazon	6,866.06	various	instructional/office/maintenance/adult education/technology supplies
Suburban Health Consortium	135,993.25	various	Employee benefits insurance premiums
rb050423			



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

INVESTMENT PORTFOLIO

	AMOUNT
Meeder Investments	18,274,762.70
STAR Ohio Investments	6,367,996.97

TOTAL INVESTMENT PORTFOLIO **24,642,759.67**

DISTRIBUTION OF INTEREST

	April 2023 Interest	FYTD 2023 Interest
General Fund (001)	52,162.30	363,101.62
Endowment Fund (008)	257.90	1,948.85
Cell Tower (018-9606)	362.67	2,727.83
Oil Well (018-9607)	183.84	1,335.87
Ocasek Scholarship (018-9610)	36.12	259.30

TOTAL INTEREST POSTED **53,002.83** **369,373.47**

Cuyahoga Valley Career Center



CVCC Adult Education Monthly and FYTD Estimates vs Actuals



FY2023--April 2023							
	Enrollment:	175					
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	31,731	65,884	34,154	1,030,878	663,217	(367,661)	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	1,009	4,769	3,760	55,112	58,008	2,897	
1790-Other Classroom Fees	1,252	1,214	(39)	15,748	11,814	(3,934)	
1833-Services to Patrons	217	244	27	2,390	779	(1,611)	
1890-Miscellaneous	4,806	1,913	(2,893)	37,900	13,318	(24,582)	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	39,016	74,024	35,008	1,436,387	1,085,397	(350,990)	
Expenditures							
100-Salaries	88,376	69,392	18,984	888,103	737,624	150,479	program startups occurred in September and after for new school year
200-Fringe Benefits	27,706	25,230	2,477	283,785	244,864	38,921	program startups occurred in September and after for new school year
400-Purchased Services	578	24,082	(23,504)	107,988	96,827	11,161	program startups occurred in September and after for new school year
500-Supplies	7,057	2,269	4,788	79,248	57,976	21,272	program startups occurred in September and after for new school year
600-Equipment	0	0	0	120,000	111,261	8,739	
800-Other	263	319	(57)	8,495	4,757	3,738	
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	123,980	121,291	2,689	1,495,569	1,286,366	209,203	
Surplus/(Deficit) for Month & FYTD	(84,964)	(47,267)	37,697	(59,181)	(200,969)	(141,787)	



Cuyahoga Valley Career Center

Five Year Forecast Financial Report

May 2023

David Mangas, Superintendent

Richard Berdine, Treasurer

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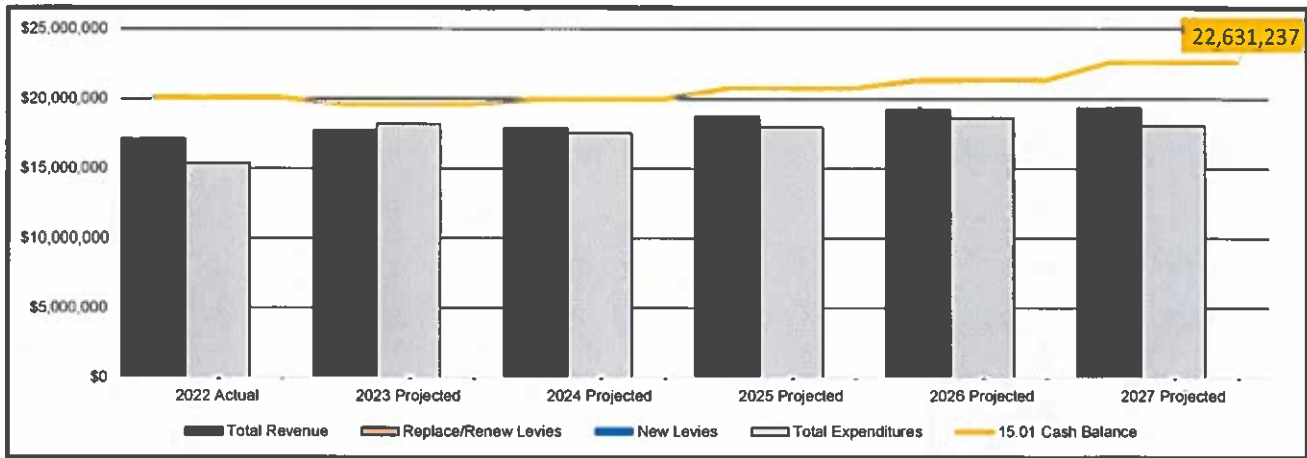
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Forecast Purpose/Objectives

Ohio Department of Education's purposes/objectives for the five-year forecast are:

1. To engage the local board of education and the community in the long range planning and discussions of financial issues facing the school district.
2. To serve as a basis for determining the school district's ability to sign the certificate required by O.R.C. §5705.412, commonly known as the "412 certificate."
3. To provide a method for the Department of Education and Auditor of State to identify school districts with potential financial problems.

Forecast Methodology - This forecast is prepared based upon historical trends and current factors. This information is then extrapolated into estimates for subsequent years. The forecast variables can change multiple times throughout the fiscal year and while cash flow monitoring helps to identify unexpected variances no process is guaranteed. The intent is to provide the district's financial trend over time and a roadmap for decisions aimed at encouraging financial sustainability and stability.



Note: Cash balance (Line 7.020) plus any existing levy modeled as renewed or new during the forecast.

Financial Forecast

	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027
Beginning Balance (Line 7.010) Plus	20,076,140	19,604,142	19,966,038	20,755,082	21,339,643
+ Revenue	17,709,828	17,886,779	18,755,303	19,227,912	19,358,999
+ Proposed Renew/Replacement Levies	-	-	-	-	-
+ Proposed New Levies	-	-	-	-	-
- Expenditures	(18,181,826)	(17,524,882)	(17,966,259)	(18,643,351)	(18,067,405)
= Revenue Surplus or Deficit	(471,999)	361,896	789,044	584,561	1,291,594
Line 7.020 Ending Balance with renewal/new levies	19,604,142	19,966,038	20,755,082	21,339,643	22,631,237

Analysis Without Modeled Levies Included:

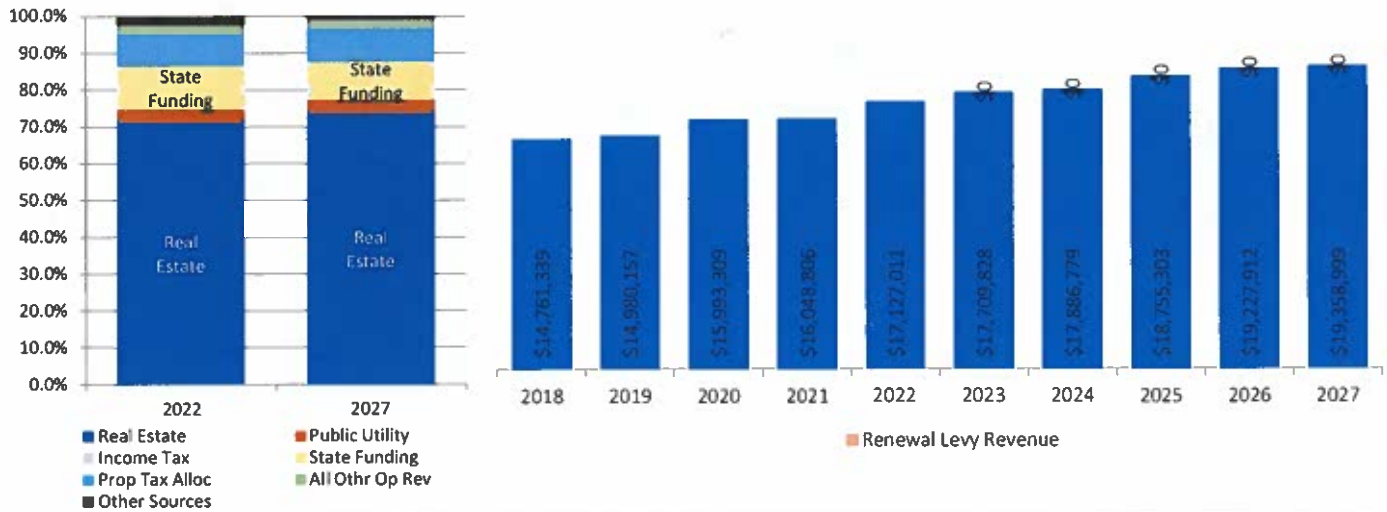
Revenue Surplus or Deficit w/o Levies	(471,999)	361,896	789,044	584,561	1,291,594
Ending Balance w/o Levies	19,604,142	19,966,038	20,755,082	21,339,643	22,631,237

The projected cash balance of \$22.3 million at June 30, 2027 is slightly increased from the November 2022 forecast projected balance of \$22.1 million. Increasing expenditures for purchased services, such as insurance, utilities, technology, and facilities, plus an increase to the high school operating budget for travel expenses previously paid from the Student Leadership fund (200) based on advances and transfer from the general fund, are offset by additional anticipated property tax collections from new construction and property reappraisals. Deficit spending of \$472K is projected in this forecast for fiscal year 2023 only, due to facilities project transfers and a 27th bi-weekly payroll, with all other years showing positive cash flow.

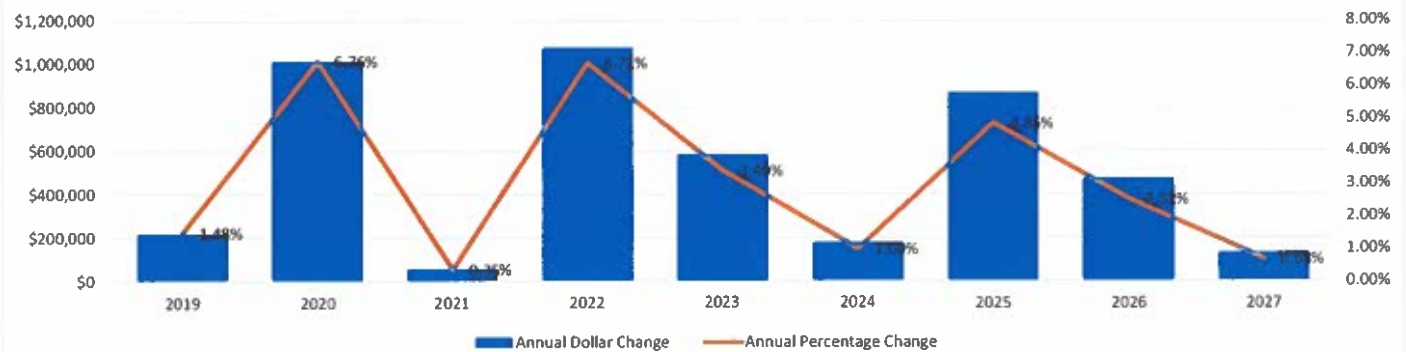
This forecast utilizes tax year 2022 property valuations, and the District's total valuation increased to \$7.4 billion from \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 4.5% and 6.2% growth in tax years 2023 and 2024, respectively, from the next Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) triennial updates, are also included. This equates to approximate valuation increases of 10% for each county. The 2017 and 2020 overall valuation increases during Summit County reappraisal years were 3.9% and 5.1%. The 2018 and 2021 overall valuation increases during Cuyahoga County reappraisal years were 5.4% and 6.6%. If the estimated increases are realized, the District's valuation will be nearly \$8.3 billion for 2024 tax year. Our district has been very fortunate to have an average tax collection rate of nearly 100% of currently billed taxes being collected and distributed to us annually for each of the past six years. This forecast assumes that collection rates will continue at the 99.5% level for all years of this forecast.

Revenue Sources and Forecast Year-Over-Year Projected Overview

Sources of Revenue Over Time



Year-Over-Year Dollar & Percentage Change



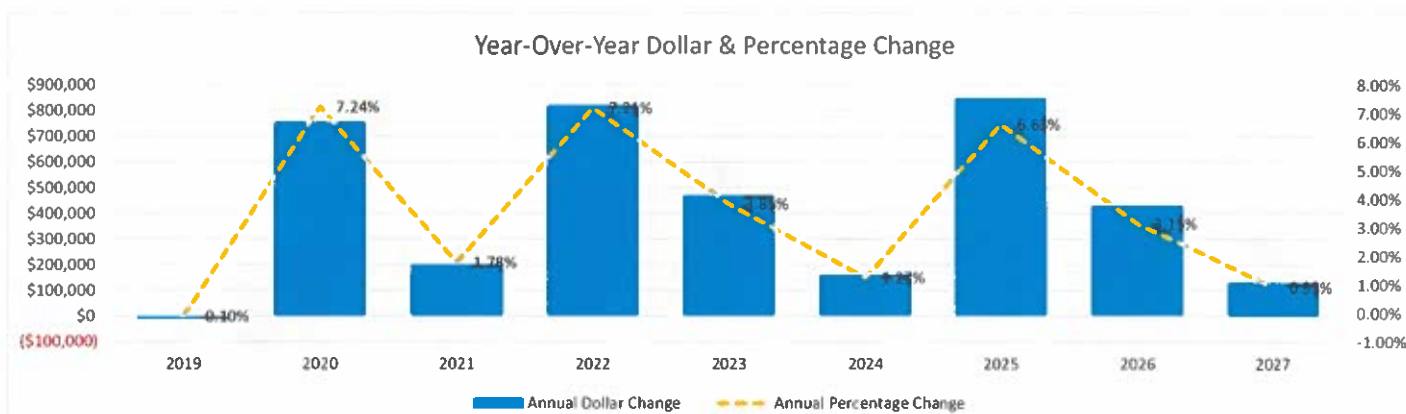
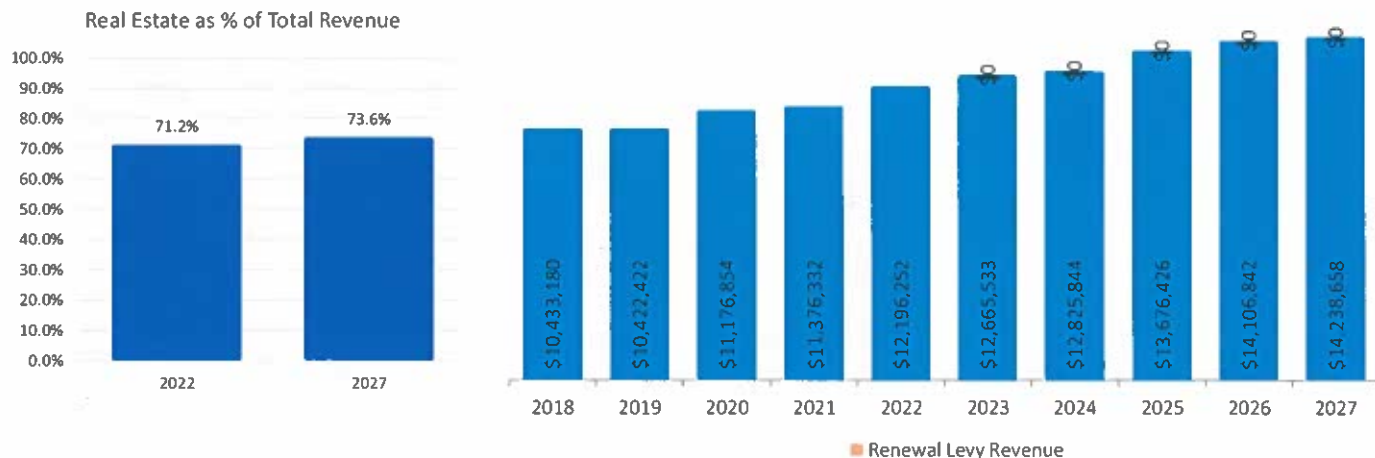
5-Year Historical Actual Average Annual Dollar Change Compared to 5-Year Projected

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total revenues are expected to increase in FY23 from FY22 primarily due to growth in property valuation, thus tax collections, and increased interest earnings from rising investment rates. Future forecast years include increased estimated tax revenues from increased property valuation growth from new construction and reappraisals, as well as stable collection rates, as outlined in the Executive Summary to this forecast. State funding remains flat for FY23 and all out years of this forecast. The Notes and Assumptions page for each revenue category provides more detailed considerations used in the development of this forecast.
Real Estate	493,641	\$408,481	(\$85,160)	
Public Utility	\$39,505	\$27,994	(\$11,511)	
Income Tax	\$0	\$0	\$0	
State Funding	\$56,210	(\$8,954)	(\$65,164)	
Prop Tax Alloc	\$4,231	\$56,762	\$52,531	
All Othr Op Rev	\$13,495	\$12,268	(\$1,227)	
Other Sources	(\$65,219)	(\$50,154)	\$15,065	
Total Average Annual Change	541,864	\$446,398	(\$95,466)	
	3.43%	2.40%	-1.03%	

Note: Expenditure average annual change is projected to be > \$536,324 On an annual average basis, expenditures are projected to grow faster than revenue.

1.010 - General Property Tax (Real Estate)

Revenue collected from taxes levied by a school district by the assessed valuation of real property using effective tax rates for class I (residential/agricultural) and class II (business).



Values, Tax Rates and Gross Collections							Gross Collection Rate Including Delinquencies
Tax Yr	Valuation	Value Change	Class I Rate	Change	Class II Rate	Change	
2021	7,033,373,000	440,809,610	2.00	-	2.00	-	100.0%
2022	7,115,965,750	82,592,750	2.00	-	2.00	-	99.2%
2023	7,437,965,750	322,000,000	2.00	-	2.00	-	99.5%
2024	7,910,015,750	472,050,000	2.00	-	2.00	-	99.5%
2025	7,957,115,750	47,100,000	2.00	-	2.00	-	99.5%
2026	8,107,115,750	150,000,000	2.00	-	2.00	-	99.5%

General Property Tax (Real Estate) accounts for 71.52% of District revenues.

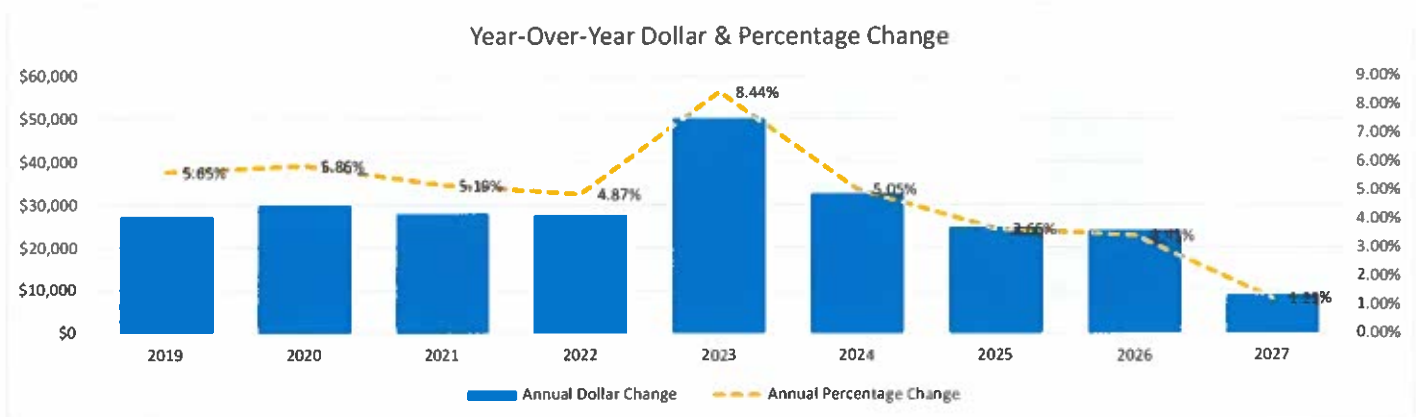
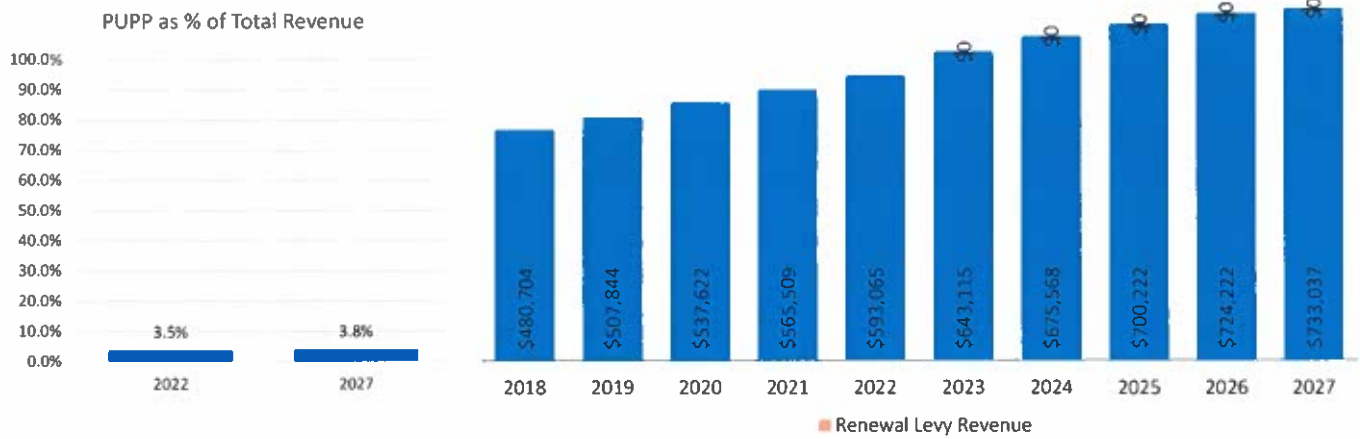
This forecast utilizes tax year 2022 property valuations, and the District's total valuation increased to \$7.4 billion from \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 4.5% and 6.2% growth in tax years 2023 and 2024, respectively, from the next Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) triennial updates, are also included. This equates to approximate valuation increases of 10% for each county. The 2017 and 2020 overall valuation increases during Summit County reappraisal years were 3.9% and 5.1%. The 2018 and 2021 overall valuation increases during Cuyahoga County reappraisal years were 5.4% and 6.6%. If the estimated increases are realized, the District's valuation will be nearly \$8.3 billion for 2024 tax year.

District is fortunate to have an average tax collection rate of nearly 100% of currently billed taxes being collected and distributed annually for each of the past five years. This forecast assumes that collection rates will continue at the 99.5% level for all years of this forecast.

**Projected % trends include renewal levies*

1.020 - Public Utility Personal Property

Revenue generated from public utility personal property valuations multiplied by the district's full voted tax rate



Values and Tax Rates					Gross Collection Rate Including Delinquencies
Tax Year	Valuation	Value Change	Full Voted Rate	Change	
2021	303,985,960	15,573,890	2.00	-	100.0%
2022	326,302,710	22,316,750	2.00	-	100.0%
2023	338,302,710	12,000,000	2.00	-	100.0%
2024	350,302,710	12,000,000	2.00	-	100.0%
2025	362,302,710	12,000,000	2.00	-	100.0%
2026	370,302,710	8,000,000	2.00	-	100.0%

Public Utility Personal Property tax accounts for 3.63% of District revenues.

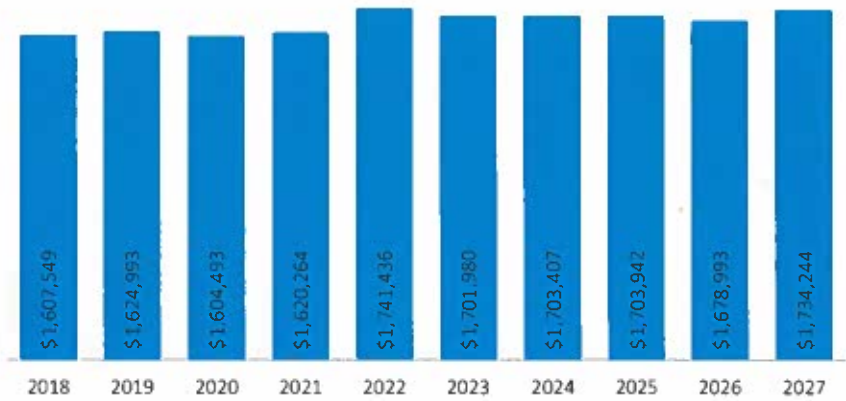
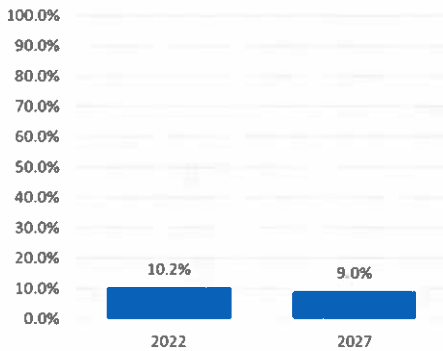
Revenues are projected to increase slightly in FY23 and out years due to the assumed valuation growth reported by public utility companies.

**Projected % trends include renewal levies*

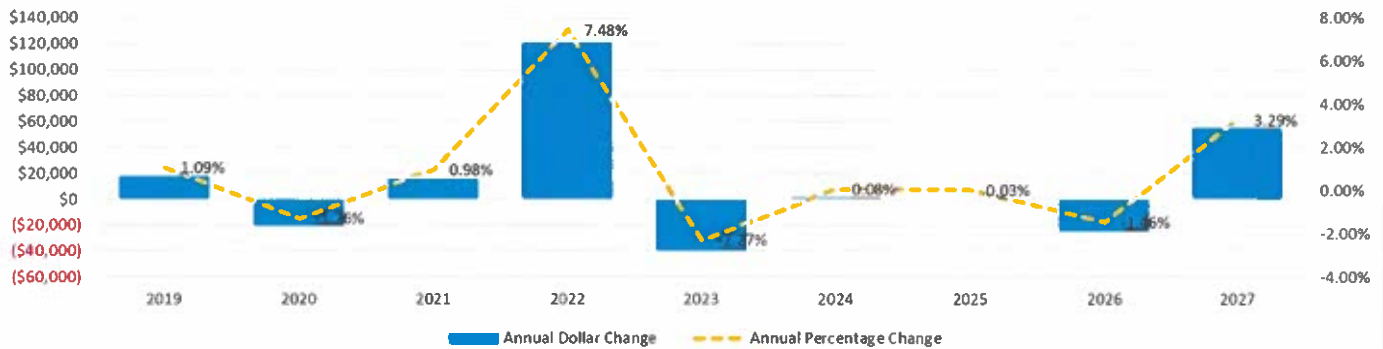
1.035 - Unrestricted Grants-in-Aid

Funds received through the State Foundation Program with no restriction.

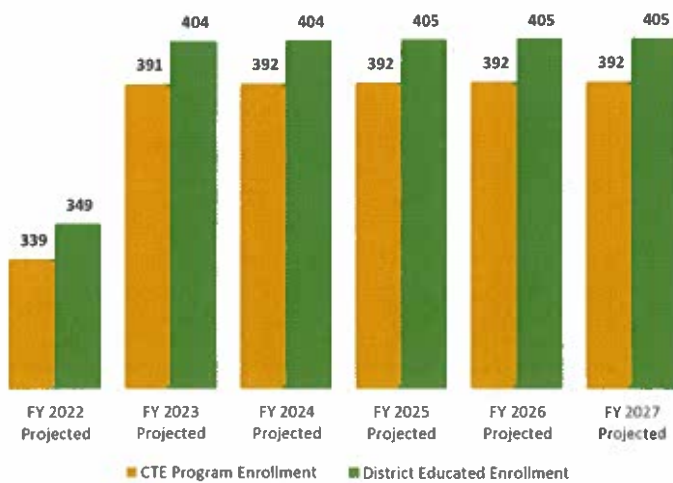
Unrestricted as % of Total Revenue



Year-Over-Year Dollar & Percentage Change



Total District Educated Enrollment Compared to CTE Program Enrollment



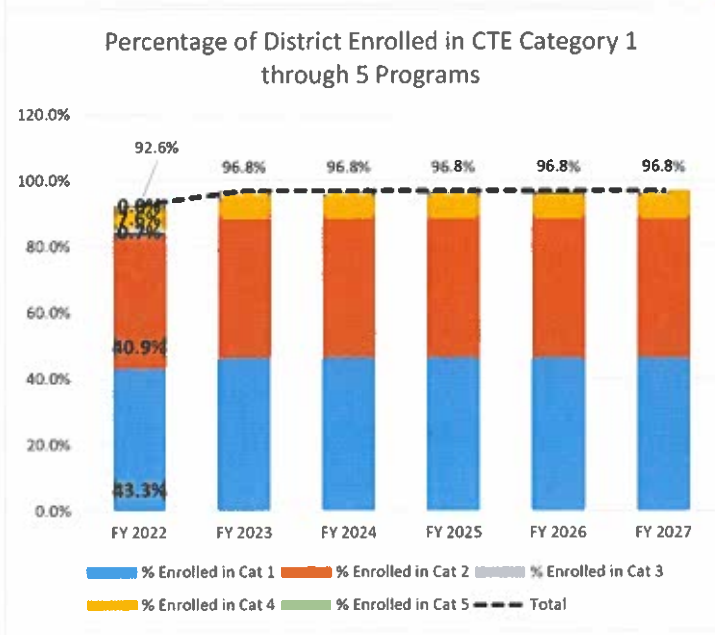
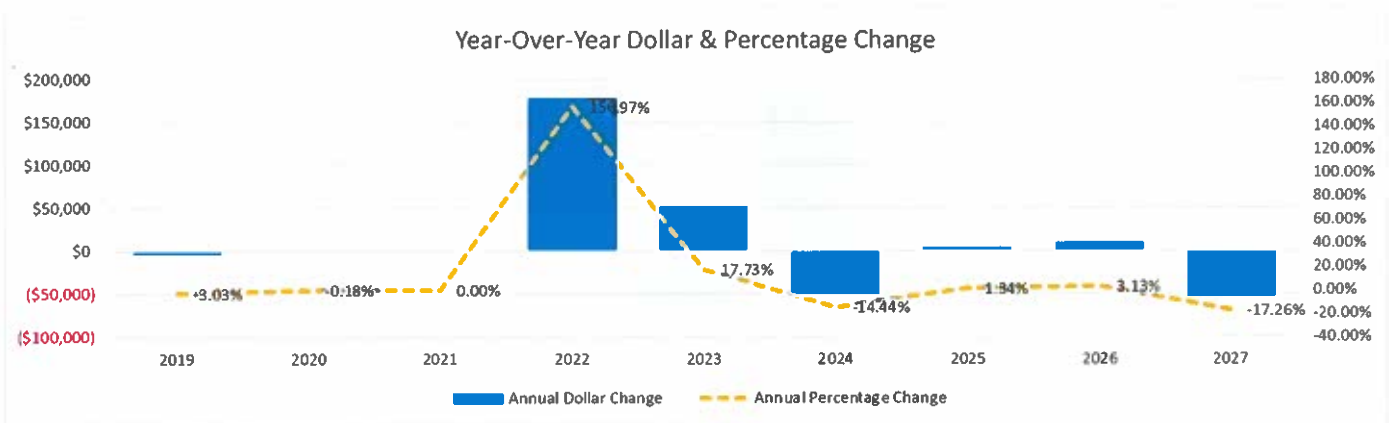
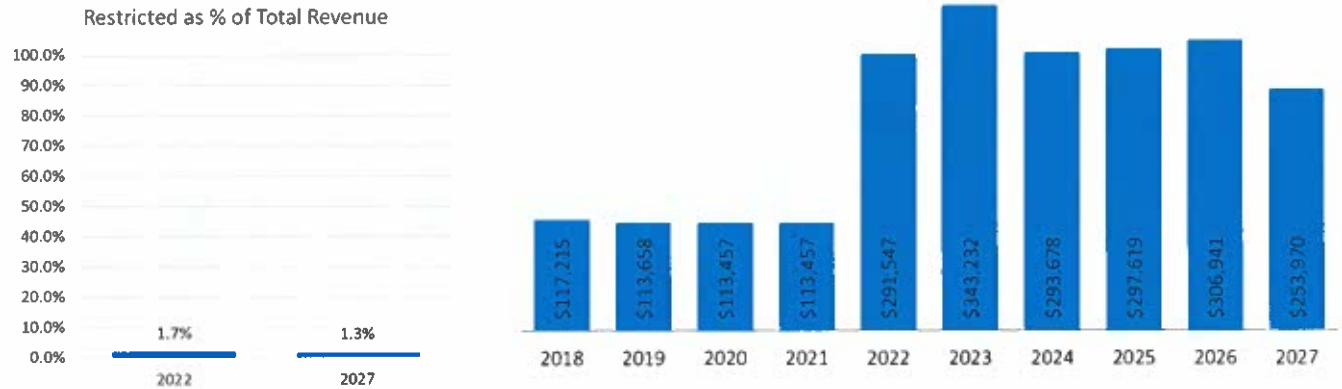
Unrestricted Grants-in-Aid accounts for 9.61% of District revenues. This is based on the April 2023 foundation payment from the Ohio Department of Education utilizing the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY23, after a slight increase in FY22 due to increased career exploration funding in the FSFP. Career Exploration and Innovative Workforce funding totaling \$150K from the State is assumed to continue for all years of this forecast. Funds no longer reported in this category have been reclassified to "Restricted Grants-In-Aid," thus relatively flat overall State funding.

For FY21 and prior years, State foundation revenues remained at the FY20 "guaranteed" funding level without any reduction due to the covid-19 pandemic.

Casino revenues are included in this category.

1.040 & 1.045 - Restricted Grants-in-Aid

Funds received through the State Foundation Program or other allocations that are restricted for specific purposes.



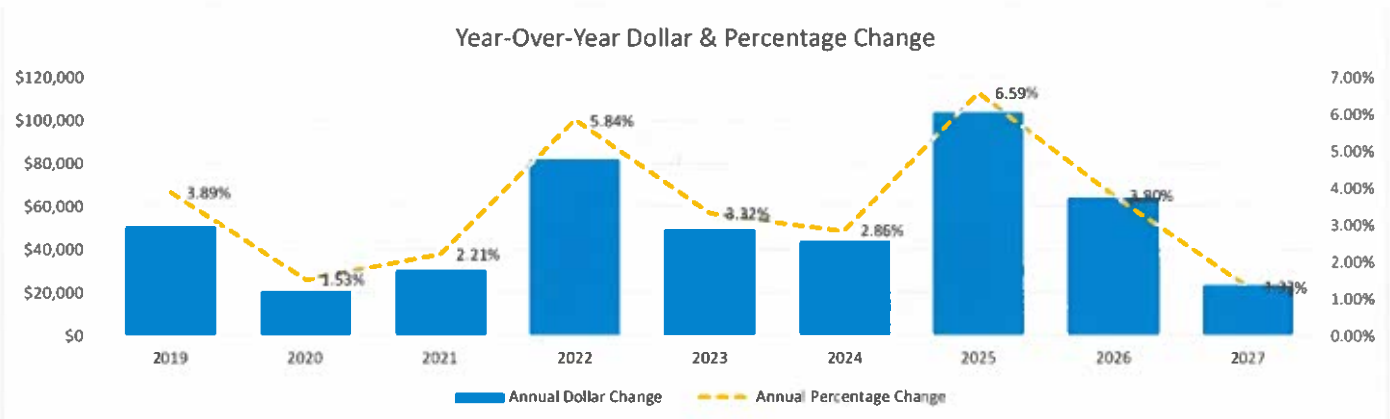
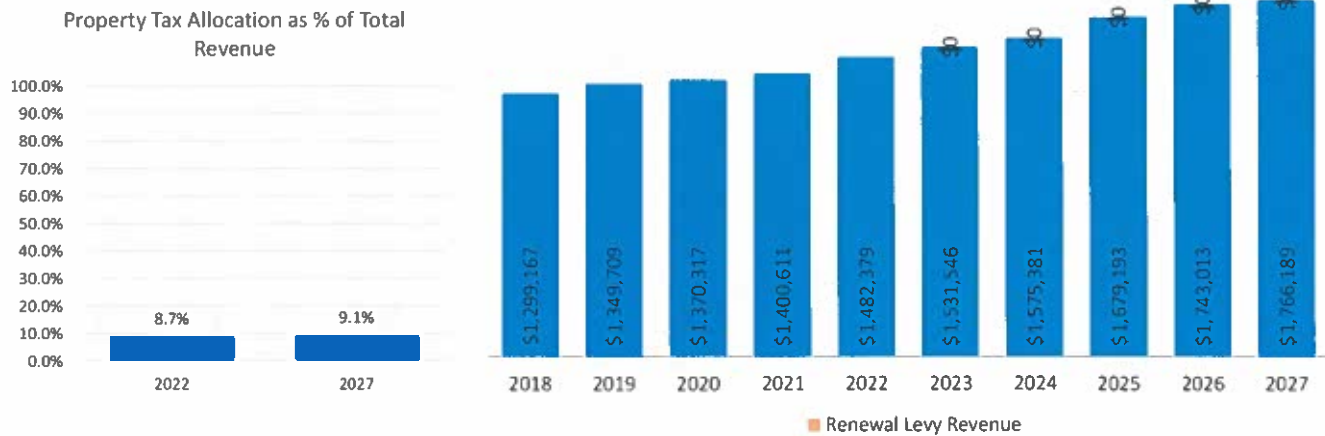
Restricted Grants-in-Aid accounts for 1.94% of District revenues. This is based on the April 2023 foundation payment from the Ohio Department of Education utilizing the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY23, after a slight increase in FY22 due to increased career exploration funding in the FSFP. Career Exploration and Innovative Workforce funding totaling \$150K from the State is assumed to continue for all years of this forecast. Some funds previously reported in the "Unrestricted Grants-In-Aid" category have been reclassified to "Restricted Grants-In-Aid," thus relatively flat overall State funding.

For FY21 and prior years, State foundation revenues remained at the FY20 "guaranteed" funding level without any reduction due to the covid-19 pandemic.

This category accounts for career technical supplemental, student wellness and success, and economically disadvantaged student funding from the State.

1.050 - Property Tax Allocation

Includes funds received for Tangible Personal Property Tax Reimbursement, Electric Deregulation, Homestead and Rollback.



Property Tax Allocation accounts for 8.65% of District revenues.

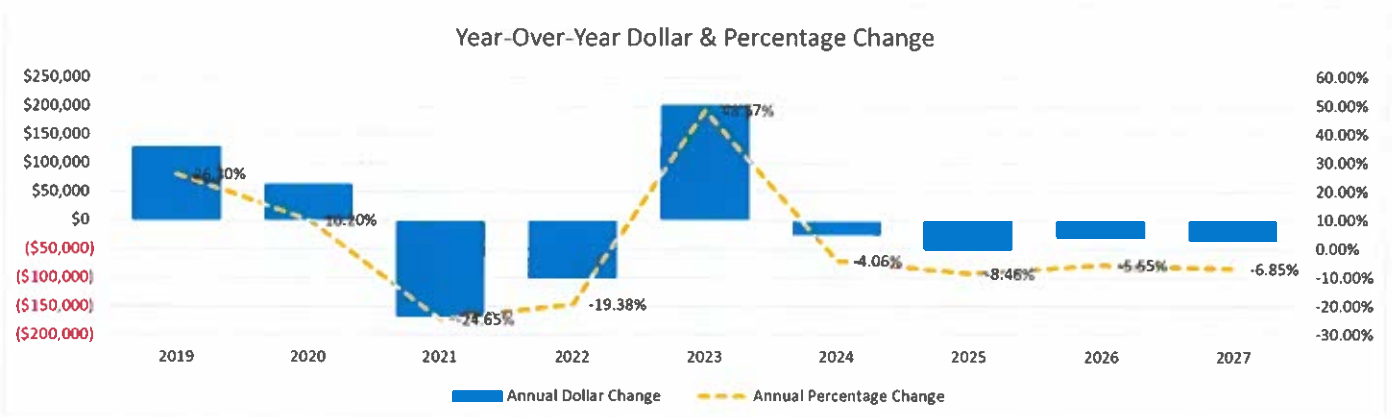
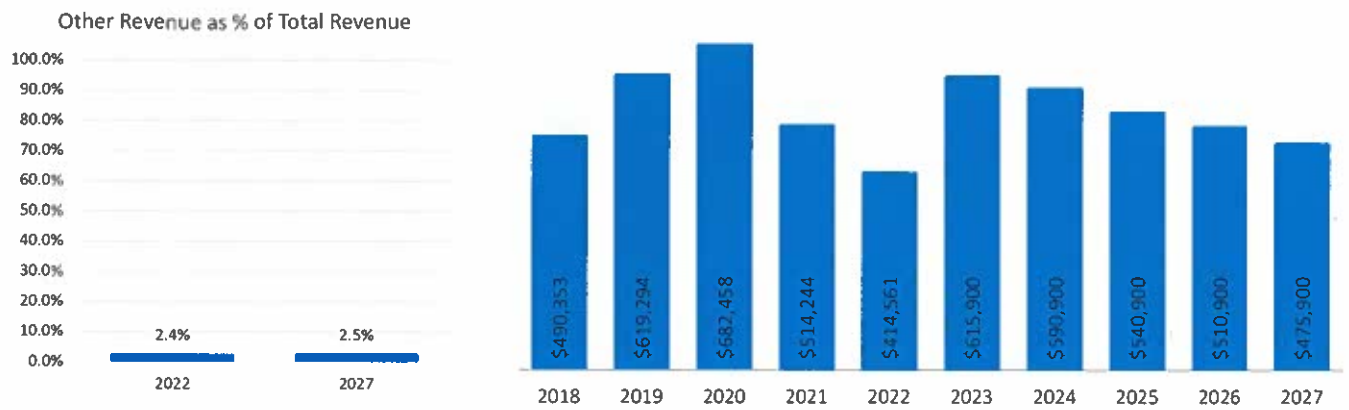
This revenue source comes from homestead and rollback payments paid by the State on behalf of residential property tax owners. Residential, owner-occupied properties receive a 12.5% property tax reduction on existing tax levies, and residential, non-owner-occupied properties receive a 10.0% property tax reduction on existing tax levies, both of which are considered "rollback." The homestead payments made by the State help offset taxes for residential, owner-occupied properties wherein the owner meets certain age and income requirements.

Revenues are projected to increase slightly in all forecast years due to increased property valuations in Summit and Cuyahoga counties, as indicated in the notes for 1.010 General Property Tax (Real Estate).

**Projected % trends include renewal levies*

1.060 - All Other Operating Revenues

Operating revenue sources not included in other lines; examples include tuition, fees, earnings on investments, rentals, and donations.



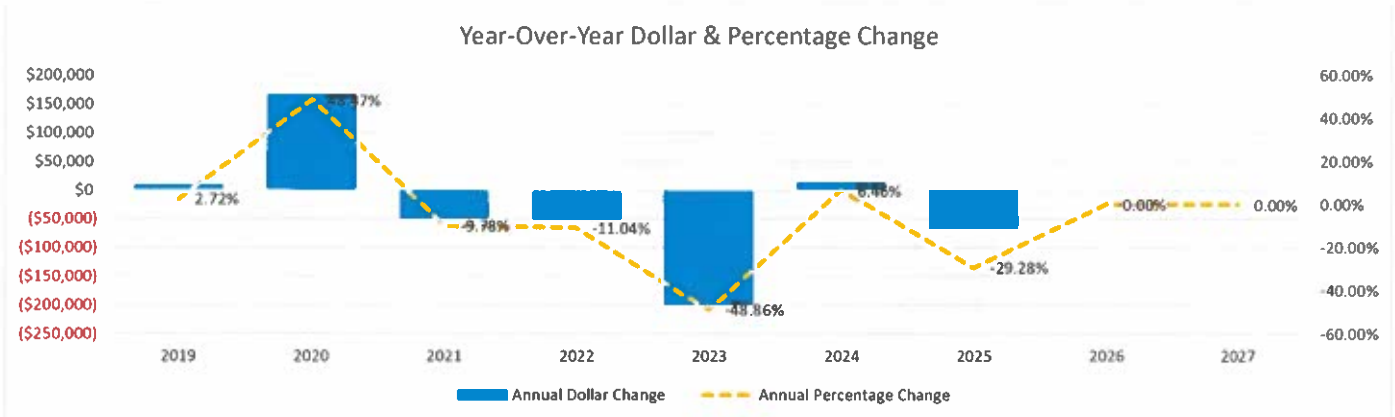
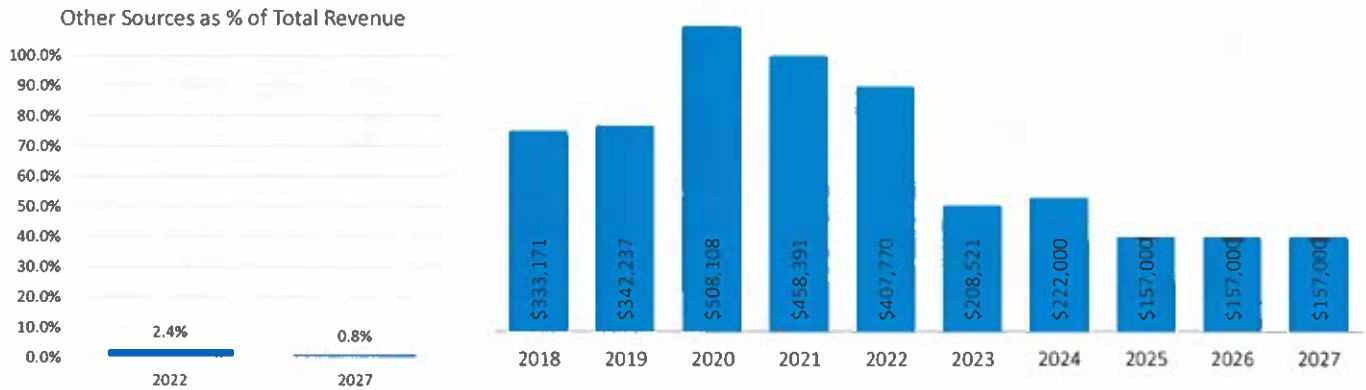
All Other Operating Revenues accounts for 3.48% of District revenues.

The increase in projected revenues for FY23 is due to increased interest earning from rising investment rates.

This category is comprised of tuition, student fees, investment earnings, open enrollment, workers' compensation refunds (FY20 and prior), and payments in lieu of taxes for various development agreements in some of our municipalities.

2.070 - Total Other Financing Sources

Includes proceeds from sale of notes, state emergency loans and advancements, operating transfers-in, and all other financing sources like sale and loss of assets, and refund of prior year expenditures.

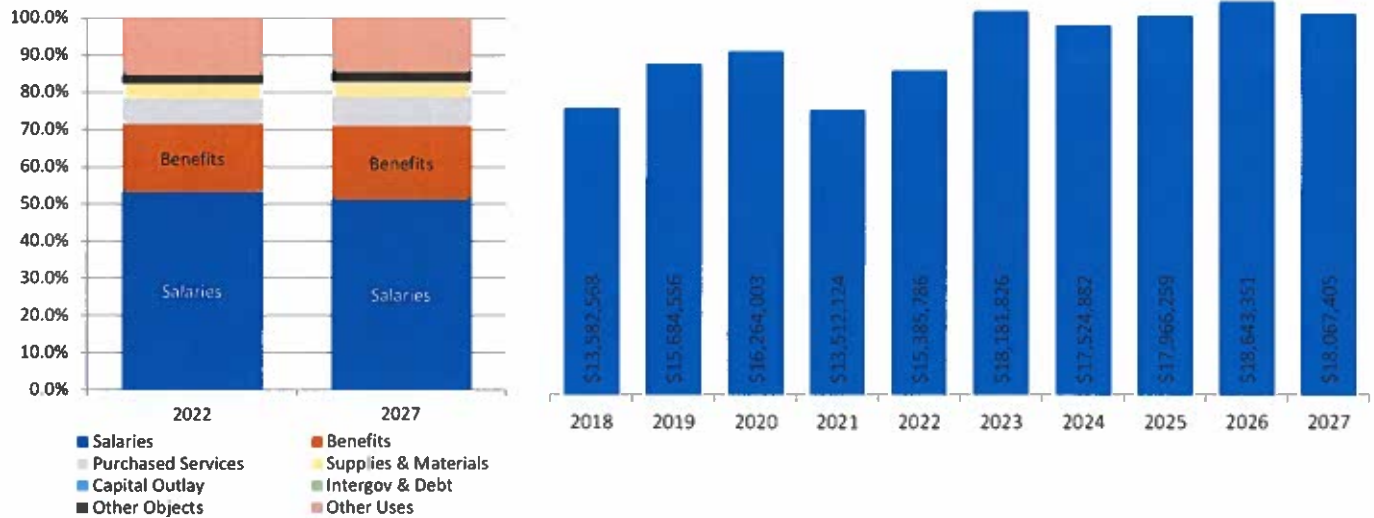


	FORECASTED					
	2022	2023	2024	2025	2026	2027
Transfers In	-	-	-	-	-	-
Advances In	407,000	207,000	222,000	157,000	157,000	157,000
All Other Financing Sources	770	1,521	0	0	0	0

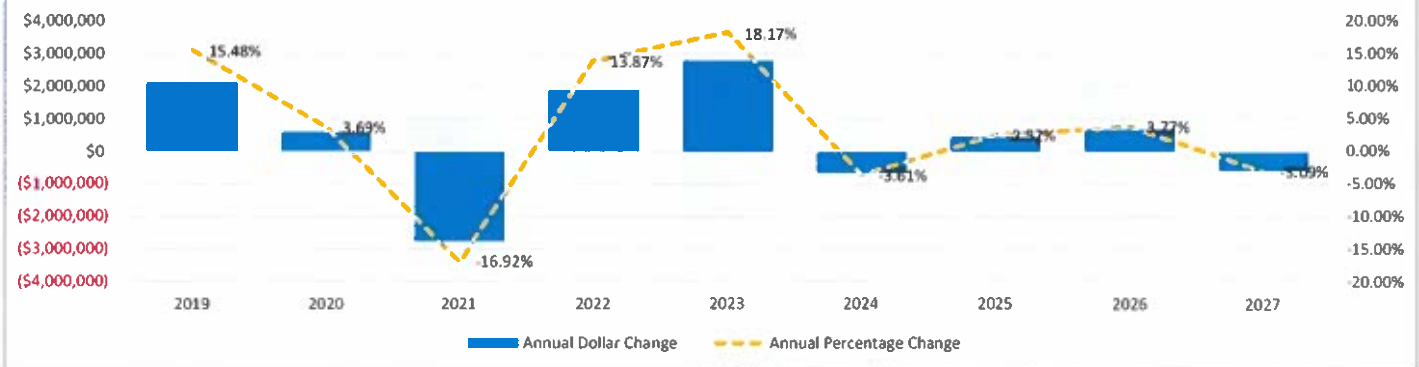
Total Other Financing Sources accounts for 1.17% of District revenues. This revenue source primarily accounts for the return of advances to other funds of the District. These revenues are simply a return of temporary "loans" for cash flow purposes to these other funds, thus there is an offsetting expense in the prior or current fiscal year, resulting in no gain or loss to the District. FY20 included one-time receipts of \$28K from Cuyahoga County reappraisal fees refund and one-time FY19 audit adjustment of \$123K from return of payroll clearance account deposits made 15 or more years ago as recommended by IPA auditing firm. These are not continued in FY21 and out years. FY21 includes two workers' compensation rebates to assist with covid-19 pandemic issues, and this is not continued in FY22 and out years. This amount is reduced in FY23 and out years due to elimination of the annual \$200K advance to the Adult Education fund (012) since the cash balance in that fund does not currently necessitate any advance from the general fund. The amount is further reduced in FY24 and out years due to the elimination of the annual \$64K advance to the Student Leadership fund (200) since these costs are being added to the purchased services expenditure area of this forecast as part of the high school operating budget.

Expenditure Categories and Forecast Year-Over-Year Projected Overview

Expenditure Categories Over Time



Year-Over-Year Dollar & Percentage Change



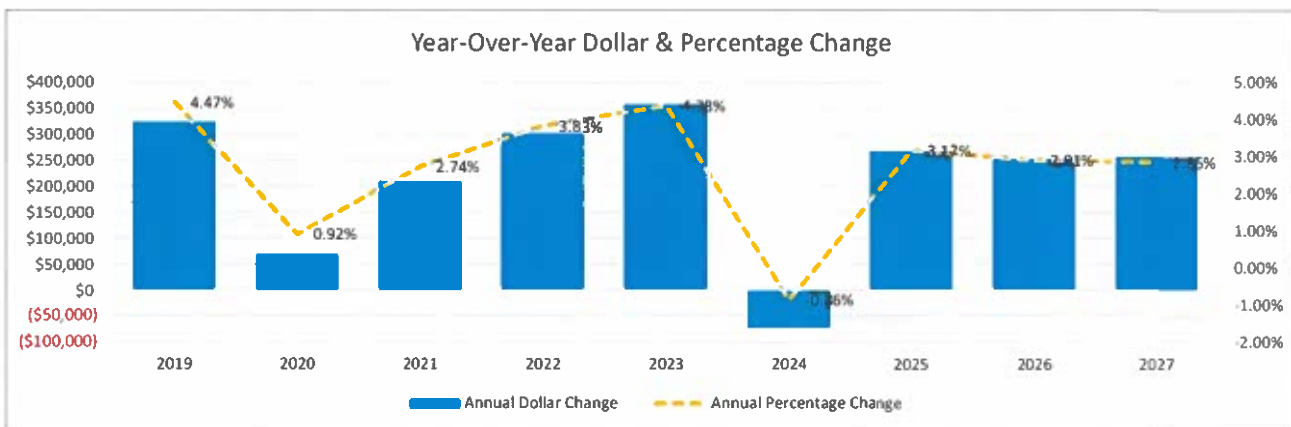
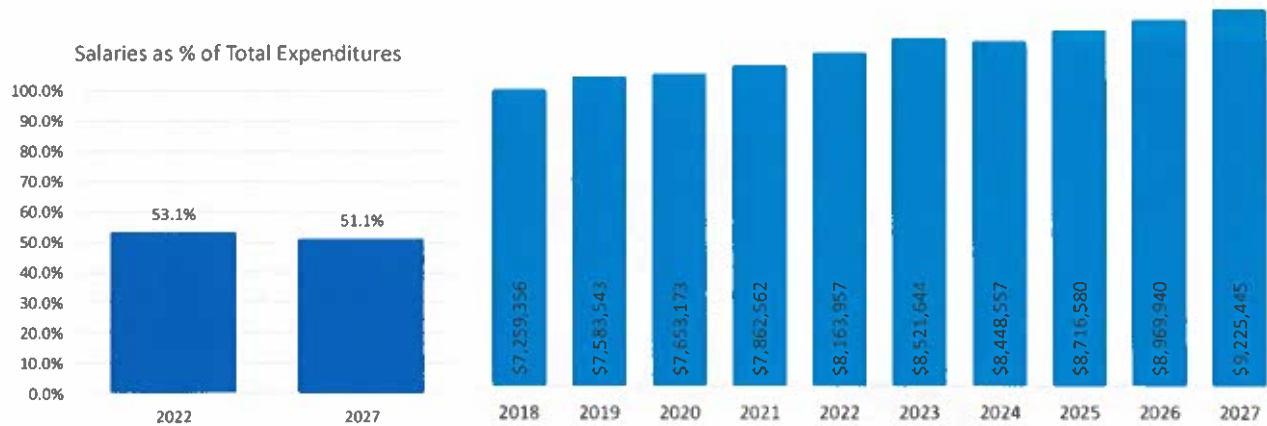
5-Year Historical Actual Average Annual Dollar Change Compared to 5-Year Projected

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total expenditures are expected to increase in FY23 from FY22 primarily due the following: increase in transfers to the permanent improvement fund for the additional roof, HVAC, and glass block replacement facility projects presented to the Board at its September 2022 regular meeting as part of the five-year facilities improvement plan; and, increase in Personnel Services and Employees Retirement/Ins. Benefits due to normal salary and fringe benefits increases, plus the addition of an educational aide position. Additionally, increased expenditures for purchased services, such as insurance, utilities, technology, and facilities, a 27th bi-weekly payroll in FY23, and an increase in FY24 to the high school operating budget for travel expenses previously paid from the Student Leadership fund 200 based on advances and transfers from the general fund, are incorporated into this forecast. Covid-19 pandemic pay was approved by the Board for FY21 only, thus eliminated in FY22 and out years. Stipend system for salary increases negotiated with two unions in Spring 2021 is included for FY22 and out years.
Salaries	378,925	\$212,298	(\$166,628)	
Benefits	\$123,207	\$149,929	\$26,722	
Purchased Services	(\$66,525)	\$74,090	\$140,615	
Supplies & Materials	\$23,049	\$22,529	(\$520)	
Capital Outlay	(\$25,843)	\$8,605	\$34,447	
Intergov & Debt	(\$231,588)	\$0	\$231,588	
Other Objects	\$13,841	\$19,309	\$5,468	
Other Uses	\$289,071	\$49,565	(\$239,506)	
Total Average Annual Change	\$504,137	\$536,324	\$32,187	
	3.39%	3.49%	0.10%	

Note: Revenue average annual change is projected to be > \$446,398

3.010 - Personnel Services

Employee salaries and wages, including extended time, severance pay, supplemental contracts, etc.



Personnel Services accounts for 46.87% of District expenditures.

2022/2023 school year staffing counts as of April 2023 are used as the basis for this forecast.

All provisions of current negotiated agreements are included. The stipend compensation system for all employees negotiated in Spring 2021 is included for FY22 and out years.

Base and step/education increases of 2.0% and 0.7% (eligible staff only) respectively for certified staff are included for FY22 and out years, except for 0% base increase negotiated for FY23. Base increases for classified staff of 2%, 1%, 1%, 2%, and 2% are included for FY23 to FY27 respectively. Step increases of 0.7% are include for eligible staff only. ASCE (administrative, support and classified exempt) base increases of 2% for each year of forecast are included, plus the 0.7% step increase for eligible staff only. This follows increases of 2%, 0%, 0% and 2% for ASCE staff in FY19 to FY22 respectively. Current negotiated agreements with two unions expire after FY24.

Severance pay for FY23 is reduced by \$180K from FY22 amount paid due to fewer retirees at end of 2021/2022 school year.

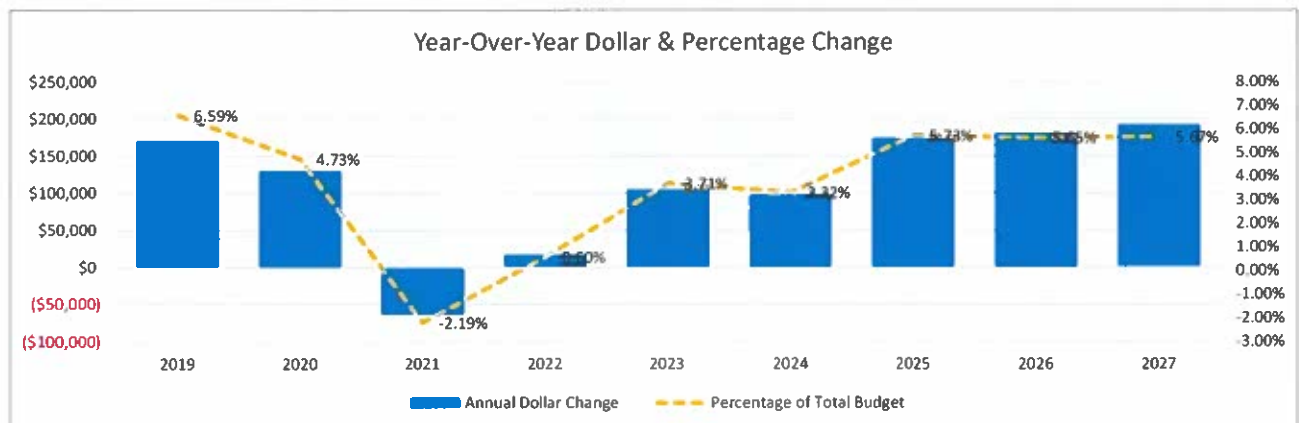
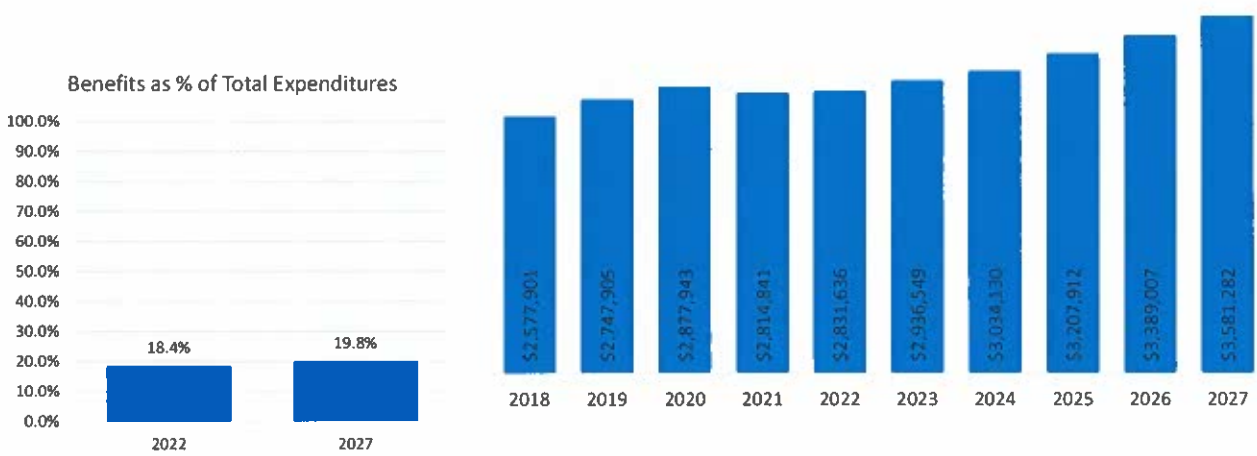
Two certified positions were eliminated (\$201K annual savings) for FY21, and \$115K was included for covid-19 pandemic staff payments issued in FY21 only.

One additional educational aide is included for FY23 through FY25 as previously approved by the Board. Addition of nursing position partially funded in FY20 and FY21 by general fund is included as fully funded by general fund for FY22 and out years. Reinstatement of transition to work teacher position (one of two positions eliminated in FY21 per note in above paragraph) in FY22 is included.

A 27th bi-weekly payroll occurs in FY23, which will be offset in FY25 when a three-week pay gap or similar adjustment occurs to create 25 bi-weekly payrolls in the fiscal year.

3.020 - Employees' Benefits

Retirement for all employees, Workers Compensation, early retirement incentives, Medicare, unemployment, pickup on pickup, and all health-related insurances.



Employees' Benefits accounts for 16.15% of District expenditures.

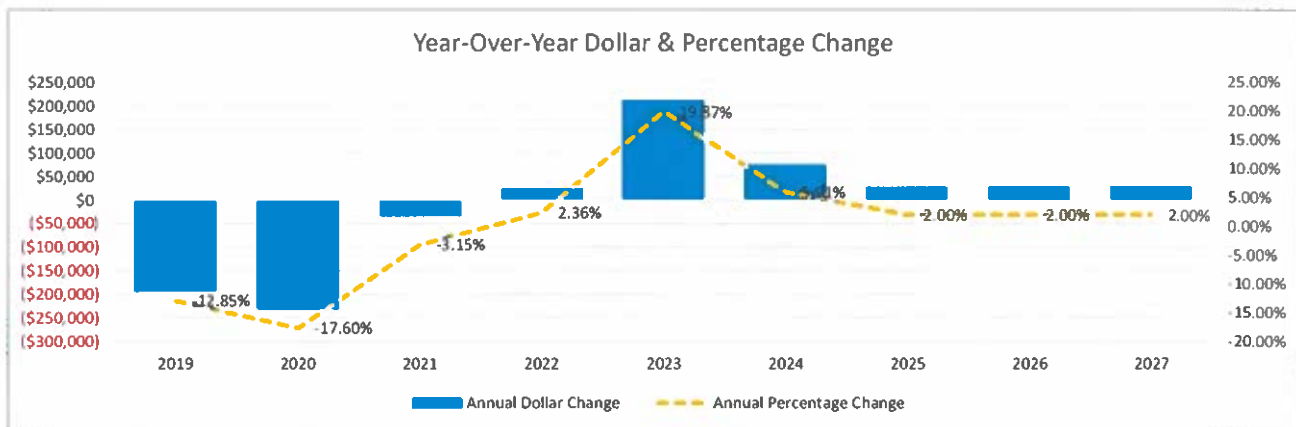
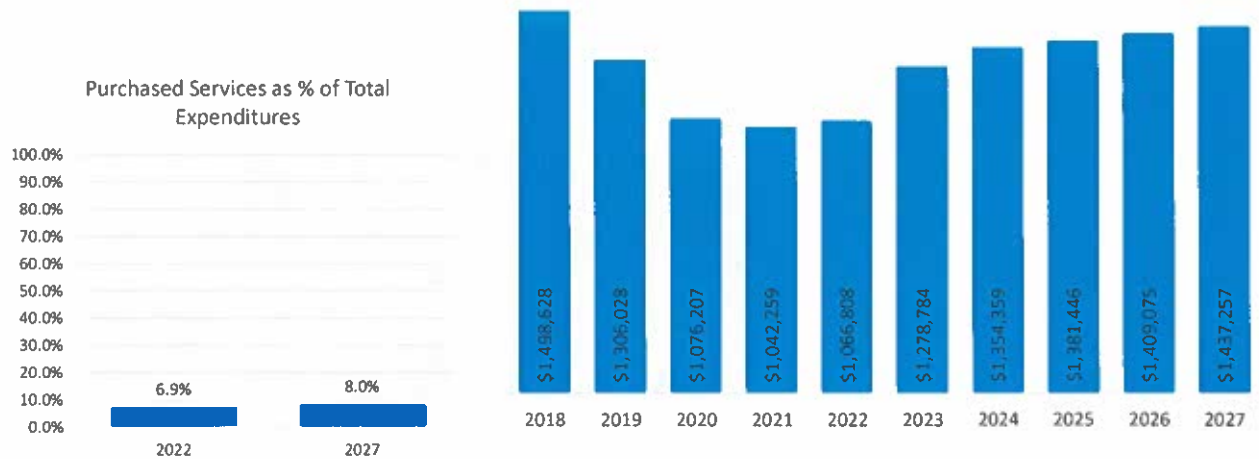
Insurance counts and premiums for April 2023 are used for the base cost calculations, as well as the 2022/2023 salaries which drive the retirement/medicare/workers' compensation costs.

Insurance premium increases of 8% blended rate are included for FY24 and out years. Premiums increased 6.70% for FY23, preceded by increases of 2.25%, 0%, 4.18%, 8.66%, 11.68%, 9.17%, and 4.55% respectively in FY22, FY21, FY20, FY19, FY18, FY17, and FY16. Employee premium share is 16% for all staff, except 20% for administrative and supervisory employees.

All provisions of current negotiated agreements are included.

3.030 - Purchased Services

Amounts paid for personal services rendered by personnel who are not on the payroll of the school district, expenses for tuition paid to other districts, utilities costs and other services which the school district may purchase.



Purchased Services accounts for 7.03% of District expenditures.

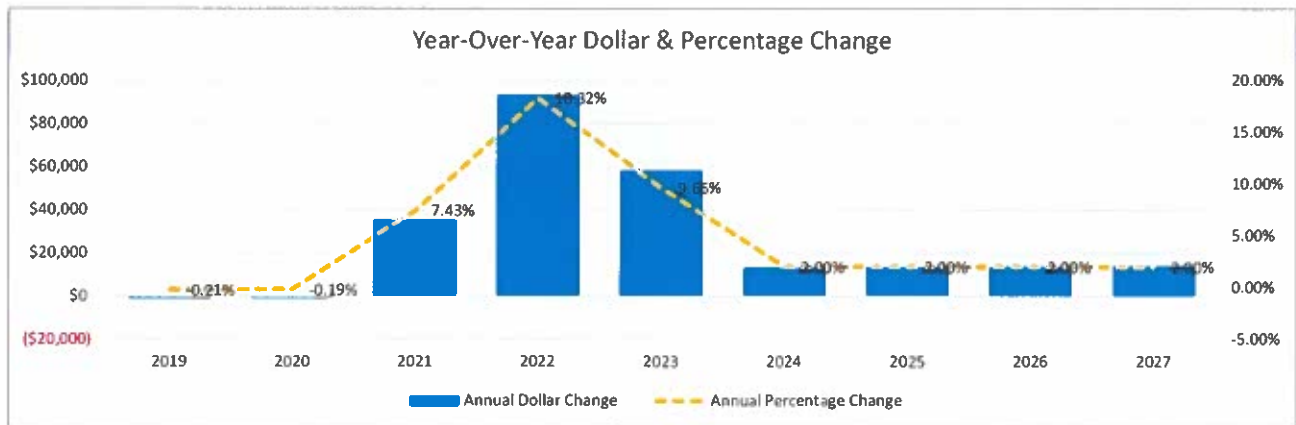
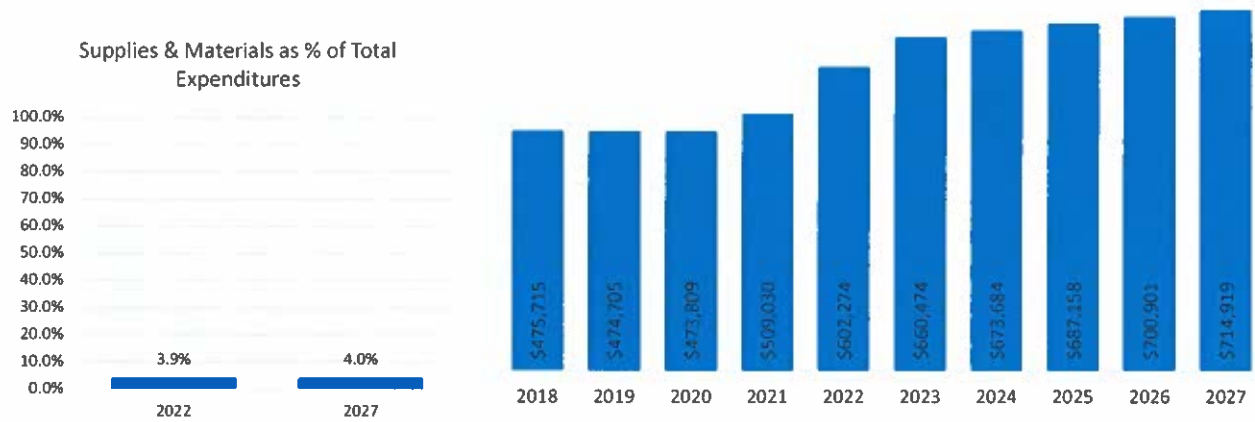
Utilities, property and fleet insurance, copier leases/costs, technology services and repairs, building maintenance and repairs, legal and other professional services, and staff professional development comprise the majority of these expenditures.

FY24 includes an increase to the high school operating budget for travel expenses previously paid from the Student Leadership fund 200 based on advances and transfers from the general fund.

FY23 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 94% of authorized budgets being expended. 2% overall inflationary growth is generally applied to purchased services items for FY24 and out years of this forecast.

3.040 - Supplies & Materials

Expenditures for general supplies, instructional materials including textbooks and media material, bus fuel and tires, and all other maintenance supplies.



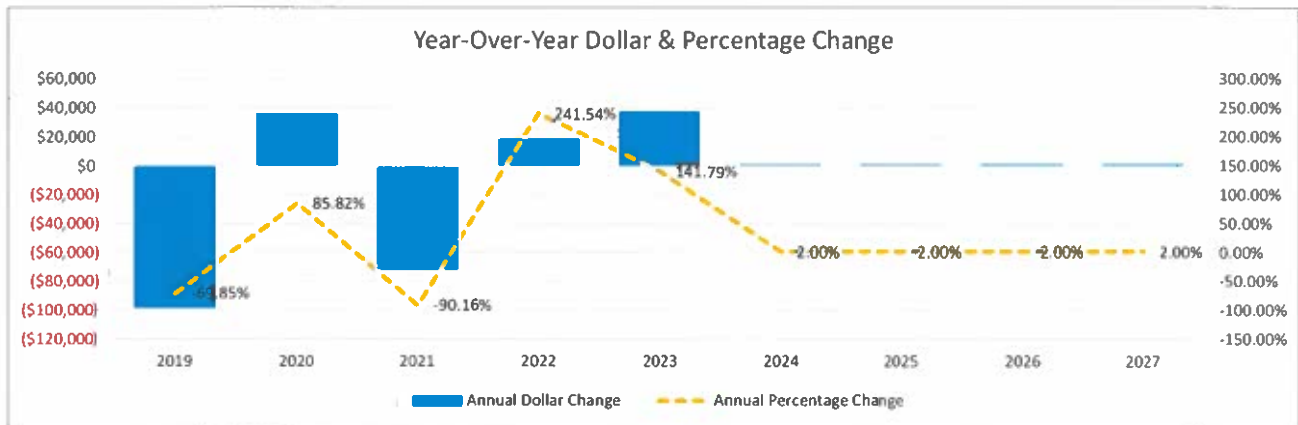
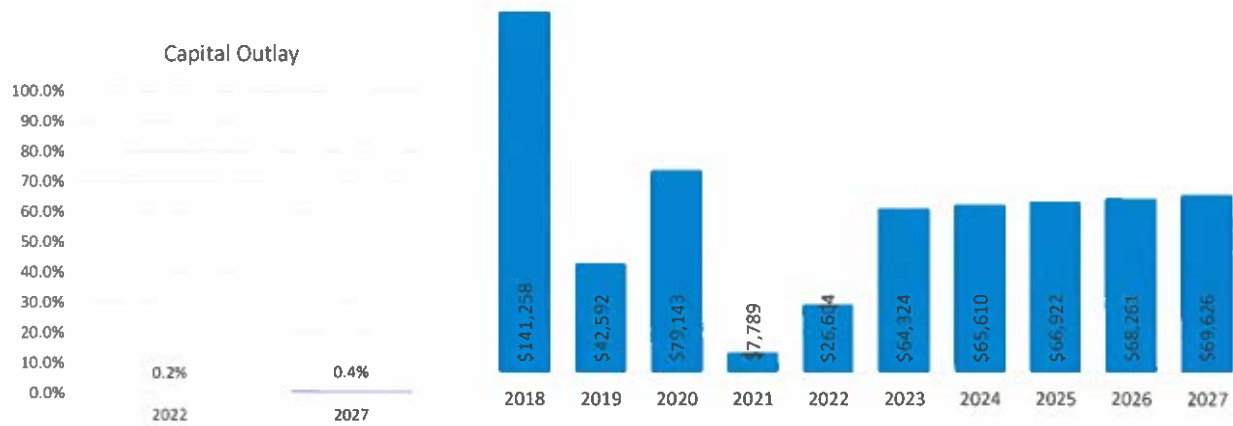
Supplies & Materials accounts for 3.63% of District expenditures.

Textbooks, custodial and maintenance supplies, software, technology supplies, and paper and other building/office supplies comprise the majority of these expenditures.

FY23 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 90% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all supplies and materials items for FY24 and out years.

3.050 - Capital Outlay

This line includes expenditures for items having at least a five-year life expectancy, such as land, buildings, improvements of grounds, equipment, computers/technology, furnishings, and buses.



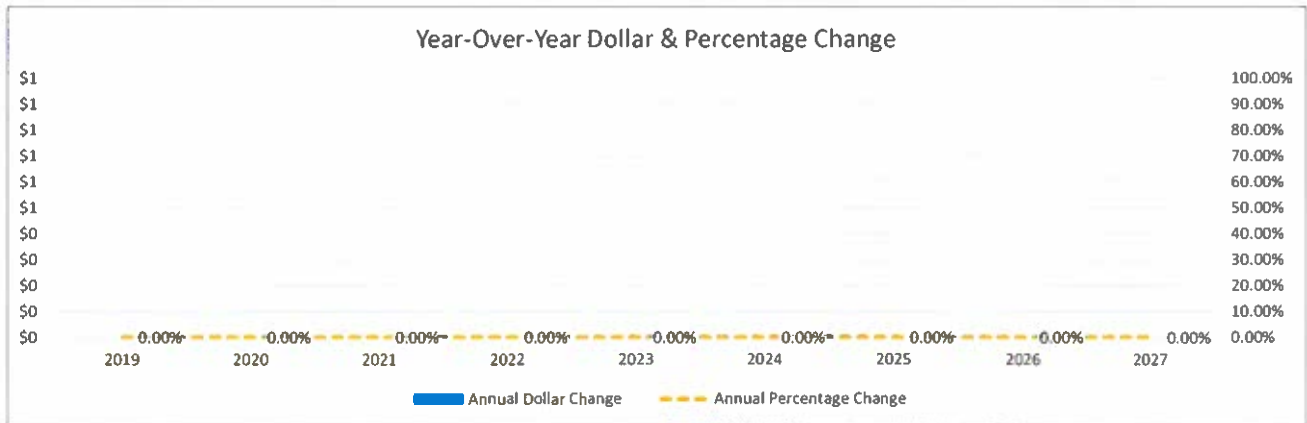
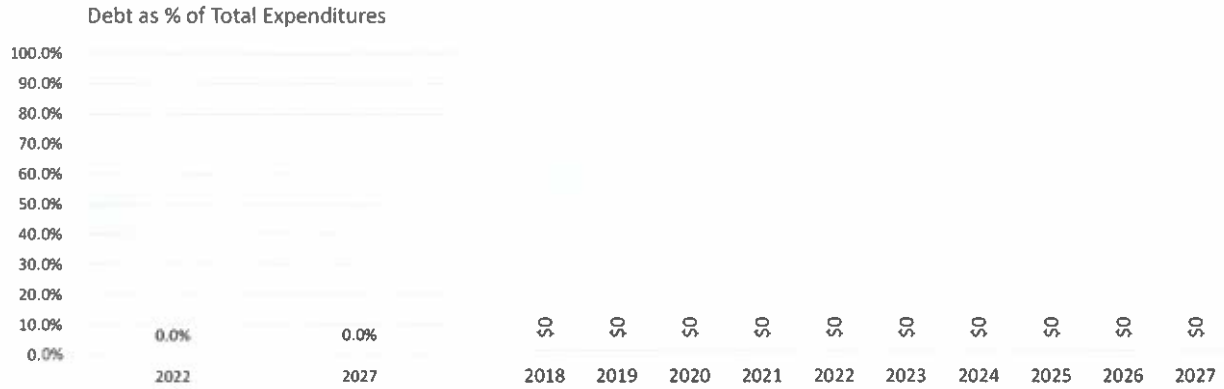
Capital Outlay accounts for 0.36% of District expenditures.

Equipment for office and custodial/maintenance comprises the majority of these expenditures as equipment purchases are planned for procurement from Permanent Improvement Funds and other grant funds.

FY23 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 90% of authorized budgets being expended based upon historical review of budgets being utilized. This amount is reduced in FY21 and FY22 only due to availability of covid 19 pandemic grant funds to assist with technology purchases for virtual learning circumstances. 2% inflationary growth is generally applied to all capital outlay items for FY24 and out years.

3.060-4.060 - Intergovernmental & Debt

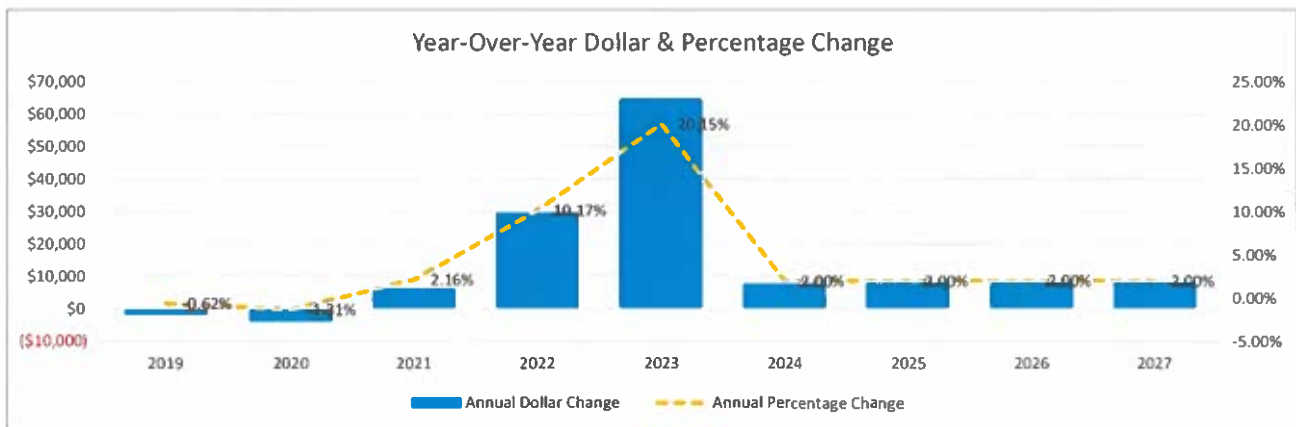
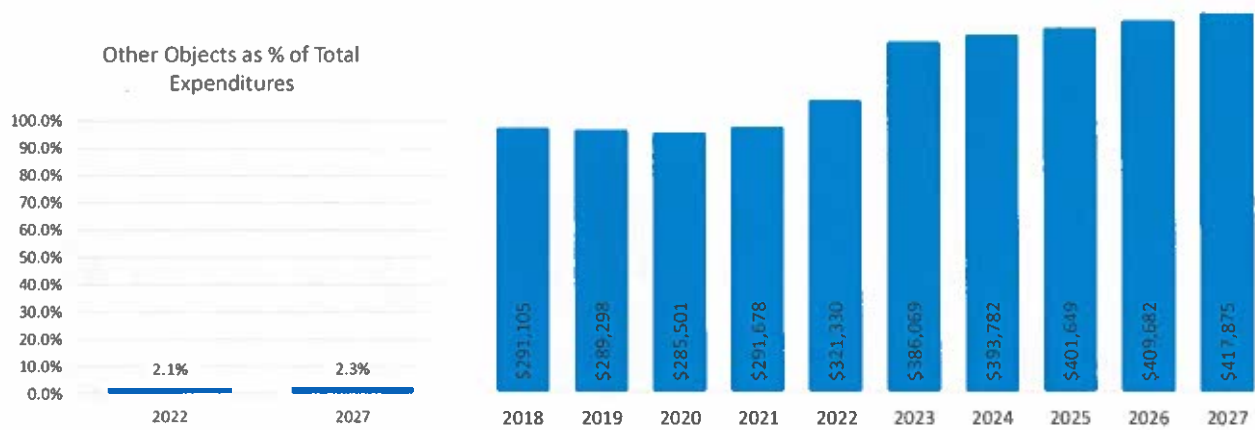
These lines account for pass through payments, as well as monies received by a district on behalf of another governmental entity, plus principal and interest payments for general fund borrowing.



The Intergovernmental/Debt expenditure category details general fund debt issued by the District.

4.300 - Other Objects

Primary components for this expenditure line are membership dues and fees, ESC contract deductions, County Auditor/Treasurer fees, audit expenses, and election expenses.



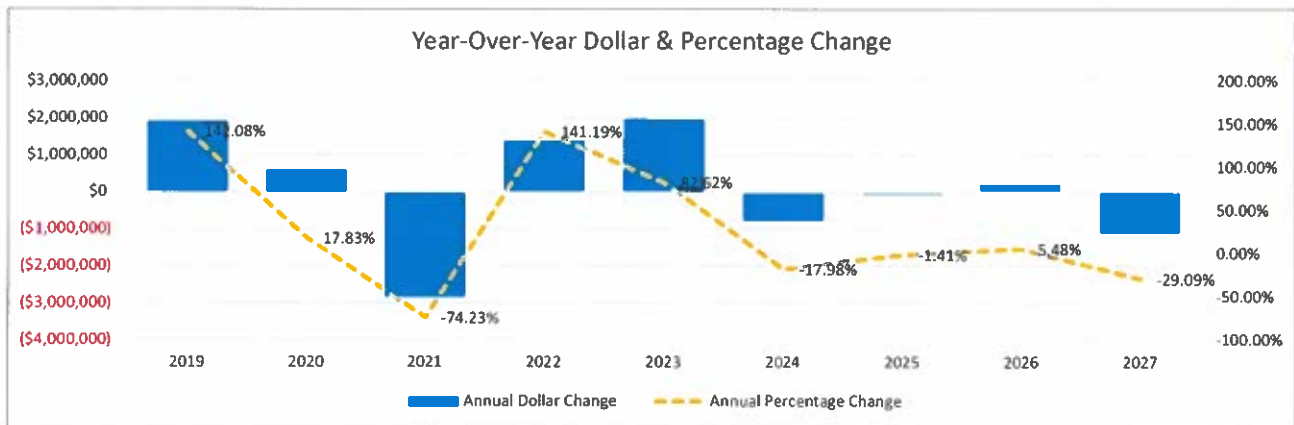
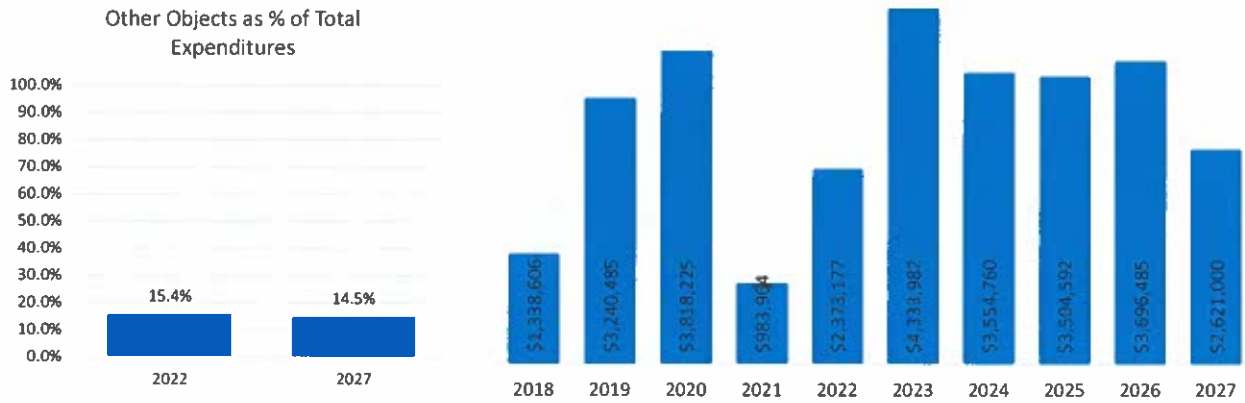
Other Objects accounts for 2.12% of District expenditures.

FY23 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 95% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all other objects items for FY24 and out years.

Tax collection fees charged by Summit County, liability insurance, and memberships comprise the majority of these expenditures.

5.040 - Total Other Financing Uses

Operating transfers-out, advances out to other funds, and all other general fund financing uses.



	2022	2023	2024	2025	2026	2027
Transfers Out	1,928,014	3,871,982	3,157,760	3,107,592	3,299,485	2,224,000
Advances Out	207,000	222,000	157,000	157,000	157,000	157,000
Other Financing Uses	238,163	240,000	240,000	240,000	240,000	240,000

Total Other Financing Uses accounts for 23.84% of District expenditures. Advances and transfers to other funds are recorded in this category. Advances are simply a temporary "loan" for cash flow purposes to these other funds, thus there is offsetting revenue in the current or subsequent fiscal year, resulting in no gain or loss to the District. Advances to Food Services, Uniform School Supplies, Section 125, and Student Leadership funds totaling \$222,000 are included for FY23 with this amount reduced by \$65K in FY24 and all out years due to these expenses becoming part of the high school operating budget in purchased services. Transfers are permanent allocations of resources to the receiving funds, used to help offset operating costs. Transfers to funds other than Permanent Improvement Building Maintenance, Permanent Improvement Technology, and Section 125 are made in the next fiscal year to only provide funding for the actual operating deficit from the prior fiscal year. These funds can include Food Services, Uniform School Supplies, and Student Leadership. Section 125 receives an annual transfer of approximately \$21,000 for \$10 per employee per month contribution provisions in negotiated agreements. The planned transfers to Permanent Improvement Building Maintenance in FY23 and out years for building improvements identified in the five-year facilities improvement plan presented in September 2022 are included, updated for FY23 to use actual amounts. Annual transfers to Permanent Improvement Technology fund of \$300,000 are included for FY23 and out years. \$30,000 annual allocation to each associate district for CTE programming is included.

Cuyahoga Valley Career Center

Five Year Forecast

Fiscal Year:	Actual	FORECASTED				
	2022	2023	2024	2025	2026	2027
Revenue:						
1.010 - General Property Tax (Real Estate)	12,196,252	12,665,533	12,825,844	13,676,426	14,106,842	14,238,658
1.020 - Public Utility Personal Property	593,065	643,115	675,568	700,222	724,222	733,037
1.030 - Income Tax (n/a CTC)	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	1,741,436	1,701,980	1,703,407	1,703,942	1,678,993	1,734,244
1.040 - Restricted Grants-in-Aid	291,547	343,232	293,678	297,619	306,941	253,970
1.050 - Property Tax Allocation	1,482,379	1,531,546	1,575,381	1,679,193	1,743,013	1,766,189
1.060 - All Other Operating Revenues	414,561	615,900	590,900	540,900	510,900	475,900
1.070 - Total Revenue	16,719,241	17,501,306	17,664,778	18,598,302	19,070,911	19,201,998
Other Financing Sources:						
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-
2.020 - State Emergency Loans and Adv	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-
2.050 - Advances-In	407,000	207,000	222,000	157,000	157,000	157,000
2.060 - All Other Financing Sources	770	1,521	0	0	0	0
2.070 - Total Other Financing Sources	407,770	208,521	222,000	157,000	157,000	157,000
2.080 - Total Rev & Other Sources	17,127,011	17,709,828	17,886,779	18,755,303	19,227,912	19,358,999
Expenditures:						
3.010 - Personnel Services	8,163,957	8,521,644	8,448,557	8,716,580	8,969,940	9,225,445
3.020 - Employee Benefits	2,831,636	2,936,549	3,034,130	3,207,912	3,389,007	3,581,282
3.030 - Purchased Services	1,066,808	1,278,784	1,354,359	1,381,446	1,409,075	1,437,257
3.040 - Supplies and Materials	602,274	660,474	673,684	687,158	700,901	714,919
3.050 - Capital Outlay	26,604	64,324	65,610	66,922	68,261	69,626
Intergovernmental & Debt Service	-	-	-	-	-	-
4.300 - Other Objects	321,330	386,069	393,782	401,649	409,682	417,875
4.500 - Total Expenditures	13,012,609	13,847,844	13,970,122	14,461,666	14,946,865	15,446,404
Other Financing Uses						
5.010 - Operating Transfers-Out	1,928,014	3,871,982	3,157,760	3,107,592	3,299,485	2,224,000
5.020 - Advances-Out	207,000	222,000	157,000	157,000	157,000	157,000
5.030 - All Other Financing Uses	238,163	240,000	240,000	240,000	240,000	240,000
5.040 - Total Other Financing Uses	2,373,177	4,333,982	3,554,760	3,504,592	3,696,485	2,621,000
5.050 - Total Exp and Other Financing Uses	15,385,786	18,181,826	17,524,882	17,966,259	18,643,351	18,067,405
6.010 - Excess of Rev Over/(Under) Exp	1,741,225	(471,999)	361,896	789,044	584,561	1,291,594
7.010 - Cash Balance July 1 (No Levies)	18,334,915	20,076,140	19,604,142	19,966,038	20,755,082	21,339,643
7.020 - Cash Balance June 30 (No Levies)	20,076,140	19,604,142	19,966,038	20,755,082	21,339,643	22,631,237
		Reservations				
8.010 - Estimated Encumbrances June 30	190,299	300,000	300,000	300,000	300,000	300,000
9.080 - Reservations Subtotal	-	-	-	-	-	-
10.010 - Fund Bal June 30 for Cert of App	19,885,841	19,304,142	19,666,038	20,455,082	21,039,643	22,331,237
Rev from Replacement/Renewal Levies						
11.010 & 11.020 - Renewal Levies	-	-	-	-	-	-
11.030 - Cumulative Balance of Levies	-	-	-	-	-	-
12.010 - Fund Bal June 30 for Cert of Obligations	19,885,841	19,304,142	19,666,038	20,455,082	21,039,643	22,331,237
Revenue from New Levies						
13.010 & 13.020 - New Levies	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	19,885,841	19,304,142	19,666,038	20,455,082	21,039,643	22,331,237



Cuyahoga Valley Career Center

2023-2024

Principal's Liaison Representatives

Vicki Vachon	Academics
Melissa Munro	Art & Communication
Jami Little	Business & Administrative Services, Information Technology
Jason Hance	Construction Technologies
Patty Valukievic	Health Science Law & Public Safety
Marilyn Mormile	Hospitality & Tourism Human Services Education & Training
Richard Parrott	Manufacturing Technologies
Stacey McNamara	Special Services
Jerry Koenig	Transportation

CVCC Board of Education
May 18, 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>
Laurie Robusto	3 Days	School Nurse Emergency Care Course, Virtual, July 11-13, 2023
Kim Morton	30 Hours	Milestones Autism Conference, Virtual, July 1 – August 15, 2023
Julie Jakubczak	5 Days	Milestones Autism Conference, Virtual, July 10 – 14, 2023
Jason Hance	18 Hours	Job Shadow, Bancroft Construction, June 9, 10 & 12, 2023
Stacey McNamara	30 Hours	Milestones Autism Conference, Virtual, July 1 – August 15, 2023
Kelli Casini	30 Hours	Milestones Autism Conference, Virtual, June 14-30, 2023
Mindy Wracher	30 Hours	Milestones Autism Conference, Virtual, July 1 – August 15, 2023
Josie Everhart	21 Hours	Milestones Autism Conference, Virtual, June 14 - 30, 2023
Josie Everhart	30 Hours	Milestones Autism Conference, Virtual, July 1 – August 14, 2023
Josie Everhart	3 Hours	NEO Teaching Professions Consortium Meeting, CVCC, June 8, 2023
Josie Everhart	6 Hours	NEO Teaching Professions Consortium Meeting, CVCC, June 9, 2023

**CVCC Board of Education
May 18, 2023**

Amy Chapman	4 Days	American School Counselor Conference, Virtual, July 15-18, 2023
Amy Chapman	1 Day	Milestones Autism Conference, Virtual, July 1 – August 15, 2023
Joe McNamee	2 Days	Milestones Autism Conference, Virtual, June 14-15, 2023
Joe McNamee	1 Day	Pre-Apprenticeship Coordination, Akron and Cleveland JATC, June 19, 2023
Erik Ward	24 Hours	NEO Revit User Group Meetings, Various NEO Locations, July 1, 2023 – June 30, 2024
Erik Ward	5 Hours	Revit Instructor Workshop, Various NEO Locations, July 1 – August 18, 2023
Patrick Ruebensaal	3 Days	Flexo in the Schools Teacher Training, Central Piedmont Community College, Charlotte, NC, June 28-30, 2023
Jennifer Standley	17 Hours	Milestones Autism Conference, Virtual, June 14-30, 2023

May 2023

Removal of Equipment from Inventory

Program/Area

Item

Star Lab

Classroom Teacher Desk
Tag #10425

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

DONATIONS – May 2023

FROM	TO	ITEM(S)
Greater Cleveland Home Builders Association Charitable Education Foundation 6140 West Creek Rd. Independence, OH 44131	Architectural & Mechanical Design	<ul style="list-style-type: none">• Four Hundred Fifty Dollars (\$450.00)
John Carroll University Daniel Borosh Director of Facilities/Physical Plant 1 John Carroll Blvd. University Hts., OH 44118	HVAC	<ul style="list-style-type: none">• Aeon Roof Top Air Conditioning Unit Model Number RN01580EB0900

CVCC Off-Site Campus Training Location Sites 2023-24
May 18, 2023 Board Meeting

Transition to Work	Sales and Service	Hotels and Resorts
Innovation Foods, Twinsburg	Heinen's, Brecksville	Holiday Inn, Independence
Winking Lizard, Macedonia	CVS, Cleveland	Innovation Foods, Twinsburg
CVS Workforce Innovation Talent Center, Various Locations	Wild Republic, Twinsburg	Lobster and Pho, Independence
St. Joseph Byzantine Church, Brecksville	Cuyahoga Valley Church, Broadview Heights	Honey Baked Ham, Independence
Chippewa Senior Complex, Brecksville	Innovation Foods, Twinsburg	Sprinly, Cleveland/Garfield Hts.
	Summit Point, Macedonia	The Inn at Apple Ridge, Richfield
	Fastenal, Valley View	
Building & Property Maintenance	Girls On The Run, Brecksville	
AT&T, Brecksville and Cleveland	Burlington Coat Factory, Macedonia	
Parma Heights Baptist Church, Parma Heights	The Inn at Apple Ridge, Richfield	
	Winking Lizard, Macedonia	

8001 Brecksville Road
Brecksville, Ohio 44141
(440) 526-5200

Web Site:

www.cvccworks.edu

Replacement Handbook - \$10.00

Front cover design by: Taniyah Maddox, Digital Design

Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution will be made by the school administration. To view CVCC's Bylaws, Policies & Administrative Guidelines in full, you may access them at our website www.cvccworks.edu Select "Board of Education" tab and click on "Bylaws and Policies".

WELCOME

Dear CVCC Student:

Welcome to the Cuyahoga Valley Career Center! We are excited to have you here. The CVCC staff has worked diligently to prepare for your arrival and to ensure the 2023-2024 school year is a successful one.

Not only do we believe that CVCC is one of the finest career centers in the State of Ohio, but also in the entire United States. You have made a wise decision to get a head start on your career goals by attending CVCC. We have very high expectations of you. We are going to hold you accountable and expect greatness from each and every one of you because we know you are capable of it.

This handbook contains rules, guidelines, and procedures that every student must follow for CVCC to continue to be a great educational institution. Please read this handbook and carry it with you while at CVCC. If you have a question, please refer to your handbook or ask an adult at CVCC.

Once again, congratulations on a great decision and good luck as you work to become successful in your chosen career field.

Sincerely,



Michael W. Hall

Principal

MAKING SCHOOLS WORK

Cuyahoga Valley Career Center is a *Making Schools Work Site*.

Making Schools Work is a comprehensive, results-based school-improvement initiative of the Southern Regional Education Board. *The Making Schools Work* framework of goals, key practices and key conditions is designed to blend the essential content of traditional college preparatory studies with quality career/technical studies to raise career-bound students' academic and technical achievement. The initiative involves more than 1,200 public high school sites in 32 states.

STATEMENT OF PHILOSOPHY

Cuyahoga Valley Career Center provides an equal educational opportunity for all students.

In a democracy, each individual is entitled to an education whereby one's particular abilities, interests, and attitudes are fully developed. The curriculum of a school must be designed to prepare individuals to assume their roles as responsible and productive members of society.

Best education is a search for truths. The classroom is a place for developing students' capacities for critical thinking and not for indoctrination of the instructor's political, religious, or self-serving beliefs or biases.

Learning follows motivation. Therefore, the first responsibility of the educational staff at all levels is to discover, maintain, and expand the factors that motivate youth to learn. Classroom organization, size and assignment of students may be varied according to the subject or grade level being taught, the instructional objectives being sought, availability of resources, the capabilities of instructors, and the needs of students.

The Board's use of resources should be responsive to students' special learning needs. Instructional efforts should be concerned with the emotional and physical development of students. All decisions made by the Board and employees of the District must give highest priority to the basic purpose of making the District's learning program the best quality possible. Constant attention must be given to reviewing, updating, and revising the offerings at the school in order to provide a balance between student interests and the skills needed for available jobs in a changing global economy.

The District, in cooperation with member district schools, is dedicated to providing outstanding educational offerings through the utilization of cutting-edge technology and leadership development activities that meet the individual differences and expectations of students. In believing that a revitalized work ethic is essential, the District dedicates itself to preparing young people and adults for successful entry and advancement of their chosen vocation. The Board offers the community training opportunities through an extended adult education program that provides lifelong learning for evolving career changes.



CUYAHOGA VALLEY CAREER CENTER

2023-2024

July 2023						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/4 - Independence Day

August 2023						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/21-8/22-Teacher In-Service - NO STUDENTS
8/23- FIRST DAY OF SCHOOL

September 2023						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4- Labor Day - NO SCHOOL
9/18- Teacher In-Service-NO STUDENTS

October 2023						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/11-10/12-Evening Conferences
10/13-Non-Calendar Day/NEOE-NO SCHOOL

November 2023						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/7-Teacher In-Service-NO STUDENTS
11/22-Non-Calendar Day - NO SCHOOL
11/23-11/24-Thanksgiving Break-NO SCHOOL

December 2023						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/25-1/5-Winter Break-NO SCHOOL

January 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12/25-1/5-Winter Break-NO SCHOOL
1/15-Martin Luther King Day-NO SCHOOL
1/19 Teacher In-Service-NO STUDENTS

February 2024						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/19-Presidents' Day-NO SCHOOL

March 2024						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/12-Teacher In-Service Day- NO STUDENTS
3/25-4/1-Spring Break-NO SCHOOL

April 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3/25-4/1-Spring Break-NO SCHOOL

May 2024						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27-Memorial Day-NO SCHOOL

June 2024						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/4-Last Day for Students
6/5-Last Day for Teachers
6/19-June 19th

- Teacher Inservice Day - NO STUDENTS
- Non-Calendar Day - NO SCHOOL
- End of Grading Period - School in Session
- Holiday - NO SCHOOL
- Return to School
- | Evening Conferences

Note: Ohio Revised Code requires 177 days of student contact. When CVCC must be closed for more than 3 days of student instruction, the days missed will be made up in June, beginning with the first day after the end of the grading period. Additional Cosmetology make-up will also occur at this time.

GRADING PERIODS	
1st	45
2nd	44
3rd	43
4th	45
177 days	

Board Approved: March 22, 2023

LOCATION OF PROGRAMS/CLASSROOMS/OFFICES

Level 1

Architectural & Mechanical Design
Central Offices
Education Professions
Machine Technology
Media Arts
Programming & Software Development
Sports Medicine Exercise Science

Level 3

Auto Body
Auto Services
Dental Assisting
Fire & EMS Academy
Medical Administrative Specialist
Science Classroom
Transportation Systems

Level 5

Electrical Systems
Library/Media Center
Technology

Lower Level 6

Adult Education Computer Labs
Adult Education Offices
Cafeteria/Commons
Cosmetology
Culinary Arts
Hotels & Resorts
Valley Inn Restaurant

Level 2

Academic Classrooms
Building & Property Maintenance
Career Assessment
Computer Networking Academy
Digital Design
Engineering Technology
Graphic Imaging Technology
Heating & Air Conditioning
STAR
Success Academy

Level 4

Construction
CVCC Store
High School Office
In-School Restriction
Maintenance
Power Equipment Technology
Sales and Service
Transition to Work

Level 6

Main Lobby-Reception Area and Attendance

Upper Level 6

Adult Ed. Classrooms
Health Careers
School of Nursing at CVCC

ADMINISTRATOR PROGRAM RESPONSIBILITIES

Mr. Hall, Principal

E-Library
Enrollment
Guidance

Mr. Hayes, Assistant Principal

Architectural & Mechanical Design
Building & Property Maintenance
Construction Trades
Electrical Systems
Engineering Technology
Heating & Air Conditioning
Machine Technology

Mrs. Barnes, Assistant Principal

Computer Networking Academy
Cosmetology
Culinary Arts
Education Professions
Hotels & Resorts
Job Training
Programming & Software Development
Sales & Service
S.T.A.R. (Student Teacher Assistance Room)
Transition to Work

Mr. Taylor, Assistant Principal

Academics
Auto Body
Auto Service Technology
Dental Assisting
Digital Design
Fire & EMS Academy
Graphic Imaging Technology
Health Careers
Media Arts
Medical Administrative Specialist
Power Equipment Technology
Sports Medicine Exercise Science
Success Academy
Transportation Systems

GUIDANCE

Guidance and counseling services are available to all students. The Guidance Offices are open from 7:30 a.m. to 3:00 p.m. each school day. Counselors are assigned by program and are available during these hours to discuss your educational, vocational, social, or personal concerns. Appointments are requested but not necessary. Counselors and their program areas are as follows:

Ms. Chapman, Counselor

Academics
Cosmetology
Culinary Arts
Dental Assisting
Education Professions
Fire & EMS Academy
Health Careers
Hotels & Resorts
Job Training
Medical Administrative Specialist
Sales & Service
Sports Medicine Exercise Science
Student Support Services
Success Academy
Transition to Work

Mr. Marcinko, Counselor

Architectural & Mechanical Design
Auto Body
Auto Service
Building & Property Maintenance
Computer Networking Academy
Construction Trades
Digital Design
Electrical Systems
Engineering Technology
Graphic Imaging Technology
Heating & Air Conditioning
Machine Technology
Media Arts
Power Equipment Technology
Programming & Software Design
Transportation Systems

SPECIAL EDUCATION

The Board of Education is committed to providing a free and appropriate public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. The Board of Education works collaboratively with our associate districts, legally responsible for FAPE (Free Appropriate Public Education), who have adopted the narrative version of the Model Policies and Procedures for the Education of Children with Disabilities. Copies of the Model Policies and Procedures are available on the Ohio Department of Education website. Questions regarding special education services may be directed to: Mary Barnes, Assistant Principal/Special Needs at (440) 746-8277.

RECORDING OF IEP AND 504 TEAM MEETINGS

The recording of IEP and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act. See Policy 2461 for additional information.

SCHOOL DAY

TIME SCHEDULE:

Morning Session	7:45 a.m. to 10:45 a.m.
Lunch/Transition Time	10:45 a.m. to 11:30 a.m.
Afternoon Session	11:30 a.m. to 2:30 p.m.

Students who report to morning classes after 9:15 a.m. and afternoon classes after 1:00 p.m. will be recorded as absent for the day.

SCHOOL CLOSINGS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. In addition, a broadcast telephone message will be made to the primary telephone number on file with the High School Operations main office.

Parents and students are responsible for knowing about emergency closing and delays. **(In case of inclement weather, it is necessary for 5 out the 8 school districts to have school closings for CVCC to be closed.) When a student's associate school is closed due to inclement weather and CVCC remains open, the student is excused from attending CVCC that day.**

Student safety is our primary concern, therefore if the parent/guardian believes weather conditions make it unsafe for their student to attend CVCC, the parent or guardian must call the CVCC attendance office, 440-746-8288. Pursuant to ORC 3301-69-02, the superintendent has authority to excuse students for inclement weather.

ATTENDANCE

Regular attendance is vital to success at CVCC and in the world of work. A correlation exists between attendance and achievement. Absenteeism may stand in the way of an applicant being successful in attaining employment.

1. All students are expected to be in attendance on days that school is in session as mandated by the State of Ohio Department of Education **except in cases of excused absences.**
2. No parent or guardian has the right to excuse his/her child or anyone else's from school for any reason other than those stated. Any parent doing so is in violation of the law; specifically, "contributing to the delinquency of a minor".
3. Furthermore, just as parents are held responsible for the actions of their children, children can be held accountable for the actions of their parents. (Therefore, it is possible to punish a child because his/her parent(s) kept him/her away from school illegally.)
4. If the **associate school furnishes bus transportation for CVCC students**, the students are expected to be present in class at CVCC **even when the associate school is closed.**
5. Students taking required tests at associate schools and missing classes at CVCC must complete and return an Exam Verification Sheet to the CVCC Attendance Office.
6. **Cosmetology Students** have program-specific attendance requirements to be eligible to take the State Board of Cosmetology exam. Contact the program administrator for details.
7. **Adult Students**

Adults are to arrive on time and stay until the end of the session. Adults who are absent 5 consecutive days may be removed from the program. Those who are absent a total of five variable days may be put on an attendance contract with possible withdrawal from the program when the adult has accumulated 10 absences.

ATTENDANCE ENDORSEMENT FOR CERTIFICATE OF CAREER PREPARATION

Students must meet the guideline of 18 or fewer absences in two-year programs, and 9 absences in one-year programs to receive this endorsement. NOTE: A student who does not meet the attendance requirement may be awarded a certificate; however, the certificate will not reflect the "Attendance Endorsement" seal.

100% CLUB

Students who have perfect attendance (no absences, no tardies or leaving before the end of the school day) will be recognized quarterly and receive a certificate.

ABSENCE

EXCUSABLE ABSENCES

Each student upon enrollment within the CVCC School District assumes the obligation and responsibility to attend all classes except when excused for a valid reason. The following are **valid** reasons for absence from school:

Personal illness; death of a relative; medical, dental or legal appointment (note of verification needed to return to school); closing of the student's associate school due to weather or other calamity; observance of religious holidays (a student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such a holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.); other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration.

UNEXCUSED ABSENCES

An unexcused absence exists when a student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable by the administration. Students will not be permitted to make up work when their absence is unexcused.

A student will be considered to have **excessive absences** when they have missed, **with or without an excuse**:

- A. 38 or more hours in a month
- B. 65 or more hours in a school year

Parents will be notified prior to these hours being reached and within 7 days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a student's excessive absences.

A student will be considered **habitually truant** when he/she has missed any of the hours listed below **without a legitimate excuse**:

- A. 30 or more consecutive hours (5 days)
- B. 42 or more hours in a school month (7 days)
- C. 72 or more hours in a school year (12 days)

Parents will be notified prior to these hours being reached and within 7 days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a student's attendance when it meets the definition of habitually truant.

In addition, your student (in collaboration with the school and parent) may be placed on an attendance intervention plan to further address these concerns. Should the plan be ineffective, charges may be filed in juvenile court to further assist in a student's attendance at school.

LEAVING DURING THE SCHOOL DAY

If it becomes necessary for a student to be absent for any portion of the school day for such things as doctor appointments, the following procedures must be followed:

1. The student must have a note signed by a parent/guardian giving the reason and the time the student needs to be excused. A phone number where the parent can be reached for verification must be included in the note.
2. The note must be presented to the attendance office before 7:45 a.m. or 11:30 a.m. on the day of the appointment.
3. A pass to be dismissed from class will be given to the student, who will present it to the appropriate classroom instructor at the beginning of class.
4. The student must sign out in the Attendance Office when leaving school and sign in upon returning. The student will then receive a pass back to class.
5. Upon return to school after an appointment, **the student must present written verification from the dentist or doctor to the Attendance Office within five (5) days. After five (5) days without verification the student is subject to suspension.**
6. The Attendance Office or the principal should be contacted in cases of emergency.
7. Students are **never** permitted to leave the building without having first obtained permission and signing out in the Attendance Office. Failure to follow this procedure may result in suspension.

ASSEMBLIES AT ASSOCIATE SCHOOLS

Students may be excused from CVCC to attend assemblies as sanctioned by their associate school. CVCC is not responsible for students who leave to attend assemblies at their associate school. Failure to sign in and/or out for assemblies at the associate school may result in an unexcused absence and/or disciplinary action.

REVOCATION OF DRIVER'S LICENSE

When a student has been absent without legitimate excuse for more than 10 consecutive days, or a total of 15 days in any semester, that student may have his/her temporary instruction or driver's license suspended by the Bureau of Motor Vehicles. (ORC 3321.13)

NOTIFICATION OF ABSENCE

In every case of a foreseen absence an attempt should be made to have the absence excused in advance. Parent/guardians are to call the CVCC Attendance Office, 440-746-8288 to report student absences. Please call between 7:00 a.m. and 8:30 a.m. After 8:30 a.m. the Attendance Secretary will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

After being absent for all/or part of a school day or if a student arrives late, he/she must report to the Attendance Office before reporting to class to sign in on the attendance sheet. Students not providing a note or having a call to verify an absence within five (5) school days will have the absence deemed unexcused and no credit will be issued for work missed. **If the reason for the absence is a doctor's appointment, a doctor's excuse must be provided when returning. If not provided within five (5) days the student is subject to suspension.**

When a student returns from an absence, it is his/her responsibility to make arrangements for completing make-up work. Generally, students will be allowed one day make-up time for each day absent, but exceptions may be made with the approval of the instructor. If a student will be absent for a prolonged period of time, assignments may be obtained by contacting the Instructor.

Students who report to morning classes at or after 9:15 a.m. and afternoon students who report to school at or after 1:00 p.m. will be recorded as ABSENT for the day. If a student is tardy to school, he or she is expected to have a valid and verifiable written reason for their tardiness. These guidelines relate to any unexcused tardiness. In-class attendance for the entire period is expected, and students who miss 1-1/2 hours prior to the end of class period will also be marked absent for the day. Students who are assigned to 45-minute academic classes will be marked by the classroom instructor as absent from class for the day if they miss 50% of the period.

EIGHTEEN-YEAR OLD POLICY

While CVCC recognizes that all persons of the age of eighteen years or more are considered an adult for all legal purposes, it is CVCC's policy that all students regardless of age will be required to follow and abide by all school rules, procedures and policies. If a student is no longer financially dependent upon his/her parents, no longer living at home, and eighteen (18) years old or older, he/she must bring a copy of some documentation to the Principal's Office and complete an independent student form prior to writing his/her own notes. This documentation can be a utility bill in his/her name, rent receipt, etc. For the school to recognize the student's adult status, his/her parent/guardian must waive their **complete** school responsibility for the student. **ALL** school communication would thus be made directly and solely with the student.

TARDINESS

Students arriving after the tardy bell must report to the Attendance Office and complete a tardy slip. Any time students miss more than an hour and a half of a class, the entire day will be counted as an absence. Students who are tardy will have points deducted from their daily grade.

Tardiness to school is handled as follows:

3 Unexcused Tardies in one grading period may result in driving permits being revoked or a Saturday Detention.

6 Unexcused Tardies may result in 1 day In-School Restriction

10 Unexcused Tardies may result in 3 days In-School Restriction.

Unexcused Tardies may result in disciplinary action and forfeiture of any work missed. Examples of unexcused tardiness are: car problems, oversleeping, unexcused personal reasons, and any tardiness to class without a valid excuse (as determined by the attendance office) and a pass.

PLANNED ABSENCES

Parents are encouraged not to take their child out of school for vacations. Students who anticipate being out of school because of a family trip or vacation, or college visitations **MUST secure a "planned absence" form from the Attendance Office**. The absence form must be signed by parents and all instructors and returned to the attendance office one week prior to the scheduled absence. Care should be given when planning a vacation during the school year because a student's grades may be adversely affected. This absence is also counted against the total number of days that a student can be absent to receive a certificate of completion and meet early placement requirements. Please realize that although vacations are considered **excusable, non-approved absences**, a form must be filled out and returned. With this form on file the student may be able to make-up missed assignments.

The following criteria apply to all requests for Planned Absences:

1. It is the responsibility of the student to secure the "Planned Absence" form, have it filled out completely and return it to the administrator in charge of his/her area.
2. It will be the student's responsibility to make arrangements for make-up work and/or tests missed upon return to school. No more than one day's make-up time shall be permitted for each day of absence. Instructors will not be expected to tutor individual students.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "O" credit to be computed in the student's current grading period average.
4. Absence in excess of ten consecutive school days may require individual tutoring at the parent's expense.
5. A college official must verify that a college visit has been successfully completed.

MAKEUP WORK

An incomplete grade not made up within three (3) weeks after the close of the grading period will become an F. In special cases, such as extended illness, makeup work and hours will be arranged through the Guidance Department based on the student's needs.

MAKE-UP OF TESTS, QUIZZES AND OTHER SCHOOL WORK

Students who have an excused absence from school or an out-of-school suspension (OSS) shall be given the opportunity to make up work that has been missed. It is the student's responsibility to contact their instructor to make arrangements as soon as possible to make-up his/her assignments and tests.

Homework assigned prior to an absence or OSS is due the first day of return from absence. If the absence is excused, lab and classroom tests, projects and assignments may be made up when the student returns to school. An alternative assignment may be given when lab assignments/activities are missed because of an excused absence, OSS and/or ISR unless the original assignment/activity can be replicated. **Any other make-up work is to be completed in as many days as the length of the absence.** In cases where the absence overlaps a grading period, a grade of incomplete may be given.

If a student misses an instructor's test due to excused absence or OSS, she/he may make arrangements with the instructor to take the test. If she/he misses an End of Course Assessment, WebXam or other standardized test, the student should consult with their guidance counselor to arrange for taking the test.

TRANSPORTATION

Most high school students will use the bus transportation provided by the associate school to and from the career center. Driving privileges are subject to approval by associate school administration.

Please note that Ohio law restricts drivers under seventeen (17) years of age to no more than one (1) passenger in the vehicle.

Adult students must provide their own transportation and are required to get a parking permit from the office. Violations of driving rules will result in disciplinary action.

PARKING

Parking is provided as a convenience and privilege. Student parking is located in the north lot. School officials retain the right to examine the contents and/or search a car parked on school premises if there is reasonable belief that the student is in violation of a school rule or is concealing evidence of an illegal act. CVCC is not responsible for any damage or loss incurred while vehicles are parked on our grounds. **All cars in the parking lot must have a parking permit ~~or a~~ displayed on their vehicles parked on school grounds. Parking permits may not be shared. Those not having permission will be subject to disciplinary action and/or the vehicle being towed. A parking permit will not be issued until all school fees (previous and current year) are paid in full.**

Students who have not obtained a parking pass and will be on Apprenticeship or Early Placement should contact the Assistant Principal's office regarding parking regulations.

FIVE-MINUTE EARLY OUT

A five-minute (5) early out is provided for junior and senior students, on a quarterly basis, who have earned perfect attendance and Honor or Merit Roll status the prior quarter **and who have obtained a parking permit**. This relieves parking lot congestion at the end of the school day.

CVCC PARKING FEES

There is no charge for a CVCC student parking permit for the 2023-2024 school year.

RULES AND REGULATIONS FOR STUDENT DRIVERS

1. Permit is for student and car only. **Parking permits may not be shared.**
2. Student's driving privileges may be revoked if disciplinary consequences warrant.
3. Students must maintain passing grades at the home school and at CVCC to be permitted to drive.
4. Three or more unexcused tardies in one quarter may result in loss of driving privileges. See *Notification of Absence*. Students exceeding three unexcused tardies in two consecutive quarters may lose their driving permit for the next quarter.
5. Student must hold a valid driver's license and have a good driving record.
6. The minimum auto liability insurance must be carried.
7. Students must drive directly to school; **park in assigned areas**, and **vacate the car immediately.**

8. Students must not enter cars or go into the parking lot during the school day without an Administrator's permission.
9. Students must drive slowly and carefully (not over 15 mph in parking lot and 20 mph in the outer drive). Unnecessary noises or reckless operation will not be permitted.
10. **Drivers must give buses the right of way** and use extreme caution around school buses.
11. Upon entering or leaving, keep to the right and observe the no-passing rule.
12. Drivers must obey the directions of personnel directing traffic.
13. Driving or parking without permission could lead to the towing of the vehicle from the premises at the owner's or driver's expense.
14. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have reasonable belief that items contained in the car may interfere with the safe or effective operation of the school.
15. CVCC reserves the right to limit the number of passengers in a student's vehicle.
16. Stickers or decals that may be determined as containing ethnically or culturally intimidating insignias or language, including but not limited to, confederate flags, swastikas, X's, and gang signs are strictly prohibited. Stickers that promote drug culture and/or are sexual in nature are also prohibited.

ACCIDENTS/ILLNESS

All injuries or accidents, however slight, should be reported to the instructor in charge. It is the school's prerogative to decide if medical treatment may include emergency treatment by local health authorities. If deemed necessary and we are unable to contact a parent or guardian, 911 will be called and the student will be transported to the nearest medical facility. Parents will be notified if such action takes place. Any expenses incurred in medical treatment are the responsibility of the parent/guardian.

EMERGENCY MEDICAL FORMS

An emergency medical form for each student must be completed and on file in the high school office by the end of the first week of school. Failure to comply with this request may result in a student being excluded from class. It is the parent or guardian's responsibility to ensure that the forms are up-to-date with current information.

ALLERGIES/CHRONIC HEALTH CONDITIONS

Any known or suspected allergy/chronic health condition should be reported on the Emergency Medical Form. Procedures for treatment will require a separate form signed by a physician. Please contact the High School Office.

CLINIC/MEDICATION

The clinic is located on Level 5. A student may request going to the clinic if illness or minor accidents occur. **Instructors must sign a pass in order for the student to be seen or admitted to the clinic.** Students must see the school nurse who will take the necessary information. As a rule, a student is limited to twenty (20) minutes in the clinic. If a student cannot return to class in twenty (20) minutes, attempts will be made to reach a parent/guardian so that the student can be picked up.

Board of Education policy governs the dispensing of medications (both prescription and non-prescription). Students who need to take medication while at school should check with the High School Office for the proper procedures and forms.

CLOSED CAMPUS

CVCC is a closed campus facility for students. NO student is allowed to leave the building and/or property without consent of the administration and his/her parent/guardian. Leaving the school without permission or being out of the building at a time other than that which is designated by a pass will result in discipline.

Leaving the building without permission during the school day may result in automatic suspension from school for a period of 3 to 10 days with recommendation for expulsion on the third offense.

VISITORS

Visitors, particularly parents, are welcome at CVCC. To properly monitor the safety of students and staff, upon entering the school, each visitor must report to the Receptionist at the main entrance to sign in and receive a visitor pass. Any visitor found in the building without signing in shall be reported to the office. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

If a student wishes to have a friend visit classes for the day, arrangements should be made with the instructors and an administrator at least one day in advance. Written permission from each of the above must be presented to the front office to receive a visitor's pass. Please do not ask to bring a friend who is a student at one of the associate schools. If a student from an associate school wishes to visit, arrangements must be made with the associate school and CVCC guidance department. Students are expected to display courtesy and hospitality to any and all visitors in our school.

Visitor passes are generally not issued during the lunch period(s).

LOST AND FOUND

Students have the responsibility of keeping their personal possessions in a safe and secure place. Lockers are provided for this purpose. Loss or damage to a student's personal property is the responsibility of the student. Loss, damage, or theft of CVCC property will be charged to the student it was assigned. A lost and found area is maintained at the Reception Desk.

SAFETY

Safety cannot be overlooked or over-emphasized in the instructional program. Parents, students, instructors, and staff should report any information that would jeopardize the safe operation of the school to school authorities.

1. In an effort to protect students, Ohio State Law mandates the wearing of **protective glasses** while working in laboratories involved in hazardous activities.
2. **Special clothing and devices** may be required in training labs, dependent upon the tools and equipment being used.
3. The use of skateboards, hover boards, skates/wheeled shoes or similar devices are prohibited on the CVCC campus.

SAFETY GLASSES

Students in some will be issued safety glasses for their personal protection. If these glasses need to be replaced, the student will be assessed a charge of \$3.00.

JOB SHADOW CRITERIA

Junior year -- up to 4 days, no more than 2 consecutive days

Senior year -- up to 2 days, may be consecutive

SHADOWING CRITERIA:

- Shadow to take place during CVCC class time only, and must be directly related to the student's CVCC career-technical program.
- Transportation to and from shadow site (and return to associate school when appropriate) is the responsibility and liability of student and parent/guardian.
- Student **may not** shadow with current employer.
- Student **may not** shadow with relatives.
- **No pay** shall be received.

JOB SHADOW FORMS:

- Job Shadow Agreements and Shadow Report forms shall be obtained from the Job Placement/Career & Community Resources Office (CCR) prior to the job shadow.
- Students must obtain all signatures on the Shadow Agreement before going on the shadow. Adult students not enrolled in Associate High School do not need parent signature.
- The completed Shadow Agreement **must be submitted** to the Job Placement/Career & Community Resources Office (CCR) at least **2 school days** before the shadow date.
- Students will be marked with an unexcused absence for the shadow day. The absence will be expunged upon submission of a thoroughly completed and signed Shadow Report form to the Job Placement/Career & Community Resources Office (CCR). The report should be submitted immediately upon return to CVCC from the shadow.

Note: Exceptions to above made only with prior approval of CVCC Principal.

SENIOR EARLY PLACEMENT GUIDELINES

Release Date	Grade Requirements Senior Year Only	Attendance Requirements
Jan. 22, 2024	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	9 or Fewer Total Absences During 1st and 2nd years at CVCC
Feb. 20, 2024	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	11 or fewer Total Absences During 1st and 2nd years at CVCC
April 2, 2024 And Later	Instructor Recommendation Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	Instructor Recommendation

ELIGIBILITY:

- Student must meet grade and attendance requirements, and must also have instructor recommendation to be considered for early placement.
- The student shall have satisfactorily completed requirements of his/her technical program as determined by the instructor. The student shall also complete technical program requirements specified by the instructor while on early placement.
- The job must be directly related to the technical program.
- If a student qualifies for Early Placement, but does not have a job at the release date, he/she may be released between the above dates if a job is obtained. Students must attend CVCC until a job is obtained; otherwise, absences continue to accrue until the student finds a job. Excessive absences will move the early placement date to a later release date.
- The student must attend and maintain passing grades in all classes required for graduation at the associate school and/or in CVCC's academic classes (including online instruction) to qualify for Early Placement and while on Early Placement.
- The student shall have no financial obligations to CVCC for tools, fees, books, and/or equipment. Students are also urged to check with their associate school counselor regarding outstanding financial obligations that may have a negative effect on their ability to graduate.
- CVCC parking passes may be obtained via the Student Parking Permit link on the High School page of the CVCC website.
- Student learners must submit a completed CVCC Weekly Report form to the student's instructor each week. This form must be signed by the student's supervisor verifying

hours worked, skills used on the job & performance rating indicated.

Note:

- If the student's work schedule does not cover or exceed the number of class hours missed weekly, the student must return to class to cover the difference.
- Students in the Culinary Arts program will not be eligible for early placement until the April release date at the discretion of the instructor. This allows the needs of the customer service component of the program to be met.
- Cosmetology students may be eligible for Early Placement at the discretion of the instructor after they have applied for the Ohio Board of Cosmetology Examination and Work Permit.

~~————The Education Professions program does not typically participate in Early Placement.~~

CVCC reserves the right to remove a student from early placement and return the student to his/her CVCC program if conditions warrant.
(See the student responsibilities section of early placement agreement.)

Early Placement packets can be obtained from the
Job Placement/Career & Community Resources Office (CCR)

WORK PERMITS CAN BE OBTAINED FROM YOUR ASSOCIATE SCHOOL.L.

GRADING GUIDELINES

The following guidelines will be used in determining grades. Grades are posted in letterform using this scale.

Letter Grade	Percentages
A	90% – 100%
B	80% – 89%
C	70% - 79%
D	60% – 69%
F	59% or lower
I	Incomplete

GRADING SYSTEM FOR SEMESTER COURSES

1 st Semester	Q1	Q2	EXAM
	40%	40%	20%

2 nd Semester	Q3	Q4	EXAM
	40%	40%	20%

GRADING SYSTEM FOR FULL YEAR COURSES

Q1	Q2	Mid term	Semester 1 Grade	Q3	Q4	Final Test	Semester 2 Grade	Final Grade
40%	40%	20%	Q1+Q2+ midterm	40%	40%	20%	Q3+Q4+ Final	Semester 1+2

FINAL GRADE

Semester 1	Semester 2
50%	50%

Instructors have the right to subjectively determine the final grade when the average falls midway between the two grades. Instructors must notify parents/guardians in advance of any student receiving a failing grade for a nine-week period. CVCC grades are part of the report card issued by the associate school. Any student who fails both grading periods in the first semester may be withdrawn from CVCC and required to return to their associate school at the end of the semester. Also, any stu

grading periods in the second semester may fail for the year.

An incomplete may be given for those students who have excused absences. The policy is that the student is permitted a reasonable amount of time to make up any written work missed. Students must understand that the laboratory time cannot be made up without individualized instruction. An incomplete on the report card must be made up within a three-week period.

PROGRESS BOOK

CVCC uses ProgressBook to document student grades and attendance. This communication tool may be used on any computer via the Internet. ProgressBook usernames and passwords will be issued to students after the add/drop period. Questions regarding usernames and passwords should be directed to the Guidance Office.

You may access ProgressBook through the link on the CVCC Webpage at www.cvccworks.edu.

CERTIFICATE OF CAREER PREPARATION

The Certificate of Career Preparation serves as formal documentation of a student's training at CVCC. It is issued upon program completion to students who have met program requirements. Special endorsements including achievement of program competencies, achievement of 95% attendance, two-year perfect attendance, Tech Prep, and National Technical Honor Society membership may be included on the Certificate. The Certificate is a useful tool in the job search process and is an integral part of the Career Portfolio.

FEES, FINES AND CHARGES

Some programs may require students to purchase uniforms or kits that then become the student's property.

Some high school fees may be waived in situations where there is financial hardship. For more information contact the Treasurer's Office (440) 746-8276.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees or charges may result in the withholding of grades and credits, and non-participation in field trips. A \$35.00 service charge will be assessed for any returned checks. In classes where students are expected to participate in unpaid/paid internships or clinical rotations, all fees must be paid in full prior to students' participation.

Students may be assessed a fee for Transportation on Field Trips.

CAREER TECHNICAL STUDENT ORGANIZATIONS

Student activities are an integral part of every program. All students are automatically members of their respective youth clubs. The following list is representative of some of those organizations: Business Professionals of America (BPA), DECA, Educators Rising, HOSA (Future Health Professionals), and SkillsUSA. Student participation in a competition will not be permitted if a student is absent (excused or unexcused) from CVCC classes or misses more than one and one-half hours of classes on the day a competition is scheduled to begin (Exceptions to this rule may include participation in associate school functions or unforeseen circumstances such as a funeral or family emergency pending approval of a building administrator).

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is an elite group that was created by the National Association of Vocational and Technical School Principals to honor students who excel in four ways: scholarship, leadership, service, and character. The group is a national organization that is governed by national rules. Membership in National Technical Honor Society is one of the highest honors that can be given to a career-technical high school student. Participation in a service project as approved by the NTHS Advisor is a requirement of membership.

The selection process at Cuyahoga Valley Career Center begins with juniors and seniors who have met the scholastic requirement of 3.75 GPA or above at CVCC, have 98% attendance or better at CVCC, have good behavior with no suspensions, are actively involved in career-technical student organizations displaying leadership and service, and have a recommendation from a CVCC instructor. Students are also required to have a minimum 3.3 scholastic grade point average at their associate school. Membership in National Technical Honor Society is determined by a selection process established by both the national and local organizations. The last step in the selection process involves a committee of faculty members who review the applications and make final recommendations. Because membership is an honor and not a student's right, the committee's decision is final. Students inducted into the National Technical Honor Society are required to complete at least six (6) hours of community service as approved by the NTHS Advisor.

EXTRA CURRICULAR ELIGIBILITY

CVCC students are eligible and encouraged to participate in extra-curricular activities at their associate schools. A GPA which is acceptable to the associate school must be maintained to remain eligible for participation.

FOOD AND BEVERAGE POLICY

In order to ensure that the facilities here at CVCC continue to be maintained as a high quality educational institution with a professional tone and appearance, no food or beverages are permitted in instructional areas during instructional time.

Food and beverages are to be kept and consumed in the cafeteria; an exception to this may be for class parties or meetings, and needs to be approved by the program administrator prior to the event.

Students taking food and/or beverages through the halls will be asked to return to the cafeteria, dispose of it or it may be confiscated and may be picked up at the end of the school day in High School Operations.

No student is permitted to order food and/or beverages to be delivered via any delivery service.

CAFETERIA

Time Schedule:

10:45 - 11:25 a.m. Lunch

Electronic devices may be used in this area.

Please observe the following cafeteria regulations:

- Deposit all trash in receptacles and leave tables and floor clean before leaving. Push chairs back under the tables when leaving.
- Food is not to be taken outside of the cafeteria area.
- Those who choose to go outdoors when permitted by administration are required to remain on the grounds in the patio area. All trash must be deposited in the outdoor receptacles before leaving.
- All wooded areas and the parking lot are off limits.

You are expected to conduct yourself in an orderly manner and follow any directions/requests by CVCC staff.

DRESS CODE

Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress or grooming. We have many visitors (prospective employers, potential students, parents & interested citizens) who come to see our building and programs, but most especially our students. **Remember, first impressions are important. We can't afford negligent, offensive or questionable appearance.** Employers may assess your appearance and grooming as part of the hiring process. Participation in the program will be prohibited without proper attire. CVCC campus wear will be worn in all program areas.

Students in violation of the dress code and/or not in appropriate CVCC Campus Wear may be immediately assigned to In-School Restriction (ISR) by their program supervisor for the remainder of their day at CVCC.

A. General Dress Code Requirements:

THESE REQUIREMENTS ARE TO BE MET AT ALL TIMES:

- A1. The school district reserves the right to restrict any attire that disrupts the educational process. Students who fail to comply will be referred to an administrator for disciplinary action.
- A2. Clothing that is not permissible throughout this dress code section cannot be worn in the building or at any school-sponsored activities. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Clothing that is overly torn, ragged, or designed to look sloppy or to attract undue attention is not permitted.
- A3. Long pocket chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful and/or could be used as a weapon, are not permitted.
- A4. For safety and health reasons, some lab areas may require NO visible piercings.
- A5. No article of clothing, button or badge may be worn if it contains the following:
Offensive, obscene, vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references, and/or references to any product or service not permitted to minors by law.
- A6. Inappropriate or offensive tattoos must be covered at all times while in the building or at a school-sponsored activity.
- A7. No headgear (hats, hoods, bandanas, sweatbands, curlers, etc.) may be worn inside the building with the exception of those required during lab time, while in the cafeteria during transition time, or for religious purposes.
- A8. No sunglasses may be worn in the building.
- A9. Upper body clothing: No bare midriff or excessively tight or revealing tops may be worn.
- A10. Lower body clothing: Items must be hemmed. Pants, shorts or skirts must not sag. Yoga or yoga-type pants will not be permitted. Skirts, shorts and dresses must be at least finger-tip length. No sleepwear, leggings, or other excessively tight-fitting items may be worn. Undergarments should not be visible.
- A11. Slippers or footwear, such as flip flops, deemed unsafe are not permitted.

B. Program Wear:

When class BEGINS, students are to be in their campus-wear uniform which will be specific to each program.

- B1. Information about campus wear and cost is available at www.cvccworks.edu or noted in the class fees.
- B2. Some campus wear may be purchased in the Sales and Service Store.
- B3. Students must be in campus wear in order to participate in their program.
- B4. Specific footwear may be required for safety reasons in some programs.

C. Rentals:

- C1. If students come to school without proper attire and/or fail to have their campus wear uniform at the beginning of class, they may rent a shirt and/or pants for the day for \$2.00 per item from the Sales and Service Store. Belts will also be available to rent for \$2.00 per day.
- C2. Students must return the rented shirt/pants/belts at the end of the day for a \$1.00 refund or face disciplinary action. Students will be charged \$20.00 for a lost rental item. Excessive renting will not be permitted. After the fourth rental, students will be referred to the program administrator for disciplinary action.

LOCKDOWN, FIRE AND TORNADO DRILLS

During lockdown procedures, students are to report to the safe area directed by the instructor. Students are to remain quiet and in the safe area until dismissed by a school administrator, instructor and/or police officer.

The school complies with all fire and safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building. Students who do not comply with a safety drill will be subject to disciplinary action.

You are not to return to the building until attendance has been taken and an announcement made over the loud speaker.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address announcement.

GUIDELINES FOR STUDENT CONDUCT

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

RIGHTS AND RESPONSIBILITIES

Effective discipline is an important and necessary prerequisite for effective learning. Students attend Cuyahoga Valley Career Center under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has the right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their decisions. Freedom carries with it responsibilities for all concerned.

SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at competitions, extracurricular events, or other school activities or programs. The following rules and regulations also apply to (1) Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district; and (2) Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

ACADEMIC INTEGRITY/CHEATING

Plagiarism is using someone else's words, ideas or language and passing it off as your own. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to:

- copying others assignments, quiz or test answers.
- unauthorized use of data (appropriating passages or ideas from another) unless properly cited.

Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in conferences with parent-instructor-counselor, detentions and suspensions.

STUDENT LOCKERS

Student lockers, desks, cabinets, and similar property are the property of the CVCC Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

ELECTRONIC OR WIRELESS COMMUNICATION DEVICES (POLICY 5136)

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, laptops, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices.

During after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstance: The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. In particular egregious offenses involving the invasion of another person's privacy, the Board reserves the right to confiscate the WCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

The personal use of these devices is prohibited, except in the cafeteria/commons **before the start of classes or during lunch hours.** *Students may use these devices within the classroom for an educational or instructional purpose with the instructor's permission and supervision.*

If a student has any of these devices visible while in a restricted area without instructor permission, the student will be expected to turn the electronic device over to the instructor or administrator who makes such a request. Consequences for unauthorized use of these devices may be (but are not limited to):

1st offense – device may be confiscated and returned after three school days or returned to the parent/guardian.

2nd offense – device is confiscated and will only be returned to a parent/guardian.

Electronic devices that have been confiscated can be picked up in High School Operations. Please see your respective administrator.

Contents of cell phones or other recording devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct. **The use of cameras or any other recording devices are prohibited except where approved by a classroom instructor or administrator for educational purposes.**

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

SURVEILLANCE

Parents and students should be aware that for the safety and welfare of the students, video surveillance cameras are placed throughout the building and school grounds and on buses. These cameras are for administrative use only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Actions recorded on these cameras may be used as evidence in disciplinary action.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT FORM (SEE POLICY 7540.03)

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. Use of the network must be in support of education and research consistent with Board of Education policies. CVCC reserves the right to monitor Internet activity and to remove user accounts for any violation of CVCC's policy and/or Internet practices. Students should be aware that there is no expectation of privacy in the use of electronic mail or the Internet when using school facilities for access. The school reserves the right but does not assume the obligation to monitor such access. Any illegal activities will be reported to the appropriate authorities.

All students and parent/guardians are required to complete a Student Technology Acceptable Use and Safety Agreement form and a Student/Parent Device Agreement Policy form, if applicable. These forms are distributed at the start of the school year; in addition, they are available in the High School Operations Office and on the CVCC website. The direct link to the page containing these forms and to Frequently Asked Questions about the Chromebook Initiative is: <http://www.cvccworks.edu/IT.aspx>

PUBLICATIONS

CVCC recognizes the rights of students to express themselves. With that right comes the responsibility to do so appropriately. All items must meet school guidelines. Publications such as video productions, flyers, pamphlets, and essays are connected to the overall school program and are subject to editorial control by the school administration. The assigned faculty advisor will establish criteria and standards, instruct and advise in procedures, grammar and content, supervise editing, and serve as a liaison between the student(s) and administration. All student publications are subject to final interpretation by the Superintendent.

USE OF TOBACCO (POLICY 5512; ALSO SEE POLICY 7434)

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of instructors and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, including liquids used in electronic cigarettes, and associated accessories, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased

or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

Evening adult students are prohibited from smoking in the building.

A law passed by the State of Ohio prohibits people under 21 years of age having possession of tobacco products. Students, who are on school property that are in possession of tobacco products, may be subject to arrest and fines. Persons 21 years and older, who pass along tobacco products to a minor, are also subject to arrest and fines.

CIVIL DAMAGES AND CRIMINAL CHARGES

In addition to whatever actions CVCC administrators may take in terms of discipline, parents & students should be aware that civil damages and/or criminal charges may be pursued.

DISCIPLINE

Violation by a student of any one or more of the listed rules of conduct may result in disciplinary action, which may include one or more of the following: verbal or written warning or reprimand, referral to guidance counselor, Saturday detention, parental contact, community service, referral to legal authorities, emergency removal, tobacco education, in-school restriction, suspension and/or expulsion, or other consequences deemed appropriate by the administration. Students are required to report any incident which they may observe of bullying, harassment, or any other threatening or unlawful act. These rules are in effect at all school events.

IN SCHOOL RESTRICTION (I.S.R.) PROCEDURES

The In-School Restriction Program is an alternative form of discipline that provides a student with an opportunity to continue his/her academic work while restricted from regular classes. Parents and instructors will be notified when a student is assigned to in-school restriction except in the case of a dress code violation.

Students assigned to I.S.R. are to report directly to the In-School Restriction Room by 7:45 a.m./11:30 a.m. In some circumstances, students may be assigned to ISR after the start of their school day. These students are expected to report immediately to ISR when assigned. Students assigned to I.S.R. must bring all items necessary for the entire school day including textbooks and other school materials. Restroom privileges will be given by the I.S.R. instructor. Specific guidelines for the I.S.R. room will be provided to each student who is assigned to that room, and they will also be posted in the I.S.R. room. Tests may be given by the I.S.R. supervising instructor.

Credit will be given for completed assignments submitted to the classroom instructor. Students who violate in-school restriction guidelines may be suspended out of school.

Students who are under in-school restriction are permitted to attend any co-curricular activities and make up schoolwork.

1. Students are to report to the In-School Restriction Room **ON TIME** no later than 7:45 a.m. or 11:30 a.m. unless the student is assigned to ISR after the start of the school day.
2. Students assigned to I.S.R. are required to be in proper campus wear or program uniform. This is not an opportunity for a dress down day. If students do not report in proper attire they will be subject to further disciplinary action unless the reason for assignment to ISR is a dress code violation occurring on the day of assignment.
3. Students will be in assigned seats and will remain quiet at all times.
4. Students are responsible for securing work from their instructors prior to being in the restriction room. They are to bring schoolwork and/or appropriate reading materials with them to the suspension room. There will be **NO SLEEPING**.
5. One restroom break will be permitted per student while in I.S.R.
6. Students will remain in the restriction room from 7:45 a.m. –10:45 a.m. or 11:30 a.m. – 2:30 p.m. If you have an early dismissal schedule it will be void for the day. If the student has a job after school it is his/her responsibility to make other arrangements with the employer.
7. Students absent on days of I.S.R. are to be "called in" by their parent by the start of school. Any time lost out of I.S.R., except O.S.S., must be made up.
8. Students dismissed from I.S.R. due to poor behavior will be sent home for the remainder of the day. The day will be determined as O.S.S. and no credit will be given for schoolwork. Additional days of I.S.R. may be applied.

SATURDAY DETENTION

Saturday Detention is an elective alternative to Out-of-School Suspension, which may be offered to students at the discretion of the administration. Saturday Detentions are held from **8:00 – 11:00 a.m.** in the Cafeteria at Cuyahoga Valley Career Center. Students may be scheduled for all or part of the three-hour period. **Students missing Saturday Detention may receive two (2) days In School Restriction or other disciplinary action. Students with Driving/Parking privileges who are assigned to detention for Tardiness to school and do not attend the detention may lose such privileges through the next quarter.**

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, whether on school property or at school functions or as an appropriate nexus may warrant, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent, and may be conducted with the assistance of local Police Departments and their canine units. All confiscated materials will be seized and not returned to the student and/or parent/guardian.

EMERGENCY REMOVAL

Emergency removals in the CVCC District will be done according to the provisions of O.R.C. 3313.66 and CVCC Board Policy 5610.03

ZERO TOLERANCE

The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students. No student shall on school property or in any school vehicle or at any school sponsored event (regardless of location), bring, transport, possess, handle, carry, use or conceal any illegal substance, firearm, knife or dangerous weapon or look-alike.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to student discipline.

LEGAL REFS.:OHIO REVISED CODE (ORC) 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

SUSPENSION-EXPULSION

Cuyahoga Valley Career Center School

Students failing to comply with the school regulations may be suspended and/or expelled. Each individual case will be judged on its own merits. Should a high school student enrolled at CVCC be suspended, expelled, or removed from his/her school district for a conduct code violation, the suspension, expulsion, or emergency removal of such student will be effective at the Career Center. Parents may be conferred with prior to suspension or be required to attend a conference for a student's readmission to school.

Suspensions will be in effect at both associate school and at CVCC. Suspension or expulsion is total removal from school and may result in the student receiving no credit for work missed during the suspension or expulsion.

The Superintendent, director, assistant director, or any other administrator may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.*

*(Use or possession of weapons and bomb threats at school, on school property or at school activities; inflicting serious physical harm to persons or property at school, on school property, or at a school activity.)

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at your home school, or at any college or university, whether under the Post-Secondary Enrollment Option or at the student's own expense.

CODE OF STUDENT CONDUCT/STUDENT DISCIPLINE CODE

GROUND FORS SUSPENSION, EXPULSION OR REMOVAL SHALL INCLUDE, but not be limited to:

1. DAMAGE, DESTRUCTION OR DEFAACEMENT of school property or private property on school premises while enrolled as a student.
2. THEFT OR UNAUTHORIZED POSSESSION of school property or equipment, personal property of any school personnel or of another student or visitor.
3. PROFANE, INDECENT OR OBSCENE LANGUAGE: written or verbal, directed toward or used in the presence of school personnel or students. This shall include use of obscene gestures, pictures and signs.
4. INSUBORDINATION OR DISRESPECT by refusing to comply with directions of school personnel, which includes sleeping in class, public displays of affection, refusing to work in class, etc.
5. DISRUPTION OF SCHOOL ACTIVITIES and/or failure to follow reasonable instruction of staff members; obstruction of the educational process.
6. TRUANCY or repeated unexcused absences from school: class, lunch, or any other assigned activity for part or all of a day, without school authorization. However, no student will be suspended, expelled, or removed solely on the basis of the student's absences from school without legitimate excuse.
7. REPEATED TARDINESS to class or school.
8. SMOKING, USE OR POSSESSION OF TOBACCO PRODUCTS in any form, (including smokeless tobacco, electronic cigarettes or similar look-alike devices or associated accessories), is prohibited on school grounds or at any school sponsored activity. (see Policy 5512)
9. POSSESSION, TRANSMISSION, USE, SALE OR OFFER TO SELL, BUY OR ATTEMPT TO BUY, OR CONCEAL ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS, COUNTERFEIT/LOOK-ALIKES OR OTHER MOOD-ALTERING SUBSTANCE.
10. POSSESSION, TRANSFER, USE, SALE, OR ATTEMPT TO SELL, BUY OR ATTEMPT TO BUY, OR CONCEAL DEVICES WHICH ARE DESIGNED PRIMARILY TO FACILITATE THE INGESTION OR INHALATION OF ILLEGAL SUBSTANCES INCLUDING "COUNTERFEITS/LOOK-ALIKES".
11. TRANSMITTING OR ATTEMPT TO TRANSMIT ANY FORM OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.
12. POSSESSION, USE OR THREATENED USE OF FIREWORKS, SMOKE BOMBS, OR OTHER SUCH INCENDIARY DEVICES.
13. POSSESSION OF OR THREATENED USE OF WEAPONS: CONCEALING, TRANSMITTING OR ATTEMPTING TO CONCEAL OR TRANSMIT WEAPONS OR ANY OBJECT/LOOK-ALIKE, WHICH MIGHT BE CONSIDERED A DANGEROUS WEAPON OR INSTRUMENT OF VIOLENCE. (For more information, see Board policy 5772).
14. UNAUTHORIZED BODILY CONTACT: The act of physically, touching, hitting, assaulting or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. **Level I**—pushing, shoving, in the grasp; **Level II**—Students have physical altercation, but end altercation on their own; **Level III**—Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.
15. HARASSMENT/HAZING/BULLYING of another individual(s)—physical, verbal or sexual. (see Harassment and Bullying).
16. BOMB THREATS, TERRORISTS THREAT OR FALSE ALARMS—threatening directly or indirectly to commit a crime of violence with the purpose of inciting panic with reckless disregard of the risk to others.
17. UNAUTHORIZED USE OF FIRE OR FIRE DEVICES—setting a fire or attempting to set a fire.
18. GANG RELATED ACTIVITIES: belonging to or engaging in gang activities, displaying gang attire.
19. The act of EXTORTION from any person.
20. GAMBLING.
21. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations or giving statements to school personnel, which may adversely affect the welfare of others.
22. FALSIFYING in writing the name of another person, times, dates, grades, addresses or other data on school forms, tests or other correspondence directed to the school or its personnel.
23. CHEATING/PLAGIARISM/FORGERY is strictly prohibited at all times.
24. ABUSE OR MISUSE OF TECHNOLOGY: computer hardware and software.
25. UNAUTHORIZED POSSESSION OF/OR USE OF ELECTRONIC EQUIPMENT including: laser pointer, headsets, radios, CD players, cell phones and pagers.
26. VIOLATING THE ACCEPTABLE COMPUTER/INTERNET USE POLICY.
27. REPEATED OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
28. PERSISTENT DISOBEDIENCE OR GROSS MISCONDUCT.
29. ANY OFFENSE THAT CONSTITUTES A VIOLATION OF LOCAL, STATE OR FEDERAL LAW.
30. TRESPASSING on school property or in school buildings at an unauthorized time.
31. RECKLESS, UNSAFE, OR UNAUTHORIZED OPERATION OF A MOTOR VEHICLE on school property or school vehicles within the vicinity.
32. DRIVING AND PARKING VIOLATIONS.
33. IMMORAL ACTS.
34. DRESS CODE VIOLATIONS.
35. FAILURE TO SERVE SATURDAY DETENTION.
36. SAFETY PROCEDURE VIOLATIONS.
37. STUDENT DEMONSTRATIONS.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (POLICY 5630.01)

The CVCC Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

There are different types of restraint including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

THE BOARD SHALL ANNUALLY NOTIFY PARENTS OF THIS POLICY AND PUBLISH IT ON THE DISTRICT WEBSITE.

HARASSMENT

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property:

ANTI-HARASSMENT POLICY

It is the policy (5517) of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, instructors, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Each employee and student has a responsibility to maintain a work place and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation or persistent abuse of another, whether physical, oral or written, which is directed at an individual's sex, color, race, national origin, religion or disability.

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes he or she has been harassed as described in this policy, should report the alleged harassment to the Compliance Officer or other appropriate administrator (Principal or Assistant Principal). The District Title IX/Section 504 Coordinator Compliance

Officer may be contacted at 440-838-8909 or the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave East, Suite 750, Cleveland, OH 44104-2611.

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community and third parties who seek support or abide when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the member of the School District community or third party.

The Compliance Officer is assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal investigation (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such an investigation. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment which are reported to them to the Compliance Officer within five (5) calendar days of learning of the incident.

Reports of alleged harassment will be handled confidentially to the extent possible, as allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action. All persons are protected from coercion, intimidation, retaliation or discrimination for filing a harassment complaint or assisting in an investigation.

SEXUAL HARASSMENT

A. Verbal:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

B. Nonverbal:

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact:

Threatened, attempted, or actual unwanted bodily contact, including patting, pinching the body, or coerced sexual intercourse.

The Compliance Officer for complaints relating to harassment may be contacted at:

Michael McDade
Business Manager
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-838-8909
Email: mmcdade@cvccworks.edu

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-746-8228
Email: mgreen@cvccworks.edu

DATING VIOLENCE AND SEXUAL VIOLENCE

Dating violence is one serious form of bullying/aggressive behavior. Dating violence is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner".

A dating partner is "any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term".

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the student's age, intellectual or other disability, or use of drugs and alcohol). Sexual Violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

The Compliance Officers for complaints relating to Dating Violence and Sexual Violence may be contacted at:

Michael McDade
Business Manager
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-838-8909
Email: mmcdade@cvccworks.edu

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-746-8228
Email: mgreen@cvccworks.edu

SEXTING

"Sexting" involves the use of electronic technology to send or forward nude or obscene photos of one's self or others. It is illegal to possess, distribute or manufacture pornography involving anyone less than 18 years of age. Students found distributing (such as forwarding a photo to a friend) or even possessing (failing to delete a received photo) such images can be found guilty of child pornography and face criminal prosecution including being required to register as a sex offender. School officials may not keep these events within the school disciplinary system only. The law requires school officials to file a report with law enforcement authorities for investigation.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/ WEIGHT/SEXUAL ORIENTATION HARASSMENT

A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take promptly the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents to the Principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Compliance Officer.

The student may make contact either by written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Compliance Officer.

Each report received by the high school administrator or Compliance Officer as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents) and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

The Compliance Officer for complaints relating to harassment may be contacted at:

Michael McDade
Business Manager
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-838-8909
Email: mmcdade@cvccworks.edu

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, Ohio 44141
440-746-8228
Email: mgreen@cvccworks.edu

BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR (POLICY 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

The Compliance Officer for complaints relating to Bullying and Other Forms of Aggressive Behavior may be contacted at:

Michael McDade

Business Manager

Cuyahoga Valley Career Center

8001 Brecksville Rd.

Brecksville, Ohio 44141

440-838-8909

Email: mmcdade@cvccworks.edu

Marcy R. Green

Assistant Superintendent

Cuyahoga Valley Career Center

8001 Brecksville Rd.

Brecksville, Ohio 44141

440-746-8228

Email: mgreen@cvccworks.edu

HAZING

Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy. All hazing incidents or knowledge of potential incidents must be reported immediately. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

PUBLIC NOTICE

NON-DISCRIMINATION

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

Michael McDade

Business Manager

Title VI, Title IX, and Section 504 Coordinator

Cuyahoga Valley Career Center

8001 Brecksville Rd. Brecksville, Ohio 44141

440- 838-8909

Email: mmcdade@cvccworks.edu

STUDENT RECORDS

CVCC maintains many student records including both directory information and confidential information. Student records shall be maintained in accordance with Board of Education Policy 8330 and State/Federal laws and regulations.

FERPA AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. *The exception to disclosure of student information without consent is the release of "directory information."* CVCC will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's Name
- Address
- Telephone Listing
- Date and place of birth
- Major field of study/Program
- Participation in officially recognized activities and sports
- Dates of attendance
- Date of graduation
- Awards received

PHOTO/IMAGE RELEASE

Cuyahoga Valley Career Center considers photographs and electronic images of students as "directory information" when published for school-related purposes. The following methods may be utilized for publishing: social media posts, website, video conferencing sessions, CVCC intranet, digital videography projects, newsletters, and district marketing materials.

Photo/Image Release permission forms will be distributed to students at the beginning of their first year at CVCC. Parents/guardians/students 18 years or older may indicate on this form if they request to withhold their student's/their picture from publishing. This form needs to be signed and returned by September 15 of the year the student begins courses at CVCC.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-*
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use-*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Cuyahoga Valley Career Center has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cuyahoga Valley Career Center will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Cuyahoga Valley Career Center** will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605



**Cuyahoga Valley Career Center -
Service Level Agreement: CVCCworks.edu Website Support**

Updated 2023.04.06

Cuyahoga Valley Career Center - Service Level Agreement: CVCCworks.edu Website Support



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Overview

The following is an important overview of this Desidara Service Level Agreement (SLA).

Purpose

This Service Level Agreement ("SLA" or "Agreement") proposes actions that, once approved, will be taken by Desidara to achieve objectives on behalf of a client related to the provisioning of website support services required to support and sustain a product or service.

This Agreement outlines the parameters of all website support services covered as they are mutually understood by the Principals defined below. This Agreement does not supersede current processes and procedures unless explicitly stated herein.

Principals

This SLA is applicable exclusively to the following Principals:

Client

The Client to whom this SLA 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 SLA 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 SLA.

SLA Objectives

The objectives of this SLA 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.

In-Scope Objectives

The purpose of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent website support service and delivery to the Client by the Provider. The goal of this Agreement is to obtain mutual agreement for website service provision between the Client and the Provider. As such, the following objectives are considered in-scope for this SLA:

- Provide clear reference to service ownership, accountability, roles, and/or responsibilities.
- Present a clear, concise, and measurable description of service provision to the Client.
- Match perceptions of expected service provision with actual service support and delivery.

Duration

This SLA, 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:



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Expiration

The Provider's offer to perform the work proposed under the terms of this SLA shall expire if signed acceptance of this document is not received from the Client on or before June 2, 2023.

Completion

The terms of this SLA shall apply commencing with signed acceptance of its terms. It shall remain valid until superseded by a revised agreement mutually endorsed by the Principals, or until the agreement is terminated upon request of the Client.

Termination

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

Rescission or termination of this SLA 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.

Periodic Review

This Agreement is valid from the Effective Date outlined herein and is valid until further notice. The Agreement should be reviewed at a minimum once per year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The Provider Single Point of Contact ("SPOC" or "Document Owner") is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the Principals and



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communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements and/or approvals as required.

Document Owner: Katie Fregoso Desidara

Review Period: Annually (12 months)

Previous Review Date: N/A

Next Review Date: 06.01.2024

Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

Service Scope

The following services are covered by this Agreement:

- Provide content, new website features, and technical support specifically related to the website up to four (4) hours per month..
 - All requests for content, new website features, and technical support requests and will be acknowledged via email within one (1) business day of receipt and will include written expectations regarding the actions to be taken and the targeted completion of those actions.
- Perform a monthly assessment of the site's infrastructure to keep the site consistently performing as expected, including:
 - Perform daily website backups
 - Retain staging site for future additions
 - Perform monthly website security sweeps and monitor any security notifications. Client will be notified if any security issues arise that require actions outside of the scope of this SLA.

Author: Katie Fregoso and Mark Gorog

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- Monitor contact form for robo-form-filler activity. Client will be notified if there are any activities that require actions outside of the scope of this SLA.
 - Keep WordPress and Gravity Form installation versions up-to-date
 - Keep plug-ins up-to-date
 - Keep PHP version up-to-date
 - Perform website corrections directly related to the updates detailed above, if any of the updates do not function as expected.
- Website and gravity form hosting.
 - Provide emergency website assistance (additional costs apply). Emergency assistance is any request for which a response is required the same day as the request.

Client Requirements

Client responsibilities and/or requirements in support of this Agreement include:

- Client shall provide payment for all support costs at the agreed interval.
- Client shall provide reasonable availability of Client representative(s) when resolving a product and/or service-related incident or request.

Provider Requirements

Provider responsibilities and/or requirements in support of this Agreement include:

- The Provider shall notify the Client if the request is expected to go beyond the scope of the allotted (4) SLA hours and will require additional time and cost.
- The Provider shall deliver to the Client clear Action Authorizations or Scopes of Work for any services that fall outside of the SLA and will require written approval from the Client before proceeding with the action.
- The Provider shall provide appropriate notification to the Client in advance of any scheduled website maintenance.



Service Assumptions

Assumptions related to in-scope services and/or components include:

- Any changes to services outlined in this Agreement will be communicated to all stakeholders and documented for reference.
- Any activities outside of the (4) SLA hours will be billed at \$135.00 USD or by approved project estimate.

Service Management

Effective support of in-scope website services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services, and related components.

Service Availability

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- Telephone support: 9 a.m. to 5 p.m. EST Monday - Friday. The telephone support number is available at 714.343.4465.
- Calls received outside of standard office hours should be directed to a mobile phone and best efforts will be made to answer the call. The mobile phone number is 714.343.4465.
- Email support: Monitored 9 a.m. to 5 p.m. EST Monday - Friday. Email support is available at katie.fregoso@desidara.com.
- Emails received outside of standard office hours will be collected, however, no action can be guaranteed until the next business day.
- Telephone and/or email support requested outside of standard office hours may be performed at the Provider's discretion and will be billed at a rate of \$270.00 USD per hour.

Service Requests

In support of services outlined in this Agreement, the Provider will respond to service-related incidents and/or requests submitted by the Client within the following time frames:

- Work related to services outlined in this SLA will begin within five (5) business days of the Client request. The Provider will communicate an estimated completion date at the time work is initiated.
- Rush services with a requested completion date of less than five (5) business days are not included in this SLA, and will be billed at Provider's rush hourly rate of \$270.00 USD/hour.

Costs

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

- The Client will be billed \$750.00 USD per month for hosting services, technical support and monthly assessments.
 - Itemized Costs:
 - Platform and gravity form hosting: \$35.00 USD/month
 - Monthly website security and infrastructure updates: \$175.00 USD/month
 - Four (4) hours of monthly website support and new feature/content requests: \$540.00 USD/month
- Work performed outside standard office hours or work with a requested completion date of less than five (5) business days will be billed at Provider's hourly rate of \$270.00 USD/hour.



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 SLA:

- The Client will be invoiced immediately upon receipt of the signed SLA.
- The Client will be billed monthly as long as the SLA remains in effect.

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 SLA 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 SLA.
6. Unused hours will not roll over or be refunded to the Client.
7. 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 SLA 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 SLA, the Client agrees to accept all risks associated with the performance of actions proposed in the "Service Agreement" section of this document, including:

1. Changes requested by the Client to agreed-upon components of this SLA 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 SLA 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 SLA, 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 SLA into binding effect per the terms put forth above.

Provider

Agent
Signature:

Title:

Date:

Client:

Agent
Signature:

Marcy Greer

Title:

Asst. Superintendent

Date:

4/26/23

SALES CONFIRMATION
OHIO FIXED PRICE ENERGY-ONLY WITH ALL COMPONENTS PASSED THROUGH

This Sales Confirmation is entered on May 4, 2023 ("Confirmation Effective Date"), by and between ENGIE Resources LLC ("ENGIE") and _CUYAHOGA VALLEY CAREER CENTER VOCATIONAL SCHOOL DISTRICT ("Customer") (collectively referred to as the "Parties") pursuant to and subject to the Master Electric Energy Sales Agreement dated August 23, 2019 by and between the Parties (the "Master Agreement"). Terms not defined herein shall have the meaning given in the Master Agreement.

Transaction Term: This Sales Confirmation shall be effective on the Confirmation Effective Date and service shall commence at the Contract Price on the Utility Transfer Date immediately on or following the Start Date. Service shall remain in effect at the Contract Price through the Utility Transfer Date immediately on or following the End Date, but in no event later than the end of the July 2025 Billing Cycle. Customer's options for service beyond the Utility Transfer Date immediately following the End Date, if Engie and P4S have executed an amended and extended Affinity Agreement, include: i) executing an agreement with ENGIE for new terms and conditions of service, ii) transferring to another competitive supplier or iii) providing a written request to ENGIE to transfer Customer's accounts to the default service provider. In the event Customer does not timely exercise one of the options specified, ENGIE shall submit a request to Customer's utility as promptly as possible to transfer Customer's service to the applicable default service provider, in accordance with the utility guidelines and subject to utility timelines. Service by ENGIE shall continue until such utility transfer(s) are complete (the "Post-Term Period"). For service during the Post-Term Period, Customer shall pay an amount equal to the applicable real time index price as posted by the ISO for the relevant delivery point, plus a per kWh Post-Term Charge, plus all non-utility charges, including ancillary services, losses, costs, and all other ISO charges or administrative fees incurred in connection with delivery of energy. Taxes and Utility Related Charges are additional and are separately listed in the Customer invoice. The Post-Term Charge is **\$0.006/kWh** charge of electric energy consumed. The Post-Term Charge may include a broker fee.

Full Swing Transaction: Customer's electricity consumption is variable and not subject to a maximum or minimum usage limit.

Contract Price: Customer shall pay ENGIE the applicable Contract Price as specified in Attachment A, Exhibit 1 per kWh of electric energy consumed in a Billing Cycle, multiplied by the Loss Multiplier factor specified in Attachment A, Exhibit 1. The Contract Price **includes a broker fee**. The Contract Price does not include Taxes or Utility Related Charges.

Losses. Losses (distribution and transmission losses incurred in connection with delivery of energy) are not included in the Contract Price. The quantity of energy consumed in a Billing Cycle shall be multiplied by the Loss Multiplier factor set forth in Attachment A, Exhibit 1.

Transmission Related Charges. The following charges are billed to Customer by the local electric utility company, and not included in the Contract Price: Network Integrated Transmission Service, Transmission Enhancement, and other transmission-related ancillary services unless ENGIE enrolls Customer as part of the Non-Market-Based ("NMB") Pilot Program outlined in FirstEnergy's Fourth Electric Security Plan ("ESP IV"), Supplemental Stipulation, Section V.A.2.

RMR Charges. The Contract Price does not include Real-time Reliability Must Run (RMR) charges. RMR Charges are directly billed to the Customer by the local utility.

Ancillary Services: The rate for Ancillary Services will be summarized in the Customer bill and are not included in any other charge identified in this Sales Confirmation.

Taxes and Utility Related Charges: Taxes and Utility Related Charges are separately listed in the Customer bill and are not included in any other charge identified in this Sales Confirmation.

Congestion (Basis) Charge: Customer shall pay the Congestion Charge for each kWh of electric energy consumed during a Billing Cycle. The Congestion Charge shall be equal to the difference between the hourly Day Ahead or Real time (as indicated by the Index Settlement on Attachment A) market clearing prices for the Pricing Point (the AEP-Dayton Hub) and the Delivery Point, as posted by the ISO. This charge or credit shall be adjusted by the Loss Multiplier.

Capacity Charge: Customer shall also pay ENGIE the Capacity Charge for each Billing Cycle. The Capacity Charge shall be equal to the following:

- (1) If Capacity Price is specified in Attachment A, Exhibit 1, the Capacity Charge shall be equal to the product of (i) the Fixed Capacity Price and (ii) the capacity obligation (in kW) as assigned to Customer's accounts by the applicable utility and/or ISO for the relevant period.
- (2) If Capacity Settlement is specified in Attachment A, Exhibit 1, the Capacity Charge shall be equal to any capacity-related ISO charges attributable to Customer's account(s) for the relevant period.

Addition or Deletion of Facilities: During the term of this Agreement, upon advance written notice by Customer, ENGIE shall include additional Customer facilities for service under this Agreement at the Contract Price, or to delete facilities from service for no early termination fee, up to the point at which the monthly consumption volumes, net of all additions or deletions, is not more than twenty percent (20%) above or below the initial Monthly Anticipated Consumption by zone as specified in Attachment A, Exhibit 2 (the "Add/Delete Band"). Facility addition(s) that cause the Add/Delete Band to be exceeded ("Exceeded Facilities") may be, at ENGIE's sole discretion, added at the Contract Price. If ENGIE does not offer to add Exceeded Facilities at the Contract Price, Customer and ENGIE may agree to a price for the additional volumes. Exceeded Facilities deletion(s) in excess of the Add/Delete Band may be, at ENGIE's sole discretion, deleted for no early termination charge for such deletion(s). If ENGIE does not offer to delete such facility(ies) for no early termination charge, Customer shall pay ENGIE for the liquidation value (Contract Price less current market price) of the associated quantity liquidated within 20 days of notice from ENGIE of such amount due. The timing of completion for any addition or deletion shall be determined by the enrollment/drop rules in effect for the applicable market.

Facilities, Accounts and Quantities: See Attachment A.

Component Pass Through: Only customary non-energy commodity charges required for the provision of retail electric supply to customers in Customer's rate class and service area shall be passed through to Customer. All non-energy commodity component charges shall be passed through to Customer at cost without markup, and shall not be materially higher than and shall be substantially similar to, those charged to other Ohio competitive retail electric service customers of ENGIE in the same customer class and service area.

Miscellaneous:

Utility Consolidated Billing (UCB). ENGIE shall utilize the applicable local utility to distribute Customer invoices through utility consolidated billing. Customer will receive an invoice from Customer's local utility that includes ENGIE's monthly electric energy service costs, utility related charges, and all applicable taxes. Customer shall comply with the billing and payment requirements of the local utility.

Public Utilities Commission of Ohio Required Contract Disclosures for Small Commercial Customers (*defined by Chapter 4901:1-21 and Chapter 4928.01(A)(2) of Title 49 of the State of Ohio Revised Code*):

- a. Your local electric utility company may charge you fees for switching your account(s) to ENGIE.
- b. You have the right to request, not more than two (2) times in a twelve (12) month period, up to twenty-four (24) months of your payment history with ENGIE. ENGIE shall provide this information to you at no additional charge.
- c. You may contact ENGIE at the mailing address or telephone number listed in Section 4. The hours of operation for telephone service are eight a.m. to five p.m., week days, Central Standard Time. You may also find more information at www.engieresources.com.
- d. You have a right to rescind this Agreement within seven (7) calendar days from the postmark date of the utility's confirmation notice by timely contacting ENGIE by phone at the number listed in the Notices Section herein and contacting its local electric utility company in writing or by phone to request to rescind the Agreement.
- e. ENGIE may terminate this Agreement on fourteen (14) days written notice to Customer should Customer fail to pay an invoice or meet any agreed-upon payment arrangements.
- f. You have the right to terminate this Agreement, upon prior written notice to ENGIE, without penalty, if the following circumstances occur: (i) you move or relocate the facility(ies) specified in Attachment A outside of ENGIE's service territory or into an area where ENGIE charges a different rate than your current Contract Price;
- g. Procedure for Handling Consumer Complaints: If your complaint is not resolved after you have contacted ENGIE and/or your local electric utility company, or for general utility information, you may contact the Public Utilities Commission of Ohio for assistance at 1-800-686-7826 (toll-free) from 8:00 a.m. to 5:00 p.m. weekdays, or at www.PUCO.ohio.gov. Hearing or speech impaired customers may contact the PUCO via 7-1-1 (Ohio relay service).
- h. ENGIE is prohibited from disclosing your social security number and/or account number(s) without your consent except for providing such information for the purpose of collections or credit reporting or assigning this Agreement to another electric supplier.
- i. If you switch or transfer the electric energy service provided pursuant to this Agreement to the local electric utility company, you may not be served under the same contract rate, terms or conditions that apply to other customers served by such local electric utility company.
- j. If you are interested in budget billing, that service would have to be arranged through the utility, as we do not offer it directly.
- k. ENGIE's environmental disclosure information can be found on our website: <http://www.engieresources.com/ohio-state-compliance>

IDR Meter Authorization: Customer shall provide authorizations to ENGIE in order to allow ENGIE to receive interval meter data (IDR) from Customer's facility(ies) listed on Attachment A. At its sole cost, ENGIE or its representative shall have the right to access or install telemetry from Customer's facility(ies) listed on Attachment A in order to track and evaluate Customer's usage on a regular basis for the purpose of load forecasting.

“Rate Ready” Accounts. For account(s) in which the applicable utility uses a “rate ready” billing system, the Contract Price during the Post-Term Period shall be a monthly variable rate set by ENGIE plus a post-term charge and any applicable non-utility related charges, ISO charges or administrative fees. Taxes and Utility Related Charges are separately listed in an invoice. Customer may terminate post-term service at any time without liability.

On-Site Customer Generation: The Contract Price is conditioned upon Customer’s representation that, except for emergency back-up generation used when the local utility is not capable of delivering electricity or educational tools for student development that do not produce material quantities of generation, Customer does not currently operate on-site generation or thermal storage facilities. Customer’s installation and operation of on-site generation or thermal storage during the Transaction Term shall not be prohibited or a violation of this provision; provided, however, Customer shall provide ENGIE with notice regarding the size, operating characteristics, and installation schedule of the contemplated generation within a commercially reasonable time prior to the operation start date. If such operation causes a decrease in excess of twenty percent (20%) below in the net monthly consumption volume across all facilities served pursuant to this Sales Confirmation (per the initial Monthly Anticipated Consumption table on Attachment A), ENGIE may calculate in a commercially reasonable manner the value of any economic loss resulting from the reduced load caused by such operations and such shall be due from Customer to ENGIE.

Government/Public Entity Payment Terms and Indemnity Waiver. This Agreement may be subject to state mandated payment term requirements for government/public entities; Customer shall provide a written verification of the applicability of such provision(s) to ENGIE to receive such extended terms at an additional cost to be determined by ENGIE. To the extent prohibited by state law or other statute, the Indemnification provision set forth in the Master Agreement shall be inapplicable.

Performance Assurance. In the event that Customer provides Performance Assurance, such Performance Assurance shall remain in place until 90 days beyond the End Date. If such Performance Assurance is in the form of cash, any remaining balance shall be returned to Customer after all payment obligations have been fulfilled.

‘Independent System Operator’ (ISO) means the system operator that controls or governs the transmission and distribution system or any successor thereto for the location where the facility(ies) are physically located.

“Ancillary Services” shall include, but not be limited to, the following charges assigned to the Customer by ENGIE in a commercially reasonable manner: Day Ahead Operating Reserves, Real Time Operating Reserves, Regulation, Synchronized Reserves, Supplemental Reserves, Synchronous Condensing, Reactive Services, Inadvertent Interchange, Transmission Owner Scheduling System Control and Dispatch, PJM Scheduling System Control and Dispatch, Reactive Supply and Voltage Control, Black Start, NERC/RFC Charges, Expansion Cost Recovery Charges, Transmission Enhancement Charges, RPS (Renewable Energy Portfolio Standards) Compliance Fees, Generation Deactivation (RMR), governmental fees and any other ISO charges or administrative fees incurred in connection with the delivery of energy to the delivery point as specified in Attachment A, Exhibit 1.

“Utility Related Charges” means tariff based charges or surcharges assessed by a local utility arising from or related to, including but not limited to, (i) transmission and distribution of energy (other than network integrated transmission service); (ii) stranded costs or transition costs and any other similar types of charges associated with the opening of the applicable state’s electric market to competition; (iii) system reliability, rate recovery, future payback of under-collections, amortization, of above market purchases or energy load repurchases, public purpose programs and all similar items.

“Capacity Price” means (i) the price as specified in Attachment A, Exhibit 1 in US dollars per kW-Month or, (ii) the price as specified in Attachment A, Exhibit 1 in US dollars per kW-Day multiplied by the number of days in the relevant Billing Cycle.

“Capacity Settlement” means the monthly, spot or ISO derived Capacity Price for the applicable ISO and capacity pricing zone.

“Fixed Capacity Price” means, where Capacity Price is specified in Attachment A, Exhibit 1 as “Fixed”, (i) the price as specified in Attachment A, Exhibit 1 in US dollars per kW-Month or, (ii) the price as specified in Attachment A, Exhibit 1 in US dollars per kW-Day multiplied by the number of days in the relevant Billing Cycle.

Billing Contact Information: All invoices to Customer for service under this Sales Confirmation shall be provided to the person and address specified in the chart following the signature block of this Sales Confirmation.

The validity, interpretation and performance of this Agreement shall be governed by and performed in accordance with the laws of the State of Ohio. Notwithstanding any language in this Agreement to the contrary, ENGIE has or will have good title to the electricity sold hereunder by ENGIE and the electricity sold by ENGIE to Customer is deemed to be “a good” for purposes of the Uniform Commercial Code of Ohio, and the parties agree that the provisions of the Uniform Commercial Code of Ohio shall apply to this Agreement.

This offer is contingent on acceptance by the Utility of the enrollment of Customer with ENGIE. By signing below, you certify that 1) you are authorized on behalf of Customer to enter into this Agreement with ENGIE; 2) Customer has Read the Terms & Conditions of this Agreement and agrees to be bound by them; 3) Customer authorizes ENGIE to enroll the Account(s) listed in Attachment A with the Utility which will allow ENGIE to provide retail electricity; and 4) Customer authorizes Power4Schools ("P4S"), its designated consultants and P4S's selected legal counsel, to represent Customer in connection with all matters, including legal proceedings, related to this Agreement, which is entered into pursuant to P4S' Master Agreement to Provide Service to an Affinity Group.

IN WITNESS WHEREOF, the Parties, by their respective duly authorized representatives, have executed this Sales Confirmation effective as of the Effective Date. This Sales Confirmation will not become effective as to either Party unless and until executed by both Parties.

SIGNATURES	
Customer: CUYAHOGA VALLEY CAREER CENTER VOCATIONAL SCHOOL DISTRICT	ENGIE Resources LLC
Signature:	Signature:
Print Name:	Print Name:
Print Title:	Print Title:
Date:	Date:
CUSTOMER DUNS NUMBER: _____	
CUSTOMER FEDERAL TAX ID NUMBER (EIN): _____	
Customer: Please also sign the Attachment A. This Sales Confirmation will not be effective unless and until both documents (this Sales Confirmation and the Attachment A) are signed and returned to ENGIE.	

	BUSINESS / PRIMARY CONTACT	BILLING CONTACT	ENGIE Resources CONTACT	CUSTOMER PAYMENTS
NAME: ATTN:			ENGIE Resources	Payment Address: ENGIE Resources LLC PO Box 841680 Dallas, TX 75284-1680
STREET ADDRESS:			Physical Address – 1360 Post Oak Blvd. Suite 400 Houston, Texas 77056	Overnight Address: ENGIE Resources LLC Bank of America Lockbox Services Lockbox 841680 1950 N Stemmons Freeway, Suite 5010 Dallas, TX 75207
CITY, STATE, ZIP:			Mailing Address – PO Box 841680 Dallas, Texas 75284-1680	Electronic Payment: Merrill Lynch Dallas ACH Routing: 111000012 Wire ABA: 026009593 Account No.: 4451335207
PHONE #:			1-866-MYENGIE	Self-service billing online: MyEngiePortal https://accounts.engieresources.com
FAX #:			(713) 636-0927	
EMAIL:			care@engieresources.com	

___Check here if accounts are tax exempt and send certificates to care@engieresources.com. No exemption is applied until receipt of tax certificates.

Customer: CUYAHOGA VALLEY CAREER CENTER VOCATIONAL
 SCHOOL DISTRICT
 Effective Date: 05/04/2023
 Agreement #: 1-22LZY5H,1
 PR #: 1-1YMD99R,2

ATTACHMENT A: AGREEMENT SUMMARY INFORMATION

Product Code: FP03-CP01B-PT01-AD04-CA04A

Product: Fixed W/ Loss Multiplier

Exhibit 1: Facilities and Accounts

#	Facility Name Service Address	City, State, Zip	County	Utility	Delivery Point	Account Number	Rate Schedule	Start Date	End Date
1	8001 BRECKSVILLE RD	BRECKSVILLE, OH 44141-4141	CUYAH OGA	ATSICE	FEOHIO_RESID_ AGG (CE)	08037503741030000651	CE-GSD	01/01/2024	06/30/2025

Add/Delete Tolerance Band:	20%
Capacity Settlement:	Monthly
Contract Price (\$/KWh):	\$.05635
Index Settlement:	Day Ahead
Loss Multiplier:	1.09486
Pricing Point:	DEFAULT_HUB

_____ (initials) Customer has reviewed and examined the list of facility/services addresses and account numbers for accuracy and verification and confirms that all information is correct and that ENGIE is relying solely on such list/table and Customer acknowledgement for contracting and enrollment purposes.

Customer: CUYAHOGA VALLEY CAREER CENTER VOCATIONAL
 SCHOOL DISTRICT
 Effective Date: 05/04/2023
 Agreement #: 1-22LZY5H,1
 PR #: 1-1YMD99R,2

ATTACHMENT A: AGREEMENT SUMMARY INFORMATION

Exhibit 2: Monthly Anticipated Consumption (in MWh)

Delivery Point: FEOHIO_RESID_
 AGG (CE)

Month	Year	MWh
Jan	2024	164.85
Feb	2024	179.71
Mar	2024	175.16
Apr	2024	180.77
May	2024	196.14
Jun	2024	156.14
Jul	2024	159.68
Aug	2024	179.34
Sep	2024	159.79
Oct	2024	154.40
Nov	2024	173.85
Dec	2024	154.90
Jan	2025	165.88
Feb	2025	173.23
Mar	2025	173.76
Apr	2025	180.42
May	2025	193.57
Jun	2025	161.17

Customer: CUYAHOGA VALLEY CAREER CENTER VOCATIONAL
SCHOOL DISTRICT
Effective Date: 05/04/2023
Agreement #: 1-22LZY5H,1
PR #: 1-1YMD99R,2

ATTACHMENT A: AGREEMENT SUMMARY INFORMATION

ACKNOWLEDGMENT:

Customer has reviewed the Account Numbers on this Attachment A for accuracy and completeness and verifies that the facilities and accounts identified on this Attachment A are owned or under its control.

Signature: _____

Print Name: _____

Customer, please check this box if your accounts are tax exempt.
If tax exempt, please send your tax exemption certificates to custserv@na.engie.com
We cannot apply the tax exemption until we receive your certificates.