



**Cuyahoga Valley Career Center**

**August 2023 Board Meeting**

**August 31, 2023, 6:30 pm - 8:00 pm  
Conference Room A**

**DOCUMENTS**

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**Cuyahoga Valley Career Center**

**June 2023 Board Meeting**

**June 29, 2023, 6:30 pm - 8:00 pm  
Conference Room A**

**MINUTES**

# MINUTES

## Cuyahoga Valley Career Center Board

### June 2023 Board Meeting

Thursday, June 29, 2023, 6:30 pm - 8:00 pm

### Conference Room A

#### **In Attendance**

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

#### **Not In Attendance**

James Gilbride; Robert Felber

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

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

#### **I. Call to Order**

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

#### **II. Pledge of Allegiance**

#### **III. Roll Call**

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

#### **IV. PRESIDENT'S REPORT**

\* Staff Member of the Year Award

#### **V. SUPERINTENDENT'S REPORT**

\* Bullying/Harassment Report, 2nd Semester

#### **VI. BOARD COMMENTS**

#### **VII. COMMITTEE REPORTS**

#### **VIII. APPROVAL OF MINUTES**

\* Regular Meeting: May 18, 2023

- ROLL CALL:

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

Move: Jacquelyn Arendt Second: Russ Fortlage Status: Passed

Yes: James Virost, Gary Suchocki, Jacquelyn Arendt, Russ Fortlage,  
Jennifer Burke, Michael Wiant

## **IX. COMMENTS FROM THE PUBLIC**

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

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

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

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

## **X. FINANCES**

Resolution **#2023-6 22** Routine Items recommended (may be handled as one motion).

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

- Treasurer's Report:

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

**2023-6 22 (1)**

- FY23 Final Amended Appropriations:

BE IT RESOLVED by the Board of Education of the CUYAHOGA VALLEY CAREER CENTER, CUYAHOGA County, Ohio that to provide for the current expenses and other expenditures of said Board of

Education, during the fiscal year ending June 30, 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

**2023-6 22 (2)**

- FY24 Permanent Appropriations:

BE IT RESOLVED by the Board of Education of the CUYAHOGA VALLEY CAREER CENTER, CUYAHOGA County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

**2023-6 22 (3)**

- ROLL CALL:

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

**Ms. Thomas arrived at 6:36 PM.**

Move: Jennifer Burke Second: James Virost Status: Passed

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

**XI. NEW BUSINESS - Personnel**

Resolution **#2023-6 23** 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.

- Approve Amendment to Contract:

Approve Amendment to Contract of Employment of Treasurer Richard Berdine, approved October 27, 2022, effective August 1, 2023 through July 31, 2028.

**2023-6 23 (1)**

**A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT**

- Employment:

Per Resolution **#2023-2 10 (5)**, employ Gale Battle as Career Specialist, effective August 21, 2023 through June 30, 2024, on a one-year, part-time limited contract for 1050 hours at Career Specialist Step 0 plus applicable holidays, per the Addendum to the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

**2023-6 23 (2)**

## B. CERTIFICATED

- Adult Education 2023-24 Instructors' List:

Approve adding Delbra Pace, Kelley Graves, Erin Batyreva, Rebekah Faber, Tamara Richards, and Destiny Thomas to the part-time Adult Education Instructors' List for the 2023-24 school year, effective July 1, 2023 through June 30, 2024.

**2023-6 23 (3)**

- Employment:

Per Resolution **#2023-2 10 (10)**, authorize the employment of Heather Nelligan as Fire & EMS Academy Instructor, effective August 21, 2023 for the 2023-24 school year, on a one-year limited contract, at Step 10A, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

**2023-6 23 (4)**

- Resignation/Retirement:

Accept the retirement of Gerald Koenig, Power Equipment Technology Instructor, effective June 30, 2023.

**2023-6 23 (5)**

- Replacement:

Authorize to replace Power Equipment Technology Instructor.

**2023-6 23 (6)**

- Employment:

Per Resolution **#2023-6 23 (6)**, authorize the employment of Matthew Harding as Power Equipment Technology Instructor, effective August 21, 2023 for the 2023-24 school year, on a one-year limited contract, at Step 10A plus workload pay, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

**2023-6 23 (7)**

- Resignation/Retirement:

Accept the retirement of Efrain Soto, Auto Body Repair & Refinishing Instructor, effective June 30, 2023.

**2023-6 23 (8)**

- Replacement:

Authorize to replace Auto Body Repair & Refinishing Instructor.

**2023-6 23 (9)**

- Employment:

Per Resolution **#2023-6 23 (9)**, authorize the employment of Michael Kapis, Jr. as Auto Body Repair & Refinishing Instructor, effective August 21, 2023 for the 2023-24 school year, on a one-year limited contract, at Step 10A plus workload pay, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

**2023-6 23 (10)**

- Summer Work Hours:

Approve Matthew Harding, Michael Kapis, Jr., and Heather Nelligan to receive up to five (5) days of summer work hours for a maximum of six (6) hours per day, for classroom and lab preparation, inventory, and course syllabus at the current Summer Work Rate.

**2023-6 23 (11)**

- Teacher 2023-24 Extended Service Contracts:

Approve the extended service contracts for the 2023-24 school year for Matthew Harding, Michael Kapis, Jr., Heather Nelligan, and Stephanie Duttry, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

**2023-6 23 (12)**

- Supplemental Contract for Legislative Liaison:

Approve a supplemental contract for Kelli Casini for up to four (4) days for Legislative Liaison responsibilities performed outside of normal working hours, payable by timesheet at the Student Activities rate as calculated from Step 0, Column D of the salary schedule, per Article 12 "Additional Compensation, J. Other Supplementals" of the negotiated agreement. Contract effective for the 2023-24 school year.

**2023-6 23 (13)**

- Supplemental Contracts for Leadership Development:



Approve supplemental contracts for Victoria Vachon, John Spano, and Joseph McNamee for up to 10 days for a maximum of six (6) hours per day for Leadership Development, payable by timesheet at the current Summer Work Rate, per Article 12 "Additional Compensation, J. Other Supplementals" of the negotiated agreement. Contract effective for the 2023-24 school year.

**2023-6 23 (14)**

- Professional Growth Days:

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

**2023-6 23 (15)**

C. CLASSIFIED

- Employment:

Per **Resolution #2023-4 17 (24)**, authorize the employment of Stacey Kaufman as Educational Aide, effective August 23, 2023 through June 30, 2024, on a one year, limited contract for 180 days, plus applicable holidays, at Educational Aide, Step 7, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

**2023-6 23 (16)**

- ROLL CALL:

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

Move: Ashley Thomas Second: Jacquelyn Arendt Status: Passed

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

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

Resolution **#2023-6 24** Other Items Recommended (may be handled as one motion).

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

- Disposal of Inventory Items:

Approve the disposal of varied inventory items as listed in the Exhibit:

**2023-6 24 (1)**

- Donations:

Accept donations per Resolution #1976-167 as listed:

**2023-6 24 (2)**

- Superintendent Memberships:

Approve memberships for the Superintendent for FY24 as listed.

**2023-6 24 (3)**

- Approve Strategic Plan Consultant:

Approve KWALLA Consulting LLC as Cuyahoga Valley Career Center's strategic plan consultant for the 2023-24 school year, not to exceed \$19,500.

**2023-6 24 (4)**

- Consultant Services:

Approve a consultant contract with Dr. Brian E. Harper, Esq. for the 2023-24 school year to provide consultation services in relation to diversity topics at Cuyahoga Valley Career Center at a cost not to exceed \$9,450.

**2023-6 24 (5)**

- Professional Meeting Days:

Approve Assistant Superintendent Marcy Green and Adult Education Coordinator Terri Lynn Brosseau to attend the Annual Council on Occupational Education (COE) Conference in Atlanta, GA, November 14-16, 2023. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

**2023-6 24 (6)**

- CVCC Adult Education Handbooks for Career Development Programs:

Approve the revisions to CVCC Adult Education Handbooks for Career Development Programs for the 2023-24 school year as follows: Business and Office Technologies, Emergency Response Programs, Health and Beauty Programs, Health Care Program, Industrial Careers, the School of Nursing at Cuyahoga Valley Career Center, and the Adult Education Instructor Manual.

**2023-6 24 (7)**

- Approve Agreement:

Approve renewing agreement between Cuyahoga Valley Career Center and Desidara for them to provide marketing tactics for the 2023-24 school year.

**2023-6 24 (8)**

- Amend Resolution:

Amend Resolution #2023-5 21 (5) to reflect new start date of July 1, 2023 in the agreement with Desdiara for hosting and maintaining CVCC's website.

**2023-6 24 (9)**

- Liability, Property, Casualty, Cyber, and Professional Liability Insurance:

Approve renewing Liability, Property, Casualty, Cyber, and Professional Liability Insurance policies with Liberty Mutual Insurance Company, with the total annual premium being \$115,771.

**2023-6 24 (10)**

- ROLL CALL:

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

Move: Gary Suchocki Second: Jacquelyn Arendt Status: Passed

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

**XIII. ADJOURN**

**6:51 PM**

- ROLL CALL:

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

Move: Michael Wiant Second: Ashley Thomas Status: Passed

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

Next Board of Education Meeting:

\*Regular Meeting: Thursday, August 31, 2023 in Conference Room A

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

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

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

# **CUYAHOGA VALLEY CAREER CENTER**

**June 30, 2023**

Richard A. Berdine, Treasurer



**2022-23**

**Cuyahoga Valley Career+A2:F28r Center**

**Forecast Comparison - General Operating Fund - June 2023**



	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 124,000	\$ 123,402	\$ 114,443	\$ (598)	
1.040 - Restricted Grants-in-Aid	\$ 26,910	\$ 26,060	\$ (26,557)	\$ (850)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 52,433	\$ 61,638	\$ 14,874	\$ 9,205	
<b>1.070 - Total Revenue</b>	<b>\$ 203,343</b>	<b>\$ 211,100</b>	<b>\$ 102,760</b>	<b>\$ 7,757</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 203,343</b>	<b>\$ 211,100</b>	<b>\$ 102,760</b>	<b>\$ 7,757</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 1,001,465	\$ 961,181	\$ 642,672	\$ 40,284	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.020 - Employees' Retirement/Insur. Benefits	\$ 302,607	\$ 288,698	\$ 241,473	\$ 13,909	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.030 - Purchased Services	\$ 84,481	\$ 66,785	\$ 101,337	\$ 17,696	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.040 - Supplies and Materials	\$ 70,674	\$ 49,637	\$ 52,110	\$ 21,037	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.050 - Capital Outlay	\$ 2,994	\$ 2,247	\$ -	\$ 747	
3.060 - Intergovernmental	\$ 92,104	\$ 51,213	\$ 133,651	\$ 40,891	timing of CTE partnership payments to associate district compared to prior fiscal years
4.300 - Other Objects	\$ 3,074	\$ 3,380	\$ 2,303	\$ (306)	
<b>4.500 - Total Expenditures</b>	<b>\$ 1,557,399</b>	<b>\$ 1,423,142</b>	<b>\$ 1,173,546</b>	<b>\$ 134,257</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 1,557,399</b>	<b>\$ 1,423,142</b>	<b>\$ 1,173,546</b>	<b>\$ 134,257</b>	
<b>Surplus/(Deficit) for Month</b>	<b>\$(1,354,056)</b>	<b>\$(1,212,041)</b>	<b>\$(1,070,786)</b>	<b>\$ 142,015</b>	

rb070723

**Cuyahoga Valley Career Center**

**Forecast Comparison - General Operating Fund - June 2023**



	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)	\$ 12,665,533	\$ 12,663,667	\$ 12,196,253	\$ (1,866)	
1.020 - Public Utility Personal Property Tax	\$ 643,115	\$ 632,144	\$ 593,065	\$ (10,971)	actual tax receipts from public utilities slightly less than forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 1,701,980	\$ 1,708,516	\$ 1,741,437	\$ 6,536	
1.040 - Restricted Grants-in-Aid	\$ 343,230	\$ 341,131	\$ 291,548	\$ (2,099)	
1.050 - Property Tax Allocation	\$ 1,531,546	\$ 1,531,648	\$ 1,482,379	\$ 102	
1.060 - All Other Operating Revenues	\$ 615,900	\$ 679,886	\$ 414,561	\$ 63,986	timing of investment maturities, interest rates/earnings continue to increase, increase in TIF revenues from Village of Richfield and City of Fairlawn
<b>1.070 - Total Revenue</b>	<b>\$ 17,501,304</b>	<b>\$ 17,556,992</b>	<b>\$ 16,719,243</b>	<b>\$ 55,688</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ 207,000	\$ 207,000	\$ 407,000	\$ -	
2.060 - All Other Financing Sources	\$ 1,522	\$ 1,522	\$ 770	\$ (0)	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 17,709,826</b>	<b>\$ 17,765,514</b>	<b>\$ 17,127,013</b>	<b>\$ 55,688</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 8,521,648	\$ 8,443,111	\$ 8,163,957	\$ 78,537	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,936,541	\$ 2,933,643	\$ 2,831,637	\$ 2,898	
3.030 - Purchased Services	\$ 1,278,783	\$ 1,231,724	\$ 1,066,809	\$ 47,059	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.040 - Supplies and Materials	\$ 660,474	\$ 615,329	\$ 602,275	\$ 45,145	timing of expenditures compared to prior fiscal years, unused budgets carryover to FY24
3.050 - Capital Outlay	\$ 64,323	\$ 57,682	\$ 26,604	\$ 6,641	
3.060 - Intergovernmental	\$ 240,000	\$ 169,075	\$ 238,163	\$ 70,925	timing of CTE partnership payments to associate district compared to prior fiscal years
4.300 - Other Objects	\$ 386,069	\$ 384,332	\$ 321,330	\$ 1,737	
<b>4.500 - Total Expenditures</b>	<b>\$ 14,087,838</b>	<b>\$ 13,834,896</b>	<b>\$ 13,250,775</b>	<b>\$ 252,942</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ 3,871,981	\$ 3,871,981	\$ 1,928,014	\$ -	
5.020 - Advances Out	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 18,181,819</b>	<b>\$ 17,928,877</b>	<b>\$ 15,385,789</b>	<b>\$ 252,942</b>	
<b>Surplus/(Deficit) FYTD</b>	<b>\$ (471,993)</b>	<b>\$ (163,363)</b>	<b>\$ 1,741,224</b>	<b>\$ 308,630</b>	

rb070723

## 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>	130,211	105,379	31,505	50,299	127,016	407,539	28,741	240	<b>880,930</b>
<b>October</b>		-	39,070	424	128,716	357,760	29,599	1,282	<b>556,850</b>
<b>November</b>	-	-	31,725	8,174	126,074	-	30,126	-	<b>196,099</b>
<b>December</b>	-	-	27,107	1,260	124,119	-	32,697	-	<b>185,183</b>
<b>January</b>	306,000	-	37,990	2,604	150,788	-	26,828	-	<b>524,210</b>
<b>February</b>	4,496,823	-	38,239	1,758	123,266	-	29,438	-	<b>4,689,524</b>
<b>March</b>	1,780,356	224,730	51,356	59,246	123,463	-	27,122	-	<b>2,266,274</b>
<b>April</b>	197,865	119,789	52,162	25,366	125,386	-	26,319	-	<b>546,888</b>
<b>May</b>	-	-	48,186	30,155	278,019	766,349	26,250	-	<b>1,148,959</b>
<b>June</b>	-	-	56,844	4,794	123,402	-	26,060	-	<b>211,100</b>
<b>Totals</b>	<b>\$12,663,667</b>	<b>\$632,145</b>	<b>\$468,131</b>	<b>\$211,754</b>	<b>\$1,708,516</b>	<b>\$1,531,648</b>	<b>\$341,133</b>	<b>\$208,522</b>	<b>\$17,765,516</b>
<b>% of Total</b>	<b>71.28%</b>	<b>3.56%</b>	<b>2.64%</b>	<b>1.19%</b>	<b>9.62%</b>	<b>8.62%</b>	<b>1.92%</b>	<b>1.17%</b>	

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

rb070723

## Cuyahoga Valley Career Center



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



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other-Dues/Fees	Non-Operating*	Total Expenses
July	922,334	279,471	152,773	42,875	-	-	6,675	-	1,404,128
August	632,455	226,705	165,512	105,729	2,254	-	141,530	2,146,979	3,421,164
September	650,857	248,643	129,479	59,766	38,665	-	42,564	-	1,169,976
October	589,708	225,927	69,239	27,736	3,099	-	11,421	-	927,131
November	637,148	234,658	101,191	56,592	599	-	2,623	-	1,032,810
December	902,926	296,769	113,979	78,259	-	30,000	2,166	-	1,424,099
January	665,536	231,588	125,704	45,853	7,697	-	35,441	-	1,111,819
February	603,809	229,898	54,942	26,399	2,850	-	2,055	1,947,002	2,866,955
March	602,591	193,478	100,856	36,630	-	-	81,037	-	1,014,592
April	617,176	239,269	75,556	34,582	-	-	52,433	-	1,019,016
May	657,390	238,539	75,708	51,270	269	87,862	3,006	-	1,114,045
June	961,181	288,698	66,785	49,637	2,247	51,213	3,380	-	1,423,142
<b>TOTALS</b>	<b>\$8,443,112</b>	<b>\$2,933,643</b>	<b>\$1,231,723</b>	<b>\$615,329</b>	<b>\$57,681</b>	<b>\$169,075</b>	<b>\$384,332</b>	<b>\$4,093,981</b>	<b>\$17,928,877</b>
<b>% of Total</b>	<b>47.09%</b>	<b>16.36%</b>	<b>6.87%</b>	<b>3.43%</b>	<b>0.32%</b>	<b>0.94%</b>	<b>2.14%</b>	<b>22.83%</b>	
<i>*Non-Operating expenses include advances and transfers out.</i>									
Operating Fund includes General Fund (001) only									
									<b>rb070723</b>



## Cuyahoga Valley Career Center



**CUYAHOGA VALLEY  
CAREER CENTER**

June 2023

FINSUMM Financial Summary

rb070723

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	\$211,100.44	\$17,765,515.92	\$1,423,141.70	\$17,928,877.50	\$19,912,778.57	\$248,801.48	\$19,663,977.09
003	Permanent Improvement	\$1,729,281.07	\$0.00	\$3,774,971.75	\$17,730.43	\$1,882,002.50	3,622,250.32	\$2,231,125.85	1,391,124.47
006	Food Service	\$86,537.28	\$6,944.96	\$165,385.89	\$13,435.26	\$217,217.90	34,705.27	\$11,300.00	23,405.27
008	Endowment	\$72,771.25	\$288.18	\$2,508.29	\$0.00	\$13,000.00	62,279.54	\$0.00	62,279.54
009	Uniform School Supplies	\$30,178.72	\$0.00	\$104,510.28	\$3,536.57	\$117,420.62	17,268.38	\$13,228.95	4,039.43
011	Rotary-Special Services	\$110,105.98	\$2,096.13	\$33,183.68	\$1,690.49	\$32,826.26	110,463.40	\$871.47	109,591.93
012	Adult Education	\$874,656.12	\$99,094.46	\$1,307,693.46	\$150,078.38	\$1,548,491.72	633,857.86	\$33,055.61	600,802.25
018	Public School Support	\$193,760.09	\$2,903.94	\$52,613.26	\$3,351.93	\$57,722.57	188,650.78	\$879.72	187,771.06
019	Other Grants	\$147,269.81	\$0.00	\$0.00	\$1,874.94	\$36,694.32	110,575.49	\$3,911.90	106,663.59
022	District Agency	\$51,327.38	\$84,705.84	\$650,422.04	\$84,211.79	\$672,411.95	29,337.47	\$0.00	29,337.47
200	Student Managed Activity	\$44,802.12	\$377.43	\$169,542.25	\$9,539.14	\$211,584.84	2,759.53	\$24,245.66	(21,486.13)
451	Data Communications	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$1,110.00	\$0.00	\$6,000.00	\$0.00	\$5,110.00	2,000.00	\$475.00	1,525.00
499	Miscellaneous State Grants	\$2,500.00	\$0.00	\$17,214.75	\$0.00	\$17,214.75	2,500.00	\$0.00	2,500.00
508	Governors' Education Emerg. Relief	(\$2,074.68)	\$0.00	\$85,185.43	\$817.57	\$83,928.32	(817.57)	\$2,528.22	(3,345.79)
524	Carl Perkins Grants	(\$58,078.10)	\$9,717.88	\$454,205.85	\$14,342.35	\$403,426.75	(7,299.00)	\$13,607.48	(20,906.48)
599	Misc. Federal Grants (CARES Act)	(\$22,315.00)	\$0.00	\$177,748.45	\$0.00	\$105,433.45	50,000.00	\$30,871.05	19,128.95
	<b>Grand Totals (ALL Funds)</b>	<b>\$23,337,972.19</b>	<b>\$417,229.26</b>	<b>\$24,768,501.30</b>	<b>\$1,723,750.55</b>	<b>\$23,335,163.45</b>	<b>\$24,771,310.04</b>	<b>\$2,614,902.39</b>	<b>22,156,407.65</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.

<b>Fund</b>	<b>Description</b>	<b>Authorized Amount</b>	<b>Monthly Amount Received</b>	<b>Amount Received FY-to-date</b>	<b>Amount Received Project-to-date</b>
<i>State Grants</i>					
451/9023	Network Connectivity FY23	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00
461/9023	High Schools That Work FY23	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
461/9123	High Schools That Work SREB FY23	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
499/9023	BWC Safety FY23	\$14,714.75	\$0.00	\$14,714.75	\$14,714.75
499/9123	Skills Trainer Project FY23	\$11,400.00	\$0.00	\$0.00	\$0.00
499/9223	Ohio Attorney General Safety Grant FY23	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
	<b>Total State Funds</b>	<b>\$36,414.75</b>	<b>\$0.00</b>	<b>\$25,014.75</b>	<b>\$25,014.75</b>
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$72,604.00	\$0.00	\$62,143.68	\$69,226.46
508/9023	GEER I FY23	\$17,283.05	\$0.00	\$17,283.05	\$17,283.05
508/9123	GEER I FY23	\$5,758.70	\$0.00	\$5,758.70	\$5,758.70
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$6,449.50	\$287,385.77	\$287,385.77
524/9022	Carl D. Perkins Secondary FY22	\$346,023.88	\$0.00	\$51,052.75	\$346,023.88
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$3,218.38	\$81,617.06	\$81,617.06
524/9122	Carl D. Perkins Adult FY22	\$87,061.39	\$0.00	\$34,100.27	\$87,061.39
599/9022	HEERF Institution FY22	\$205,183.00	\$0.00	\$22,315.00	\$205,183.00
599/9222	HEERF Student FY22	\$205,183.45	\$0.00	\$105,433.45	\$205,183.45
599/9123	ESSER SAFETY FY23	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
	<b>Total Federal Funds</b>	<b>\$1,428,178.24</b>	<b>\$9,667.88</b>	<b>\$742,104.48</b>	<b>\$1,379,737.51</b>

rb070723

**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>
<i>rb070723</i>						

**Cuyahoga Valley Career Center**



CUYAHOGA VALLEY  
CAREER CENTER

**Cash Reconciliation**

**June 30, 2023**



CUYAHOGA VALLEY  
CAREER CENTER

<b>Cash Summary Report Balance</b>			\$ 24,771,310.04
<b>Bank Balance:</b>			
PNC Main Checking	1,003,449.07		
PNC - Merchant Svcs.	1,382.68		
PNC - Payroll Holding	30,000.00		
		\$ 1,034,831.75	
<b>Investments:</b>			
U.S. Bank: Meeder Investment Managers Managed Portfolio STAR Ohio	18,325,339.81 5,421,310.02		
		\$ 23,746,649.83	
<b>Petty Cash:</b>			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
<b>Change Fund:</b>			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (11,877.79)	
<b>Outstanding Deposits/Other Adjustments:</b>			
Credit Card Receipts in Transit	206.25		
Deposit in Transit	-		
Payroll in Transit	-		
		\$ 206.25	
<b>Bank Balance</b>			\$ 24,771,310.04
<b>Variance</b>			\$ -
<i>rb070723</i>			

## Cuyahoga Valley Career Center

**June 2023**



CUYAHOGA VALLEY  
CAREER CENTER

**Appropriation Summary**

*rb070723*

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	\$18,228,946.00	\$190,298.73	\$18,419,244.73	\$17,928,877.50	\$1,423,141.70	\$248,801.48	241,565.75	98.69%
003	Permanent Improvement	\$3,352,177.01	\$1,515,500.29	\$4,867,677.30	\$1,882,002.50	\$17,730.43	\$0.00	2,985,674.80	38.66%
006	Food Service	\$165,300.00	\$120.00	\$165,420.00	\$217,217.90	\$13,435.26	\$11,300.00	(63,097.90)	138.14%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$13,000.00	\$0.00	\$0.00	2,000.00	86.67%
009	Uniform School Supplies	\$66,033.89	\$14,615.68	\$80,649.57	\$117,420.62	\$3,536.57	\$13,228.95	(50,000.00)	162.00%
011	Rotary-Special Services	\$45,500.00	\$2,147.10	\$47,647.10	\$32,826.26	\$1,690.49	\$871.47	13,949.37	70.72%
012	Adult Education	\$1,796,308.34	\$25,406.84	\$1,821,715.18	\$1,548,491.72	\$150,078.38	\$33,055.61	240,167.85	86.82%
018	Public School Support	\$79,993.30	\$43,356.62	\$123,349.92	\$57,722.57	\$3,351.93	\$879.72	64,747.63	47.51%
019	Other Grants	\$131,016.47	\$16,253.34	\$147,269.81	\$36,694.32	\$1,874.94	\$3,911.90	106,663.59	27.57%
022	District Agency	\$627,664.16	\$0.00	\$627,664.16	\$672,411.95	\$84,211.79	\$0.00	(44,747.79)	107.13%
200	Student Managed Activity	\$180,964.43	\$12,515.14	\$193,479.57	\$211,584.84	\$9,539.14	\$24,245.66	(42,350.93)	121.89%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	0.00	100.00%
461	Vocational Education Enhancements	\$6,000.00	\$1,110.00	\$7,110.00	\$5,110.00	\$0.00	\$0.00	2,000.00	71.87%
499	Miscellaneous State Grants	\$28,614.75	\$2,500.00	\$31,114.75	\$17,214.75	\$0.00	\$0.00	13,900.00	55.33%
508	Governors' Education Emerg. Relief	\$25,698.63	\$60,789.66	\$86,488.29	\$83,928.32	\$817.57	\$2,528.22	31.75	99.96%
524	Carl Perkins Grants	\$402,845.31	\$26,895.63	\$429,740.94	\$403,426.75	\$14,342.35	\$13,607.48	12,706.71	97.04%
599	Miscellaneous Federal Grants	\$155,433.45	\$0.00	\$155,433.45	\$105,433.45	\$0.00	\$30,871.05	19,128.95	87.69%
<b>Totals</b>		<b>\$25,309,295.74</b>	<b>\$1,911,509.03</b>	<b>\$27,220,804.77</b>	<b>\$23,335,163.45</b>	<b>\$1,723,750.55</b>	<b>\$383,301.54</b>	<b>\$3,502,339.78</b>	<b>87.13%</b>

## Cuyahoga Valley Career Center



### Check Register for Checks > \$4,999.99 June 2023



Vendor	Amount	Fund	Description
Cintas	5,411.51	009/019	Student uniform rentals
Illuminating Co.	9,371.46	001	Electricity
Brecksville/Broadview Heights Schools	6,590.61	001	Tax valuation complaints legal fees reimbursement
Cuyahoga Heights Schools	21,213.13	001	CTE partnership funds
CVCC-AE Federal Disburse	59,411.52	022	Adult Education tuition/fees from federal grants/loans
PNC Bank	11,474.43	various	Student/staff travel, student exam fees, staff sunshine gifts, instructional supplies
Comdoc Leasing	5,465.67	001	Copier lease
Cengage Learning	13,618.27	001	Programming and web design instructional materials
Desidara Inc.	7,265.00	001/524	Adult Education marketing, website hosting/design/training
MacMillan and Company LLC	13,250.00	003	Engineering/architectural services for new back-up power system for server room
Nordonia Hills Schools	30,000.00	001	CTE partnership funds
Friends Office	8,371.68	001	Furniture for staff lounge
Amazon	8,269.86	various	instructional/office/maintenance/adult education/technology supplies
Suburban Health Consortium	134,266.87	various	Employee benefits insurance premiums
rb070723			



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

**INVESTMENT PORTFOLIO**

	<b>AMOUNT</b>
Meeder Investments	18,325,339.81
STAR Ohio Investments	5,421,310.02
<b>TOTAL INVESTMENT PORTFOLIO</b>	<b>23,746,649.83</b>

**DISTRIBUTION OF INTEREST**

	<b>June 2023 Interest</b>	<b>FYTD 2023 Interest</b>
General Fund (001)	56,844.23	468,131.37
Endowment Fund (008)	288.18	2,508.29
Cell Tower (018-9606)	392.29	3,493.17
Oil Well (018-9607)	210.58	1,744.66
Ocasek Scholarship (018-9610)	41.01	338.91
<b>TOTAL INTEREST POSTED</b>	<b>57,776.29</b>	<b>476,216.40</b>

**Cuyahoga Valley Career Center**



**CVCC Adult Education Monthly and FYTD Estimates vs Actuals**



<b>FY2023--June 2023</b>		Enrollment:	132				
<b>Receipts</b>	<b>Mo. Estimate</b>	<b>Mo. Actual</b>	<b>Variance</b>	<b>FYTD Estimate</b>	<b>FYTD Actual</b>	<b>Variance</b>	<b>Explanation of Variance</b>
1214-Tuition	132,821	91,590	(41,231)	1,200,000	793,886	(406,114)	cosmetology registration now on a rolling basis but has reduced enrollments to date since multiple entry dates to start program, slight overall enrollment decline in adult education programs
1730-Sale of Materials	10,676	1,446	(9,230)	66,000	59,871	(6,129)	
1790-Other Classroom Fees	1,073	2,355	1,282	18,000	16,259	(1,742)	
1833-Services to Patrons	171	260	89	3,000	1,114	(1,886)	
1890-Miscellaneous	1,122	3,443	2,321	42,000	18,738	(23,262)	fewer students completing high school diploma program
3110-State Foundation	0	0	0	360,000	414,825	54,825	received additional \$56K Adult Workforce Education funds from State and short-term certificate grant
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expends.	0	0	0	0	3,000	3,000	
<b>Total Receipts</b>	<b>145,863</b>	<b>99,094</b>	<b>(46,769)</b>	<b>1,689,000</b>	<b>1,307,693</b>	<b>(381,307)</b>	
<b>Expenditures</b>							
100-Salaries	92,101	107,610	(15,509)	1,065,000	920,586	144,414	program startups occurred in September and after for new school year
200-Fringe Benefits	26,785	31,968	(5,183)	333,000	303,168	29,833	program startups occurred in September and after for new school year
400-Purchased Services	6,285	2,519	3,766	152,030	102,942	49,088	program startups occurred in September and after for new school year
500-Supplies	7,044	7,412	(367)	89,379	71,939	17,440	program startups occurred in September and after for new school year
600-Equipment	0	0	0	128,500	111,261	17,239	cost of machining equipment program less than forecast estimate
800-Other	557	570	(13)	9,270	5,540	3,730	
930-Refunds of Prior Yr. Receipts	0	0	0	7,950	33,056	(25,106)	received unanticipated short-term certificate grant from State thus refunded tuition payments to eligible students
<b>Total Expenditures</b>	<b>132,772</b>	<b>150,078</b>	<b>(17,307)</b>	<b>1,785,129</b>	<b>1,548,492</b>	<b>236,637</b>	
<b>Surplus/(Deficit) for Month &amp; FYTD</b>	<b>13,091</b>	<b>(50,984)</b>	<b>(64,075)</b>	<b>(96,129)</b>	<b>(240,798)</b>	<b>(144,669)</b>	



CVCC Adult Education Forecast Monthly Cash Flow Data Entry																
Advance In Current FY	0															
<b>FY2023</b>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Totals</u>	<u>Annual Estimate</u>	<u>% of Estimate Received/Expended</u>	<u>Balance Remaining to be Received/Expended</u>
<b>Receipts</b>																
1214-Tuition	9,779	33,948	84,061	161,814	18,272	59,399	51,674	116,837	61,548	65,884	39,079	91,590	793,886	1,200,000	66.16%	406,114
1730-Sale of Materials	0	0	826	21,779	2,548	770	5,691	16,335	5,291	4,769	417	1,446	59,871	66,000	90.71%	6,129
1790-Other Classroom Fees	4,415	3,100	1,110	130	0	0	390	690	765	1,214	2,090	2,355	16,259	18,000	90.33%	1,742
1833-Services to Patrons	25	0	165	125	60	40	45	0	75	244	75	260	1,114	3,000	37.13%	1,886
1890-Miscellaneous	704	1,404	698	1,470	140	830	5,536	165	458	1,913	1,977	3,443	18,738	42,000	44.61%	23,262
3110-State Foundation	0	70,044	50,000	19,129	70,044	56,000	0	70,044	0	0	79,564	0	414,825	360,000	115.23%	(54,825)
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 Expends.	0	0	3,000	0	0	0	0	0	0	0	0	0	3,000	0	0.00%	(3,000)
<b>Total Receipts</b>	<b>14,923</b>	<b>108,496</b>	<b>139,860</b>	<b>204,447</b>	<b>91,064</b>	<b>117,039</b>	<b>63,336</b>	<b>204,071</b>	<b>68,137</b>	<b>74,024</b>	<b>123,202</b>	<b>99,094</b>	<b>1,307,693</b>	<b>1,689,000</b>	<b>77.42%</b>	<b>381,307</b>
<b>Expenditures</b>																
100-Salaries	90,199	58,213	76,751	66,356	73,931	101,194	57,414	72,722	71,451	69,392	75,352	107,610	920,586	1,065,000	86.44%	144,414
200-Fringe Benefits	26,998	20,917	24,301	22,523	24,087	30,460	21,130	24,857	24,362	25,230	26,335	31,968	303,168	333,000	91.04%	29,833
400-Purchased Services	2,399	1,014	1,033	2,588	49,915	1,613	964	7,061	6,158	24,082	3,596	2,519	102,942	152,030	67.71%	49,088
500-Supplies	3,548	10,538	1,105	653	18,172	1,446	7,226	5,884	7,136	2,269	6,551	7,412	71,939	89,379	80.49%	17,440
600-Equipment	0	0	0	0	0	0	111,261	0	0	0	0	0	111,261	128,500	86.58%	17,239
800-Other	243	246	1,305	561	216	240	558	724	345	319	213	570	5,540	9,270	59.76%	3,730
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. Rceipts	6,000	297	0	21,559	0	0	0	5,200	0	0	0	0	33,056	7,950	415.80%	(25,106)
<b>Total Expenditures</b>	<b>129,388</b>	<b>91,225</b>	<b>104,495</b>	<b>114,240</b>	<b>166,320</b>	<b>134,952</b>	<b>198,553</b>	<b>116,449</b>	<b>109,452</b>	<b>121,291</b>	<b>112,047</b>	<b>150,078</b>	<b>1,548,492</b>	<b>1,785,129</b>	<b>86.74%</b>	<b>236,637</b>
Receipts Over/(Under) Expends.	(114,465)	17,271	35,365	90,207	(75,256)	(17,913)	(135,217)	87,622	(41,315)	(47,267)	11,155	(50,984)	(240,798)	(96,129)		
Beg. Cash Bal. incl. Advance Across FY-end	874,656	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	673,687	684,842	874,656	874,656		
End. Cash Bal. incl. Advance Across FY-end	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	673,687	684,842	633,858	633,858	778,527		
End. Cash Bal. without Advances	760,191	777,462	812,827	903,034	827,778	809,864	674,647	762,269	720,954	673,687	684,842	633,858	633,858	778,527		
Encumbrances	150,618	218,650	223,319	233,224	162,074	152,644	43,780	71,458	67,770	50,413	44,483	33,056	33,056	25,000		
Ending Unenc. Bal.	609,573	558,812	589,508	669,809	665,703	657,220	630,867	690,811	653,184	623,274	640,359	600,802	600,802	753,527		

# **CUYAHOGA VALLEY CAREER CENTER**

**July 31, 2023**  
Richard A. Berdine, Treasurer

**2023-24**

**Cuyahoga Valley Career+A2:F28r Center**



**Forecast Comparison - General Operating Fund - July 2023**



CUYAHOGA VALLEY  
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CUYAHOGA VALLEY  
CAREER CENTER

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 2,673,740	\$ 2,361,219	\$ 2,575,706	\$ (312,521)	timing of receipt of tax advances
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 139,861	\$ 125,242	\$ 126,931	\$ (14,619)	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.040 - Restricted Grants-in-Aid	\$ 21,435	\$ 29,002	\$ 29,207	\$ 7,567	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 49,242	\$ 49,717	\$ 18,914	\$ 475	
<b>1.070 - Total Revenue</b>	<b>\$ 2,884,278</b>	<b>\$ 2,565,180</b>	<b>\$ 2,750,759</b>	<b>\$ (319,098)</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ 16,000	\$ -	\$ 16,000	FY23 insurance claim payment from Liberty Mutual
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 2,884,278</b>	<b>\$ 2,581,180</b>	<b>\$ 2,750,759</b>	<b>\$ (303,098)</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 678,294	\$ 617,700	\$ 922,334	\$ 60,594	timing of payments compared to prior fiscal years, additional retiree contract payoffs in June 2023 and new hires not yet on payroll
3.020 - Employees' Retirement/Insur. Benefits	\$ 232,202	\$ 225,778	\$ 279,471	\$ 6,424	
3.030 - Purchased Services	\$ 148,712	\$ 142,728	\$ 152,773	\$ 5,984	
3.040 - Supplies and Materials	\$ 63,609	\$ 48,266	\$ 42,875	\$ 15,343	timing of payment compared to prior fiscal years
3.050 - Capital Outlay	\$ 3,436	\$ 7,072	\$ -	\$ (3,636)	
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 39,348	\$ 116,874	\$ 6,675	\$ (77,526)	timing of payment of insurance renewal premium in FY24 compared to FY23 with change to new plan and plan year
<b>4.500 - Total Expenditures</b>	<b>\$ 1,165,601</b>	<b>\$ 1,158,418</b>	<b>\$ 1,404,128</b>	<b>\$ 7,183</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 1,165,601</b>	<b>\$ 1,158,418</b>	<b>\$ 1,404,128</b>	<b>\$ 7,183</b>	
<b>Surplus/(Deficit) for Month</b>	<b>\$ 1,718,677</b>	<b>\$ 1,422,762</b>	<b>\$ 1,346,631</b>	<b>\$ (295,915)</b>	

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**Cuyahoga Valley Career Center**

**Forecast Comparison - General Operating Fund - July 2023**



	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)	\$ 2,673,740	\$ 2,361,219	\$ 2,575,706	\$ (312,521)	timing of receipt of tax advances
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 139,861	\$ 125,242	\$ 126,931	\$ (14,619)	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.040 - Restricted Grants-in-Aid	\$ 21,435	\$ 29,002	\$ 29,207	\$ 7,567	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 49,242	\$ 49,717	\$ 18,914	\$ 475	
<b>1.070 - Total Revenue</b>	<b>\$ 2,884,278</b>	<b>\$ 2,565,180</b>	<b>\$ 2,750,759</b>	<b>\$ (319,098)</b>	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ 16,000	\$ -	\$ 16,000	FY23 insurance claim payment from Liberty Mutual
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 2,884,278</b>	<b>\$ 2,581,180</b>	<b>\$ 2,750,759</b>	<b>\$ (303,098)</b>	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 678,294	\$ 617,700	\$ 922,334	\$ 60,594	timing of payments compared to prior fiscal years, additional retiree contract payoffs in June 2023 and new hires not yet on payroll
3.020 - Employees' Retirement/Insur. Benefits	\$ 232,202	\$ 225,778	\$ 279,471	\$ 6,424	
3.030 - Purchased Services	\$ 148,712	\$ 142,728	\$ 152,773	\$ 5,984	
3.040 - Supplies and Materials	\$ 63,609	\$ 48,266	\$ 42,875	\$ 15,343	timing of payment compared to prior fiscal years
3.050 - Capital Outlay	\$ 3,436	\$ 7,072	\$ -	\$ (3,636)	
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 39,348	\$ 116,874	\$ 6,675	\$ (77,526)	timing of payment of insurance renewal premium in FY24 compared to FY23 with change to new plan and plan year
<b>4.500 - Total Expenditures</b>	<b>\$ 1,165,601</b>	<b>\$ 1,158,418</b>	<b>\$ 1,404,128</b>	<b>\$ 7,183</b>	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 1,165,601</b>	<b>\$ 1,158,418</b>	<b>\$ 1,404,128</b>	<b>\$ 7,183</b>	
<b>Surplus/(Deficit) FYTD</b>	<b>\$ 1,718,677</b>	<b>\$ 1,422,762</b>	<b>\$ 1,346,631</b>	<b>\$ (295,915)</b>	

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## Cuyahoga Valley Career Center



### Revenue Analysis Report - General Operating Fund Only - FY24



	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>	2,361,219	-	48,999	719	125,242	-	29,002	16,000	<b>2,581,180</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>\$2,361,219</b>	<b>\$0</b>	<b>\$48,999</b>	<b>\$719</b>	<b>\$125,242</b>	<b>\$0</b>	<b>\$29,002</b>	<b>\$16,000</b>	<b>\$2,581,180</b>
<b>% of Total</b>	<b>91.48%</b>	<b>0.00%</b>	<b>1.90%</b>	<b>0.03%</b>	<b>4.85%</b>	<b>0.00%</b>	<b>1.12%</b>	<b>0.62%</b>	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									rb080723

## Cuyahoga Valley Career Center



### Expenditure Analysis Report - General Operating Fund - FY24



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other- Dues/Fees	Non- Operating*	Total Expenses
July	617,700	225,778	142,728	48,266	7,072	-	116,874	-	1,158,418
August	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>\$617,700</b>	<b>\$225,778</b>	<b>\$142,728</b>	<b>\$48,266</b>	<b>\$7,072</b>	<b>\$0</b>	<b>\$116,874</b>	<b>\$0</b>	<b>\$1,158,418</b>
<b>% of Total</b>	<b>53.32%</b>	<b>19.49%</b>	<b>12.32%</b>	<b>4.17%</b>	<b>0.61%</b>	<b>0.00%</b>	<b>10.09%</b>	<b>0.00%</b>	

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

Operating Fund includes General Fund (001) only

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## Cuyahoga Valley Career Center



**CUYAHOGA VALLEY  
CAREER CENTER**

July 2023

FINSUMM Financial Summary

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Fund	Fund Name	Beginning Balance 7/1/2023	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	\$19,912,778.57	\$2,581,180.03	\$2,581,180.03	\$1,158,418.33	\$1,158,418.33	\$21,335,540.27	\$1,422,492.52	\$19,913,047.75
003	Permanent Improvement	\$3,622,250.32	\$0.00	\$0.00	\$970,775.65	\$970,775.65	2,651,474.67	\$1,345,133.83	1,306,340.84
006	Food Service	\$34,705.27	\$382.11	\$382.11	\$5,632.28	\$5,632.28	29,455.10	\$11,575.00	17,880.10
008	Endowment	\$62,279.54	\$243.19	\$243.19	\$0.00	\$0.00	62,522.73	\$4,000.00	58,522.73
009	Uniform School Supplies	\$17,268.38	\$3,283.97	\$3,283.97	\$67.00	\$67.00	20,485.35	\$46,977.01	(26,491.66)
011	Rotary-Special Services	\$110,463.40	\$101.16	\$101.16	\$461.77	\$461.77	110,102.79	\$2,649.47	107,453.32
012	Adult Education	\$633,857.86	\$41,868.91	\$41,868.91	\$94,295.50	\$94,295.50	581,431.27	\$98,651.57	482,779.70
018	Public School Support	\$188,650.78	\$4,936.86	\$4,936.86	\$994.30	\$994.30	192,593.34	\$2,613.00	189,980.34
019	Other Grants	\$110,575.49	\$8,500.00	\$8,500.00	\$33.00	\$33.00	119,042.49	\$5,378.90	113,663.59
022	District Agency	\$29,337.47	\$44,139.62	\$44,139.62	\$43,892.30	\$43,892.30	29,584.79	\$0.00	29,584.79
200	Student Managed Activity	\$2,759.53	\$180.00	\$180.00	\$18,422.32	\$18,422.32	(15,482.79)	\$3,883.80	(19,366.59)
451	Data Communications	\$0.00	\$46.10	\$46.10	\$46.10	\$46.10	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	2,000.00	\$475.00	1,525.00
499	Miscellaneous State Grants	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	2,500.00	\$0.00	2,500.00
508	Governors' Education Emerg. Relief	(\$817.57)	\$3,377.54	\$3,377.54	\$2,559.97	\$2,559.97	0.00	\$0.00	0.00
524	Carl Perkins Grants	(\$7,299.00)	\$13,737.20	\$13,737.20	\$8,338.20	\$8,338.20	(1,900.00)	\$64,071.82	(65,971.82)
599	Misc. Federal Grants (CARES Act)	\$50,000.00	\$0.00	\$0.00	\$30,871.05	\$30,871.05	19,128.95	\$0.00	19,128.95
	<b>Grand Totals (ALL Funds)</b>	<b>\$24,771,310.04</b>	<b>\$2,701,976.69</b>	<b>\$2,701,976.69</b>	<b>\$2,334,807.77</b>	<b>\$2,334,807.77</b>	<b>\$25,138,478.96</b>	<b>\$3,007,901.92</b>	<b>22,130,577.04</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>					
451/9023	Network Connectivity Supplemental FY23	\$46.10	\$46.10	\$46.10	\$46.10
499/9123	Skills Trainer Project FY23	\$11,400.00	\$0.00	\$0.00	\$0.00
	<b>Total State Funds</b>	<b>\$11,446.10</b>	<b>\$46.10</b>	<b>\$46.10</b>	<b>\$46.10</b>
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$72,604.00	\$3,377.54	\$3,377.54	\$72,604.00
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$5,043.55	\$5,043.55	\$292,429.32
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$8,446.05	\$8,446.05	\$90,063.11
524/9124	Carl D. Perkins Adult FY24	\$76,208.13	\$247.60	\$247.60	\$247.60
	<b>Total Federal Funds</b>	<b>\$551,478.15</b>	<b>\$17,114.74</b>	<b>\$17,114.74</b>	<b>\$455,344.03</b>

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## Cuyahoga Valley Career Center



### Record of Advances for FY24



INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
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>\$222,000.00</b>		<b>\$0.00</b>
<b>Advances Outstanding</b>						<b>\$222,000.00</b>
<i>rb080723</i>						

**Cuyahoga Valley Career Center**



**Cash Reconciliation**



**July 31, 2023**

<b>Cash Summary Report Balance</b>			\$ 25,138,478.96
<b>Bank Balance:</b>			
PNC Main Checking	962,762.78		
PNC - Merchant Svcs.	4,582.49		
PNC - Payroll Holding	30,000.00		
		\$ 997,345.27	
<b>Investments:</b>			
U.S. Bank: Meeder Investment Managers Managed Portfolio STAR Ohio	18,348,105.29 6,546,874.41		
		\$ 24,894,979.70	
<b>Petty Cash:</b>			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
<b>Change Fund:</b>			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (759,585.51)	
<b>Outstanding Deposits/Other Adjustments:</b>			
Credit Card Receipts in Transit	4,239.50		
Deposit in Transit	-		
Payroll in Transit	-		
		\$ 4,239.50	
<b>Bank Balance</b>			\$ 25,138,478.96
<b>Variance</b>			\$ -

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## Cuyahoga Valley Career Center

July 2023



Appropriation Summary

CUYAHOGA VALLEY  
CAREER CENTER

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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	\$17,718,024.00	\$248,801.48	\$17,966,825.48	\$1,158,418.33	\$1,158,418.33	\$1,422,492.52	15,385,914.63	14.36%
003	Permanent Improvement	\$1,075,000.00	\$2,231,125.85	\$3,306,125.85	\$970,775.65	\$970,775.65	\$0.00	2,335,350.20	29.36%
006	Food Service	\$162,175.00	\$11,300.00	\$173,475.00	\$5,632.28	\$5,632.28	\$11,575.00	156,267.72	9.92%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$4,000.00	11,000.00	26.67%
009	Uniform School Supplies	\$70,800.00	\$13,228.95	\$84,028.95	\$67.00	\$67.00	\$46,977.01	36,984.94	55.99%
011	Rotary-Special Services	\$42,600.00	\$871.47	\$43,471.47	\$461.77	\$461.77	\$2,649.47	40,360.23	7.16%
012	Adult Education	\$1,484,829.00	\$33,055.61	\$1,517,884.61	\$94,295.50	\$94,295.50	\$98,651.57	1,324,937.54	12.71%
018	Public School Support	\$95,700.00	\$879.72	\$96,579.72	\$994.30	\$994.30	\$2,613.00	92,972.42	3.74%
019	Other Grants	\$106,663.59	\$3,911.90	\$110,575.49	\$33.00	\$33.00	\$5,378.90	105,163.59	4.89%
022	District Agency	\$700,000.00	\$0.00	\$700,000.00	\$43,892.30	\$43,892.30	\$0.00	656,107.70	6.27%
200	Student Managed Activity	\$39,600.00	\$24,245.66	\$63,845.66	\$18,422.32	\$18,422.32	\$3,883.80	41,539.54	34.94%
451	Data Communications	\$0.00	\$0.00	\$0.00	\$46.10	\$46.10	\$0.00	(46.10)	#DIV/0!
461	Vocational Education Enhancements	\$1,525.00	\$475.00	\$2,000.00	\$0.00	\$0.00	\$0.00	2,000.00	0.00%
499	Miscellaneous State Grants	\$13,900.00	\$0.00	\$13,900.00	\$0.00	\$0.00	\$0.00	13,900.00	0.00%
508	Governors' Education Emerg. Relief	\$31.75	\$2,528.22	\$2,559.97	\$2,559.97	\$2,559.97	\$0.00	0.00	100.00%
524	Carl Perkins Grants	\$459,215.01	\$13,607.48	\$472,822.49	\$8,338.20	\$8,338.20	\$64,071.82	400,412.47	15.31%
599	Miscellaneous Federal Grants	\$19,128.95	\$30,871.05	\$50,000.00	\$30,871.05	\$30,871.05	\$0.00	19,128.95	61.74%
<b>Totals</b>		<b>\$22,004,192.30</b>	<b>\$2,614,902.39</b>	<b>\$24,619,094.69</b>	<b>\$2,334,807.77</b>	<b>\$2,334,807.77</b>	<b>\$1,662,293.09</b>	<b>\$20,621,993.83</b>	<b>16.24%</b>

## Cuyahoga Valley Career Center



### Check Register for Checks > \$4,999.99 July 2023



Vendor	Amount	Fund	Description
CDW-G	56,073.32	003/001	Replacement computers, touch panel displays, tech supplies
PNC Bank	7,519.44	various	Marketing, staff sunshine, meeting food/supplies, staff travel, student travel, awards, office supplies, software
Affordable Tree Services of Ohio	5,900.00	001	Tree removal and stump grinding
Illuminating Co.	24,191.58	001	Electricity
William Roofing Co. Inc.	184,878.60	003	Roofing project machine and IT areas
Approved Plumbing Co.	8,805.00	003/001	Plumbing services for staff lounge remodel, plumbing repairs
Comdoc Leasing	5,465.67	001	Copier leases
Frontline Technologies Group	14,797.51	001	Software license/support annual renewal
CONNECT	25,957.75	001	FY24 data services
Southeast Security Corp	31,051.05	599/001	Fiber installation security project from grant, building security access monthly service
Todd Associates	109,270.00	001	Insurance
Learn Key	8,500.00	001	Instructional software library renewal
Powerschool Group LLC	8,679.00	001	School enrollment software license
CVCC-AE Federal Disburse	23,668.49	022	Adult education tuition/fees from federal grants/loans
PNC Bank	13,827.69	001/012/200	Staff travel, student travel, meeting food/supplies, student exams, nursing program licenses application fee
William Roofing Co. Inc.	718,897.20	003	Roofing project machine and IT areas
Amazon	-	various	instructional/office/maintenance/adult education/technology supplies
Suburban Health Consortium	129,180.43	various	Employee benefits insurance premiums
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**CUYAHOGA VALLEY CAREER CENTER  
INVESTMENT REPORT  
July, 2023**

**INVESTMENT PORTFOLIO**

	<b>AMOUNT</b>
Meeder Investments	18,348,105.29
STAR Ohio Investments	6,546,874.41
<b>TOTAL INVESTMENT PORTFOLIO</b>	<b>24,894,979.70</b>

**DISTRIBUTION OF INTEREST**

	<b>July 2023 Interest</b>	<b>FYTD 2024 Interest</b>
General Fund (001)	48,998.51	48,998.51
Endowment Fund (008)	243.19	243.19
Cell Tower (018-9606)	336.15	336.15
Oil Well (018-9607)	185.98	185.98
Ocasek Scholarship (018-9610)	34.61	34.61
<b>TOTAL INTEREST POSTED</b>	<b>49,798.44</b>	<b>49,798.44</b>

Cuyahoga Valley Career Center



CVCC Adult Education Monthly and FYTD Estimates vs Actuals

CUYAHOGA VALLEY  
CAREER CENTER

CUYAHOGA VALLEY  
CAREER CENTER

**FY2024--July 2023**

Enrollment: 76

<b>Receipts</b>	<b>Mo. Estimate</b>	<b>Mo. Actual</b>	<b>Variance</b>	<b>FYTD Estimate</b>	<b>FYTD Actual</b>	<b>Variance</b>	<b>Explanation of Variance</b>
1214-Tuition	29,338	33,028	3,690	29,338	33,028	3,690	
1730-Sale of Materials	784	4,791	4,007	784	4,791	4,007	
1790-Other Classroom Fees	2,264	2,885	621	2,264	2,885	621	
1833-Services to Patrons	331	110	(221)	331	110	(221)	
1890-Miscellaneous	543	1,055	512	543	1,055	512	
3110-State Foundation	0	0	0	0	0	0	
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>33,261</b>	<b>41,869</b>	<b>8,608</b>	<b>33,261</b>	<b>41,869</b>	<b>8,608</b>	
<b>Expenditures</b>							
100-Salaries	73,232	64,718	8,514	73,232	64,718	8,514	
200-Fringe Benefits	21,164	24,403	(3,239)	21,164	24,403	(3,239)	
400-Purchased Services	10,607	2,883	7,724	10,607	2,883	7,724	
500-Supplies	7,226	2,025	5,201	7,226	2,025	5,201	
600-Equipment	0	0	0	0	0	0	
800-Other	644	268	376	644	268	376	
930-Refunds of Prior Yr. Receipts	0	0	0	0	0	0	
<b>Total Expenditures</b>	<b>112,872</b>	<b>94,296</b>	<b>18,577</b>	<b>112,872</b>	<b>94,296</b>	<b>18,577</b>	
<b>Surplus/(Deficit) for Month &amp; FYTD</b>	<b>(79,612)</b>	<b>(52,427)</b>	<b>27,185</b>	<b>(79,612)</b>	<b>(52,427)</b>	<b>27,185</b>	

**CVCC Adult Education Forecast Monthly Cash Flow Data Entry**

Advance In Current FY	\$0.00																
<b>FY2024</b>	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Annual Estimate	% of Estimate Received/ Expended	Balance Remaining to be Received/ Expended	
<b>Receipts</b>																	
1214-Tuition	\$33,028.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,028.41	\$1,000,000.00	3.30%	\$966,971.59	
1730-Sale of Materials	\$4,790.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,790.50	\$64,000.00	7.49%	\$59,209.50	
1790-Other Classroom Fees	\$2,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,885.00	\$17,380.00	16.60%	\$14,495.00	
1833-Services to Patrons	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	\$1,400.00	7.86%	\$1,290.00	
1890-Miscellaneous	\$1,055.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,055.00	\$25,000.00	4.22%	\$23,945.00	
3110-State Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380,000.00	0.00%	\$380,000.00	
5100-Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
5210-Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
5300-Red.of Prior Year Expends.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
<b>Total Receipts</b>	<b>\$41,868.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,868.91</b>	<b>\$1,487,780.00</b>	<b>2.81%</b>	<b>\$1,445,911.09</b>	
<b>Expenditures</b>																	
100-Salaries	\$64,717.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,717.57	\$919,999.90	7.03%	\$855,282.33	
200-Fringe Benefits	\$24,402.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,402.78	\$313,999.69	7.77%	\$289,596.91	
400-Purchased Services	\$2,882.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,882.67	\$151,100.00	1.91%	\$148,217.33	
500-Supplies	\$2,024.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,024.75	\$87,100.00	2.32%	\$85,075.25	
600-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
800-Other	\$267.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267.73	\$10,129.00	2.64%	\$9,861.27	
920-Advances Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
930-Refunds of Prior Yr. Rceipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
<b>Total Expenditures</b>	<b>\$94,295.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$94,295.50</b>	<b>\$1,484,828.60</b>	<b>6.35%</b>	<b>\$1,390,533.10</b>	
Receipts Over/(Under) Expends.	-\$52,426.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$52,426.59	\$2,951.40			
Beg. Cash Bal. incl. Advance Across FY-end	\$633,857.86	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$633,857.86	\$633,857.86			
End. Cash Bal. incl. Advance Across FY-end	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$636,809.26			
End. Cash Bal. without Advances	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$636,809.26			
Encumbrances	\$98,651.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00			
Ending Unenc. Bal.	\$482,779.70	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$581,431.27	\$611,809.26			

## August 2023 Board Agenda



### Advances between funds:

\$75,000.00 from 006-0000 (Food Services) to 001-0000 (General) – FY23 return  
\$50,000.00 from 009-0000 (Uniform School Supplies) to 001-0000 (General) – FY23 return  
\$32,000.00 from 022-9004 (Section 125) to 001-0000 (General) – FY23 return  
\$65,000 from 200-960A (Student Leadership) to 001-0000 (General) – FY23 return  
\$75,000.00 from 001-0000 (General) to 006-0000 (Food Services) – FY24  
\$50,000.00 from 001-0000 (General) to 009-0000 (Uniform School Supplies) – FY24  
\$32,000.00 from 001-0000 (General) to 022-9004 (Section 125) – FY24

### Transfers between funds:

\$600,000.00 from 001-0000 (General) to 003-9001 (Permanent Improvement – Building Reserve) – FY24  
\$300,000.00 from 001-0000 (General) to 003-9002 (Permanent Improvement – Technology) – FY24  
\$40,294.73 from 001-0000 (General) to 006-0000 (Food Services) – FY23 shortage  
\$32,731.62 from 001-0000 (General) to 009-0000 (Uniform School Supplies) – FY23 shortage  
\$141,327.83 from 001-0000 (General) to 200-960A (Student Leadership) – FY23 shortage



## August 2023

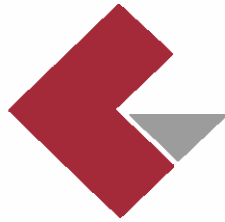
### Removal of Equipment from Inventory

<u>Program/Area</u>	<u>Item</u>
Career Development	Desk Tag #3134
Career Development	Desk Tag #10339
High School Office	Desk Tag #10427
Digital Design	Desk Tag #3763
Cafeteria	Bunn Coffee Maker Tag #8741
Cosmetology	Chair Hairdryers Tag #10399 Tag #10394 Tag #10420 Tag #13467 Tag #10401 Tag #10415 Tag #10416 Tag #10400

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

## ***DONATIONS – August 2023***

<b>FROM</b>	<b>TO</b>	<b>ITEM(S)</b>
Cheryl Yuhas 7785 Brecksville Rd. Brecksville, OH 44141	Adult Ed Cosmetology	<ul style="list-style-type: none"><li>• Chi Orbit Ceramic hair curler</li></ul>
ANONYMOUS	Adult Ed Tower Tech	<ul style="list-style-type: none"><li>• 2.5 pallets of tower tech equipment</li></ul>



# CUYAHOGA VALLEY CAREER CENTER

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

TO: Mike Hall  
Dave Mangas

FROM: Kelli Casini  
Admissions Counselor

DATE: August 9, 2023

RE: TUITION, COMMUNITY SCHOOL & ADULT STUDENTS, 2023-24

The following Tuition, Community School and Adult students are to be submitted for board approval:

<u>New Students</u>	<u>Program</u>	<u>District of Residence</u>	<u>Home School</u>
Ava George	Success Academy 1	Revere	Ohio Connections Academy
Noah Lino	Computer Networking 1	Brecksville-Broadview Hts	Ohio Digital Learning School
Brady Luczywo	Construction 1	Independence	Luczywo Homeschool
Nikolaos Pontikos	Machining 1	Brecksville-Broadview Hts	Ohio Virtual Academy
Ba'al Stewart	Power Equipment 1	Nardonias	Quaker Digital Academy
<u>Returning Students</u>	<u>Program</u>	<u>District of Residence</u>	<u>Home School</u>
Riley Abate	Auto Body 2	Twinsburg	Heritage Home School
Sean Corbett	Computer Networking 2	Nardonias	Corbett Homeschool
Daniel Gum	Heating & Air 2	Revere	Alternative Educ Academy
Mariah Jackson	Health Careers B 2	North Royalton	TRECA Digital Academy
Ryleigh McCoy	Cosmetology B 2	Garfield Hts	Ohio Virtual Academy
Ayden Sike	Machining 2	Twinsburg	Home—Edgewood Academy
Ian Sike	Machining 2	Twinsburg	Home—Edgewood Academy
Nehemiah Sykyda	Heating & Air 2	Brecksville-Broadview Hts	Home—Groveside Academy
Christian Toro	Auto Body 2	North Royalton	TRECA Digital Academy
Malaki Weaver	Electrical Systems 2	Nardonias	Nardonias



OHIO DEPARTMENT OF YOUTH SERVICES
CONTRACT ADDENDUM

Type of Contract: [x] General/Non Res [ ] Residential

Contract # 9AS5420

Provider Name (as it appears on the Contract) Cuyahoga Valley Career Center

OAKS ID Number 71746

CHANGE(S) BEING REQUESTED: (Type an "X" in all boxes that apply)

EFFECTIVE DATE OF ADDENDUM: When signed by DYS

[ ] CONTRACT AMOUNT Current Contract Amount (Original Contract Amount PLUS Any Previously Approved Addenda)

[x] DATES OF SERVICE (Only if change to original contract dates)

Amount of this Request \$ 25,000.00

Original Contract Dates: From 7/1/2021 To 6/30/2023

Revised Contract Dates: From 7/1/2023 To 6/30/2025

Revised Contract Total \$ 25,000.00

[ ] RATE CHANGE/ADDITION Revised Exhibit B or B-1 attached [x]

TERMS AND CONDITIONS

Revised Exhibit A attached

Amount \$
Amount \$
Amount \$
Amount \$

Justification for Addendum: Attach additional pages if needed

Extend contract 24 months. See attached Executive order. See Affirmation & Disclosure form.

FUND CERTIFICATION: (For this addendum ONLY)

[x] Funds Budgeted [ ] Funds Transferred within Budget/Contingency [ ] Funds NOT Available

Table with 7 columns: FUND, ALI, DEPT ID, PROG, REPORTING, ACCOUNT, AMOUNT. Row 1: 1470, 470612, DYS251100, 5450C, DYSO040E, \$25,000.00

Note: If additional lines of coding are needed, attach a "Coding Sheet and Verification of Funds" form

Certification By: Date:

This addendum shall be in effect from the date of signature of the Director or the "Effective Date" stated above, whichever occurs later.

APPROVAL BY:

Signature

Date

(Should be same as on ORIGINAL contract)

CONTRACTOR (A)

Handwritten signature of Mary R. Green and date 5/19/23 on a yellow background.

Site Manager/Bureau Chief

If Applicable, Central Office Divisional Review

Deputy Director, If required.

Director

(A) Increases and decreases to residential services contracts do not require the Contractor's signature unless there is a change in service or rate. All other contracts may be increased or decreased, without the Contractor's signature, after May 15th of each year to allow for budgetary realignment. CONTRACTORS ARE TO BE NOTIFIED, IN WRITING, OF ANY CHANGE.



OHIO DEPARTMENT OF YOUTH SERVICES
Route Slip for Contract Addendum

Contract #

Provider Name (as it appears on the Contract)

F.Y.

Effective Date

9AS5420

Cuyahoga Valley Career Center

24/25

When signed by DYS

DAS Release and Permit Required?

YES NO (Check one)

Controlling Board Required?

YES NO (Check one)

OAKS ID Number

71746

ORIGINAL CONTRACT AMOUNT

\$ 25,000.00

ADDENDUM #1

ADDENDUM #4

ADDENDUM #7

ADDENDUM #2

ADDENDUM #5

ADDENDUM #8

ADDENDUM #3

ADDENDUM #6

ADDENDUM #9

REVISED CONTRACT AMOUNT

\$25,000.00

Justification for Addendum Attach additional pages if needed

Extend contract 24 months. See attached Executive order. See Affirmation & Disclosure form.

Is a license required for this service?

YES NO

Is the license on file up-to-date?

YES NO

If "NO", submit an up-to-date license.

DYS Contact Person with Telephone #

Christine

ROUTING SIGN-OFF

INITIALS

DATE

If applicable, Fund Certification (All Institutional GRF)

Site Manager/Bureau Chief

Received in Central Office

Review Approval (Finance and Planning)

If applicable, Fund Certification

Legal

Yes or No

Central Office Divisional Signoff

Deputy Director

(If required)

(Name)

NOTE: STOP HERE IF CONTROLLING BOARD APPROVAL IS REQUIRED (See Above)

Director

Yes or No

Note: If designee is affixing Director's signature, he/she must sign the Director's name or initials and then his/her own initials.

Copies Distributed

NOTES:

- \* Legal review required if changes: 1) in bidding requirements.; 2) in scope of service; and/or 3) in rate.
\* Director's (or designee's) signature required if: 1) change in bidding requirements.; 2) change in scope of service; 3) change in rate; 4) Central Office related addenda; and/or 5) Controlling Board approval is needed.

**OHIO DEPARTMENT OF YOUTH SERVICES  
Purchase of Personal Services Contracts**

**Exhibit B - Payment Schedule**

VENDOR NAME: CVCC

The following are to be utilized for "Unit of Measure" listed below.	*UNIT *HOURLY
--	---------------

TYPE OF SERVICE: Educational Services

FISCAL YEAR: 24

DESCRIPTION OF SERVICE (S)	UNIT OF MEASURE	QUANTITY	X	UNIT RATE	=	TOTAL
Tuition, lab fees, testing, books	amt	1	X	\$ 25,000.00	=	\$ 25,000.00
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
<b>TOTAL</b>					<b>=</b>	<b>\$ 25,000.00</b>

FISCAL YEAR: 25

DESCRIPTION OF SERVICE (S)	UNIT OF MEASURE	QUANTITY	X	UNIT RATE	=	TOTAL
Tuition, lab fees, testing, books	amt	1	X	\$ 25,000.00	=	\$ 25,000.00
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
<b>TOTAL</b>					<b>=</b>	<b>\$ 25,000.00</b>

TOTAL CONTRACT AMOUNT: \$ 50,000.00

## EXECUTIVE ORDER REQUIREMENTS

PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES. No State Cabinet Agency, Board or Commission will enter into any contract to purchase services provided outside of the United States or that allows State data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States, unless a duly signed waiver from the State has been attained. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided to the State in the Contract.

Further, no State agency, board, commission, State educational institution, or pension fund will make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid to Contractor for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective.

The Contractor must complete the Contractor/Subcontractor Affirmation and Disclosure Form affirming the Contractor understands and will meet the requirements of the above prohibition. During the performance of this Contract, if the Contractor changes the location(s) disclosed on the Affirmation and Disclosure Form, Contractor must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

## AFFIRMATION AND DISCLOSURE FORM

---

Contractor affirms that Contractor has read and understands the applicable Executive Orders regarding the prohibitions of performance of offshore services, locating State data offshore in any way, or purchasing from Russian institutions or companies.

Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed and where data is located in the spaces provided below or by attachment. Failure to provide this information may result in no award. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

8001 Brecksville Rd,  
\_\_\_\_\_  
(Address)

Brecksville, Oh 44141  
\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

n/a  
\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

8001 Brecksville Rd  
\_\_\_\_\_  
(Address)

Brecksville, Oh 44141  
\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

n/a  
\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)



3. Location where state data will be located, by Contractor:

8001 Brecksville Rd  
(Address)

Brecksville, Oh 44141  
(City, State, Zip)

Name/Location(s) where state data will be located by subcontractor(s):

n/a  
(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Contractor affirms, understands, and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure Form and have read and understand that this form is a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By:   
Contractor

Print Name: Marcy R Green

Title: Assistant Superintendent

Date: 5/19/2023



Desidara

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

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## Overview

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

### *Purpose*

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

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

### *Principals*

This SOW is applicable exclusively to the following principals:

#### **Client**

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

#### **Provider**

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



## Scope

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

## Client Objectives

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

## Considerations

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

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

## In-Scope Objectives

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

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



- Twitter

## *Out-of-Scope Objectives*

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

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

## **Duration**

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

## *Expiration*

The Provider's offer to perform the work proposed under the terms of this SOW shall expire if signed acceptance of this document is not received from the Client on or before July 16, 2023.

## *Completion*

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

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

## *Termination*

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

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

## **Deliverables**

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

### **Action: Create Content and Publish**

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

#### *Action Detail*

The Provider shall write/produce twenty-four (24) social media posts - individually formatted to each platform's specifications - and will post ninety-six (96) organic posts to the following platforms:

- Facebook
- Instagram
- LinkedIn

- Twitter

Post frequency will be targeted for three (3) times per week per platform for eight (8) weeks.

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

- Adult Education Program Promotions

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

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

## *Action Context*

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

### **Dependencies**

This action depends on the following:

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



## Assumptions

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

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

## Risks

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

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



## Timelines

The following timeline considerations apply to this action:

- **Initiation** - Work on this action will commence on July 18th, 2023 with the approval of this SOW.
- **Performance** - The Provider will gather approved content for programs with upcoming enrollment deadlines and start posting to the selected platforms.
- **Posting Completion:** Timing for posting of this action will be governed by the review times outlined above. This action will be considered complete after 96 posts are published to the selected platform pages during a 60-day timeframe.

This timeline results in an estimated completion window of between less than one (< 1) and sixty (60) days.

## Client Costs

The following Client costs apply to this action:

- **Performance** - Included in total cost

## Costs

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

- \$2,000.00/month for 2 months (8 weeks)

## General Timelines

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

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



## General Assumptions

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

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

## General Risks

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

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

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



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

## Acceptance

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

**Provider**

Agent  
Signature:

*[Handwritten Signature]*

Title:

Account Executive

Date:

2023.07.11

**Client:**

Agent  
Signature:

*[Handwritten Signature]*

Title:

Assistant Superintendent

Date:

7.12.23



## CUYAHOGA VALLEY CAREER CENTER

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

### **CONTRACTUAL AGREEMENT BETWEEN THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER (CVCC) AND Altenheim Skilled Nursing —Strongsville, OH August, 2023 – December, 2027**

This agreement is entered into by and between The School of Nursing at Cuyahoga Valley Career Center (CVCC) and Altenheim Skilled Nursing for student practical nurse clinical experience with residents served by this organization.

- I. Altenheim Skilled Nursing agrees to:**
- A. Accept group(s) of students and clinical faculty for clinical experience in a long-term care environment while enrolled in Nursing Fundamentals of Basic Nursing and Care of the Client Throughout the Life Span Parts I and II of Advanced Nursing, according to schedule approved by the Director of Nursing Service (or designee).
  - B. Clinical hours followed by clinical conference, compatible with school calendar.
  - C. Exact hours and days of the week Sunday through Saturday to be determined and mutually agreed upon.
  - D. Allow a maximum of 1:10 ratio of faculty to students performing direct client care.
  - E. Provide 4-8 enrollees observation, shadow, or internship/preceptor opportunities if available.
  - F. Exact number of students to be confirmed at a later date.
  - G. Supervisor and clinical faculty determine areas of assignment with Director of Nursing.
  - H. Permit clinical faculty to work closely with Director of Nursing (or designee) in the selection of student learning experiences.
  - I. The focus of this student learning experience will be:
    - 1. Deliver basic and advanced nursing skills to the aging residential client.
    - 2. Implement medication administration to residents under direct faculty supervision.
  - J. Provide space for coats/books for faculty & enrollees.
  - K. Provide conference room space adequate for each group of students to meet with respective clinical faculty.
  - L. Provide parking space at no cost to students and faculty.
- II. Altenheim Skilled Nursing agrees to the following Preceptor experience:**
- A. Provide an opportunity for a preceptor experience consistent with the OBN Rules and Regulations, accepting 4-8 enrollees under OBN preceptor rules.
  - B. Exact number of adult enrollees to be determined at a later date.
  - C. This internship experience typically occurs in March through June.
  - D. Faculty available on call during internship/preceptor opportunity.
  - E. Director (designee) may visit at any time during this clinical opportunity.

- II. The School of Nursing at Cuyahoga Valley Career Center (CVCC) agrees to:
- A. Meet the Director of Nursing Service (or designee) to plan the student experience and abide by the decision as to the number of students who can be accommodated at one time.
  - B. Work closely with Director of Nursing/or designee in selection of students' learning experiences. Keep the Director of Nursing informed of any changes in the school calendar or in scheduled clinical days
  - C. Provide a faculty member in clinical areas where students are caring for residents and gaining clinical experience in compliance with OBN guidelines.
  - D. Students will have a current BCI/FBI background check, physical that states they are free from any communicable diseases with current 2-step TB test and CPR certification. All student information is housed at The School of Nursing office on campus at CVCC and may be reviewed on the premises by authorized officials.
  - E. Students will be oriented to the facility abuse, neglect, misappropriation and exploitation, infection control, safety, HIPAA, Corporate Compliance and electronic health record training prior to starting on-site clinical rotations.
  - F. A maximum student-faculty ratio is 10:1 doing direct client care.
  - G. Provide an additional 4-8 enrollees in observational, shadowing, or preceptor opportunities as is available.
  - H. Provide the Head/Charge Nurse of each clinical area of student experience with a schedule, rotation plan and clinical objectives.
  - I. Request assignment for students with residents that facilitate clinical learning experiences in conjunction with recommendations of management staff.
  - J. Notify the facility daily if for any reason the student will not be reporting for clinical assignment.
  - K. All enrollees have been drug screened and fingerprinted prior to planned clinical experiences. Documentation remains in the school files and may be reviewed on the premises by authorized officials.

- IV. It is mutually agreed that:
- A. The facility will be duly notified if for any reason students will be unable to attend on a specific date or will be absent due to illness.
  - B. Each student is responsible to notify the facility and The School of Nursing at CVCC at least 1/2 hour before assigned duty time if unable to report.
  - C. Students will wear the complete uniform of the school while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair as outlined in The School of Nursing Student Handbook.
  - D. Each enrollee is covered by a \$2,000,000/\$5,000,000 liability insurance policy in compliance with Ohio Board of Nursing regulations.
  - E. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
  - F. Indemnify and hold harmless the facility, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the students' actions or activities.

- G. Incidents resulting in personal injury are to be recorded abiding by facility requirements. A copy is to be provided to the "potentially injured" student who is to release said report to The School of Nursing at CVCC before the next clinical day.
- H. Emergency treatment may be offered if appropriate; however, student is responsible for cost of medical-surgical and follow up care.
- I. Student behavior while representing The School of Nursing at CVCC and gaining experience in the facility must be in keeping with expected behaviors of the facility and the Student Handbook and consistent with 4723-5-12, Section 1-23 of the Ohio Administration Code.
- J. Each adult enrollee has signed a confidentiality agreement and is cognizant of HIPAA Regulations, documentation of same is maintained in the permanent file of each enrollee. All student information is housed at The School of Nursing office on campus at CVCC and may be reviewed on the premises by authorized officials.

This agreement will continue in effect until canceled by either party and in the event either party desires to cancel said agreement, written notices of each intent shall be served upon the other party at least six (6) months prior to said cancellation date. This agreement shall be reevaluated in December, 2025, at which time the contract may be updated.

Debra Welch, RN, NHA 7/20/23 \_\_\_\_\_  
 Date Date

David Mangas  
 Superintendent  
 Cuyahoga Valley Career Center

\_\_\_\_\_  
 Date

Marcy R. Green 7/27/23 \_\_\_\_\_  
 Date Date

Marcy R. Green  
 Assistant Superintendent  
 Cuyahoga Valley Career Center

Pattie Mandula MBA/HCM, BSN, RN 7/20/23 \_\_\_\_\_  
 Date Date

Pattie Mandula, MBA/HCM, BSN, RN  
 Supervisor  
 The School of Nursing at Cuyahoga Valley  
 Career Center

**ALTENHEIM**  
**BUSINESS ASSOCIATE AGREEMENT**

THIS BUSINESS ASSOCIATE AGREEMENT (“Agreement”) was entered into as of the 20th day of July, 2023 (“Commencement Date”), by and between West Side Deutscher Frauen Verein dba Altenheim Senior Living (“Altenheim”) and The School of Nursing at Cuyahoga Valley Career Center (CVCC) on behalf of itself, its employees, agents and personnel (collectively “Business Associate”).

**RECITALS**

WHEREAS, Altenheim is a licensed and certified nursing facility in the state of Ohio;

WHEREAS, Business Associate wishes to use Altenheim for its student practical nurse clinical experience that may require Altenheim to disclose the individually identifiable health information of some or all of its residents to Business Associate and/ or its personnel, or may require Business Associate to create health information on behalf of Altenheim.

WHEREAS, it is Altenheim’s policy to protect the confidentiality of its resident information, and to disclose such information only under circumstances and in a manner that is permissible by law, and to require the same of any and all business associates with whom it contracts;

WHEREAS, this Agreement addresses the conditions under which Altenheim will disclose and Business Associate will obtain and use an individual’s health information;

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

**ARTICLE I**  
**DEFINITIONS**

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 Code of Federal Regulations (“CFR”) §§ 160.103, 164.402, and 164.501.

- 1.1 HIPAA. The use of the term “HIPAA” shall mean the Health Insurance Portability Act of 1996, and all of the implementing regulations of that statute, including Part 160 and 164 of Title 45 of the CFR.
- 1.2 Individual. The use of the term “Individual” in this Agreement shall have the same meaning as the term “individual” in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
- 1.3 Privacy Rule. The Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.
- 1.4 Security Rule. The Standards for Security of Individually Identifiable Health Information at 45 CFR parts 160 and 162 and part 164, subparts A and C.
- 1.5 Information. The use of the term “Information” in this Agreement shall have the same meaning as the term “protected health information” or “electronic protected health



information” in 45 CFR § 160.103, limited to the information created, received, maintained or transmitted by or on behalf of Altenheim or its affiliates or by Business Associate.

- 1.6 Required By Law. The use of the term “required by law” in this Agreement shall have the same meaning as the term “required by law” in 45 CFR § 164.103.
- 1.7 Breach. The use of the term “Breach” in this Agreement shall have the same meaning as the term “breach” in 45 CFR § 164.402.
- 1.8 Unsecured Information. The use of the term “Unsecured Information” in this Agreement shall have the same meaning as the term “unsecured protected health information” in 45 CFR § 164.402.
- 1.9 HHS. The Department of Health and Human Services or its designee.
- 1.10 Disclose. The release, transfer or provision of access to Information, whether oral or recorded in any form or medium.
- 1.11 Use. The sharing, employment, application, utilization, examination, or analysis, in any form or medium, of Information within the Business Associate organization.
- 1.12 Data Aggregation. The use of the term “Data Aggregation” shall have the meaning given to the term under 42 C.F.R. § 164.501.

## **ARTICLE II**

### **RESPONSIBILITIES OF BUSINESS ASSOCIATE**

#### 2.1 Permitted Uses and Disclosures

Except as otherwise limited in this Agreement, Business Associate may:

- 2.1.1 Use or disclose Information to perform functions, activities, or services for, or on behalf of, Altenheim as specified in any agreement currently in place, or negotiated in the future between the parties, that involves the use or disclosure of Information between Altenheim and Business Associate, provided that such use or disclosure does not violate the Privacy Rule.
- 2.1.2 Use Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
- 2.1.3 Business Associate may disclose Information as necessary for the proper management and administration of Business Associate, and to carry out its legal responsibilities, if: (a) the disclosure is required by law; or (b) Business Associate obtains reasonable assurances from the person to whom Information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of Unsecured Information has been potentially Breached.
- 2.1.4 Use Information to provide Data Aggregation services to Altenheim as permitted by HIPAA.

#### 2.2 Relationship to Individuals

- 2.2.1 Business Associate agrees that Altenheim and the Individual retain all ownership rights to the Information, and that Business Associate does not obtain any right, title or interest to the Information furnished by Altenheim.
- 2.2.2 Business Associate agrees to comply with all lawful requests of Individuals to permit access to inspect and obtain a copy their Information about the Individual that is subject to this Agreement, as required by law, within thirty (30) days of such request.
- 2.2.3 Business Associate agrees that, within fifteen (15) days of a request being made, it will provide Altenheim with any Information requested by Altenheim.
- 2.2.4 Business Associate agrees to make Information available for amendment and to immediately incorporate any amendments or corrections to an Individual's Information upon request by Altenheim in accordance with applicable law.
- 2.3 Use/Disclosure in Accordance with Law. Business Associate understands that both Altenheim and Business Associate are subject to state and federal laws governing the confidentiality of the Information. Business Associate agrees to abide by all such laws, whether or not fully articulated herein, and to keep the Information in the manner and subject to the standards required by the Privacy Rule and any other applicable state and federal laws.
- 2.4 Safeguarding Information. Business Associate agrees to abide by the Security Rule, to establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of Information that it receives from Altenheim, and to prevent individuals not involved in performing and / or satisfying its requirements and obligations under its agreement(s) with Altenheim from using or accessing the Information.
- 2.5 Mitigating Harmful Effects. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Information by Business Associate in violation of the requirements of this Agreement. Business Associate shall exercise reasonable diligence to discover any Breach of Information.

Business Associate agrees that if Altenheim determines or has a reasonable belief that Business Associate may have used, made a disclosure of or permitted access to Information in a way that is not authorized by this Agreement, then Altenheim may in its sole discretion require Business Associate to: (a) promptly investigate and provide a written report to Altenheim of the Business Associate's determination regarding any alleged or actual unauthorized disclosure, access, or use; (b) cease such practices immediately; (c) return to Altenheim, or destroy, all Information; and (d) take any other action Altenheim deems appropriate.

- 2.6 Reporting of Violations. Business Associate agrees that it will immediately report to Altenheim any use or disclosure of Information received from Altenheim that is not authorized by or otherwise constitutes a violation of this Agreement.

In the event of a potential Breach of Unsecured Information, Business Associate agrees that it will immediately report the potential Breach to Altenheim, and in no event will it fail to report the potential Breach within three (3) days of its discovery by Business Associate. Business Associate shall include in its report to Altenheim the following: (a) the identification of each individual whose Information may have been accessed, acquired, used, or disclosed during the Breach; (b) a brief description of what happened, including the date of the Breach and the date

of discovery of the Breach; (c) a description of the types of Information that were involved in the Breach; (d) steps Individuals may take to protect themselves from potential harm resulting from the Breach; and (e) a description of what the Business Associate is doing to investigate the Breach, mitigate harm to Individuals, and protect against further Breaches. In the event this information is not immediately available, Business Associate shall provide the information to Altenheim as soon as it is discovered.

Business Associate shall assist Altenheim as requested to provide notification to affected Individuals, and, if requested by Altenheim, Business Associate agrees to provide a toll-free number, e-mail address, website, or postal address for Individuals to ask questions or learn additional information about the Breach. Business Associate agrees to be responsible for all costs related to the Breach, including, but not limited to, any costs incurred by Altenheim to mail notifications, maintain a toll-free number or website, research information regarding the Breach, or mitigate the effects of the Breach.

2.7 Agents and Subcontractors. Business Associate agrees to cause all of its employees, agents and students who will perform responsibilities or satisfy obligations pursuant to its agreements with Altenheim to enter into a written agreement in which the employee, agent and student agree to abide by all of the terms to which Business Associate is subject under this Agreement with respect to the Information. In addition, If it becomes necessary for Business Associate to share Information that has been disclosed to it by Altenheim with any person or any entity who is not an employee, agent or student of Business Associate, then Business Associate agrees to cause such person or entity to enter into a written agreement in which the person or entity agrees to abide by all of the terms to which Business Associate is subject under this Agreement with respect to the Information.

2.8 Accounting of Disclosures.

2.8.1 Business Associate agrees to document disclosures of Information and the details of such disclosures as would be required for Altenheim to respond to a request by an Individual for an accounting of disclosures of Information in accordance with HIPAA.

2.8.2 Within ten (10) days of notice by Altenheim of a request for an account of disclosures of Information, Business Associate and any agents or subcontractors shall make available to Altenheim the information required to provide an accounting of disclosures to enable Altenheim to fulfill its obligations under the Privacy Rule, including but not limited to 45 C.F.R. § 164.528. Except in the case of a direct request from an Individual for an accounting related to treatment, payment, or operations disclosures through an electronic health records, if the request for an accounting is delivered directly to Business Associate or its agents or subcontractors, if any, Business Associate shall within five (5) business days of a request notify Altenheim about such request. Altenheim shall either request that Business Associate provide such information directly to the Individual, or it shall request that the information be immediately forwarded to Altenheim for compilation and distribution to such Individual. In the case of a direct request for an accounting from an Individual related to treatment, payment, or operations disclosures through electronic health records, Business Associate shall provide such accounting to the Individual in accordance with and effective on the applicable date set forth in section 13405(c) of the Health Information Technology for Economic and Clinical Health Act. Notwithstanding anything in the Agreement to the contrary, Business Associate and any agents or subcontractors shall continue to maintain the information required for

purposes of complying with this section 2.8.2 for a period of six (6) years after termination of the Agreement.

- 2.9 Minimum Necessary. Business Associate represents and warrants that if it uses or discloses Information or an element of Information, as permitted under this Agreement, it will do so only in the minimum amount and to the minimum number of individuals necessary to achieve the purpose of its requirements and obligations under its affiliation agreement with Altenheim. Business Associate agrees that it will use all reasonable efforts to limit its request for Information to the minimum amount of Information necessary to achieve the purpose for which the request is being made. Business Associate agrees to follow any guidance issued by HHS regarding the minimum necessary standard.
- 2.10 Availability of Information. Business Associate shall make any and all internal practices, books, records and Information related to this Agreement available to Altenheim for inspection and/or audit upon request by Altenheim. In addition, Business Associate agrees to make its internal practices, books and records relating to the use and disclosure of Information available to HHS for review, upon the request of that Department.

### **ARTICLE III RESPONSIBILITIES OF ALTENHEIM**

- 3.1 Disclosure of Information. Altenheim agrees to disclose Information to Business Associate upon its own volition, upon Business Associate's request, or upon the request of a third party if such disclosure is permissible by law, so that Business Associate may comply with its requirements and obligations under its agreements with Altenheim, unless Altenheim otherwise objects to the disclosure, or Business Associate is no longer in an agreement with Altenheim. Altenheim shall not request Business Associate to use or disclose Information in any manner that would not be permissible under the Privacy Rule if done by Altenheim.
- 3.2 Notification of Changes and Restrictions.
- 3.2.1 Altenheim shall provide Business Associate with any changes in, or revocation of, permission by an Individual to use or disclose Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- 3.2.2 Altenheim shall notify Business Associate of any restriction to the use or disclosure of Information that Altenheim has agreed to in accordance with HIPAA>
- 3.3 Notice of Privacy Practices. Upon request, Altenheim will provide Business Associate with a copy of its notice of privacy practices or direct Business Associate to a source where it can be accessed. Altenheim may notify Business Associate of limitation(s) in the notice of privacy practices of Altenheim under 45 C.F.R. § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Information.

### **ARTICLE IV TERM & TERMINATION**

- 4.1 Term. The Term of this Agreement shall be effective as of the Commencement Date, and shall terminate when all of the Information provided by Altenheim to Business Associate, or created or received by Business Associate on behalf of Altenheim, is destroyed or returned to Altenheim, or, if it is infeasible to return or destroy Information, protections are extended to such Information, in accordance with the termination provisions in this section.

- 4.2 Termination for Cause. Upon Altenheim's knowledge of a material breach by Business Associate of a requirement in this Agreement, Altenheim shall provide an opportunity for Business Associate to cure the breach or end the violation. Altenheim shall terminate the Agreement if Business Associate does not cure the breach, or end the violation, within the time specified by Altenheim. Altenheim may immediately terminate the Agreement if Business Associate has breached a material term of this Agreement, and cure is not possible.
- 4.3. Effect of Termination. Business Associate agrees that upon termination of the Agreement, Business Associate shall contact Altenheim with regard to any Information currently in its possession that was received from or created on behalf of Altenheim, and determine whether Altenheim wishes to have the Information returned to it or destroyed. If feasible, Business Associate agrees to proceed in accordance with the Altenheim's instruction to return or destroy Information within thirty (30) days of receiving such instruction. If Altenheim elects to have the Information destroyed, Business Associate agrees to destroy the Information in a manner specified by HHS as a means of securing Information in guidance issued under section 13402(h)(2) of Public Law 111-5 on the HHS website and by a method acceptable to Altenheim.

If Business Associate believes that returning or destroying the Information is not feasible on account of a regulatory duty imposed on Business Associate by law, or other valid reason, then Business Associate shall provide to Altenheim notification of the conditions that make return or destruction not feasible. Upon mutual agreement of the parties that return or destruction of Information is not feasible, Business Associate agrees that the protections afforded to such Information by this Agreement will extend indefinitely beyond the term of this Agreement, and that Business Associate will limit further uses and disclosures to those purposes that make the return or destruction of the Information infeasible. Business Associate agrees that its obligations with regard to notifying Altenheim of any potential Breach will also extend indefinitely beyond the term of this Agreement. Business Associate further agrees that no Information, copies of Information, or parts thereof, shall be retained when the aforementioned Information are returned or destroyed.

**ARTICLE V**  
**MISCELLANEOUS**

- 5.1 Indemnification. Business Associate will indemnify and hold Altenheim (including Altenheim's Board of Directors, individually and collectively, and its officers, owners, members, employees, agents, and other representatives, individually and collectively) harmless from and against all claims, demands, costs, expenses, notification expenditures, liabilities and losses, including reasonable attorneys' fees and punitive damages which may arise against Altenheim as a result of any violation of this Agreement.
- 5.2 Notices. Any notice, demand or communication required, permitted or desired to be given hereunder shall be deemed effectively given when personally delivered or mailed by prepaid certified mail, return receipt requested, addressed as follows:

If to Altenheim:

Altenheim  
18627 Shurmer Road  
Strongsville, Ohio 44136  
Attn: President/CEO

If to Business Associate:

Cuyahoga Valley Career Center  
8001 Brecksville, Road  
Brecksville, Ohio 44141

Any party may change its address by giving notice in accordance with the provisions of this subparagraph.

- 5.3 Assignment. No assignment of this Agreement or the rights and obligations hereunder shall be valid without the specific written consent of both parties hereto. Notwithstanding the foregoing, this Agreement shall be deemed to be assigned automatically to any successor entity operating Altenheim or Business Associate, and to apply automatically to any requirements and obligations pursuant to any agreements entered into between the parties in the future (whether or not specifically referenced herein) that involves the use or disclosure of Information between or by the parties.
- 5.4 Waiver of Breach. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be a waiver of any subsequent breach of the same or other provision hereof.
- 5.5 Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and enforceable in accordance with its terms.
- 5.6 Gender and Number. Whenever the context hereof requires, the gender of all words shall include the masculine, feminine, and neuter, and the number of all words shall include the singular and plural.
- 5.7 Entire Agreement. This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof, and all prior and contemporaneous understandings, agreements and representations, whether oral or written, with respect to such matters are superseded.
- 5.8 Amendments. This Agreement may only be amended by the written consent of both parties. The Parties agree to take such action as is necessary to amend this Agreement from time-to-time as is necessary for Altenheim to comply with the requirements of HIPAA.
- 5.9 Regulatory References. A reference in this Agreement to a section in the Privacy Rule or Security Rule means the sections as in effect or as amended, and for which compliance is required.
- 5.10 Survival. The respective rights and obligations of Business Associate under Article IV of this Agreement shall survive the termination of the Agreement.
- 5.11 Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Altenheim to comply with the Privacy Rule.
- 5.12 Binding Effect. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.
- 5.13 Non-exclusivity. Nothing in this Agreement shall be construed as limiting the right of either party to affiliate or contract with any other person or entity on either a limited or general basis while this Agreement is in effect.
- 5.14 Incorporation of Recitals. The aforesaid Recitals are hereby incorporated into this Agreement as if fully set forth herein.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the Commencement Date.

**ALTENHEIM:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BUSINESS ASSOCIATE:** Cuyahoga Valley  
Career Center on behalf of itself, its  
employees, agents and personnel

  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Bid Results for:  
**Cuyahoga Valley Career Center**  
**Server Room Back-up Power System**  
**June 29, 2023**

Bidder Name	Add. #1 received	Base Bid	Alternate No. 1	Number of Calendar Days for Project Completion	Forms included			
					Non-Collusion Affidavit	Bidder Affirmation and Disclosure	Bidder Qualification Statement	Bid Bond or Check
North East Mechanical DBA Westland Heating Air Conditioning & Plumbing	Y	\$203,500.00	deduct \$3,000.00	350	Y	Y	Y	Y
Best Commercial	Y	\$215,000.00	deduct \$5,000.00	350	Y	Y	Y	Y
Environmental Control Systems	Y	\$238,740.00	No Bid	365	Y	Y	Y	Y
Zenith Systems, LLC	Y	\$356,940.00	deduct \$2,500.00	450	Y	Y	Y	Y

