



**Cuyahoga Valley Career Center Board**

**September 2022 Board Meeting**

**September 29, 2022, 6:30 pm - 8:00 pm  
Conference Room A**

**DOCUMENTS**

# Table of Contents

Cover Page	1
Table of Contents	2
August 25- 2022 Minutes	3
Board Financial Report August 2022	12
Invoice-Robertson Heating Supply Co	26
Compensation Agreement -- Charter Steel 2022 Final Signed by Cuyahoga Heights Loc...	28
CVFT Salary Adjustments	37
Disposals - September 2022	38
Donations - September 2022	40
AE Instructor Manual 2022-2023	41
FY23 Short Term Certificates Agreement with ODHE	92
IEC Agreement-signed-2022-2023	112



**Cuyahoga Valley Career Center**

**August 2022 Board Meeting**

**August 25, 2022, 6:30 pm - 8:00 pm**

**Conference Room A**

**MINUTES**

# MINUTES

## Cuyahoga Valley Career Center

### Board

### August 2022 Board Meeting

Thursday, August 25, 2022, 6:30 pm - 8:00 pm

### Conference Room A

#### In Attendance

Ashley Thomas; Heidi Dolezal; Jacquelyn Arendt; James Gilbride; James Virost; Mike Kahoe; Robert Felber; Russ Fortlage

#### Not In Attendance

Gary Suchocki

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. Felber called the meeting to order at 6:30 PM.**

#### II. PLEDGE OF ALLEGIANCE

#### III. ROLL CALL:

Mrs. Arendt \_\_\_\_\_ Mrs. Dolezal \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_  
Mr. Gilbride \_\_\_\_\_ Mr. Kahoe \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_  
Mr. Virost \_\_\_\_\_

#### IV. PRESIDENT'S REPORT

\* OSBA 2022 Capital Conference November 13-15, 2022 in Columbus at the Greater Columbus Convention Center

\* OACTS Annual Breakfast - Tuesday, November 15, 2022 (OSBA Capital Conference)

#### V. SUPERINTENDENT'S REPORT

\* Opening Day Staff Meeting - August 22, 2022

\* Student Handbook, High School Program Guide, and Adult Education Fall Catalog

\* Construction Update

\* All Boards' Dinner - October 27, 2022

\* News Flash | Alumni Spotlight

## **VI. BOARD COMMENTS**

## **VII. COMMITTEE REPORTS**

\* Legislative Liaison, Mrs. Arendt, Chairperson

## **VIII. APPROVAL OF MINUTES**

\* Regular Meeting of June 30, 2022

- ROLL CALL:

Mrs. Dolezal \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_

Mr. Gilbride \_\_\_\_\_ Mr. Kahoe \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_

Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_

Move: Mike Kahoe Second: James Gilbride Status: Passed

Yes: James Virost, James Gilbride, Jacquelyn Arendt, Russ Fortlage,  
Robert Felber, Mike Kahoe, Ashley Thomas, Heidi Dolezal

## **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 **#2022-8 24** 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 months of June and July 2022.

**2022-8 24 (1)**

- Advances and Transfers to Various Funds:

Authorize the Treasurer to make advances and transfers as listed in exhibit.

**2022-8 24 (2)**

- ROLL CALL:

Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_ Mr. Gilbride \_\_\_\_\_  
Mr. Kahoe \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_  
Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Dolezal \_\_\_\_\_

Move: Jacquelyn Arendt Second: Mike Kahoe Status: Passed

Yes: James Virost, James Gilbride, Jacquelyn Arendt, Russ Fortlage, Robert Felber, Mike Kahoe, Ashley Thomas, Heidi Dolezal

**XI. NEW BUSINESS - Personnel**

Resolution #2022-8 25 Personnel Items Recommended (may be handled as one motion).

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

**A. CERTIFICATED**

- Adult Education 2022-23 Instructors' List:

Approve adding L'tanya Barnes-Hall to the part time Adult Education Instructors' List for the 2022-23 school year.

**2022-8 25 (1)**

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

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

**2022-8 25 (2)**

- Resident Educator Program/Career Technical Teacher Mentorship Program:

Per Article 12 "Additional Compensation, H. Resident Educator Program" and "I. Career Technical Teacher Mentorship Program" approve Lauren Visnick, Angela Nonno, Tim Moore, and Charles Russo as Lead Instructors for the 2022-23 school year to be paid by authorized time sheet at the current Summer Work Rate, reimbursed up to 15 hours.

**2022-8 25 (3)**

- Resident Educator Program/Career Technical Teacher Mentorship Program:

Per Article 12 "Additional Compensation, H. Resident Educator" and "I. Career Technical Teacher Mentorship" approve Melissa Fox, Jamie Yax, Joseph McNamee, and Mark Dailey to be reimbursed up to eight (8) hours for the 2022-23 school year. All to be paid by authorized time sheet at the current Summer Work Rate.

**2022-8 25 (4)**

- Resident Educator Program Coordinator:

Per Article 12 "Additional Compensation, H. Resident Educator Program" approve John Spano as the Program Coordinator for the Resident Educator Summative Assessment (RESA) program for the 2022-23 school year to be paid by authorized time sheet at 120% of the current Summer Work Rate, reimbursed up to 30 hours.

**2022-8 25 (5)**

**B. CLASSIFIED**

- Classified Substitute List 2022-23 School Year:

Approve adding Julie Wheeler to the 2022-23 Classified Substitute List.

**2022-8 25 (6)**

- Approve Resignation/Retirement:

Approve the resignation of Claire Buchman, Adult Education Part-Time Administrative Assistant, effective July 1, 2022.

**2022-8 25 (7)**

- Replacement:

Approve the replacement of Adult Education Part-Time Administrative Assistant.

**2022-8 25 (8)**

- Employment:

Per Resolution **#2022-8 25 (8)**, approve the employment of Laurie Eadelis as Part-Time Administrative Assistant to Adult Education (Evening), effective September 1, 2022 through June 30, 2023, on a one year, part-time limited contract for up to 27 1/2 hours per week (up to 1,250 hours annual), at Administrative Assistant II, Step 7, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

**2022-8 25 (9)**

- Employment:

Per Resolution **#2022-6 22 (4)**, approve the employment of Claudette Knestrick as Administrative Assistant, effective August 1, 2022 through June 30, 2023, on a one year, limited contract, for 220 days annual, at Administrative Assistant II, Step 4, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

**2022-8 25 (10)**

- Employment:

Per Resolution **#2022-4 15 (17)**, approve the employment of Joseph Varga as Custodian, effective August 22, 2022 through June 30, 2023, on a one year, limited contract for 260 days annual (prorated to 224 days), at Custodian, Step 1 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

**2022-8 25 (11)**

- ROLL CALL:

Mr. Fortlage \_\_\_\_\_ Mr. Gilbride \_\_\_\_\_ Mr. Kahoe \_\_\_\_\_  
Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_  
Mrs. Arendt \_\_\_\_\_ Mrs. Dolezal \_\_\_\_\_ Mr. Felber \_\_\_\_\_

Move: James Gilbride Second: Mike Kahoe Status: Passed

Yes: James Virost, James Gilbride, Jacquelyn Arendt, Russ Fortlage, Robert Felber, Mike Kahoe, Ashley Thomas, Heidi Dolezal

## **XII. NEW BUSINESS - Non-personnel**

Resolution **#2022-8 26** Non-personnel Items Recommended (may be handled as one motion).



Move to accept all of the following items, as recommended by the Superintendent.

- Disposal of Inventory Items:

Approve the disposal of varied inventory items as listed.

**2022-8 26 (1)**

- Off-Site Campus Training Locations:

Approve adding the listed establishments to the Off-Site Campus Training Locations List for the 2022-23 School Year.

**2022-8 26 (2)**

- Adult, Tuition, Community School Students Enrolled in High School Programs:

Approve adult, tuition, and community school students for enrollment in high school programs as listed.

**2022-8 26 (3)**

- Consultant Services:

Approve a consultant contract with Dr. Brian Harper, Esq. from August 10, 2022 through May 31, 2023 to provide consultation services in relation to diversity topics at Cuyahoga Valley Career Center at a cost not to exceed \$8,950.

**2022-8 26 (4)**

- Approve Utilizing the School Emergency and Safety Plan Services:

Approve utilizing the Ohio Schools Council for School Emergency and Safety Plan Services from July 1, 2022 through June 30, 2023.

**2022-8 26 (5)**

- Membership in Hospital Purchasing Service:

Approve membership in the Hospital Purchasing Service (HPS) for the 2022-23 school year.

**2022-8 26 (6)**

- Professional Meeting Days:

Approve Terri Lynn Brosseau, Adult Education Coordinator, to attend the Annual Council on Occupational Education Conference in Orlando, Florida November 8-10, 2022. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

**2022-8 26 (7)**

- CVCC Adult Education Handbooks for Career Development Programs:  
Approve the revisions to CVCC Adult Education Handbooks for Career Development Programs for the 2022-23 school year as follows: Business and Office Technologies, Emergency Response, Health & Beauty, Health Care, Industrial Careers, and Practical Nursing.  
**2022-8 26 (8)**
- Approve Agreement:  
Approve Contracted Services Agreement between Laura Icardi/ACT Test Prep and Cuyahoga Valley Career Center for the 2022-23 school year.  
**2022-8 26 (9)**
- Approve Agreement:  
Approve agreement between Cuyahoga Valley Career Center and Regina Health Center for them to provide a clinical training site for STNA Adult Education students.  
**2022-8 26 (10)**
- Approve Agreement:  
Approve agreement between Cuyahoga Valley Career Center and Ohio Means Jobs/Cleveland-Cuyahoga County for the Enrollment Process and Tuition and Fees Payment Procedure for Training Courses, July 1, 2022 through June 30, 2025.  
**2022-8 26 (11)**
- Approve Agreement:  
Approve Desidara Statement of Work to provide marketing services for the 2022-23 school year.  
**2022-8 26 (12)**
- Authorize to Pay Brecksville Police Officers:  
Authorize payment of Brecksville police officers during the 2022-23 school year as needed.  
**2022-8 26 (13)**
- Authorize Funds for Career Technical Education (CTE) Partnership:  
Authorize CVCC providing funding for \$30,000 for each associate district for FY23. Funds will support Career and Technical Education through activities/projects agreed to by the CVCC Superintendent and Associate District Superintendents as listed in the attachment.

**2022-8 26 (14)**

• ROLL CALL:

Mr. Gilbride \_\_\_\_\_ Mr. Kahoe \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_  
Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_  
Mrs. Dolezal \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_

Move: Jacquelyn Arendt Second: James Virost Status: Passed

Yes: James Virost, James Gilbride, Jacquelyn Arendt, Russ Fortlage,  
Robert Felber, Mike Kahoe, Ashley Thomas, Heidi Dolezal

**XIII. ADJOURN**

**6:54 PM**

• ROLL CALL:

Mr. Kahoe \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_  
Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Dolezal \_\_\_\_\_  
Mr. Felber \_\_\_\_\_ Mr. Fortlage \_\_\_\_\_ Mr. Gilbride \_\_\_\_\_

Move: Mike Kahoe Second: Jacquelyn Arendt Status: Passed

Yes: James Virost, James Gilbride, Jacquelyn Arendt, Russ Fortlage,  
Robert Felber, Mike Kahoe, Ashley Thomas, Heidi Dolezal

Next meeting: Thursday, Sept. 29, 2022 at 6:30 PM in Conference  
Room A.

\*APPROVED: \_\_\_\_\_

\*ATTESTED: \_\_\_\_\_

\*DATE: \_\_\_\_\_

# **CUYAHOGA VALLEY CAREER CENTER**

**August 31, 2022**

Richard A. Berdine, Treasurer

2022-23

**Cuyahoga Valley Career Center**



**Forecast Comparison - General Operating Fund -August 2022**



CUYAHOGA VALLEY  
CAREER CENTER

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	August 2022 FCST Estimate	August 2022 Actuals	August 2021 Actuals	Variance- August 2022 Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 3,375,727	\$ 3,176,706	\$ 3,267,348	\$ (199,021)	timing of tax advances/settlements received compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 176,096	\$ 182,246	\$ 173,176	\$ 6,150	
1.035 - Unrestricted Grants-in-Aid	\$ 140,189	\$ 151,336	\$ 183,293	\$ 11,147	timing of State foundation payments compared to prior fiscal years as implementation of new funding model occurred in prior fiscal year
1.040 - Restricted Grants-in-Aid	\$ 30,468	\$ 28,744	\$ 9,455	\$ (1,724)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 63,827	\$ 62,708	\$ 73,908	\$ (1,119)	
<b>1.070 - Total Revenue</b>	<b>\$ 3,786,307</b>	<b>\$ 3,601,739</b>	<b>\$ 3,707,179</b>	<b>\$ (184,568)</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ 207,000	\$ 207,000	\$ 407,000	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 3,993,307</b>	<b>\$ 3,808,739</b>	<b>\$ 4,114,179</b>	<b>\$ (184,568)</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 646,253	\$ 632,455	\$ 675,053	\$ 13,798	timing of expenditures compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 251,290	\$ 226,705	\$ 196,381	\$ 24,585	timing of expenditures compared to prior fiscal years
3.030 - Purchased Services	\$ 119,736	\$ 165,512	\$ 128,502	\$ (45,776)	timing of expenditures compared to prior fiscal years
3.040 - Supplies and Materials	\$ 102,409	\$ 105,729	\$ 143,553	\$ (3,320)	
3.050 - Capital Outlay	\$ 8,082	\$ 2,254	\$ -	\$ 5,828	
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 50,355	\$ 141,530	\$ 54,404	\$ (91,175)	insurance premiums paid in July in prior fiscal years paid in August in FY23, premiums increased over prior fiscal year and forecast estimate
<b>4.500 - Total Expenditures</b>	<b>\$ 1,178,125</b>	<b>\$ 1,274,185</b>	<b>\$ 1,197,893</b>	<b>\$ (96,060)</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ 2,019,000	\$ 1,924,979	\$ 816,034	\$ 94,021	transfer amounts to Food Services, Student Leadership, and Uniform School Supplies for prior fiscal year deficits less than forecast estimates
5.020 - Advances Out	\$ 207,000	\$ 222,000	\$ 207,000	\$ (15,000)	increased advance amount for Student Leadership account
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 3,404,125</b>	<b>\$ 3,421,164</b>	<b>\$ 2,220,927</b>	<b>\$ (17,039)</b>	
<b>Surplus/(Deficit) for Month</b>	<b>\$ 589,182</b>	<b>\$ 387,575</b>	<b>\$ 1,893,252</b>	<b>\$ (201,607)</b>	

rb090622

**Cuyahoga Valley Career Center**



CUYAHOGA VALLEY  
CAREER CENTER

**Forecast Comparison - General Operating Fund - August 2022**



CUYAHOGA VALLEY  
CAREER CENTER

	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 5,632,727	\$ 5,752,412	\$ 5,451,886	\$ 119,685	timing of tax advances/settlements received compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 176,096	\$ 182,246	\$ 173,176	\$ 6,150	
1.035 - Unrestricted Grants-in-Aid	\$ 266,258	\$ 278,267	\$ 313,393	\$ 12,009	timing of State foundation payments compared to prior fiscal years as implementation of new funding model occurred in prior fiscal year
1.040 - Restricted Grants-in-Aid	\$ 60,935	\$ 57,951	\$ 18,910	\$ (2,984)	
1.050 - Property Tax Allocation		\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 84,665	\$ 81,622	\$ 92,334	\$ (3,043)	
<b>1.070 - Total Revenue</b>	<b>\$ 6,220,681</b>	<b>\$ 6,352,499</b>	<b>\$ 6,049,698</b>	<b>\$ 131,818</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ 207,000	\$ 207,000	\$ 407,000	\$ -	
2.060 - All Other Financing Sources	\$ 770	\$ -	\$ 770	\$ (770)	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 6,428,451</b>	<b>\$ 6,559,499</b>	<b>\$ 6,457,468</b>	<b>\$ 131,048</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 1,569,094	\$ 1,554,789	\$ 1,716,585	\$ 14,305	timing of expenditures compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 531,129	\$ 506,176	\$ 437,036	\$ 24,953	timing of expenditures compared to prior fiscal years
3.030 - Purchased Services	\$ 270,932	\$ 318,285	\$ 218,291	\$ (47,353)	timing of expenditures compared to prior fiscal years
3.040 - Supplies and Materials	\$ 162,474	\$ 148,604	\$ 190,712	\$ 13,870	timing of expenditures compared to prior fiscal years
3.050 - Capital Outlay	\$ 9,736	\$ 2,254	\$ 2,473	\$ 7,482	
3.060 - Intergovernmental	\$ 7,302	\$ -	\$ -	\$ 7,302	
4.300 - Other Objects	\$ 99,515	\$ 148,205	\$ 103,930	\$ (48,690)	insurance premiums paid in July in prior fiscal years to be paid in August in FY23
<b>4.500 - Total Expenditures</b>	<b>\$ 2,650,182</b>	<b>\$ 2,678,313</b>	<b>\$ 2,669,027</b>	<b>\$ (28,131)</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ 2,019,000	\$ 1,924,979	\$ 816,034	\$ 94,021	transfer amounts to Food Services, Student Leadership, and Uniform School Supplies for prior fiscal year deficits less than forecast estimates
5.020 - Advances Out	\$ 207,000	\$ 222,000	\$ 207,000	\$ (15,000)	increased advance amount for Student Leadership account
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 4,876,182</b>	<b>\$ 4,825,292</b>	<b>\$ 3,692,061</b>	<b>\$ 50,890</b>	
<b>Surplus/(Deficit) FYTD</b>	<b>\$ 1,552,269</b>	<b>\$ 1,734,207</b>	<b>\$ 2,765,407</b>	<b>\$ 181,938</b>	
rb090622					

## 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							
<b>July</b>	2,575,707	-	17,659	1,256	126,931	-	29,207	-	<b>2,750,759</b>
<b>August</b>	3,176,706	182,246	36,289	26,418	151,336	-	28,744	207,000	<b>3,808,739</b>
<b>September</b>	-	-	-	-	-	-	-	-	-
<b>October</b>	-	-	-	-	-	-	-	-	-
<b>November</b>	-	-	-	-	-	-	-	-	-
<b>December</b>	-	-	-	-	-	-	-	-	-
<b>January</b>	-	-	-	-	-	-	-	-	-
<b>February</b>	-	-	-	-	-	-	-	-	-
<b>March</b>	-	-	-	-	-	-	-	-	-
<b>April</b>	-	-	-	-	-	-	-	-	-
<b>May</b>	-	-	-	-	-	-	-	-	-
<b>June</b>	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$5,752,412</b>	<b>\$182,246</b>	<b>\$53,948</b>	<b>\$27,674</b>	<b>\$278,267</b>	<b>\$0</b>	<b>\$57,952</b>	<b>\$207,000</b>	<b>\$6,559,499</b>
<b>% of Total</b>	<b>87.70%</b>	<b>2.78%</b>	<b>0.82%</b>	<b>0.42%</b>	<b>4.24%</b>	<b>0.00%</b>	<b>0.88%</b>	<b>3.16%</b>	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									<i>rb090622</i>

## Cuyahoga Valley Career Center



### Expenditure Analysis Report - General Operating Fund - FY23



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other- Dues/Fees	Non- Operating*	Total Expenses
July	922,334	279,471	152,773	42,875	-	-	6,675	-	1,404,128
August	632,455	226,705	165,512	105,729	2,254	-	141,530	2,146,979	3,421,164
September	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>\$1,554,789</b>	<b>\$506,176</b>	<b>\$318,285</b>	<b>\$148,604</b>	<b>\$2,254</b>	<b>\$0</b>	<b>\$148,205</b>	<b>\$2,146,979</b>	<b>\$4,825,292</b>
<b>% of Total</b>	<b>32.22%</b>	<b>10.49%</b>	<b>6.60%</b>	<b>3.08%</b>	<b>0.05%</b>	<b>0.00%</b>	<b>3.07%</b>	<b>44.49%</b>	
<i>*Non-Operating expenses include advances and transfers out.</i>									
Operating Fund includes General Fund (001) only									
									<i>rb090622</i>



# Cuyahoga Valley Career Center



**CUYAHOGA VALLEY  
CAREER CENTER**

August 2022

FINSUMM Financial Summary

rb090622

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	\$3,808,739.32	\$6,559,498.65	\$3,421,164.40	\$4,825,292.03	\$21,810,346.77	\$1,077,387.39	\$20,732,959.38
003	Permanent Improvement	\$1,729,281.07	\$1,845,000.00	\$1,845,000.00	\$568,183.79	\$844,648.28	2,729,632.79	\$898,523.64	1,831,109.15
006	Food Service	\$86,537.28	\$76,874.15	\$76,874.15	\$80,446.76	\$88,050.08	75,361.35	\$13,820.00	61,541.35
008	Endowment	\$72,771.25	\$107.29	\$185.10	\$8,000.00	\$8,000.00	64,956.35	\$0.00	64,956.35
009	Uniform School Supplies	\$30,178.72	\$95,020.28	\$96,014.28	\$62,228.50	\$63,084.24	63,108.76	\$19,005.69	44,103.07
011	Rotary-Special Services	\$110,105.98	\$139.04	\$147.14	\$7,160.78	\$7,306.44	102,946.68	\$1,839.22	101,107.46
012	Adult Education	\$874,656.12	\$140,495.91	\$155,418.89	\$91,225.13	\$220,612.73	809,462.28	\$218,650.13	590,812.15
018	Public School Support	\$193,760.09	\$9,119.07	\$11,709.58	\$3,861.06	\$7,150.56	198,319.11	\$65,407.84	132,911.27
019	Other Grants	\$147,269.81	\$0.00	\$0.00	\$2,500.00	\$3,193.95	144,075.86	\$15,052.50	129,023.36
022	District Agency	\$51,327.38	\$19,939.98	\$28,967.27	\$60,313.19	\$69,740.15	10,554.50	\$0.00	10,554.50
200	Student Managed Activity	\$44,802.12	\$125,887.87	\$126,632.83	\$50,000.00	\$58,123.47	113,311.48	\$326.12	112,985.36
451	Data Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$1,110.00	\$0.00	\$0.00	\$0.00	\$0.00	1,110.00	\$5,110.00	(4,000.00)
499	Miscellaneous State Grants	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00	\$0.00	0.00
508	Governors' Education Emerg. Relief	(\$2,074.68)	\$60,069.00	\$62,143.68	\$0.00	\$60,069.00	0.00	\$720.66	(720.66)
524	Carl Perkins Grants	(\$58,078.10)	\$15,274.36	\$77,276.55	\$72,770.09	\$76,914.18	(57,715.73)	\$97,714.06	(155,429.79)
599	Misc. Federal Grants (CARES Act)	(\$22,315.00)	\$0.00	\$0.00	\$0.00	\$0.00	(22,315.00)	\$0.00	(22,315.00)
	<b>Grand Totals (ALL Funds)</b>	<b>\$23,337,972.19</b>	<b>\$6,196,666.27</b>	<b>\$9,039,868.12</b>	<b>\$4,427,853.70</b>	<b>\$6,334,685.11</b>	<b>\$26,043,155.20</b>	<b>\$2,413,557.25</b>	<b>23,629,597.95</b>

## 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>					
461/9023	High Schools That Work FY23	\$4,000.00	\$0.00	\$0.00	\$0.00
	<b>Total State Funds</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$72,604.00	\$60,069.00	\$62,143.68	\$69,226.46
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$7,499.96	\$9,399.96	\$9,399.96
524/9022	Carl D. Perkins Secondary FY22	\$346,023.88	\$6,830.00	\$37,278.07	\$332,249.20
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$551.65	\$790.65	\$790.65
524/9122	Carl D. Perkins Adult FY22	\$87,061.39	\$392.75	\$29,807.87	\$82,768.99
599/9022	HEERF Institution FY22	\$205,183.00	\$0.00	\$0.00	\$182,868.00
599/9222	HEERF Student FY22	\$205,183.15	\$0.00	\$0.00	\$99,750.00
	<b>Total Federal Funds</b>	<b>\$1,322,721.44</b>	<b>\$75,343.36</b>	<b>\$139,420.23</b>	<b>\$777,053.26</b>

rb090622

**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		
<b>TOTAL Advances</b>				<b>\$429,000.00</b>		<b>\$207,000.00</b>
<b>Advances Outstanding</b>						<b>\$222,000.00</b>

rb090622

**Cuyahoga Valley Career Center**



**Cash Reconciliation**



**August 31, 2022**

<b>Cash Summary Report Balance</b>			\$ 26,043,155.20
<b>Bank Balance:</b>			
PNC Main Checking	611,359.51		
PNC - Merchant Svcs.	1,827.09		
PNC - Payroll Holding	30,000.00		
		\$ 643,186.60	
<b>Investments:</b>			
U.S. Bank: Meeder Investment Managers			
Managed Portfolio	18,102,372.24		
STAR Ohio	7,537,168.89		
		\$ 25,639,541.13	
<b>Petty Cash:</b>			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
<b>Change Fund:</b>			
	-		
	-		
	-		
		\$ -	
<b>Less: Outstanding Checks</b>			
		\$ (246,774.53)	
<b>Outstanding Deposits/Other Adjustments:</b>			
Credit Card Receipts in Transit	5,702.00		
Deposit in Transit	-		
Payroll in Transit	-		
		\$ 5,702.00	
<b>Bank Balance</b>			\$ 26,043,155.20
<b>Variance</b>			\$ -

rb090622

## Cuyahoga Valley Career Center



CUYAHOGA VALLEY  
CAREER CENTER

August 2022

Appropriation Summary

*rb090622*

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	\$16,438,464.00	\$190,298.73	\$16,628,762.73	\$4,825,292.03	\$3,421,164.40	\$1,077,387.39	10,726,083.31	35.50%
003	Permanent Improvement	\$720,000.00	\$1,515,500.29	\$2,235,500.29	\$844,648.28	\$568,183.79	\$0.00	1,390,852.01	37.78%
006	Food Service	\$148,050.00	\$120.00	\$148,170.00	\$88,050.08	\$80,446.76	\$13,820.00	46,299.92	68.75%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$8,000.00	\$8,000.00	\$0.00	7,000.00	53.33%
009	Uniform School Supplies	\$100,870.00	\$14,615.68	\$115,485.68	\$63,084.24	\$62,228.50	\$19,005.69	33,395.75	71.08%
011	Rotary-Special Services	\$45,500.00	\$2,147.10	\$47,647.10	\$7,306.44	\$7,160.78	\$1,839.22	38,501.44	19.19%
012	Adult Education	\$1,777,179.00	\$25,406.84	\$1,802,585.84	\$220,612.73	\$91,225.13	\$218,650.13	1,363,322.98	24.37%
018	Public School Support	\$84,150.00	\$43,356.62	\$127,506.62	\$7,150.56	\$3,861.06	\$65,407.84	54,948.22	56.91%
019	Other Grants	\$131,016.47	\$16,253.34	\$147,269.81	\$3,193.95	\$2,500.00	\$15,052.50	129,023.36	12.39%
022	District Agency	\$790,000.00	\$0.00	\$790,000.00	\$69,740.15	\$60,313.19	\$0.00	720,259.85	8.83%
200	Student Managed Activity	\$121,700.00	\$12,515.14	\$134,215.14	\$58,123.47	\$50,000.00	\$326.12	75,765.55	43.55%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	1,800.00	0.00%
461	Vocational Education Enhancements	\$4,000.00	\$1,110.00	\$5,110.00	\$0.00	\$0.00	\$5,110.00	0.00	100.00%
499	Miscellaneous State Grants	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	0.00	100.00%
508	Governors' Education Emerg. Relief	\$2,656.88	\$60,789.66	\$63,446.54	\$60,069.00	\$0.00	\$720.66	2,656.88	95.81%
524	Carl Perkins Grants	\$402,845.31	\$26,895.63	\$429,740.94	\$76,914.18	\$72,770.09	\$97,714.06	255,112.70	40.64%
599	Miscellaneous Federal Grants	\$105,433.00	\$0.00	\$105,433.00	\$0.00	\$0.00	\$0.00	105,433.00	0.00%
<b>Totals</b>		<b>\$20,888,664.66</b>	<b>\$1,911,509.03</b>	<b>\$22,800,173.69</b>	<b>\$6,334,685.11</b>	<b>\$4,427,853.70</b>	<b>\$1,515,033.61</b>	<b>\$14,950,454.97</b>	<b>34.43%</b>

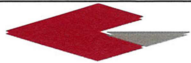
## Cuyahoga Valley Career Center



### Check Register for Checks > \$4,999.99 August 2022



Vendor	Amount	Fund	Description
Central Restaurant Products	6,830.00	524	Replacement equipment for culinary program
Fred and Sons Inc.	28,070.00	003	Floor replacement in health careers/nursing area
Human Solution/Uplift Desk	12,130.00	003	Adult education desks
Illuminating Co.	26,917.88	001	Electricity
Learn Key	8,500.00	001	Instructional software full library
Bullseye Activewear Inc.	10,178.50	009	Student uniforms
Certiport	21,354.00	001	Student exam and other software annual licenses
Distinctive Floors & Remodeling	6,374.49	003	Computer networking classroom renovations
Energy Mechanical Corp.	5,418.90	001	HVAC repairs
Perrin Asphalt & Concrete	365,309.10	003	Asphalt and concrete replacment
School Datebooks	5,131.10	001	Student handbooks
Sterling Professional Group	29,655.00	003	Adult education office renovations
Todd Associates	89,792.00	001	Insurance renewal premiums
AE Federal Disburse	11,155.00	022	Adult education tuition/fees from federal grants/loans
Approved Plumbing Co.	8,406.00	003	Install gas and air lines for classroom renovation
Cengage Learning	20,521.10	001	Cosmetology instructional materials
NEONET	17,065.00	001	Internet/VOIP phone/filtering agent technology services
Approved Plumbing Co.	6,687.00	001	Install outside faucet and drain cleaning
Assessment Tech Institute LLC	6,840.00	001	Personal trainer credential exam and instructional materials
CDW-G	5,983.46	003	Computer equipment
CDW-G	111,022.32	003	Computer equipment
Great Lakes Car-O-Liner Inc.	46,195.15	001/524	Auto technology equipment, spot welder
Illuminating Co.	30,906.10	001	Electricity
Interstate Kitchen Supply	6,000.00	011	Gas range for culinary program
L&L Fabricating	11,500.00	524	Air brake training equipment
Rittenhouse Book Dist. LLC	6,217.86	012	Adult education textbooks
NEO Administration Co.	6,476.19	022	Section 125 claims
Suburban Health Consortium	125,626.63	various	Employee benefits insurance premiums
rb090622			



**CUYAHOGA VALLEY CAREER CENTER  
INVESTMENT REPORT  
August 31, 2022**

**INVESTMENT PORTFOLIO**

	<b>AMOUNT</b>
Meeder Investments	18,102,372.24
STAR Ohio Investments	7,537,168.89

**TOTAL INVESTMENT PORTFOLIO** **25,639,541.13**

**DISTRIBUTION OF INTEREST**

	<b>August 2022 Interest</b>	<b>FYTD 2023 Interest</b>
General Fund (001)	36,289.25	53,947.82
Endowment Fund (008)	107.29	185.10
Cell Tower (018-9606)	143.74	234.26
Oil Well (018-9607)	87.28	138.09
Ocasek Scholarship (018-9610)	14.12	23.24

**TOTAL INTEREST POSTED** **36,641.68** **54,528.51**

Cuyahoga Valley Career Center



CUYAHOGA VALLEY  
CAREER CENTER

CVCC Adult Education Monthly and FYTD Estimates vs Actuals



CUYAHOGA VALLEY  
CAREER CENTER

FY2023--August 2022		Enrollment:	101				
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	73,121	33,948	(39,173)	108,327	43,727	(64,600)	program startups to occur in September and after for new school year
1730-Sale of Materials	1,116	0	(1,116)	1,924	0	(1,924)	
1790-Other Classroom Fees	5,267	3,100	(2,167)	7,612	7,515	(97)	
1833-Services to Patrons	272	0	(272)	981	25	(956)	
1890-Miscellaneous	2,584	1,404	(1,180)	3,496	2,108	(1,388)	
3110-State Foundation	64,143	70,044	5,901	64,143	70,044	5,901	
5100-Transfers In	0	0	0	0	0	0	
5300-Red. of Prior Year Expend.	0	0	0	0	0	0	
<b>Total Receipts</b>	<b>146,502</b>	<b>108,496</b>	<b>(38,006)</b>	<b>186,483</b>	<b>123,419</b>	<b>(63,064)</b>	
<b>Expenditures</b>							
100-Salaries	74,959	58,213	16,745	196,662	148,412	48,250	program startups to occur in September and after for new school year
200-Fringe Benefits	22,545	20,917	1,628	51,567	47,915	3,652	
400-Purchased Services	9,205	1,014	8,191	19,876	3,413	16,464	program startups to occur in September and after for new school year
500-Supplies	1,839	10,538	(8,698)	9,254	14,086	(4,831)	
600-Equipment	0	0	0	0	0	0	
800-Other	755	246	508	1,344	489	854	
930-Refunds of Prior Yr. Receipts	0	297	(297)	7,950	6,297	1,653	
<b>Total Expenditures</b>	<b>109,302</b>	<b>91,225</b>	<b>18,077</b>	<b>286,654</b>	<b>220,613</b>	<b>66,041</b>	
<b>Surplus/(Deficit) for Month &amp; FYTD</b>	<b>37,201</b>	<b>17,271</b>	<b>(19,930)</b>	<b>(100,171)</b>	<b>(97,194)</b>	<b>2,977</b>	



CVCC Adult Education Forecast Monthly Cash Flow Data Entry																
Advance In Current FY	0															
<b>FY2023</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Annual Estimate</b>	<b>% of Estimate Received/ Expended</b>	<b>Balance Remaining to be Received/ Expended</b>
Receipts																
1214-Tuition	9,779	33,948	0	0	0	0	0	0	0	0	0	0	43,727	1,200,000	3.64%	1,156,273
1730-Sale of Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	66,000	0.00%	66,000
1790-Other Classroom Fees	4,415	3,100	0	0	0	0	0	0	0	0	0	0	7,515	18,000	41.75%	10,485
1833-Services to Patrons	25	0	0	0	0	0	0	0	0	0	0	0	25	3,000	0.83%	2,975
1890-Miscellaneous	704	1,404	0	0	0	0	0	0	0	0	0	0	2,108	42,000	5.02%	39,892
3110-State Foundation	0	70,044	0	0	0	0	0	0	0	0	0	0	70,044	360,000	19.46%	289,956
5100-Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
5210-Advances In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
5300-Red. of Prior Year Expend.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0
<b>Total Receipts</b>	<b>14,923</b>	<b>108,496</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123,419</b>	<b>1,689,000</b>	<b>7.31%</b>	<b>1,565,581</b>
Expenditures																
100-Salaries	90,199	58,213	0	0	0	0	0	0	0	0	0	0	148,412	1,065,000	13.94%	916,588
200-Fringe Benefits	26,998	20,917	0	0	0	0	0	0	0	0	0	0	47,915	333,000	14.39%	285,085
400-Purchased Services	2,399	1,014	0	0	0	0	0	0	0	0	0	0	3,413	152,030	2.24%	148,617
500-Supplies	3,548	10,538	0	0	0	0	0	0	0	0	0	0	14,086	89,379	15.76%	75,293
600-Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	128,500	0.00%	128,500
800-Other	243	246	0	0	0	0	0	0	0	0	0	0	489	9,270	5.28%	8,781
920-Advances Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	0
930-Refunds of Prior Yr. Receipts	6,000	297	0	0	0	0	0	0	0	0	0	0	6,297	7,950	79.21%	1,653
<b>Total Expenditures</b>	<b>129,388</b>	<b>91,225</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,613</b>	<b>1,785,129</b>	<b>12.36%</b>	<b>1,564,516</b>
Receipts Over/(Under) Expend.	(114,465)	17,271	0	0	0	0	0	0	0	0	0	0	(97,194)	(96,129)		
Beg. Cash Bal. incl. Advance Across FY-end	874,656	760,191	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	874,656	874,656		
End. Cash Bal. incl. Advance Across FY-end	760,191	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	778,527		
End. Cash Bal. without Advances	760,191	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	778,527		
Encumbrances	150,618	218,650	0	0	0	0	0	0	0	0	0	0	0	25,000		
Ending Unenc. Bal.	609,573	558,812	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	777,462	753,527		



Treasurer RECEIVED

SEP 6 2022

Cuyahoga Valley Career Center

Service That Satisfies Since 1934

INVOICE

INVOICE NO. 11J300030

CUSTOMER NO. 111401

RHS SALESMAN # 54

SALESMAN NAME HOUSE CLEVELAND

PAGE 1 of 2

REMIT TO PO BOX 2448 ALLIANCE, OH 44601

SHIP TO

BILL TO



CUYAHOGA VALLEY CAREER CT
ATTN. ACCOUNTS PAYABLE
8001 BRECKSVILLE RD
BRECKSVILLE, OH 44141-1296



1/104

COPY

800 4339532 x143

WE ACCEPT VISA AND MASTERCARD INCLUDING FREE CHECK BY FAX Please call for details

Table with columns: INVOICE DATE, DUE DATE, QTY, RHS CODE #, DESCRIPTION, NET UNIT PRICE, EXTENDED PRICE, %, CASH DISC. Includes item list and terms.

Table with columns: OHIO, MICHIGAN, INDIANA, PENNSYLVANIA, West Virginia. Lists addresses and phone numbers for various locations.



Service That Satisfies Since 1934

**INVOICE**

INVOICE NO. 11J300030  
 CUSTOMER NO. 111401  
 RHS SALESMAN # 54  
 SALESMAN NAME HOUSE CLEVELAND  
 PAGE 2 of 2  
 REMIT TO PO BOX 2448  
 ALLIANCE, OH 44601  
 SHIP TO

BILL TO

CUYAHOGA VALLEY CAREER CT  
 ATTN. ACCOUNTS PAYABLE  
 8001 BRECKSVILLE RD  
 BRECKSVILLE OH 44141

WE ACCEPT VISA AND MASTERCARD  
 INCLUDING FREE CHECK BY FAX  
 Please call for details

INVOICE DATE		DUE DATE					
08/15/22		09/10/22					
QTY.	RHS CODE #	DESCRIPTION	NET UNIT PRICE	EXTENDED PRICE	%	CASH DISC.	
50	280586	*SHEET 26GA x36x96 GALV G-40	29.700	1,485.000		7.43	
TERMS: 10th PROX- CASH DISCOUNT AS SHOWN - OTHERWISE NET. 2% SERVICE CHARGE AT ANNUAL RATE OF 24% IS ADDED TO PAST DUE BALANCE.			<b>TOTAL DUE</b>	5,410.52	<b>CASH DISCOUNT</b>	43.63	
<b>FURNACES - AIR CONDITIONING - CONTROLS - GALV. SHEETS - PLUMBING FIXTURES &amp; FAUCETS</b> <b>BOILERS - HYDRONICS - WATER HEATERS - PIPE &amp; FITTINGS - PUMPS - KITCHEN CABINETS - VANITIES</b>							

**COPY**

- OHIO
- Alliance ..... 2155 W. Main St ..... 330-821-9180
- Canton ..... 1711 6th St. SW ..... 330-456-4304
- Mansfield ..... 30 W. 5th St. .... 419-524-3012
- Columbus North... 860 Freeway Dr. S ..... 614-888-1332
- Columbus West ... 3700-A Zane Trace Dr ... 614-486-0975
- Steubenville ..... 129 Butte St..... 740-283-3368
- Akron ..... 1400 Home Ave ..... 330-633-0990
- Sandusky ..... 1908 Superior St. .... 419-626-0335
- Youngstown ..... 1290 Crescent St ..... 330-743-1143
- Cleveland ..... 6065 Towpath Dr ..... 216-328-2979
- Lima ..... 512 W. High St. .... 419-228-2261
- Toledo ..... 3243 Frenchmens Rd ..... 419-531-3862
- Cincinnati ..... 8800 Global Way ..... 513-563-2000
- Athens ..... 122 Columbus Rd ..... 740-592-3818

- OHIO
- Wooster ..... 2106 Great Trail Dr ..... 330-262-3300
- Zanesville ..... 701 N Underwood ..... 740-452-9417
- E. Liverpool ..... 501 Gaston Ave ..... 330-386-6542
- New Philadelphia 524 Bowers Ave. NW ..... 330-343-3011
- Lancaster ..... 830 S. Columbus St. .... 740-653-8292
- MICHIGAN
- Livonia ..... 41104 Capital (Canton Twp) .. 734-335-6915
- Roseville ..... 28300 Hayes Rd ..... 586-774-1974
- Grand Rapids ..... 103 76th St. SW Suite F ..... 616-257-0326
- Waterford ..... 3663 Elizabeth Lake Rd ..... 248-985-3222
- INDIANA
- Fort Wayne ..... 3009 Cannongate Dr ..... 260-702-8333

- PENNSYLVANIA
- Greensburg ..... 990 Broad St..... 724-836-6319
- Cranberry Twp ... 1245 Freedom Rd ..... 724-772-3855
- Monroeville ..... 1616 McClure Rd..... 724-733-7577
- Beaver Falls ..... 500 Seventh Ave..... 724-843-4500
- Sharon ..... 10 Mill St. (Wheatland) ..... 724-347-3774
- Pittsburgh ..... 952 Noblestown Rd ..... 412-922-0500
- Washington ..... 84 Stewart Ave..... 724-222-6720
- Butler ..... 678 E. Butler Rd ..... 724-282-8200
- West Virginia
- Clarksburg ..... 400 N Ohio Ave ..... 304-624-5638
- Parkersburg ..... 515 33rd St..... 304-422-3533
- Elkins ..... 11th St & Railroad Ave..... 304-636-4015
- Charleston ..... 741 Crescent Rd..... 304-201-1963

## COMPENSATION AGREEMENT

This Compensation Agreement made and entered into by and among the **Board of Education of the Cuyahoga Heights Local School District** (the "CH School District"), a public school district with its principal offices at 4820 East 71<sup>st</sup> Street, Cuyahoga Heights, Ohio 44125 (hereinafter referred to as "Cuyahoga Heights Board of Education"), **Charter Manufacturing Company, Inc.** a Wisconsin corporation with its principal offices at 1212 West Glen Oaks Lane, Mequon, Wisconsin 53092 (hereinafter referred to as "Charter"), **Village of Cuyahoga Heights**, whose address is 4863 East 71<sup>st</sup> Street, Cuyahoga Heights, Ohio 44125 (hereinafter referred to as "Village of Cuyahoga Heights"), and **Cuyahoga Valley Career Center**, a public school district with its principal offices at 8001 Brecksville Road, Brecksville, Ohio 44141 (hereinafter referred to as "CVCC").

### Witnesseth

WHEREAS, the Ohio Enterprise Zone Act (hereinafter the "Act"), Ohio Revised Code ("R.C.") § 5709.61 through 5709.69, authorizes a county, with the consent and agreement of affected local governments, to designate one or more areas within its unincorporated areas as proposed enterprise zones, and authorizes agreements to be entered into with certain enterprises under which the enterprise agrees to establish, expand, renovate or occupy a facility, hire new employees or preserve employment opportunities for existing employees, in return for specified local tax incentives as provided in such agreement;

WHEREAS, the Council of the Village of Cuyahoga Heights, Ohio by Ordinance No. 1995-128, passed September 27, 1995 (hereinafter referred to as the "Village Ordinance"), requested that the Cuyahoga County Board of County Commissioners designate the area within which the Project will be located as an "Urban Jobs and Enterprise Zone" pursuant to Chapter 5709 of the Ohio Revised Code;

WHEREAS, the Board of Cuyahoga County Commissioners, by Resolution No. 960345, adopted January 26, 1996 (hereinafter referred to collectively with the Village Ordinance as the "Enterprise Zone Legislation"), designated the area within which the Project will be located as an "Enterprise Zone" pursuant to Chapter 5709 of the Ohio Revised Code;

WHEREAS, effective February 1, 1996, the Director of Development of the State of Ohio determined that the aforementioned area designated in the Enterprise Zone Legislation contains the characteristics set forth in Section 5709.61 (A) of the Ohio Revised Code and certified said area as an Enterprise Zone;

WHEREAS, the Village of Cuyahoga Heights ("Village") entered into an Enterprise Zone Agreement expiring for tax year 2037 (payment in 2038) with Charter on or around July 12, 2022, as to real property improvements located at 4300 East

49<sup>th</sup> Street ("Subject Property") for a new 53,390 square foot facility exempted from property taxes through tax year 2037 (payable in 2038);

WHEREAS, Charter proposes through a Proposed Enterprise Zone Application of June 29, to construct a 53,390 square feet of improvements at the Subject Property to provide processing capabilities of its Special Bar Quality product line for an anticipated project cost for real property improvements of \$20 million to \$24 million (the "Project");

WHEREAS, the Village on July 12, 2022, approved resolution 2022- 51 authorizing the Mayor or Designee to notify the CH School District and CVCC of a proposed agreement for enterprise zone tax incentives between Charter and the Village, and such notice was served on July 19, 2022;

WHEREAS, the Village on July 12, 2022, granted a tax exemption for improvements to real property of Charter (collectively, the "Exempted Property") in order to induce Charter to expand production operations (for the "Project") within the boundaries of the Village (which is also within the CH School District and CVCC) and to enter into an Ohio Enterprise Zone Agreement with Charter (the "Enterprise Zone Agreement");

WHEREAS, the CH School District, by Resolution No. 16-2022 adopted July 19, 2022, granted its consent to the One Hundred Percent (100%) real property tax exemption for the Project for a period of fifteen (15) years on the condition that the Company agree to compensate the CH School District, CVCC and the Village a portion of its lost real property tax revenues and other compensation, as provided in this Agreement;

THEREFORE, in consideration of the foregoing and of the mutual promises, covenants and agreements hereinafter set forth, the CH School District, Charter, and CVCC agrees as follows:

1. The Project for the new 51,390 square foot facility shall receive a 100% tax exemption for 15 years, to commence no earlier than tax year 2022 and no later than tax year 2024. The Project will begin in July of 2022 and all acquisition, construction, and installation shall be completed by April 2023. The Project shall create 40 new permanent full-time jobs by December 31, 2025. The estimated payroll attributable to these new jobs is \$3.4 million annually. Additional information required by R.C. § 5709.631 is set forth in the Enterprise Zone Agreement and such terms are incorporated by reference herein.
2. In consideration for the CH School District and Village's consent to the tax exemption for the Project pursuant to the Enterprise Zone Agreement, Charter hereby agrees to make an annual payment to the CH School District, CVCC, and the Village of 25% of the property tax revenue each of the

aforementioned would have received in the absence of the abatement. The annual payment is based on a calculation of the exempt fair market value of the improvements subject to the exemption of the herein abatement times 35% to reduce the value to taxable value times the most recent effective millage of the CH School District, CVCC, and the Village times 25%. Such payments will be only with respect to Exemption Years in which the Enterprise Zone Agreement is in effect and Charter is receiving real property tax abatement exemption in accordance therewith. Payments will be made on or before June 1 of the year following the tax year for which there is exempt property for improvements subject to the exemption. Charter shall make such annual Compensation Payment on or before June 1 of each calendar year. For example, if the new construction is exempt first for tax year 2022, the CH School District, Village, and CVCC will first receive payments from Charter on or before June 1, 2023, for tax year 2022. If tax year 2037 is the last year of the abatement, the CH School District will receive the past payment on or before June 1, 2038. All such payments shall cease if the tax abatement benefits are terminated.

3. The annual compensation payment payable annually on June 1 shall be made payable to the CH School District, Village, and CVCC and sent to the address set forth in this Agreement or any new office address in the event of relocation.
4. Any payment not made within ten (10) days after written notice to Charter shall bear interest from the date due to the date paid at the rate of ten percent (10%) per annum, which interest shall be paid when the payment is made.
5. The Village shall make a payment to the CH School District of 50% of the total annual municipal/village payroll income revenue received by the Village from its levy on the wages, salaries, commissions and other compensation of the New Employees located at the project site as a result of the Project receiving the herein exemption for the new 53,390 square foot facility to provide processing capabilities of its Special Bar Quality product line I. The payment by the Village to the CH School District in any calendar year shall not exceed the property taxes forgone due to CH School District but for the exemption. The Village shall make the payment to the CH School District on or before August 31 in the calendar year following the year a property received a tax exemption. For example, if the value of new improvements for tax year 2022 is exempt, the Village shall make the compensation payment to the CH School District as to payroll taxes for 2022 on or before August 31, 2023. The Village, Charter, and CH School District shall work cooperatively as to the attribution of whether an employee is a new employee for the new 53,390 square foot facility to provide processing capabilities of its Special Bar Quality product line I for which is the subject of the herein abatement.

6. Charter, the Village, the CH School District, and CVCC reserve the right to review this Compensation Agreement on a biannual basis for reasonableness and make modifications if such modifications are mutually agreed upon.
7. The CH School District and CVCC hereby approves and waives delivery of the notice of the proposed exemptions under the tax abatement as provided in R.C 5709.62, 5709.63, 5709.83, 5709.78, and 5715.27(D).
8. Charter shall not assign its obligation to make Compensation Payments to the CH School District, Village, and CVCC without first obtaining the written consent of the aforementioned parties, which consent shall not be unreasonably withheld or delayed. The consent shall not be required for assignments to:
  - A. any successor entity to Charter as a result of consolidation or merger, or
  - B. any subsidiary or affiliate of Charter if Charter holds a controlling interest in the subsidiary or affiliate.
9. Waiver. Failure of a party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed a waiver by said party of any of its rights there under.
10. Binding. This Agreement shall be binding upon the parties thereto, their successors and assigns, to the extent permitted by law. Every party shall execute and deliver to the requesting party all instruments, certificates and other documents reasonably requested by a party with respect thereto.
11. Authority. All the individuals signatory hereto represent and warrant their authority to execute and deliver this instrument.
12. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and same instrument.
13. Severability of Provisions. The invalidity of any provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if any invalid portions were omitted.
14. In the event any provision or term of this Agreement is found to be void or unenforceable to any extent and for any reason, it is the agreed upon intent of the parties hereto that all remaining provisions or terms of this Agreement shall remain in full force and effect to the maximum extent permitted and that this Agreement shall be enforceable as if such void or unenforceable provision or term had never been a part hereof.

15. No provision of this Agreement may be modified, waived, or discharged unless the waiver, modification or discharge is agreed to in writing and signed by the parties. No agreements, or representations, oral or otherwise, express or implied, with respect to the subject matter hereof, have been made by either party that are not set forth expressly in this Agreement.
16. The parties agree they have read this Agreement, understand its terms and voluntarily accept the consideration recited above for the purpose of making a full and complete compromise, adjustment and settlement of any and all claims.
17. This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio and the parties consent to the jurisdiction of a court of competent jurisdiction in the event this Agreement is breached.
18. All covenants, stipulations, obligations and agreements of the parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. Each provision of the Agreement is binding upon the officer(s) or other person(s) and anybody or bodies as may from time to time have the authority under law to take the actions as may be necessary to perform all or any part of the duty required by a given provision of this Agreement. Each duty of the Village and its bodies, officers and employees, undertaken pursuant to the Agreement, is established as a duty with the Village and of each such officer, employee or body having authority to perform that duty, specifically and enjoined by law resulting from an office, trust or station within the meaning of Section 2731.01, Revised Code, providing for enforcement by writ of mandamus. No such covenant, stipulation, obligation or agreement shall be deemed a covenant, stipulation, obligation or agreement of any present or future member, officer, agent, or employee of any of the parties in their individual capacity.
19. Amendment. This Agreement may be amended or modified by the parties only in writing, signed by both parties to the Agreement.

WHEREFORE, the parties now voluntarily and knowingly execute this Agreement, consisting of nine pages.




BOARD OF EDUCATION OF THE CUYAHOGA HEIGHTS LOCAL SCHOOL DISTRICT

  
Signature

Tom Evans  
Print Name

Superintendent  
Title

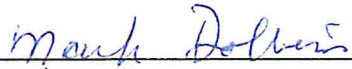
7/19/22  
Date

  
Signature

Matthew Muccio  
Print Name

Treasurer  
Title

7-19-22  
Date

  
Signature

Mark Dobbins  
Print Name

President  
Title

7-19-2022  
Date

CUYAHOGA VALLEY CAREER CENTER

\_\_\_\_\_  
Signature

David L. Mangas  
Print Name

Superintendent  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Robert Felber  
Print Name

Board President  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Richard Berdine  
Print Name

Treasurer  
Title

\_\_\_\_\_  
Date

CHARTER MANUFACTURING COMPANY, INC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

VILLAGE OF CUYAHOGA HEIGHTS, OHIO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Benjamin G. Chojnacki, Law Director

2021-22 CVFT SALARY ADJUSTMENTS (for 2022-23 salary)						
Employee	Current Step	Hrs in Bank	Hrs Earned	Total Hours	Movement	Hrs in Bank
Leonardo DeGirolamo	15G	0.00	11.00	11.00	15H	1.00
Joseph McNamee	12C	4.00	6.00	10.00	12D	0.00
Efrain Soto	18A	0.00	24.00	24.00	18C	4.00

9/19/2022

## SEPTEMBER 2022

### *Removal of Equipment from Inventory*

#### **Program/Area**

#### **Item**

Computer Networking Academy

Windows XP textbooks  
Quantity 16  
Outdated

Windows XP workbooks  
Quantity 25  
Outdated

Windows XP training guides  
Quantity 9  
Outdated

Filing Cabinet – 4 drawer  
Tag #3108

Filing Cabinet – 5 drawer  
Tag #3740

Desk – laminate top  
Tag #10140

Adult Education

Tele medicine equipment  
(see attached)

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

## TELEMED ITEMIZATION CHART

ITEM	SERIAL NUMBER
Telemedicine cart	AMD0004177
Koss R80 8' Stereophone with adjustable headband	021299131978
ViewSonic Full HD Widescreen LCD 55 cm 22"	TSP1612A0667
Scalar magnifier x50 (1)	None
WelchAllyn Instrument Handle	901087
Curelastic Cure Light Barrier	683203862462
PCP-USB Stethoscope – Telehealth Technologies	9185496
WelchAllyn Accessory – Ear, Nose and Throat	901001
WelchAllyn Pack List	None
LS2208 Quick Start Guide	None
General Paperwork regarding telemedicine cart	None
WelchAllyn Digital Macroview Otoscope	212161101043
WelchAllyn 2.75 Single-Use Pediatric Tip (lot of 850)	0100732094230550
Personal Computer User Guide for DE7200 Series, including tool kit and miscellaneous items.	None
AMD Global Telemedicine Device & Software User Manuals	None
Nonin Pulse Oximeter	502248038
WelchAllyn Spirometer and Spirometer Kit	901051/410027
HP Envy 4520 Printer/Scanner/Copier	FOV6380025
Global Telemedicine Powerbox	None
AMD-2500 Battery	2001356
Miscellaneous Power Cords	AMD2500/DE7200/PFC1416512/DE7200PC
Three keys to unlock drawers to Telemedicine cart	None
WelchAllyn Calibration Syringe	703480

***DONATIONS – September 2022***

<b>FROM</b>	<b>TO</b>	<b>ITEM(S)</b>
BRUNSWICK AUTO MART Attn: Mike DeLuca, Service Director 3031 Center Road Brunswick, OH 44212	Auto Service Program	Toyota Engine 5.7 Liter V-8 Long Block Engine



# Cuyahoga Valley Career Center

## Adult Education Instructor Manual 2022-2023



**CUYAHOGA VALLEY**  
**CAREER CENTER**

**Adult Education**  
**Cuyahoga Valley Career Center**  
**8001 Brecksville Road**  
**Brecksville, Ohio 44141**  
**Phone: 440.746.8230**  
**Fax: 440.838.8944**

# TABLE OF CONTENTS

<b>ABOUT CUYAHOGA VALLEY CAREER CENTER ADULT EDUCATION .....</b>	<b>3</b>
CVCC's MISSION STATEMENT.....	3
ACCREDITATION.....	3
ADULT EDUCATION STAFF.....	4
<b>ADMINISTRATION .....</b>	<b>4</b>
<b>INSTRUCTORS .....</b>	<b>5</b>
GENERAL INFORMATION .....	6
SCHOOL HOURS OF OPERATION .....	6
ADULT EDUCATION HOURS.....	6
MAIN ENTRANCE.....	7
PARKING AREAS .....	7
RESTROOMS.....	7
USE OF TOBACCO .....	7
WATER BOTTLE FILL STATIONS .....	8
MAP OF CVCC BUILDING .....	9
<b>CUYAHOGA VALLEY CAREER CENTER POLICIES.....</b>	<b>10</b>
NON-DISCRIMINATION POLICY .....	10
ALCOHOL AND DRUGS .....	11
COMMUNICATIONS .....	11
COMPUTER CLASS REGULATIONS .....	11
NON-SCHOOL DATES.....	11
SCHOOL CLOSINGS/INCLEMENT WEATHER .....	12
REFUND AND WITHDRAWAL POLICY .....	12
REFUND POLICY.....	12
TEXTBOOK/MATERIAL/SUPPLY/UNIFORM FEES .....	12
WITHDRAWAL .....	12
CANCELLATIONS.....	12
PROFESSIONAL DEVELOPMENT .....	12
GRIEVANCE POLICY .....	13
5710 - STUDENT GRIEVANCE .....	13
9130 - PUBLIC COMPLAINTS .....	13
MATTERS REGARDING A PROFESSIONAL STAFF MEMBER .....	14
MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER .....	15
MATTERS REGARDING THE SUPERINTENDENT OR TREASURER .....	15
MATTERS REGARDING A CLASSIFIED STAFF MEMBER .....	16
MATTERS REGARDING DISTRICT SERVICES OR OPERATIONS.....	16
MATTERS REGARDING THE EDUCATIONAL PROGRAM.....	16
MATTERS REGARDING INSTRUCTIONAL MATERIALS .....	16
<b>INFORMATION FOR STAFF .....</b>	<b>19</b>
CERTIFICATE/LICENSE FOR TEACHING .....	19
SAFE ACCOUNT .....	20
APPLY/RENEW LICENSE.....	20
PROFESSIONAL INDUSTRY CONTACTS .....	21
APPROPRIATE ATTIRE.....	21
CHANGE OF NAME/ADDRESS/PHONE .....	21

DIRECT DEPOSIT .....	21
TIMESHEETS .....	21
PAYROLL SCHEDULE 2022-2023 .....	22
COST CENTERS FOR PAYROLL .....	23
CELL PHONE USAGE .....	23
CLASSROOM.....	23
CARE OF EQUIPMENT AND PROPERTY .....	23
COPIER .....	23
ATTENDANCE RECORDS .....	24
INSTRUCTOR ATTENDANCE.....	24
STUDENT ATTENDANCE/CLASS ROSTER .....	24
SUPPLY ORDERS .....	24
TEXTBOOKS .....	25
LESSON PLANS .....	25
TECHNOLOGY PROBLEMS .....	25
TECHNOLOGY: PROCEDURES FOR REQUESTING .....	25
ONLINE OR REMOTE INSTRUCTION .....	26
CERTIFICATE OF COMPLETION .....	26
CLASS EVALUATIONS.....	26
<b>HEALTH AND SAFETY.....</b>	<b>27</b>
HEALTH AND SAFETY PROTOCOLS .....	27
ACCIDENTS.....	27
CAMPUS SECURITY ACT.....	28
EMERGENCY PROCEDURES .....	28
FIRE .....	28
LOCKDOWN.....	29
GENERAL GUIDELINES.....	29
INTRUDERS – (DISRUPTIVE ADULT – NO WEAPON VISIBLE) .....	29
INTRUDERS WITH A WEAPON .....	29
DO’S AND DON’TS .....	30
TORNADO/SHELTER AREAS.....	30
EMERGENCY SHELTER AREAS.....	32
STUDENT HEALTH AND SAFETY .....	36
STUDENT HEALTH CARE SERVICES .....	37
<b>INFORMATION RELATED TO STUDENTS .....</b>	<b>37</b>
WORKKEYS TESTING.....	37
STUDENT CONDUCT.....	37
STUDENT ATTENDANCE .....	37
STUDENT RECORDS .....	38
STUDENT RESOURCES .....	39
JOB SEARCH ASSISTANCE .....	39
<b>STAFF FORMS.....</b>	<b>40</b>
PG. 37-ADULT EDUCATION EMPLOYEE TIME SHEET .....	40
PG. 38-CVCC BUSINESS CARD ORDER FORM .....	40
PG. 39 & 40-CVCC EMPLOYEE TRAVEL EXPENSE REPORT .....	40
PG. 41-SUPPLY ORDER FORM.....	40
PG. 42-STUDENT SIGN-IN SHEET.....	40
PG. 43 & 44-ACCIDENT REPORT FORM.....	40
<b>ACKNOWLEDGEMENT OF ADULT EDUCATION 2022-2023 INSTRUCTOR HANDBOOK .....</b>	<b>50</b>

# **ABOUT CUYAHOGA VALLEY CAREER CENTER ADULT EDUCATION**

## **CVCC's MISSION STATEMENT**

To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

## **ACCREDITATION**

Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org).



## **ADULT EDUCATION STAFF**

### **ADMINISTRATION**

#### **ASSISTANT SUPERINTENDENT**

Marcy R. Green 440-746-8228  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

#### **ADULT EDUCATION COORDINATOR**

Terri Lynn Brosseau 440-746-8210  
[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

Business Training Programs  
Customized Training  
Emergency Response Programs  
Health Care Programs  
Health and Beauty Programs  
Industrial Training Programs  
Multimedia Design Programs  
Personal Interest & Leisure

#### **SCHOOL OF PRACTICAL NURSING SUPERVISOR**

Pattie Mandula 440-746-8315  
[pmandula@cvccworks.edu](mailto:pmandula@cvccworks.edu)

#### **STUDENT SUPPORT SERVICES**

Erin Farnsworth 440-746-8337  
[efarnsworth@cvccworks.edu](mailto:efarnsworth@cvccworks.edu)

#### **BUSINESS LIAISON**

Michael Reynolds 440-746-8242  
[mreynolds@cvccworks.edu](mailto:mreynolds@cvccworks.edu)

#### **ADMINISTRATIVE ASSISTANTS:**

##### **Daytime**

Karen Janka 440-746-8206  
[kjanka@cvccworks.edu](mailto:kjanka@cvccworks.edu)

##### **Nursing**

Allison Jouriles 440-746-8232  
[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)

Stephanie Ciesla 440-746-8332  
[sciesla@cvccworks.edu](mailto:sciesla@cvccworks.edu)

##### **Administrative Assistant to Assistant Superintendent**

Carol Gileot 440-746-8270  
[cgileot@cvccworks.edu](mailto:cgileot@cvccworks.edu)

##### **Evening**

Laurie Eadelis 440-746-8224  
[leadelis@cvccworks.edu](mailto:leadelis@cvccworks.edu)

## INSTRUCTORS

<b>Instructor Name</b>	<b>Subject</b>	<b>Credentials/Certification</b>
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
L'Tanya Barnes-Hall	Dental Assisting	MBA, B.A.
Bernadette Bodnar	Transition Coordinator	
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Gary Borrelli	Office	
Judy Brillinger	STNA	RN
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Devon Everett	Cosmetology	
Thomas Farrugia	Industrial/Electrical Apprenticeship	Journeymen Electrician License
Anna Marie Fazio	Nursing	MSN, BSN, RN
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
Joe Gedeon	HVAC	
Patrick Gnuschke	HVAC	
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Daniel Hunter	Industrial/HVAC	
Melinda Jencson	Personal Interest & Leisure	
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Macario Llamas	EKG/Phlebotomy	MD
Shelia Loeding	Nursing, STNA	RN
James Martin	HVAC	
Chris Miklovic	Nursing	BSN
Melissa Munro	Digital Design	
Thomas Nemeth	Public Health & Safety	EMT/Firefighter Certification
Joseph Pannitto	Leisure	
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Jim Pavlik	Industrial/Electrical Apprenticeship	
Jill Pawluk	Nursing	MSN, BSN, RN

Remington Phillips	Graphic/Web Design	AAS
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Patrick Ruebensaal	Graphic Design	
Stephanie Safranek	Cosmetology	Licensed Cosmetologist and Cosmetology Instructor
Matt Schoeffler	Industrial/HVAC	
Marissa Sensius	Health Careers Instructor	RN
Katherine Subotnik	Public Health & Safety/CPR	BSN, RN, BLS Instructor
Lonisha Sweeney	Nursing	RN
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Jennifer Wester	Health Careers Instructor	
Lee Wester	CPR Instructor	
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Ashley Youngblood	STNA	LPN
Mike Zana	Nursing	BSN
Dan Zawadski	Industrial/Electrical Apprenticeship	
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

## **GENERAL INFORMATION**

### **SCHOOL HOURS OF OPERATION**

In general, CVCC is open Monday through Thursday from 8:00 a.m. – 10:00 p.m., Friday from 8:00 a.m. – 3:00 p.m. and some Saturdays, from 8:00 a.m. – 2:00 p.m. Closed Dates are listed in the brochure.

### **ADULT EDUCATION HOURS**

The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. For additional support after hours, please see the evening receptionist.

### **MAIN ENTRANCE**

All CVCC entrance doors are locked. Visitors will need to be buzzed in through the Main Entrance Doors. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 p.m. Please do not prop open doors that have been locked. This is a safety issue for building security.

The entire building is locked at 10:00 pm. Please vacate the building by 10:00 pm Monday through Thursday and prior to 4 PM on Fridays as the building is officially closed and secured at that time.

### **PARKING AREAS**

There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

### **RESTROOMS**

The restrooms in the **Adult Education** wing at the Main Entrance are located to the left of the main doors and down the first hall to the left before coming to the Cafeteria. The restrooms for the balance of the building are located on the south side of the main corridor on each level of the building.

### **USE OF TOBACCO**

Cuyahoga Valley Career Center is a non-smoking campus and prohibits the use of tobacco. The Use of Tobacco (Policy 5512) 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 substance 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. **This rule applies to the whole campus grounds, includes the parking lots.**



## **WATER BOTTLE FILL STATIONS**

Touchless water bottle fill stations are installed throughout the CVCC building. Students and staff can bring their own water bottles to use at these locations. They are located at:

Level 1 just outside the district offices

Level 2 north entrance vestibule

Level 3 north entrance vestibule

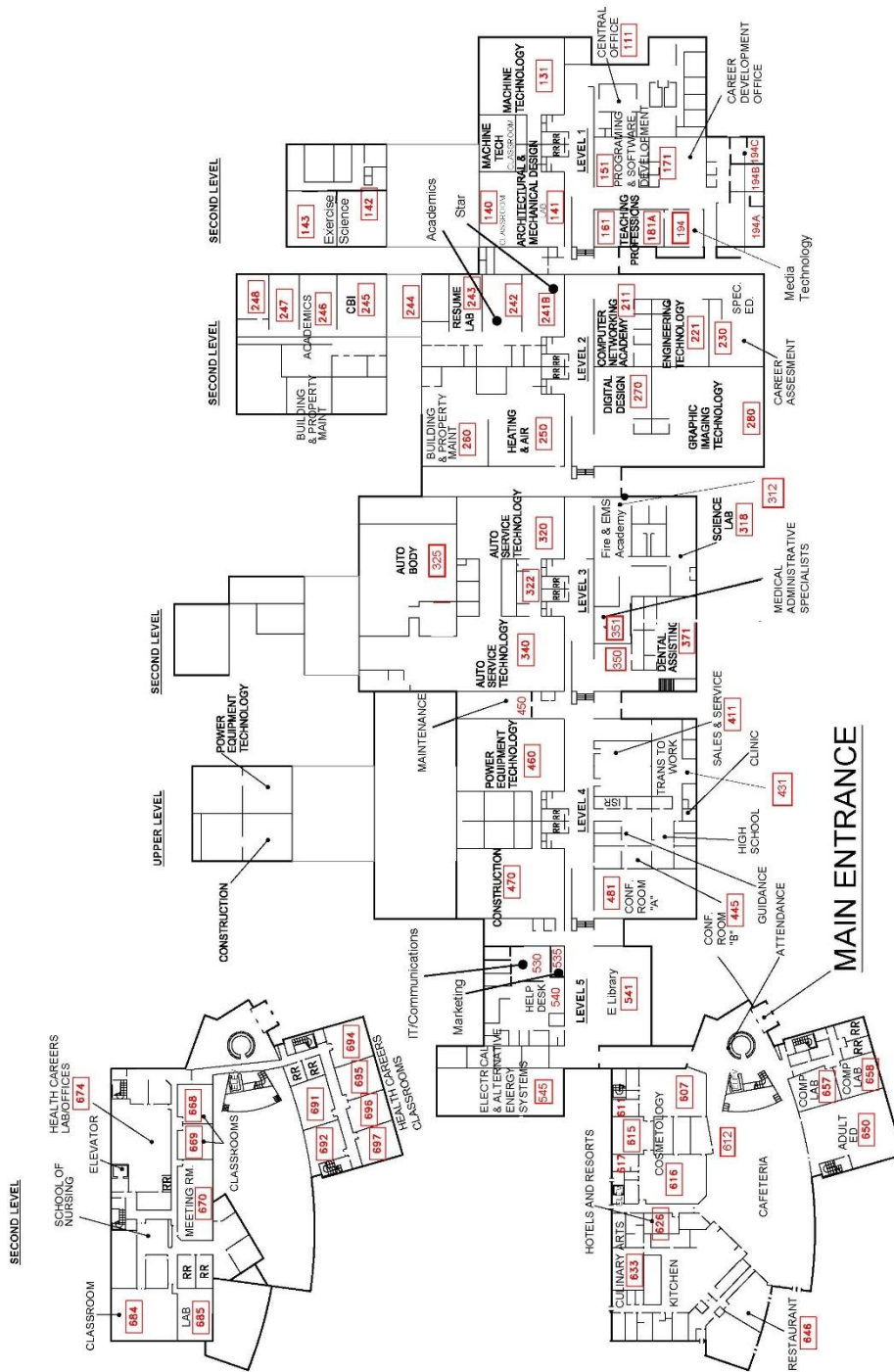
Level 4 north entrance vestibule

Level 5 north entrance vestibule

Level 6 near the entrance to the two computer labs next to Adult Education

Level 6 upstairs hallway leading to 694

# MAP OF CVCC BUILDING



Created By E. Ward 8-13-15  
 Updated By Hal Kendrick 8.29.18

## Cuyahoga Valley Career Center

## **CUYAHOGA VALLEY CAREER CENTER POLICIES**

Policies are available on the website, [www.cvccworks.edu](http://www.cvccworks.edu), under the Board of Education; Documents & Public Notices: Bylaws & Policies.

### **NON-DISCRIMINATION POLICY**

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 (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:

Mr. Michael McDade,  
Title VI Coordinator,  
Title IX Coordinator  
Section 504 Coordinator  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-838-8909  
Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Marcy R. Green, EdD  
Title VI Coordinator,  
Title IX Coordinator  
Section 504 Coordinator  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8228  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.

#### Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 165, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)  
Public Law 93-162 (Section 504)

## **ALCOHOL AND DRUGS**

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws for both student and instructor. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in student's permanent file.

## **COMMUNICATIONS**

Announcements - Public Address System- we limit the use of the system as it interrupts all classes. When emergency announcements must be made on the P.A. system, we count on the instructor to maintain a quiet environment so students can hear the announcements.

## **COMPUTER CLASS REGULATIONS**

- Professional behavior is expected by the students.
- Food and drinks are not permitted in classrooms. This applies to instructors and students.
- Equipment should not be moved or altered in any way.
- Keep objects off the digitizer, keyboards, and monitors.
- Removal of any software is strictly prohibited.

## **NON-SCHOOL DATES**

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Observance, Presidents' Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by the Adult Education Coordinator. Please consult the Adult Education Office for specific days.

## **SCHOOL CLOSINGS/INCLEMENT WEATHER**

In many instances, the Adult Education offices will observe the same snow days as the high school. If the school must be closed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 of our 8 school districts to be closed for CVCC to close. It is the responsibility of each student and instructor to become self-informed of a snow day announcement via the news media. If daytime classes at Cuyahoga Valley Career Center are canceled, due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled unless otherwise stated. If excessive snow days occur, jeopardizing program requirements, class/clinical hours will need to be made up utilizing break time, planned days off or an extended school year. On rare occasions, evening classes may be cancelled later in the day if inclement weather dictates. With such a decision, CVCC staff will contact instructors and students, and the media will be notified as early as possible.

## **REFUND AND WITHDRAWAL POLICY**

### **REFUND POLICY**

Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

### **TEXTBOOK/MATERIAL/SUPPLY/UNIFORM FEES**

Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

### **WITHDRAWAL**

Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

### **CANCELLATIONS**

If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## **PROFESSIONAL DEVELOPMENT**

On a space available basis, part-time instructors can take select Adult Education classes for free. Please contact the Adult Education Coordinator to discuss availability. Please register with one of the administrative assistants. Online classes, College Classes and Career Technical Programs are excluded. Non-refundable book or supply fees must be paid prior to class.

## **GRIEVANCE POLICY**

### **5710 - STUDENT GRIEVANCE**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

## **MATTERS REGARDING A PROFESSIONAL STAFF MEMBER**

### A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

### B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's immediate supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

### C. Third Level

If a satisfactory solution is not achieved by discussion with the immediate supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

**MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

**MATTERS REGARDING THE SUPERINTENDENT OR TREASURER**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.



## **MATTERS REGARDING A CLASSIFIED STAFF MEMBER**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING DISTRICT SERVICES OR OPERATIONS**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING THE EDUCATIONAL PROGRAM**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the immediate supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **MATTERS REGARDING INSTRUCTIONAL MATERIALS**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the immediate supervisor, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.

B. Upon receipt of the information, the immediate supervisor shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:

1. one (1) or more professional staff members;
2. one (1) or more Board members on the Board Curriculum Committee;
3. one (1) or more lay persons knowledgeable in the area.

The Superintendent, or his/her designee, shall be an ex-officio member of the committee.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
  
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

Revised 3/22/18

## INFORMATION FOR STAFF

### CERTIFICATE/LICENSE FOR TEACHING

Each instructor must be certified by the State of Ohio in order to teach any adult education classes. An instructor is eligible for a certificate if appropriate educational course work and training has met Ohio requirements.

The Ohio Department of Education (ODE) requires applicants applying for their initial license, certificate, or permit to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCI). These checks need to be completed at CVCC. Results are electronically submitted to the Ohio Department of Education.

Educators who are renewing a license or permit and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete only an FBI criminal background check once every five years. Educators who have *not* lived continuously in the state for the past five years will need to complete both a BCI and FBI background check once every five years.

Educators who hold an eight-year professional, permanent certificate or non-tax certificate are required to submit the required background checks once every five years. These certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.

Results of both state and federal background checks are valid for one year from the date they were completed. If you have been BCI fingerprinted within the past year, and your results are already on file with the Ohio Department of Education, you will only need to be fingerprinted for the FBI at this time in order to receive your teaching certificate.

For your convenience, Cuyahoga Valley Career Center's Adult Education Department is an authorized Web Check facility for BCI/FBI background checks. Per the Ohio Department of Education, certificates must be renewed each year. Current copies of licenses and required certifications must be on file in the Adult Education Office. **Instructors are not eligible to be paid by CVCC unless a valid certificate is on file.**

The Ohio Department of Education requires that license renewal be completed online. The web-based system allows you to submit an application for an initial license or renewal. The system only accepts payment for fees by credit card (cost for one-year license renewal is \$25.00).

*You can complete the process on your own by following these instructions:*

### **SAFE ACCOUNT**

You will need a Safe Account Access for Educators (SAFE) with the Ohio Department of Education. If you need to create a SAFE account, the system will ask for your date of birth and the last four numbers of your Social Security number. It will also ask for your Ohio driver's license or a state of Ohio identification number (available from the Bureau of Motor Vehicles).

### **APPLY/RENEW LICENSE**

1. Go to [www.ode.state.oh.us](http://www.ode.state.oh.us)
2. You will be required to complete Ohio Identification through Ohio ID. Follow the steps to create your OH ID online and your information will be linked to a SAFE account where you will apply for your teaching certificate. Please visit the following link for instructions: <https://safe.ode.state.oh.us/portal>
3. Once your account is set up, sign in to access your OH ID account
  - a. Click Educator Licensure and Records (CORE). You will then be connected to your SAFE Account
  - b. Complete the online application from your CORE Dashboard
  - c. For complete detailed instructions, see the CORE User Manual at <http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License>

Once your license is renewed it will be e-mailed to yourself and CVCC. A copy will be placed in your personnel file.

ODE website: <http://education.ohio.gov/>

### **Contact Information for licensed or certificated educators:**

Office of Educator Licensure  
[Educator Licensure Questions](#)  
(614) 466-3593  
1(877) 644-6338 (toll free)

## **PROFESSIONAL INDUSTRY CONTACTS**

Each faculty member in a technical field is required to maintain a log of their contacts with employers in their technical field. These contacts can be through annual visitations or personal contact. Instructors should strive for a minimum of one contact a quarter. Logs should be kept current as they may be requested at various times throughout the year. At a minimum, logs should be sent to the Adult Education Coordinator on July 1<sup>st</sup> of each year.

## **APPROPRIATE ATTIRE**

Instructors are expected to set a personal example of a businesslike and professional appearance. Please help us in our efforts. Appropriate shoes shall be worn at all times. Protective clothing must be worn in areas with potentially dangerous machines/materials. Designated programs requiring students to wear uniforms include: Phlebotomy, State Tested Nurse Aide, Practical Nursing, Dental Assisting, Cosmetology, Esthetics, and Emergency Medical Technician-Basic.

## **CHANGE OF NAME/ADDRESS/PHONE**

If you have a change of name, address, or telephone number(s), please notify your Coordinator. It is most important that our records are current in order for you to be contacted in case of a schedule change, and to assure your paycheck will arrive on time.

## **DIRECT DEPOSIT**

Direct Deposit is required for all adult employees. The Direct Deposit Form is to be completed and submitted with your employment documents upon hire. If account information needs updated, contact the Adult Education office or Carol Gileot for further information. Carol can be reached at 440-746-8270 or [cgileot@cvccworks.edu](mailto:cgileot@cvccworks.edu).

## **TIMESHEETS**

We want you to get paid on a timely basis! Submit timesheets to the Adult Education Coordinator's purple folder, in his/her mail box, every two weeks. **Timesheets are due on Monday by 9AM.** It is CRITICAL that you submit your last timesheet no later than two weeks after the course ends because of payroll and fiscal year requirements. Your original signature is required; therefore, faxed copies cannot be processed. Pay will be delayed if we do not have accurate timesheets to process.

Please check that you included your cost center (see next page) and the last four digits of your social security number and signed and dated the form. It is processed on Monday mornings, and, at times, on the Friday before a holiday. Please ask the Adult Education Coordinator if you have any questions or concerns. The 2021-2022 Payroll Schedule is attached.

**PAYROLL SCHEDULE 2022-2023**

<b>PAY DATE:</b>	<b>TIMESHEETS DUE:</b>	<b>PAY PERIOD:</b>
July 1	06/20/22	06/05/22 - 06/18/22
15	07/04/22	06/19/22 - 07/02/22
29	07/18/22	07/03/22 - 07/16/22
August 12	08/01/22	07/17/22 - 07/30/22
26	08/15/22	07/31/22 - 08/13/22
September 9	08/29/22	08/14/22 - 08/27/22
23	09/12/22	08/28/22 - 09/10/22
October 7	09/26/22	09/11/22 - 09/24/22
21	10/10/22	09/25/22 - 10/08/22
November 4	10/24/22	10/09/22 - 10/22/22
18	11/07/22	10/23/22 - 11/05/22
December 2	11/21/22	11/06/22 - 11/19/22
16	12/05/22	11/20/22 - 12/03/22
30	12/19/22	12/04/22 - 12/17/22
January 13	01/02/23	12/18/22 - 12/31/22
27	01/16/23	01/01/23 - 01/14/23
February 10	01/30/23	01/15/23 - 01/28/23
24	02/13/23	01/29/23 - 02/11/23
March 10	02/27/23	02/12/23 - 02/25/23
24	03/13/23	02/26/23 - 03/11/23
April 7	03/27/23	03/12/23 - 03/25/23
21	04/10/23	03/26/23 - 04/08/23
May 5	04/24/23	04/09/23 - 04/22/23
19	05/08/23	04/23/23 - 05/06/23
June 2	05/22/23	05/07/23 - 05/20/23
16	06/05/23	05/21/23 - 06/03/23
30	06/19/23	06/04/23 - 06/17/23

## **COST CENTERS FOR PAYROLL**

<b>Program Name/Type</b>	<b>Cost Center #</b>
Practical Nursing	9011
EKG/Phlebotomy/Dental/STNA	9009
Cosmetology/Esthetics	9005
EMT/CPR	9004
Graphic Design/Web Design	9002
HVAC	9002
Wellness/Leisure/Personal Interest/Customized Training	9002

## **CELL PHONE USAGE**

Emergency cell phone usage by instructors and students should be limited to outside the classroom. Please request students put cell phones on vibrate if they must have them on during class for emergency purposes.

## **CLASSROOM**

Please be sure to leave your classroom neat and clean after each class. Please inform us in Adult Education if a classroom is untidy when you arrive for your class. Please ask students to push in chairs and take all of their belongings when they leave because the high school uses the classrooms daily beginning at 7:30 am.

## **CARE OF EQUIPMENT AND PROPERTY**

The equipment and facilities are shared by high school and adult programs. Most of the equipment is expensive to replace. Please supervise students to ensure that it is handled properly. If you notice that a piece of equipment is in need of repair, bring it to the Adult Education Coordinator's attention so that a repair order can be submitted.

## **COPIER**

We have a faster and more efficient copier in Adult Education that will collate, staple, and run 2-sided color copies. If you need to use a photocopier, fax machine, or telephone at night, come to the Adult Education Office before your scheduled class start time. Be aware that the copy machine is actively used between 5:45 - 6:00 p.m. With at least two (2) hours of notice, the Adult Education Office can make copies for you prior to the start of your class if given the materials needed. Contact Karen Janka, Administrative Assistant to Adult Education, at 440-746-8206 or [kjanka@cvccworks.edu](mailto:kjanka@cvccworks.edu) to have advanced copies made. Please ensure that your students know that they are not to use the building copiers, as they are for staff only.



## **ATTENDANCE RECORDS**

### **INSTRUCTOR ATTENDANCE**

Instructors are expected to arrive before the class start time and to attend all course sessions. If an instructor finds it necessary to be absent in an emergency, we expect the instructor to notify his/her students, the Adult Education Coordinator, and the department administrative staff. Please keep a copy of the class roster with the students' telephone numbers listed with you. It will be needed if you are not able to teach a class; the instructor is expected to notify students of the cancellation.

### **STUDENT ATTENDANCE/CLASS ROSTER**

The student class roster is computer generated and will be placed in each instructor's mailbox before the first-class meeting. Please do not pass the class roster to any students in your class; there is confidential information listed. Please make sure each name is spelled correctly on this form; forward corrections to the evening administrative assistant. Any student not on the roster that arrives for the class needs to be sent to the Adult Education Office to register. Please notify your coordinator of this situation. If a student transfers out of a class to another section, he or she needs to be transferred to the new course section. Please confirm the transfer with the Coordinator.

Attendance for students enrolled in all programs must be kept on a daily basis. A sign in sheet will be provided to each instructor at the beginning of the class/program.

## **SUPPLY ORDERS**

Before class starts, please check necessary inventory levels for program supplies. Submit any supply requests to the Adult Education Office for processing at least ten (10) business days before the start of your class. A reminder email will be sent out prior to this deadline. Any requests submitted after this date cannot be guaranteed delivery by the start of class. Please be aware, at the end and the beginning of the month there may be a slight delay in processing speeds for orders due to the financial books being closed for balancing.

While class is in session, please submit requests as soon as possible to allow for timely processing of approval paperwork and order placement. Remember to include the date supplies may be needed by if an order is time-restricted. Although these dates cannot always be guaranteed, it gives the Adult Education Office an idea on shipping method preference.

Supply Order Forms can be found in the Adult Education Office and should be filled out as much as possible when submitted. If possible, please include with the form a copy of any quotes given for the supplies being ordered. Order Form copies are kept in the Adult Education Office if you should need to reference them later.

## **TEXTBOOKS**

Students will be provided their textbooks on the first night of class during their first night orientation. These books are theirs to keep and they are responsible for maintaining them and keeping track of them. The Adult Education Office orders textbooks roughly one week in advance of classes starting. This means that any students who enroll in class after the book order has been placed may not receive a book on the first night. Please try to plan your first night/nights of class for this possibility or let the Administrative Assistant to Adult Education know which pages will be used so that copies can be made until more books are received. Students who damage and/or lose their textbooks can choose to either purchase another copy on their own or through the Adult Education Office **at their own expense.**

## **LESSON PLANS**

Per our accrediting body, the Commission of Council on Occupational Education (COE), lesson plans will be required for Career Technical Programs. Lesson plans must be made available to the Adult Education Coordinator at least one (1) week before the start of each class. A copy is acceptable.

## **TECHNOLOGY PROBLEMS**

For immediate needs, please submit a Technology Support Request. This request can be located on CVCC's webpage, <http://www.cvccworks.edu/StaffPortal.aspx>, and click on "Technology Helpdesk". Please report any issues to the Adult Education Coordinator even if resolved.

## **TECHNOLOGY: PROCEDURES FOR REQUESTING**

1. All technology requests should be submitted to the Adult Education Coordinator in writing.
2. Requests for software installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Coordinator should accompany the request.
3. Requests for file installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Coordinator should accompany the request.

Requests for immediate technical support should be made to the Helpdesk at <http://www.cvccworks.edu/StaffPortal.aspx>.

## ONLINE OR REMOTE INSTRUCTION

Cuyahoga Valley Career Center is committed to hands-on career-based learning for our students. With that said, our mission is to prepare students for the **ever-changing** world of work, college, and careers. All CVCC instructors are asked to be prepared for the potential of changing over to online or remote instruction with little notice. Please create and/or maintain a Google Classroom for your current program(s) that you are instructing each session. Any questions can be addressed with the Adult Education Coordinator.

## CERTIFICATE OF COMPLETION

Certificates are provided upon completion of Career Technical Programs and several career enhancement courses. With the exception of State/Board regulated courses that require 100% attendance, each student that has successfully completed the course content and attendance requirement is eligible to receive a certificate of completion. The certificate names are generated from the class roster; please make sure the students' names are spelled correctly. If corrections are needed, please notify the Administrative Assistant to Adult Education or the Evening Administrative Assistant if after 4:30 PM. **Please check with the Administrative Assistant to Adult Education at least one week prior to the last class to make sure your certificates are ready on time.**

## CLASS EVALUATIONS

Evaluation forms are provided and **required** for all classes. Students **must** complete the evaluations before leaving the last class session. It helps us continue to offer quality programs and it reports to our Board of Education and State and Federal funding sources the great work you are doing. All class evaluations are to be submitted to the Adult Education Office **within a week of class ending.**

# HEALTH AND SAFETY

## HEALTH AND SAFETY PROTOCOLS

Cuyahoga Valley Career Center closely monitors the health and safety guidelines published by the local health departments, the state and federal government, and the Center for Disease Control. Students and staff are expected to abide by the guidelines implemented by CVCC, including, but not limited to, staying home if you are feeling unwell.

### ACCIDENTS

In case of an accident to a student or instructor, dial 7 then **call 9-1-1** if it is an emergency situation. In a non-emergency situation, the injured individual must report immediately to the Adult Education Administrator on duty. After 6PM and time permitting, contact maintenance at 440-746-8253. You may obtain an Accident Report Form from the Adult Education Office. This form must be completed detailing the occurrence.

Evening & Weekend Programs  
Business Training Programs  
Daytime Computer Programs

Terri Lynn Brosseau 440-746-8210  
[tbrosseau@cvccworks.edu](mailto:tbrosseau@cvccworks.edu)

Daytime (If Adult Ed. Coordinator is Not Available)

Karen Janka 440-746-8206  
[kjanka@cvccworks.edu](mailto:kjanka@cvccworks.edu)  
Carol Gileot 440-746-8270  
[cgileot@cvccworks.edu](mailto:cgileot@cvccworks.edu)

Evening & Weekend (If Adult Ed. Coordinator is Not Available)

Laurie Eadelis 440-526-5200  
[leadelis@cvccworks.edu](mailto:leadelis@cvccworks.edu)

Practical Nursing

Allison Jouriles 440-746-8232  
[ajouriles@cvccworks.edu](mailto:ajouriles@cvccworks.edu)  
Stephanie Ciesla 440-746-8332  
[sciesla@cvccworks.edu](mailto:sciesla@cvccworks.edu)

## **CAMPUS SECURITY ACT** **Federally Mandated Public Information**

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Cuyahoga Valley Career Center publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the Cuyahoga Valley Career Center campus or on public property adjacent to the campus.

The Cuyahoga Valley Career Center Facilities and Operations Manager has primary responsibility for categorizing, disseminating and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities. Cuyahoga Valley Career Center does not provide residential dormitories or facilities for on-campus student housing. The Cuyahoga Valley Career Center Adult Education and District Services Director is responsible for ensuring annual disclosure of crime statistics, and to provide to students and staff available counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims.

The Campus Security office is located in the Adult Education Office Cuyahoga Valley Career Center at 8001 Brecksville Road, Brecksville, Ohio 44141. The office personnel can be reached from anywhere on campus by calling 440-526-5200, extension 8210. After 6PM and time permitting, contact maintenance at 440-746-8253. For emergencies necessitating an immediate police, fire or EMS response, please dial 7 then 9-1-1. The full Campus Security 2017 Annual Security report can be found at [www.cvccworks.edu/publicnotices.aspx](http://www.cvccworks.edu/publicnotices.aspx).

### **EMERGENCY PROCEDURES**

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation procedures are to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking.

#### **FIRE**

Please use the following procedures in case of a Fire or Fire Drill:

1. All students, faculty, administrators, and other school employees are to leave the building.
2. Everyone should walk quietly while exiting the building; no one should run.

3. Everyone should exit through nearest exit and proceed immediately to parking lot or drive area.
4. Instructors are to be the last leaving the classroom; they are to make sure all students are outside. Check roster after evacuation and immediately upon return to the classroom. (Instructors should take roster or grade book along with them).
5. Instructors should close classroom doors and turn off lights, if possible.
6. Everyone should wait quietly in the designated areas until a signal to return is given. No students should exit the property during a fire drill or emergency procedure.

**\*\*\* ALL FIRE DRILL PROCEDURES ARE POSTED IN EACH ROOM THROUGHOUT THE BUILDING. FOLLOW THE PROCEDURES AND EXIT THROUGH THE DESIGNATED DOOR.**

### **LOCKDOWN**

#### **GENERAL GUIDELINES**

Notify the front desk (**dial 0**) or the Adult Education Coordinator at 330-465-5520 (Terri Lynn Brosseau cell), immediately after dialing 7 then 9-1-1, if a dangerous situation arises. After 6PM and time permitting, contact maintenance at 440-746-8253. A lockdown will be announced if necessary. No one shall leave the lockdown area until dismissed by a school administrator or police officer.

#### **INTRUDERS – (DISRUPTIVE ADULT – NO WEAPON VISIBLE)**

1. Notify police by dialing 7 then 9-1-1.
2. The administrator/maintenance personnel in charge questions the intruder regarding the purpose of the visit. He/she should have a two-way radio.
3. If the intruder has no legitimate purpose in the building, the administrator escorts him/her to the door and notifies the police.
4. If the intruder remains or refuses to leave the building, the administrator radios to the office or switchboard, who in turn will call the police. The administrator will instruct the secretary to make the lockdown announcement if necessary.
5. Avoid physical or verbal confrontation with the intruder.
6. Notify the Superintendent.

#### **INTRUDERS WITH A WEAPON**

1. Instructor Responsibilities
  - a. Report observations or suspicion of weapon or dangerous instrument to the evening staff immediately, by dialing “0” or 330-465-5520 (Terri Lynn Brosseau cell). After 6PM and time permitting, contact maintenance at 440-746-8253.

- b. Request that the armed intruder lay the weapon down, not hand it to you.
- c. Remain calm – make sure students are safe.
- d. Limit his/her movement and movement of others.
- e. If the lockdown code is given, teachers are to clear the halls of all students and lock themselves and students in a safe place.
- f. Take attendance.
- g. Remain in lockdown until released by a school staff member or the police.

## 2. Administrative Responsibilities

- a. Isolate the area.
- b. Unassigned staff will report to the administrator in charge.
- c. Evening staff will notify the police by dialing 7 then 9-1-1.
- d. Evening staff will make a lockdown announcement when necessary.
- e. Provide police with a map of the building and any information requested.

## 3. Support Staff Responsibilities

- a. Report observations or suspicion of a weapon or dangerous instrument to the evening staff immediately.
- b. Remain calm – assist in making sure that students are safe.
- c. If the Lockdown code is given, assist teachers in clearing the halls and getting them to a safe location.
- d. Assist in taking attendance of the students in custody in your area.
- e. Remain in lockdown until released by a school administrator or police officer.

### **DO'S AND DON'TS**

#### **DO**

1. Notify the person in charge.
2. Recognize the lock-down code.
3. Access the PA system by dialing **599**.
4. Lock all doors to your area.
5. Evacuate your students to a safe area and remain there until released by a police officer or school official.
6. Take attendance every 10 minutes.

#### **DON'T**

1. Panic.
2. Go out into the hall.
3. Make noise.

### **TORNADO/SHELTER AREAS**

When a tornado alert is received by the evening staff, a warning will go out via the P.A. system.

In case of a tornado alert, the following procedures should be taken:

1. Designated areas have been identified by signs. Please use these areas for shelter.
2. Students and employees will stay inside away from windows.
3. If room is next to a restroom or vacant room, students or employees nearest the door shall check that room. If anyone is in the restroom, instruct him/her to stay in the restroom until the announcement of the "all clear". Students in a vacant room are to proceed with the group to the nearest shelter.
4. Personal articles should not be carried. (Possible exceptions are purse or handbag, car keys, sweater or coat, if they can be picked up without delaying movement to shelter.
5. If you are not near a designated area, go to the inside wall of the room away from windows, squat on the floor next to the wall, keeping head between knees, or get under benches, furniture, or heavy machinery, either by squatting, or lying prone on floor, face down.
6. Students and employees should move quickly & quietly, without running.
7. All windows and doors should be closed.
8. Keep calm- regardless of the situation. Listen for instructions.
9. Upon arrival at the shelter area, instructor will check the roster.
10. Group will stay together until authorization to return to room is announced or until dismissed.
11. Anyone in the hallway should seek shelter in the nearest restroom.
12. Hold a book over the head if the book can be picked up easily.

Note: In case of injury, teacher or employee should stay with injured person and designate someone to report the injury to Evening Administrative Assistant or the Adult Education Coordinator.



## **EMERGENCY SHELTER AREAS**

### **ADULT EDUCATION/UP – Rm.680**

All persons should position themselves in the stairwells or upstairs restrooms.

### **ADULT EDUCATION/DOWN –Rm. 650**

All persons should position themselves in the basement, restroom hallway or stairway.

### **ADMINISTRATIVE OFFICE**

All persons should take cover in the Copy Room or Room 124.

### **ARCHITECTURAL & MECHANICAL DESIGN – Rm. 141**

All persons should take cover in the office and copier/storage room.

### **AUTO BODY REPAIR & REFINISHING**

All persons should use Teacher's Office and Tool Room as cover areas.

### **AUTO SERVICE - Rms. 320,340**

All persons should use Auto Service related back room as cover area.

### **BUILDING & PROPERTY MAINTENANCE – Rm. 260**

All persons are to position themselves along the inside walls of the Tool Room.

### **CAFETERIA - Commons**

All persons are to position themselves in the Culinary Classroom restrooms, and corridor by Rm. 658.

### **CAREER ASSESSMENT LAB / VOSE – Rm. 230**

All persons should position themselves against the north wall.

### **CAREER DEVELOPMENT / HEALTH CAREERS – Rm. 674**

All persons should use stairwell down to first floor.

### **COMPUTER NETWORKING ACADEMY – Rm. 211**

All persons should use Locker Room or Storage Areas.

### **CONFERENCE ROOM A – Rm. 481**

All persons are to position themselves along the West Wall.

### **CONFERENCE ROOM B – Rm. 445**

All persons are to position themselves against the East Wall.

### **CONSTRUCTION TRADES – Rm. 470**

All persons are to position themselves along the West Wall in the Tool Room or Storage Room.

**COSMETOLOGY Rms. 607, 616**

All persons should take cover in the locker room, or the related room.

**CULINARY ARTS & FOOD SERVICE – Kitchen Rm. 633**

All persons are to use respective locker area – girls in girls’ locker room and boys in boys’ locker room and the storage rooms, or related room.

**CUSTODIAL STAFF**

All persons should take cover at any available inside wall away from glass.

**DENTAL ASSISTING – Rm. 371**

All persons should take cover in the locker room or storage room.

**DIGITAL DESIGN – Rm. 270**

All persons should use Locker Room or Storage Area for cover.

**EDUCATION PROFESSIONS – Rm. 161**

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

**ENGLISH – Rm. 245, 246, 247, 249**

All persons should position themselves against the west wall in the In-School Restriction room downstairs.

**E-LIBRARY – Rm. 541**

All persons are to position themselves in the Computer Repair Tech. area in the Maintenance Storage closet.

**ELECTRICAL SYSTEMS – Rm. 551**

All persons are to use the locker rooms for cover areas or any safe place away from all glass, hazardous equipment and tools and dangerous chemical or powders.

**ENGINEERING TECHNOLOGY – Rm. 221**

All persons are to position themselves in the locker rooms.

**FIRE AND EMS ACADEMY – Rm. 312A**

All persons should position themselves in the locker room or related room against the west wall.

**GRAPHIC IMAGING TECHNOLOGY – Rm. 280**

All persons should use locker room or storage area for cover.

**HEALTH CAREERS I & II – Rm. 694, 695, 696, 697**

All persons should take cover in the northwest stairwell.

**HEATING & AIR CONDITIONING – Rm. 250**

All persons are to take cover in the HVAC related room under the desks.

**HIGH SCHOOL OPERATIONS**

All persons should position themselves in the Counselor Office, Conference Room B or washrooms.

**HOTELS AND RESORTS & HOSPITALITY – Rm. 626**

All persons are to position themselves against the east and south walls.

**INFORMATION TECHNOLOGY – Rm 530**

All persons are to position themselves in the locker/storage room in the Tech. area.

**IN-SCHOOL RESTRICTION – Rm. 244D**

All persons are to remain in the In-School Restriction Room.

**JOB TRAINING – Rm. 441**

All persons should position themselves against the west wall of the hallway between the Transition- to-Work Lab and Sales & Service.

**MACHINE TECHNOLOGY – Rm. 131**

All persons are to position themselves in the tool room.

**MATH – Rm. 245, 246, 247, 249**

All persons are to position themselves on the west wall in the In-School Restriction Room.

**MEDIA TECHNOLOGY – Rm. 242**

All persons are to go to the Audio Rooms.

**MEDICAL ADMINISTRATIVE SPECIALIST – Rm. 194A**

All persons should position themselves along the south wall in the classroom.

**POWER EQUIPMENT TECHNOLOGY – Rm. 640**

All persons should use the teacher’s office and tool room as cover areas.

**PROGRAMMING & SOFTWARE DEVELOPMENT– Rm. 171**

All persons are to position themselves in the locker room or storage room.

**RECEPTION/ATTENDANCE**

All persons should position themselves in the basement or restroom hallway.

**SALES & SERVICE – Rm. 441, 411**

All persons are to position themselves against the west wall of the classroom.

**SALES & SERVICE & SCHOOL STORE– Rm. 421**

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

**SCHOOL OF NURSING AT CUYAHOGA VALLEY – Rm. 680, 684, 685**

All persons are to go to the first-floor stairwell, laundry room area, or restrooms.

**SOCIAL STUDIES – Rm. 249I**

All persons are to position themselves against the west wall in Media Tech Studio Downstairs.

**SPORTS MEDICINE EXERCISE SCIENCE – Rm. 142, 143**

All persons are to go to restroom and hallway outside restroom (Tech 1-Up)

**TEACHING PROFESSIONS – Rm. 161**

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

**TRANSITION TO WORK – Rm. 421**

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

**ROOM 657 & 658 (COMPUTER LABS)**

All persons should go to the restrooms off corridor.

**ROOM 691** - Stairwell, restroom or corridors – north wall.

**ROOM 692** - Stairwell, restroom or corridors – north wall.

**ROOM 694** - Stairwell, restroom or corridors – north wall.

**ROOM 695** - Stairwell, restroom or corridors – north wall.

**ROOM 696** - Stairwell, restroom or corridors – north wall.

**ROOM 697** - Stairwell, restroom or corridors – north wall.

**ROOM 668** - Stairwell or corridors – north wall.

**ROOM 669** - Stairwell or corridors – north wall.

**ROOM 670** - Stairwell or corridors – north wall.

## **STUDENT HEALTH AND SAFETY**

As part of their learning experience, the students will be using equipment and materials specific to the program. Instructors should remind the students not to use items on which they have not yet received instruction. Correct safety procedures should be followed at all times.

Please remind students that they must constantly be aware of conditions in all work areas that could produce injuries. Their cooperation in detecting hazards and, in turn, controlling them, is imperative. If a situation is beyond the students' ability or authority to correct, they are to notify an instructor immediately.

Instructors are expected to ensure that students assist in the maintenance of work areas by keeping them clean and safe. Instructors and students are responsible for equipment they use. This responsibility means proper use, care, cleanup and storage of the items.

## STUDENT HEALTH CARE SERVICES

In case of a medical emergency dial 7 then 9-1-1. Contact the front desk (dial “0”) Evening Administrative Assistant as soon as possible. In non-emergency situations, instructors should still contact the Adult Education Coordinator and front desk. After 6PM and time permitting, contact maintenance at 440-746-8253. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student or instructor to the nearest medical facility. An incident report should be filled out and given to the Adult Education Coordinator. Incident Reports are located in the Adult Education Office. All students are **required** to complete an Emergency Medical Form on the first night of class that is kept with both the instructor and in the Adult Education Office for if needed.

## INFORMATION RELATED TO STUDENTS

### WORKKEYS TESTING

Cosmetology, Dental Assisting Program, Emergency Medical Technician-Basic, Medical Administrative Specialist, Esthetics, Adult Diploma Program, and Practical Nursing are programs for which CVCC requires WorkKeys Tests to be administered in Applied Mathematics, Graphic Literacy, and Workplace Documents. Each online test is a 55-minute test. If the test is not taken as a pre-entrance assessment, it must be completed by each student within the first week of a class. The Administrative Assistant to Adult Education will provide instructions for administering the tests.

### STUDENT CONDUCT

CVCC’s goal is to provide a positive learning experience and safe environment for students, faculty and staff. While at CVCC, instructors will be expected to enforce building regulations and policies. CVCC reserves the right to dismiss a student for unacceptable behavior, foul language, cheating or violating any of CVCC’s policies. Instructors must provide written documentation, within 24 hours of the incident/unacceptable behavior, to the Adult Education Coordinator.

For Career Technical Programs the student handbook has clear guidelines for Disciplinary Actions and Procedures that must be followed.

### STUDENT ATTENDANCE

The Administrative Assistant to Adult Education will provide you with a CVCC attendance record format for each class you teach. Please keep track of the attendance of your students on the document provided. The student attendance record and lesson plans of each course being taught should be filed in the folder provided in your mailbox to be available to the Adult Education office staff before class begins. **The attendance record must be returned to your file folder after each class.** At the time of the last class, the file should be placed in the Administrative Assistant to Adult Education ’s mailbox.

Attendance must be kept on a daily basis for all students enrolled at CVCC. All federal financial aid eligible programs require 90% attendance or above. Consult the student handbook for individual programs to determine the attendance requirements.

Regular attendance and punctuality are expected of each student. Each student must attend at least 80% of classes (70% for HVAC students) per session to successfully complete the program, unless enrolled in a federal financial aid eligible program that requires 90% attendance or above.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in the class file. Any student who is absent for five (5) or more consecutive class days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and Adult Education Coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program. If a student is absent from class for five consecutive class days and does not contact the instructor, he/she will automatically be dropped from the class.

## **STUDENT RECORDS**

Adult Education Students at Cuyahoga Valley Career Center (CVCC) have the following rights under the Family Education Rights and Privacy Act (FERPA):

- The right to review their educational file and Financial Aid (FA) file. If a student wishes to review their files they should speak to the Adult Education Coordinator for educational files and Student Support Services for FA files.
- The right to request an amendment to their educational or FA files. The student should put their amendment in writing and submit to the office of Student Support Services.
- Right to consent to disclosures of personally identifiable information.

Employees of CVCC (School officials) and other officials have the right under FERPA to review student education and Financial Aid files if they have an educational purpose for doing so. Employees should request needed files from the Adult Education Coordinator or Student Support Services who will determine if the reason for request is a legitimate purpose. The date, employee or officials name and reason for review should be documented in the student file.

CVCC maintains an individual student file for each student enrolled in Career Technical Programs. Individual files are maintained in a secured area. Documents are maintained in accordance with regulations of the State of Ohio and the program governing board. The release of information in a student's file must be requested in writing by the student.

Official grade transcripts are released upon request, unless a student has an outstanding balance with CVCC. Students will be issued one copy of their official transcript with their

completion certificate. Additional copies can be purchased in the Adult Education Office for \$5 each. Students are required to fill out the request form before or at the time of transcript requisition.

Student records will only be available to appropriate Adult Education staff. All documents are the property of CVCC and will not be copied unless remanded by the court.

### **STUDENT RESOURCES**

Academic, career and personal counseling services are available. Students should contact the Student Support Services Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office. In addition, you may access, or direct students to, the Student Resource Directory on the CVCC website ([www.cvccworks.edu/adulteducation\\_home.aspx](http://www.cvccworks.edu/adulteducation_home.aspx)).

### **JOB SEARCH ASSISTANCE**

Job search assistance and a job board is available through the CVCC Career and Community Resources Office. Further information can be found on our website at <http://www.cvccworks.edu/CVCCJobSeekers.aspx>, or you may contact Martha Sluka at [msluka@cvccworks.edu](mailto:msluka@cvccworks.edu).



## **STAFF FORMS**

The following pages are copies of many of the forms that may be needed by an instructor at any given point in time. These pages may be removed and/or copied from this handbook. They are also available upon request in the Adult Education Office. If there is any confusion as to how to complete a form, please ask the Adult Education Coordinator or the administrative assistant.

### Forms:

- Pg. 37-Adult Education Employee Time Sheet
- Pg. 38-CVCC Business Card Order Form
- Pg. 39 & 40-CVCC Employee Travel Expense Report
- Pg. 41-Supply Order Form
- Pg. 42-Student Sign-In Sheet
- Pg. 43 & 44-Accident Report Form

CUYAHOGA VALLEY CAREER CENTER  
 8001 Brecksville Road – Brecksville, Ohio 44141  
 (440) 526-5200

**ADULT EDUCATION EMPLOYEE TIME SHEET**  
 (Only ORIGINAL time sheets completed in INK will be accepted)

**Instructor:** \_\_\_\_\_ **Social Security #:** XXX-XX-

**Position:** Adult Education Instructor **Accounting Code:** \_\_\_\_\_

Course #	Course Name	Dates Instructed List Separately (00/00/0000)	Time Instructed To – From (ex. 6 – 9pm)	Hours
<b>TOTAL HOURS</b>				

Rate Per/Hour: \$ \_\_\_\_\_

Coordinators Initial: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Supervisor Signature Date

Office Use:  
  
 Rate/Hour: \$ \_\_\_\_\_  
  
 Treasurer's Initials: \_\_\_\_\_

## Cuyahoga Valley Career Center Business Card Order Form

CVCC Business Card

School of Nursing Card

Quantity Needed:

500

1,000

Please fill in all information if ordering for the first time:

Name \_\_\_\_\_

Credentials \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website (automatically prints on card) \_\_\_\_\_

Other \_\_\_\_\_

If placing a re-order, please  
attach a copy of current card  
here.

Repeat card with changes listed

Repeat card exactly as sample shown

**RETURN COMPLETED  
FORM TO TINA KLIK**

**Cost: 500 / \$30.75      1,000 / \$41.25      Total Amount to charge = \_\_\_\_\_**

ACCOUNT TO  
CHARGE:

\_\_\_\_\_ FUND

\_\_\_\_\_ FUNC

\_\_\_\_\_ OBJ

\_\_\_\_\_ SCC

\_\_\_\_\_ SUBJECT

\_\_\_\_\_ JOB

Supervisor Approval: \_\_\_\_\_

*Revised August 2019*



**CUYAHOGA VALLEY CAREER CENTER**  
**EMPLOYEE TRAVEL EXPENSE REPORT**

PO # _____
VEN # _____
ACCT # _____
_____
FOR OFFICE USE ONLY

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ MONTH: \_\_\_\_\_

TRANSPORTATION:									
Date	Location	Purpose	Other	Miles	Bkfst	Lunch	Dinner	Total Meals (no tips)	Total Tips
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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29									
30									
31									

<b>Approved by Treasurer</b>
_____
<b>Initials</b>

Transportation: Total Miles: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Other Transportation: (Attach original receipts) \$ \_\_\_\_\_  
 Meals: (Attach original receipts) \$ \_\_\_\_\_  
 Lodging: (Attach original receipts) \$ \_\_\_\_\_  
 Registration: (Attach original receipts) \$ \_\_\_\_\_  
 Other: (Attach original receipts) \$ \_\_\_\_\_  
 TOTAL = \$ \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature      Date      Approved: \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Signature      Date

**A copy of the approved ADM 30 Professional Meeting Form(s) must be attached.**

**ADM 04**  
 Rev. 8/16

**INSTRUCTIONS/INFORMATION FOR TRAVEL EXPENSE REPORT**

1. Entries should be made by the appropriate date as listed in the left column, headed DATE.

2. Example for columns:

								<u>Recommended Guidelines</u>
Date	Location	Purpose	Other	Miles	Bkfst	Lunch	Dinner	Total Meals
7/8/16	Columbus, OH	CTE Conference	\$2.50	260.2	\$12.00	\$18.00	\$30.00	\$60.00

3. TRANSPORTATION:

- a. All travel requires advance approval by the Superintendent or designee.
- b. Local travel should be submitted monthly.
- c. Out-of-State trips, trips to Columbus, and trips out of the immediate area may be submitted on separate travel expense reports as expenses are incurred.
- d. Attach approved professional visitation form to expense form when submitting for reimbursement.
- e. Rates will be paid on the least expensive mode of travel.
- f. Official mileage will be paid from CVCC to your approved destination.
- g. "Other" transportation costs include limousine, taxi, bus, plane, and parking expenses. An original receipt or ticket must be attached.
- h. More than two (2) nights of travel must have prior Board approval.
- i. Meal allowance is \$60 plus up to 18% tip, when appropriate, per day. All meal reimbursements must have printed original itemized receipts.
- j. All travel expenses beyond \$200 per month must be reported to the Board.
- k. Airline tickets and hotel reservations will be arranged through the Personnel Office.
- l. Original printed receipts must accompany expenses in all cases before reimbursement can be made. Hand written receipts will not be accepted.



**CUYAHOGA VALLEY CAREER CENTER  
STUDENT SIGN IN SHEET**

**Course Name:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
2. Name: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_
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**CUYAHOGA VALLEY CAREER CENTER**  
 8001 Brecksville Road • Brecksville, Ohio 44141  
 (440) 526-5200

**ACCIDENT REPORT FOR EMPLOYEE / STUDENT**  
**(FILE SAME DAY ACCIDENT OCCURS OR IS REPORTED)**

Name: \_\_\_\_\_ Home School/Position: \_\_\_\_\_

ACCIDENT REPORTED: Date: \_\_\_\_\_ Time: \_\_\_\_\_

ACCIDENT OCCURRED: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Where: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

DESCRIBE ACCIDENT (Include names of persons involved):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WITNESSES OR OTHERS HAVING INFORMATION:

\_\_\_\_\_  
 \_\_\_\_\_

WHO REPORTED THE ACCIDENT:

\_\_\_\_\_

WHAT ACTION WAS TAKEN:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Person Making Report      Date

\_\_\_\_\_  
 Signature of Person Injured                      Date

Route Copies:  
 Superintendent  
 Treasurer  
 Business Manager  
 Student/Employee File (Original)

\_\_\_\_\_  
 Supervisor's Signature                      Date

**ADM 01 - 1/05**



## MEDICAL INFORMATION RELEASE

Employee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

As provided by Section 4123.651(C) of the Ohio Revised Code, I hereby permit the release of medical information, records and reports relative to the issues necessary for the administration of my workers' compensation claim to my employer or its representative, Acordia, Inc. at 200 hanna Building, 1422 Euclid Avenue, Cleveland, OH 44115.

\_\_\_\_\_  
Signature

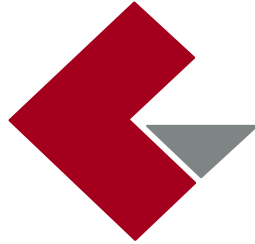
\_\_\_\_\_  
Date

**A photocopy of this authorization shall serve as an original**

(216) 241-4344

(800) 362-0430

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**CUYAHOGA VALLEY  
CAREER CENTER**

**ACKNOWLEDGEMENT OF ADULT EDUCATION 2022-  
2023 INSTRUCTOR HANDBOOK**

I have read and fully understand the Adult Education Instructor Handbook and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AWARD AGREEMENT  
BETWEEN  
THE OHIO DEPARTMENT OF HIGHER EDUCATION  
AND  
CUYAHOGA VALLEY CAREER CENTER JVSD**

This Award Agreement (“Agreement”) is entered into by and between the Ohio Department of Higher Education (“ODHE”) whose powers and duties are specified in the Ohio Revised Code §3333.04 and whose principal place of business is 25 South Front Street, Columbus, Ohio 43215, and Cuyahoga Valley Career Center JVSD (“Awardee”) with a place of business located at 8001 Brecksville Road, Brecksville, Ohio 44141.

**WHEREAS**, ODHE consists of the Chancellor of Higher Education and the Chancellor’s employees, agents and representatives and is responsible for overseeing higher education in the State of Ohio; and

**WHEREAS**, ODHE is authorized to participate in education-related state or federal programs on behalf of the state and assume responsibility for the administration of such programs in accordance with applicable state or federal law pursuant to Ohio Revised Code § 3333.04(Q); and

**WHEREAS**, Section 381.440 of Ohio House Bill 110 of the 134<sup>th</sup> General Assembly appropriated funds to the Chancellor to award funding for the Short-Term Certificate Grant Program; and

**WHEREAS**, in furtherance of its duties to the Short-Term Certificate Grant Program, ODHE released an Application for the Short-Term Certificate Grant Program on March 7, 2022, in order to distribute funds to eligible applicants; and

**WHEREAS**, in response to the application, Awardee submitted a completed application seeking an award for the Short-Term Certificate Program to receive an award; and

**WHEREAS**, ODHE approved the Awardee’s application pursuant to the criteria set forth in Section 381.440 of Ohio House Bill 110 of the 134<sup>th</sup> General Assembly and the Short-Term Certificate Grant Program Application released by ODHE; and

**WHEREAS**, ODHE and Awardee enter into this Agreement to set forth the terms and conditions of the award.

**NOW THEREFORE**, in consideration of the mutual covenants and promises set forth herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, ODHE and Awardee (individually, a “party”; collectively the “parties”) agree as follows:

**ARTICLE I: SCOPE OF WORK**

Awardee agrees to use the funds to support need-based financial aid students who are enrolled in a state supported community college, state community college, technical college, or an Ohio Technical Center in a program that may be completed in less than one year and for which a certificate or industry-recognized credential is awarded in an in-demand job as determined by a local and regional needs assessment.

The scope of work (“Project”) is described in detail in the Awardee’s Approved Application, which is attached hereto as Attachment I.

The Project is incorporated into this Agreement except to the extent modified by the terms set forth hereinafter.

Awardee’s Approved Application includes eligible certificates offered under this Agreement. Awardee agrees that modifications to the certificates offered must be approved by ODHE prior to any modification being made. Requests for modification shall be made (requested) in writing to the Project Administrator identified in Article III. See *ARTICLE V: AMENDMENTS OR MODIFICATION*.

Awardee agrees that the Project funding may only be used to support grants to eligible in-state students in accordance with Section 381.440 of Ohio House Bill 110 of the 134<sup>th</sup> General Assembly. The maximum award per student per short-term certificate shall not exceed two thousand and 00/100 dollars (\$2,000.00). A student may receive a maximum of three awards for different short-term certificates. The student must successfully complete one short-term certificate before receiving an award for another short-term certificate. The maximum award per eligible student shall in not exceed a total of six thousand and 00/100 dollars (\$6,000.00). Awarded grant funds shall be credited to the student's account.

Award amounts from prior Agreements mentioned in the Awardee's Approved Application are handled separately under a prior Agreement and, therefore, are not part of this Agreement.

Awardee agrees to manage funds awarded through this Agreement in a separate account from its general fund in a manner consistent with generally accepted accounting principles.

#### **ARTICLE II: PROJECT PERIOD**

The period of performance for the expenditure of awarded state money for the Project is July 1, 2022, through June 30, 2024, or until the Agreement is terminated pursuant to the terms contained herein. Reporting is required for six months immediately following the end of the term of the Agreement, in accordance with *ARTICLE VI: REPORTING* of this Agreement.

It is understood by the parties that the Project is to be completed in the period of performance of this Agreement.

#### **ARTICLE III: KEY PERSONNEL**

The project director(s) for the Awardee under this Agreement will be Marcy R. Green. Requests for changes in key personnel must be made in writing to *ODHE's project administrator* before approval will be granted.

The project administrator for this Agreement on behalf of ODHE is:

- Dr. Lauri White  
Associate Vice Chancellor, Workforce Engagement  
Ohio Department of Higher Education  
Email: lwhite@highered.ohio.gov  
Phone: (614) 644-5888

#### **ARTICLE IV: COMPENSATION**

A) In consideration of the promises and performance of Awardee as set forth herein:

- 1) Upon execution of this Agreement, ODHE agrees to disburse Project funding to Awardee in the amount of nineteen thousand one hundred twenty-nine and 34/100 dollars (\$19,129.34).
- 2) It is mutually agreed and understood that the total amount to be disbursed by ODHE to Awardee under this Agreement shall in no event exceed nineteen thousand one hundred twenty-nine and 34/100 dollars (\$19,129.34).

B) It is understood by the parties that the performance for the Project is to be completed within the period of performance set forth in *ARTICLE II: PROJECT PERIOD* of this Agreement.

C) In the event Awarded grant funds remain unused at the end of the project period detailed in Article II, ODHE may request that the Awardee return unused grant funds to ODHE.

#### **ARTICLE V: AMENDMENTS OR MODIFICATION**

Except for modifications to eligible certificates made pursuant to *ARTICLE I: SCOPE OF WORK* and requested changes to key personnel made pursuant to *ARTICLE III: PERSONNEL*, no amendment or modification of this Agreement shall be effective against either party unless such amendment or modification is set forth in writing and signed by both parties.

## **ARTICLE VI: REPORTING**

The Awardee will report to ODHE on the template, attached hereto as Attachment II, as follows: Fund Balance Reports – quarterly; Semi-Annual Metrics; Annual Metrics. Fund Balance reports are due on April 30, July 30, and October 30 of each fiscal year of the Agreement. Semi-annual metrics reports will be due July 30 of each fiscal year. Annual metrics will be due December 30 of each fiscal year.

Reporting is required for six months immediately following the end of the term of the Agreement, including the final grant and expense report due December 30, 2024. A desk and/or site audit will occur prior to the final closeout of the grant.

ODHE may, from time to time, request Awardee to collect data and information and provide additional reports to ODHE. Awardee will comply with such requests.

In the event of Termination, Awardee is required to continue to satisfy reporting requirements set forth herein.

## **ARTICLE VII: TERMINATION**

This Agreement may be terminated as follows:

- A) By ODHE without cause upon thirty (30) days written notice to Awardee.
- B) By mutual written consent of the parties.
- C) By ODHE immediately due to non-performance and/or noncompliance of Awardee.
- D) In accordance with the term limitations set forth in Article II.
- E) If the General assembly fails at any time to continue funding for the payments and other obligations set forth herein, ODHE's obligations under this Agreement are terminated as of the date the funding expires and ODHE shall have no further obligations hereunder. If ODHE discovers or is notified of the discontinuation of funding for this Agreement, then ODHE agrees to notify Awardee of said discontinuation as soon as is practicable. Awardee shall not perform any work under the Agreement after it receives such notice.

## **ARTICLE VIII: RECORDS**

Awardee shall keep all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

Regarding modifications to eligible certificates made pursuant to *ARTICLE I: SCOPE OF WORK* and requested changes to key personnel pursuant to *ARTICLE III: PERSONNEL*, ODHE will retain a copy of the Project Administrator's decision. Awardee must also retain sufficient documentation of the request and Project Administrator's final decision for audit purposes.

Awardee shall keep separate business records for this Project, including records of disbursements made and obligation incurred in the performance of this Agreement. These records shall be supported by agreements, invoices, vouchers and other data as appropriate. During the performance of this Agreement and for a period of three years after its completion, Awardee shall make such records available to ODHE as ODHE may reasonably require.

## **ARTICLE IX: DRUG AND ALCOHOL-FREE WORKPLACE**

Awardee shall comply with all applicable federal, state, and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that any of its employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

**ARTICLE X: COMPLIANCE WITH LAW**

Awardee agrees to comply with all applicable federal, state and local laws in the conduct of the work hereunder. Awardee acknowledges that its employees are not employees of ODHE with regard to the application of the Fair Labor Standards Act minimum wages and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. Awardee accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by Awardee in the performance of the work authorized by this Agreement.

**ARTICLE XI: NOTICE**

Any notice required hereunder shall be made in writing and shall be accomplished by personal delivery, facsimile, or by United States certified mail, return receipt requested, postage prepaid, addressed to the party at the address set forth below or such other address as said party shall hereafter designate in writing to the other party.

- Marcy R. Green  
Assistant Superintendent Cuyahoga Valley Career Center JVSD  
8001 Brecksville Road  
Brecksville, Ohio 44141  
Phone: (330) 746-8228  
Email: mgreen@cvccworks.edu
  
- Ohio Department of Higher Education  
Attn: General Counsel  
25 South Front Street, 7<sup>th</sup> Floor  
Columbus, OH 43215  
Facsimile: (614) 466-5866

**ARTICLE XII: DEBARMENT**

Awardee represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either Ohio Revised Code § 153.02 or Ohio Revised Code § 125.25. Awardee further represents and warrants that it is not debarred from the receipt of federal contracts. If these representations and warranties are found to be false, this Agreement is void *ab initio* and Awardee shall immediately repay to ODHE any funds paid under this Agreement.

**ARTICLE XIII: ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the parties hereto and supersedes any prior understandings or written or oral communications between the parties respecting the subject matter hereof.

**ARTICLE XIV: WAIVER**

The waiver or failures of either party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.

**ARTICLE XV: SEVERABILITY**

If any provision of this Agreement is found invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this Agreement shall not in any way be affected or impaired unless such severance would cause this Agreement to fail of its essential purpose.

**ARTICLE XVI: GOVERNING LAW**

This Agreement shall be construed under and in accordance with the laws of the State of Ohio.

**ARTICLE XVII: HEADINGS**

The headings herein are for reference and convenience only. They are not intended and shall not be construed to be a substantive part of this Agreement or in any other way to affect the validity, construction, interpretation, or effect of any of the provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year set aside by their respective signatures.

**CUYAHOGA VALLEY CAREER CENTER JVSD**

By: Marcy R Green  
Title: Asst. Superintendent

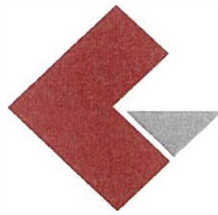
Date: 8/15/22

**OHIO DEPARTMENT OF HIGHER EDUCATION**

By: \_\_\_\_\_  
Randy Gardner  
Chancellor

Date: \_\_\_\_\_





**CUYAHOGA VALLEY  
CAREER CENTER**

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Serving the school districts of: Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nardon Hills • North Royalton • Revere • Twinsburg

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Via e-mail: [shortterm@highered.ohio.gov](mailto:shortterm@highered.ohio.gov)

March 21, 2022

Dr. Lauri White  
Associate Vice Chancellor  
Workforce Engagement  
Ohio Department of Higher Education  
25 South Front Street  
Columbus, Ohio 43215

Dr. Lauri White:

Cuyahoga Valley Career Center (CVCC) appreciates the opportunity to apply for the FY23 Short-Term Certificate Grant Program.

Our mission at CVCC highlights the need for skilled training for secondary and adult students. We are committed to providing training to ensure individuals in Northeast Ohio have the ability to obtain a certificate or industry-recognized credential in preparation for an in-demand job. Each of the short-term programs identified in the application are less than 600 hours in length, can be obtained in less than one year, and have been identified through O\*Net and the Ohio Bureau of Labor Statistics as in-demand jobs.

The primary contact to oversee and administer the program is:

Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8228  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

The fiscal agent is:

Richard Berdine  
Treasurer  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440-746-8203  
[rberdine@cvccworks.edu](mailto:rberdine@cvccworks.edu)

**Regional Needs Assessment:**

The data has been collected from O\*Net <https://www.onetonline.org/> and the Bureau of Labor Statistics <https://www.bls.gov/>.

**Advanced Airway Bridge**

**Note:** *This training qualifies for reciprocity for an out-of-state Emergency Medical Technician (EMT) or paramedic to practice as an EMT or paramedic in the State of Ohio. The employment outlook, wages, and growth are detailed below in the Emergency Medical Technician – Basic.*

**Emergency Medical Technician – Basic**

**Education:** This occupation requires training in a vocational school, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$19.29 hourly, \$40,130 annually Northeast Ohio

**State Wages:** \$22,520 up to \$49,560 annually

**Employment:** 261,300 employees

**Projected growth through 2030:** Faster than average (10% to 15%)

**Projected job openings through 2030:** 20,700

**State trends:** 1% projected increase through 2028

**Dental Assisting**

**Education:** Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$19.14 hourly, \$39,820 annually Northeast Ohio

**State Wages:** \$29,300 up to \$62,220 annually

**Employment:** 330,200 employees

**Projected growth through 2030:** Faster than average (10% to 15%)

**Projected job openings through 2030:** 44,000

**State trends:** 3% projected increase through 2028

**State Tested Nurse Aide (STNA)**

**Education:** This occupation requires training in vocational schools, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$14.51 hourly, \$30,180 annually Northeast Ohio

**State Wages:** \$22,770 up to \$38,290 annually

**Employment:** 1,396,700 employees

**Projected growth through 2030:** Average (5% to 10%)

**Projected job openings through 2030:** 187,000

**State trends:** +4% projected increase through 2028

**Electrocardiogram (EKG) Technician**

**Education:** This occupation requires training in a vocational school, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$27.49 hourly, \$57,170 annually Northeast Ohio

**State Wages:** \$31,740 up to \$84,71 annually

**Employment:** 58,200 employees

**Projected growth through 2030:** Average (5% to 10%)

**Projected job openings through 2030:** 4,700

**State trends:** +4% projected increase through 2028

**Phlebotomy**

**Education:** This occupation requires training in a vocational school, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$17.93 hourly, \$37,290 annually Northeast Ohio

**State Wages:** \$26,590 up to \$46,520 annually

**Employment:** 129,600 employees

**Projected growth through 2030:** Much faster than average (15% or higher)

**Projected job openings through 2030:** 19,500

**State trends:** +15% projected increase through 2028

### Esthetics

**Education:** This occupation requires training in a vocational school, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$16.10 hourly, \$33,500 annually Northeast Ohio

**State Wages:** \$20,410 up to \$63,200 annually

**Employment:** 68,700 employees

**Projected growth through 2030:** Much faster than average (15% or higher)

**Projected job openings through 2030:** 10,100

**State trends:** +6% projected growth through 2028

### Heating, Ventilation and Air Conditioning (Basic & Electric Program, Heating & Cooling + Certification Prep Program)

**Education:** This occupation requires training in a vocational school, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$25.82 hourly, \$53,700 annually Northeast Ohio

**State Wages:** \$31,650 up to \$70,200 annually

**Employment:** 380,400 employees

**Projected growth through 2030:** Average (5% to 10%)

**Projected job openings through 2030:** 38,500

**State trends:** +13% projected growth through 2028

### Machining Technology

**Education:** Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

**Job Training:** Employees in this occupation usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with this occupation.

**Median Wages:** \$20.53 hourly, \$42,700 annually Northeast Ohio

**State Wages:** \$28,650 up to \$65,250 annually

**Employment:** 363,000 employees

**Projected growth through 2030:** Average (5% to 10%)

**Projected job openings through 2030:** 41,200

**State trends:** +2% projected growth through 2028

**Web Design**

**Education:** Most in this occupation require a four-year bachelor's degree, but some do not.

**Related Experience:** A considerable amount of work-related skill, knowledge, or experience is needed for this occupation.

**Job Training:** Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

**Median Wages:** \$30.18 hourly, \$62,780 annually Northeast Ohio

**State Wages:** \$37,350 up to \$108,800 annually

**Employment:** 199,400 employees

**Projected growth through 2030:** Faster than Average (10% to 15%)

**Projected job openings through 2030:** 17,900

**State trends:** +6% projected growth through 2028

**Marketing Plan:**

CVCC has entered into a contractual agreement with a local marketing firm to market all training and funding opportunities for students. This scholarship opportunity would be marketed in the same manner as the program utilizing marketing resources such as social media posts, Twitter posts, Instagram, e-mail blasts, local print and electronic media, press releases, providing marketing materials to local chambers of commerce, posting on the alumni (<https://www.facebook.com/groups/66924287027>) and CVCC Facebook pages (<https://www.facebook.com/cvccworks>), the adult education catalog in electronic and print form ([https://www.cvccworks.edu/adulteducation\\_home.aspx](https://www.cvccworks.edu/adulteducation_home.aspx)), quarterly electronic newsletters (<https://www.cvccworks.edu/October2020eBlast.aspx>) and by providing information to members of business and industry through our bi-annual program advisory committee meetings. We have employed a Media Specialist that assists with the preparation and disbursement of the marketing information. Additionally, a Business Liaison is employed to build relationships with local members of business and industry to keep them abreast of the training and funding opportunities at CVCC. CVCC also works directly with local resource agencies such as Ohio Means Jobs and Ohio to Work to provide information regarding programming and student funding information.



Facebook:



Instagram:

**Cuyahoga Valley Career Center**  
 115 People Reached 3 Engagements

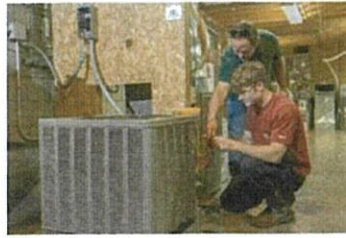
At CVCC, we're committed to making our programs accessible to everyone – through low tuition rates and flexible class schedules. CVCC programs are **ENROLLING NOW!** To learn more about CVCC's Adult Education Dental Assisting Program and what it can offer you, please visit: <https://cuyahogavalley.augustsoft.net/index.cfm>.



115 People Reached 3 Engagements [Boost Post](#)

**Cuyahoga Valley Career Center**  
 838 People Reached 26 Engagements 15x Higher Distribution Score

Build the skills you need for a new career – and a better life for you and your family – through an industrial training program at CVCC. Check out CVCC's Adult Education HVAC Technician program TODAY! [https://www.cvccworks.edu/adulthoodeducation\\_home.aspx](https://www.cvccworks.edu/adulthoodeducation_home.aspx)



838 People Reached 26 Engagements 15x Higher Distribution Score [Boost post](#)

Facebook:

**Become a HVAC Technician!**  
**HEATING VENTILATION/ AIR CONDITIONING (HVAC) CAREER TRAINING**  
*Top In-demand Career in Ohio!*

This 200-hour training program will provide the essential foundational knowledge in preparation for a career as an HVAC Technician. This program emphasizes immersive hands-on activities and problem-solving skills as well as prepares students for the CFC Section K08 Certification.

- Total Cost: \$3,512 (subject to change)
- Student **PAYMENT PLAN** is available to those who qualify
- Program Start Date: August 9, 2021 – February 28, 2022  
 Deadline to Apply: August 2, 2021
- Classes held on Mondays and Wednesdays, 6:00 p.m. – 10:00 p.m.
- Job Search assistance is available

**ENROLLING NOW!**

For More Information Visit:  
[https://cvcc.augustsoft.com/enrollnow?FA0001\\_SupHVAC\\_A1000422\\_Lab&VIZZNUM=88899&WT=3890&\\_af=views&utm\\_source=facebook](https://cvcc.augustsoft.com/enrollnow?FA0001_SupHVAC_A1000422_Lab&VIZZNUM=88899&WT=3890&_af=views&utm_source=facebook)  
 Email: [eeinfo@cvccworks.edu](mailto:eeinfo@cvccworks.edu), Call: 440.746.8230

8001 Brecksville Rd. • Brecksville, Ohio 44141 • 440.526.5208 • [www.cvccworks.edu](http://www.cvccworks.edu)

**cvccworks**  
 Cuyahoga Valley Career Center

cvccworks in northeast Ohio – and across the nation – there is a growing shortage of skilled industrial workers. CVCC's industrial training programs help you build the skills you need to enter one of these well-paying careers – and excel! Check out the opportunities CVCC's Heating, Ventilation/Air Conditioning Program has to offer. Where are you going? <https://cuyahogavalley.augustsoft.net/index.cfm?fuseaction=1010&catalogid=3>

#industry #hvactechnician #education #training #adulthoodeducation #skills #career

[View Insights](#)

2 likes

Instagram:

**Cuyahoga Valley Career Center @CVCCWorks** Jan 3

Whether you plan to pursue further training as a paramedic or begin an entry-level career as an EMT, you'll develop the skills and knowledge for success at CVCC! For more on CVCC's Emergency Medical Technician Program, visit: [cvccworks.edu/adulthoodeducation](http://cvccworks.edu/adulthoodeducation), or call 440.746.8230.



Twitter:

 Cuyahoga Valley Career Center @CVCCWorks · Feb 23 ...  
 In today's business environment, web and graphic design jobs are in high demand. You will be, too, after completing your program at CVCC. Check out the opportunities available today! [cvccworks.edu/adulteducation...](http://www.cvccworks.edu/adulteducation...)



Instagram:



Instagram:

E-blast:

## Check Out Upcoming Adult Education Programs!

- Evening Cosmetology Program
- Graphic Design for Print and Web Production Program
- STNA Program
- EKG Technician Program
- Phlebotomy Program
- Dental Assisting Program
- Esthetics Program

Federal student aid is available for those who qualify. For more information, call 440-746-8206 or visit <http://www.cvccworks.edu/FinancialAid.aspx>.

Press Release:



**TO: Area Media  
RELEASE**

**FOR IMMEDIATE**

November 19, 2021

**CONTACT: Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141  
440.526.5200**

#### **ADULT EDUCATION PROGRAMS AT CVCC**

**Brecksville, OH** – The Adult Education Department at Cuyahoga Valley Career Center (CVCC) is offering a variety of programs starting January 2022. The following medical-related program offerings include State Tested Nurse Aide, Dental Assisting, Emergency Medical Technician, EKG Technician, and Phlebotomy. If you have a passion for helping others, with the goal of pursuing a career in a health-related field, one of these programs may be a great fit! Additionally, CVCC is offering programs with financial aid eligibility, including Cosmetology and Esthetics. Other hands-on programs include, Graphic Design, Web Design, and HVAC. Find the Career that Works for You at CVCC! To enroll or for further information, please visit [http://www.cvccworks.edu/adulteducation\\_home.aspx](http://www.cvccworks.edu/adulteducation_home.aspx) email [aeinfo@cvccworks.edu](mailto:aeinfo@cvccworks.edu), or call 440.746.8230.

Cuyahoga Valley Career Center serves the public school districts of Brecksville-Broadview Heights, Cuyahoga Heights, Garfield Heights, Independence, Nardon Hills, North Royalton, Revere and Twinsburg. Adult and Student Workshops and Adult Education courses are open and available to all residents of Northeast Ohio. The Career Center is located at 8001 Brecksville Road, Brecksville, OH 44141, one mile east of the I-77/Wallings Road exit, opposite Wallings Road on Rt. 21.

###



CVCC employs a Student Support Services and an Adult Education Coordinator to assist students with financial aid and assist with the retention and completion of students. The Student Support Services employee will work with the Coordinator to: maintain contact with the students to enhance academic success and increase retention/graduation rates; meet with students one-on-one to increase motivation, improve achievement, and monitor academic success; assist with the enrollment process; follow-up on early alert referrals to direct students to the appropriate resources; and refer to community resources as needed.

The resources provided by the Short-Term Certificate Grant Program would be extremely helpful in providing access to education and training, as well as removing the financial barriers that may exist. We look forward to the opportunity to participate in this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Marcy R. Green". The signature is fluid and cursive, with the first name "Marcy" and last name "Green" clearly distinguishable. The signature is positioned above the printed name and title.

Marcy R. Green  
Assistant Superintendent

## FY22 Short Term Certificate Grant Program

## Institutional Information

Name of Institution  
Mailing Address

Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, OH 44141

President / Superintendent  
Email Address  
Phone Number

David Mangas  
[dmangas@cvccworks.edu](mailto:dmangas@cvccworks.edu)  
440-746-8320

Short Term Certificate Grant Program Primary Contact Person  
Title  
Email Address  
Phone Number

Marcy Green  
Assistant Superintendent  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)  
330-746-8228

Project Director(s)  
Title  
Email Address  
Phone Number

Erin Farnsworth  
Student Support Specialist  
[efarnsworth@cvccworks.edu](mailto:efarnsworth@cvccworks.edu)  
440-746-8337

Project Director(s)  
Title  
Email Address  
Phone Number

Project Director(s)  
Title  
Email Address  
Phone Number

Legal Contact  
Title  
Email Address  
Phone Number

Marcy Green  
Assistant Superintendent  
[mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)  
440-746-8228

Attachment I

FY22 Short Term Certificate Grant Program

Certificate Program Name	Program Length		Program Cost	Credit / Non-credit	In-Demand Job/Occupation (List names of related occupations)	Comments	This program is already on the ODHE approved program list
	Credit hours or Contact hours Less than 30 credit hours;	Less than 900 clock hours					
1 Advanced Airway Bridge	12 clock hours		\$575.00	Non-Credit	Emergency Medical Technician/Paramedic	Provides advanced training in airway control and management for EMTs and Paramedics and those seeking reciprocity for employment in Ohio	Yes
2 Emergency Medical Technician - Basic	172 clock hours		\$1,300.00	Non-Credit	Emergency Medical Technician	AHA Basic Life Support CPR training & NREMT exam Registered Dental Assistant (AMT RDA 101) & Licensed	Yes
3 Dental Assisting Program	216 clock hours		\$4,359.00	Non-Credit	Dental Assistant	Ohio Dental Radiographer credentials (OSDB LODR 101). AHA Basic Life Support CPR training	Yes
4 State Tested Nurse Aide	97 clock hours		\$795.00	Non-Credit	State Tested Nurse Aide	ODH STNA 303. AHA Basic Life Support CPR training Certified EKG Technician (NHA CET 994). AHA Basic Life Support CPR training	Yes
5 EKG Technician	75 clock hours		\$1,445.00	Non-Credit	EKG Technician	Support CPR training	Yes
6 Phlebotomy	160 clock hours		\$1,499.00	Non-Credit	Phlebotomist	Certified Phlebotomy Technician (NHA CPT 204). AHA Basic Life Support CPR training	Yes
7 Esthetics	600 clock hours		\$6,750.00	Non-Credit	Esthetician	Ohio Cosmetology Board Licensed Esthetician (OSCB ESTH 2602)	Yes
8 HVAC - Basic & HVAC - Electric	96 clock hours		\$1,709.00	Non-Credit	HVAC Technician	HVAC - Basic Certificate of Completion	No
9 HVAC - Heating & Cooling + Certification Prej	104 clock hours		\$1,803.00	Non-Credit	HVAC Technician	CFC Section 608 Certification	No
10 Machining Technology	650 clock hours		\$10,227.00	Non-Credit	Machinist	NIMS Computer-Aided Manufacturing (CAM) milling and turning	Yes
11 Web Design	129 clock hours		\$2,935.00	Non-Credit	Web Designer	Adobe ACA (Photoshop), Adobe ACA (Dreamweaver)	Yes

**For existing Short-Term Certificate Grantees only:**

**Fund Balance as of March 7, 2022**

<b>Short-Term Certificate</b>		<b>\$0.00</b>
<b>Foster Youth Grant</b>	<b>\$</b>	
<b>Finish for Your Future Adult Learner Grant</b>	<b>\$</b>	

Attachment II

ODHE - Short-Term Certificate Grant Final Report

Name of Institution	
Address	
City/State/Zip	
ODHE Account #	201 000
Accounting System (Do not add account numbers)	

Instructions: Please enter comprehensive data for the Short-Term Certificate Grant Program. Final report requirements: 1. All funds must be awarded. 2. All students receiving funds must be enrolled in approved programs. 3. The term in which the final funds were awarded must be completed. 4. All data for the grant must be provided. 5. All approved courses, their descriptions, and student learning objectives.

Program (Course/Training) Name	Number of Awards Granted	Total Amount Awarded	Lowest Award Amount to a Student	Highest Award Amount to a Student	Program (Course/Training) Total Head Cost	Number of Students Successfully Completing Program (Course/Training)	Number of Students Who Successfully Completed Program (Course/Training)	Industry Recognized Credential (If Not Applicable)
1		\$	\$	\$				
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Please add more lines if more than 20 programs were involved.





**IEC Northern Ohio and Cuyahoga Valley Career Center**  
**APPRENTICE AGREEMENT 08/31/2022**  
**First through Fourth Year Program 2022-2023**

Cuyahoga Valley Career Center will provide classroom space with the usual teaching aids such as DVD player, dry-erase board and overhead projector. If requested, CVCC will provide additional equipment when available. The electrical lab can be made available upon special request with advanced notice. There will be no charge for occasional use.

Cuyahoga Valley will provide administrative support that includes payment of instructor's wages. The instructor is required to be state certified to teach and CVCC will provide the necessary form(s) to be completed and returned to CVCC for processing.

Programs are 4 hours per week, 36 weeks each, for a total of 576 instruction hours.  
The instructor wages are \$25.00/hour plus benefits or \$29.63/hour for a total of \$17,066.88 CVCC is responsible for \$16.00/hour plus benefits or \$18.96/hour for a total of \$10,920.96 Instructor wage differential is \$10.67/hour for a total of \$6,145.92, which will be paid by IEC Northern Ohio.

Tuition is charged to IEC Northern Ohio based on student registrations one (1) month after the start date of the program. The contract covers the following number of students:

First Year - 22 Second Year - 16 Third Year - 7 Fourth Year - 6 Total - 51

Tuition is charged based on the following rates:

\$6.00 per hour for all students in the First, Second, Third, and Fourth Year Programs. Student enrollment will not exceed 15 students per class.

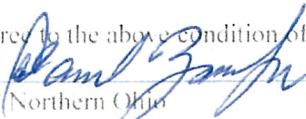
IEC Northern Ohio will be invoiced one month after the start date of the program for the 50% of the instructor wage differential (\$3,072.96) and 50% of the total tuition (\$14,256.00), for a total due of \$ 17,328.96


The remaining 50% of the wage differential and the tuition, \$ 17,328.96 is due one month after the start of the second semester (January 25, 2022). Any other miscellaneous expenses (instructor unemployment benefits) charged to CVCC for IEC Northern Ohio instructors representatives are the responsibility of IEC Northern Ohio. CVCC will invoice IEC Northern Ohio for these miscellaneous expenses at the end of the fiscal year.



Adjustments to student enrollment can be made within the first two weeks of class. The tuition charged to H.C Northern Ohio based on any reduction in student attendance shall not be reduced below \$20,000. The tuition will be invoiced as indicated above with 50% invoiced one month after the start of the program and the remaining 50% invoiced one month after the start of the second semester.

I agree to the above condition of this agreement.

 DANIEL ZAWADZKI, B.I.O. 9/13/22  
HEC Northern Ohio Name Title Date

 9/1/22  
Cuyahoga Valley Career Center Marcy R. Green Assistant Superintendent Date