



Cuyahoga Valley Career Center

October 2023 Board Meeting

**October 26, 2023, 6:30 pm - 8:00 pm
Conference Room A**

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Cuyahoga Valley Career Center

September 2023 Board Meeting

**September 28, 2023, 6:30 pm - 8:00 pm
Conference Room A**

MINUTES

MINUTES

Cuyahoga Valley Career Center Board

September 2023 Board Meeting

Thursday, September 28, 2023, 6:30 pm - 8:00 pm

Conference Room A

In Attendance

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

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

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

I. CALL TO ORDER:

Mr. Suchocki called the meeting to order at 6:32 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

* Food Services Annual Report

V. SUPERINTENDENT'S REPORT

* Student Enrollment
* Facilities & Operations Presentation
* News Flash | Student Connections | Alumni Spotlight

VI. BOARD COMMENTS

VII. COMMITTEE REPORTS

* Buildings & Grounds Committee, Gary Suchocki, Chairperson: 6:00 p.m. on Sept. 28, 2023, Central Office Conference Room

* Policy Committee, Robert Felber, Chairperson: 2:00 p.m. on Sept. 26, 2023,

Conference Room 670

First Reading of the following policies:

<u>Policy No.</u>	<u>Policy Name</u>
0164	Notice of Meetings
0131.1	Technical Corrections
2271	College Credit Plus
3120.09	RESCIND - Volunteers
3215	Tobacco Use Prevention
4120.09	RESCIND - Volunteers
4215	Tobacco Use Prevention
5310	Health Services
5512	Tobacco Use Prevention
5610	Removal, Suspension, Expulsion and Permanent Exclusion of Students
6325	Procurement - Federal Grants/Funds
7434	Tobacco Use Prevention
7540	Computer Technology & Networks
7540.01	Technology Privacy
7540.02	Web Accessibility, Content, Apps and Services
7540.03	Student Technology Acceptable Use & Safety
7540.04	Staff Technology Acceptable Use & Safety
8300	Continuity of Organizational Operations Plan
8305	Information Security
8315	Information Management
8390	Animals on District Property
8400	School Safety
8420	Emergency Situations at Schools
8462	Student Abuse and Neglect
9160	Public Attendance at School Events

VIII. APPROVAL OF MINUTES

* Regular Meeting of August 31, 2023

- ROLL CALL:

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

Move: Jennifer Burke Second: Jacquelyn Arendt Status: Passed

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

IX. COMMENTS FROM THE PUBLIC

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

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

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

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

X. FINANCES

Resolution **#2023-9 28** 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:

Accept the Financial Report for the month of August 2023.

- ROLL CALL:

Mr. Felber_____ Mr. Fortlage_____ Mr. Gilbride_____

Mr. Suchocki_____ Ms. Thomas_____ Mr. Virost_____

Mr. Wiant_____ Mrs. Arendt_____ Mrs. Burke_____

Move: Russ Fortlage Second: Jacquelyn Arendt Status: Passed

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

XI. NEW BUSINESS - Personnel

Resolution **#2023-9 29** Personnel Items Recommended (may be handled as one motion).

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

A. ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT

- Resignation/Retirement:

Accept the resignation of Christopher Miklovic, School of Nursing Instructor, effective September 24, 2023.

2023-9 29 (1)

- Replacement:

Approve to replace Nursing Instructor.

2023-9 29 (2)

- Employment:

Per Resolution # , approve the employment of Delbra Pace as Adult Education School of Nursing Instructor, effective September 18, 2023 through July 31, 2024, on a one-year, limited contract for 185 days at Teacher/Coordinator, Step 10 plus applicable holidays per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2023-9 29 (3)

B. CERTIFICATED

- Adult Education Instructors' List 2023-24 School Year:

Approve the addition of Laurie Robusto and Lewis Fletcher to the part-time Adult Education Instructors' List for the 2023-24 school year.

2023-9 29 (4)

- High School Substitute Teachers' List 2023-24 School Year:

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

2023-9 29 (5)

- Salary Placement:

Approve the corrected placement for the 2023-24 contract year of Stephanie Duttry, Transition Coordinator, from Step 10E to 10G, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement based upon verification of education and work experience.

2023-9 29 (6)

- Salary Adjustments - Additional College Credits:
Approve salary adjustments due to additional course work.

2023-9 29 (7)

- Professional Growth Days:
Approve the change of date on the June 29, 2023 Professional Growth Days exhibit to read:

*Victoria Vachon to attend: Resident Educator Mentor Training at the ESC of Summit County on August 14 & 15, 2023.

2023-9 29 (8)

- 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.

2023-9 29 (9)

- Overnight Fieldtrip:
Approve a student overnight trip for SkillsUSA Fall Conference for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, November 9-10, 2023. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (10)

- Overnight Fieldtrip:
Approve a student overnight trip for Regional Officer Training Institute (ROTI) for all eligible students, instructors, and administrators. The training will take place at Deer Creek State Park in Mount Sterling, Ohio, January 15-18, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world

events.

2023-9 29 (11)

- Overnight Fieldtrip:

Approve a student overnight trip for SkillsUSA State Conference for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, April 9-10, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (12)

- Overnight Fieldtrip:

Approve a student overnight trip for SkillsUSA National Leadership & Skills Conference for all eligible students, instructors, and administrators. The conference will take place in Atlanta, Georgia, June 24-28, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (13)

- Overnight Fieldtrip:

Approve a student overnight trip for Business Professionals of America (BPA) State Conference for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, March 7-8, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (14)

- Overnight Fieldtrip

Approve a student overnight trip for Business Professionals of America (BPA) National Conference for all eligible students, instructors, and

administrators. The conference will take place in Chicago, Illinois, May 10-14, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (15)

- Overnight Fieldtrip:

Approve a student overnight trip for Health Occupation Students of America (HOSA) State Conference for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, April 10-11, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (16)

- Overnight Fieldtrip:

Approve a student overnight trip for Health Occupation Students of America (HOSA) National Conference for all eligible students, instructors, and administrators. The conference will take place in Houston, Texas, June 26-29, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (17)

- Overnight Fieldtrip:

Approve a student overnight trip for Educator's Rising State Conference for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, March 3-5, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and

administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (18)

- Overnight Fieldtrip:

Approve a student overnight trip for Educator's Rising Officer Leadership Retreat for all eligible students, instructors, and administrators. The conference will take place in Columbus, Ohio, April 23-24, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (19)

- Overnight Fieldtrip:

Approve a student overnight trip for Educator's Rising National Conference for all eligible students, instructors, and administrators. The conference will take place in Washington, D.C, June 28-July 1, 2024. In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' expenses to be paid in accordance with the CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2023-9 29 (20)

C. CLASSIFIED

- Student Employment:

Approve the employment of Nathan Alexander and Sincere Wright to perform services on an as needed basis at the current Student Employment Rate for the 2023-24 school year.

2023-9 29 (21)

- ROLL CALL:

Mr. Fortlage_____ Mr. Gilbride_____ Mr. Suchocki_____
Ms. Thomas_____ Mr. Virost_____ Mr. Wiant_____
Mrs. Arendt_____ Mrs. Burke_____ Mr. Felber_____

Move: Robert Felber Second: Ashley Thomas Status: Passed

Yes: James Virost, James Gilbride, Gary Suchocki, Jacquelyn Arendt,

XII. NEW BUSINESS - Non-personnel

Resolution #2023-9 30 Non-personnel Items Recommended (may be handled as one motion):

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

- Disposal of Inventory Items:

Approve the disposal of varied inventory items as listed.

2023-9 30 (1)

- Donations:

Accept donations per Resolution #1976-167, as listed:

2023-9 30 (2)

- Approve School Calendar Change:

Approve changing the Teacher In-Service Day from March 12, 2024 to March 19, 2024 and revising the 2023-24 School Calendar.

2023-9 30 (3)

- Off-Site Campus Training:

Approve the addition of the listed locations to the Off-Site Campus Training Locations for the 2023-24 school year.

2023-9 30 (4)

- Associate District Expense Reimbursement for CVCC Functions:

Approve reimbursement of up to \$105 per day per substitute teacher for associate district teaching staff who attend various CVCC functions during the school day and associated student transportation costs during the 2023-24 school year.

2023-9 30 (5)

- Professional Meeting Days:

Approve Superintendent David Mangas and Executive Administrative Assistant Melinda Jencson to attend multiple meetings and OSBA Capital Conference in Columbus from November 8, 2023 through November 14, 2023.

2023-9 30 (6)

- Approve Memorandum of Understanding:
Approve utilization of Student Resource Officer and three-year Memorandum of Understanding between Cuyahoga Valley Career Center and the City of Brecksville, Ohio beginning October 1, 2023.
2023-9 30 (7)
- Approve Agreement:
Approve the Apprenticeship Agreement between Cuyahoga Valley Career Center and Die-Matic Corporation to provide Tool & Die Apprenticeship Program for the 2023-24 school year.
2023-9 30 (8)
- Approve Agreement:
Approve Contracted Services Agreement between Cuyahoga Valley Career Center and Laura Icardi/ACT Test Prep for ACT/SAT Test Prep Courses for the 2023-24 school year.
2023-9 30 (9)
- Approve Agreement:
Approve the Apprenticeship Agreement between Cuyahoga Valley Career Center and IEC Northern Ohio to provide the Electrical Apprenticeship Program for the 2023-24 school year.
2023-9 30 (10)
- Approve Agreement:
Approve Cost Reimbursement Research Subaward Agreement between Cuyahoga Valley Career Center and Youngstown State University for the implementation of Ohio's Broadband and 5G Workforce Strategy.
2023-9 30 (11)
- Approve Agreements:
Approve Machining Technology Apprenticeship Agreements between Cuyahoga Valley Career Center and CAM Engineered Products.
2023-9 30 (12)
- Accept Proposal:
Accept proposal submitted by Construction Resources, Inc. for Consultant Services related to Roof Project Design and Bid in the amount of \$99,004.00.
2023-9 30 (13)
- ROLL CALL:

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

Move: James Gilbride Second: Jacquelyn Arendt Status: Passed

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

XIII. ADJOURN

7:09 PM

- ROLL CALL:
Mr. Suchocki____ Ms. Thomas____ Mr. Virost____
Mr. Wiant____ Mrs. Arendt____ Mrs. Burke____
Mr. Felber____ Mr. Fortlage____ Mr. Gilbride____

Move: Robert Felber Second: Jennifer Burke Status: Passed

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

Next meeting: All Boards' Dinner, Thursday, Oct. 26, 2023 at 5:00
PM. Board Meeting will immediately follow in Conference Room A.

*APPROVED: _____

*ATTESTED: _____

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

September 30, 2023

Richard A. Berdine, Treasurer

A decorative graphic element consisting of a series of overlapping, semi-transparent blue and grey rectangular blocks of varying heights and widths, creating a layered, architectural effect.

2023-24

Cuyahoga Valley Caree+A2:F28r Center



Forecast Comparison - General Operating Fund - September 2023



CUYAHOGA VALLEY
CAREER CENTER

CUYAHOGA VALLEY
CAREER CENTER

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 590,005	\$ 83,825	\$ 130,211	\$ (506,180)	timing of receipt of tax advances/settlements
1.020 - Public Utility Personal Property Tax	\$ 152,582	\$ 119,788	\$ 105,379	\$ (32,794)	timing of receipt of tax advances/settlements
1.035 - Unrestricted Grants-in-Aid	\$ 133,841	\$ 121,525	\$ 127,016	\$ (12,316)	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.040 - Restricted Grants-in-Aid	\$ 21,825	\$ 31,139	\$ 28,741	\$ 9,314	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.050 - Property Tax Allocation	\$ 408,608	\$ -	\$ 407,539	\$ (408,608)	timing of receipt of homestead/rollback from State compared to prior fiscal years
1.060 - All Other Operating Revenues	\$ 65,039	\$ 124,917	\$ 81,804	\$ 59,878	increased interest earnings and TIF payments
1.070 - Total Revenue	\$ 1,371,900	\$ 481,193	\$ 880,690	\$ (890,707)	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ 240	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 1,371,900	\$ 481,193	\$ 880,930	\$ (890,707)	
Expenditures:					
3.010 - Personnel Services	\$ 631,676	\$ 640,829	\$ 650,857	\$ (9,153)	
3.020 - Employees' Retirement/Insur. Benefits	\$ 274,221	\$ 250,511	\$ 248,643	\$ 23,710	retirement costs reduced from salary payment reduction, reduced insurance costs from retirees no longer insured
3.030 - Purchased Services	\$ 141,965	\$ 162,640	\$ 129,479	\$ (20,675)	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 67,296	\$ 97,373	\$ 59,766	\$ (30,077)	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 17,244	\$ (623)	\$ 38,665	\$ 17,867	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 60,868	\$ 55,151	\$ 42,564	\$ 5,717	
4.500 - Total Expenditures	\$ 1,193,270	\$ 1,205,882	\$ 1,169,976	\$ (12,612)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 1,193,270	\$ 1,205,882	\$ 1,169,976	\$ (12,612)	
Surplus/(Deficit) for Month	\$ 178,630	\$ (724,689)	\$ (289,045)	\$ (903,319)	

rb100423

Cuyahoga Valley Career Center



Forecast Comparison - General Operating Fund - September 2023



	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 5,923,906	\$ 5,908,938	\$ 5,882,623	\$ (14,968)	slight variance in estimated taxes for 2nd half 2023 collection cycle
1.020 - Public Utility Personal Property Tax	\$ 310,185	\$ 311,732	\$ 287,625	\$ 1,547	
1.035 - Unrestricted Grants-in-Aid	\$ 427,219	\$ 394,838	\$ 405,283	\$ (32,381)	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.040 - Restricted Grants-in-Aid	\$ 64,678	\$ 94,270	\$ 86,692	\$ 29,592	timing of foundation payments from ODE and distribution between restricted and unrestricted categories
1.050 - Property Tax Allocation	\$ 408,608	\$ -	\$ 407,539	\$ (408,608)	timing of receipt of homestead/rollback from State compared to prior fiscal years
1.060 - All Other Operating Revenues	\$ 164,998	\$ 277,544	\$ 163,426	\$ 112,546	increased interest earnings and TIF payments
1.070 - Total Revenue	\$ 7,299,594	\$ 6,987,322	\$ 7,233,189	\$ (312,272)	
Other Financing Sources:					
2.050 - Advances In	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ 19,825	\$ 240	\$ 19,825	FY23 insurance claim payment from Liberty Mutual
2.080 Total Revenue and Other Financing Sources	\$ 7,521,594	\$ 7,229,147	\$ 7,440,429	\$ (292,447)	
Expenditures:					
3.010 - Personnel Services	\$ 2,089,424	\$ 1,999,570	\$ 2,205,646	\$ 89,854	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	\$ 762,942	\$ 714,021	\$ 754,819	\$ 48,921	retirement costs reduced from salary payment reduction, reduced insurance costs from retirees no longer insured
3.030 - Purchased Services	\$ 481,613	\$ 391,266	\$ 447,764	\$ 90,347	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 250,135	\$ 237,370	\$ 208,370	\$ 12,765	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 37,638	\$ 8,346	\$ 40,919	\$ 29,292	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 179,781	\$ 221,819	\$ 190,769	\$ (42,038)	timing and increased cost of insurance renewal premium in FY24 compared to FY23 with change to new plan and plan year
4.500 - Total Expenditures	\$ 3,801,533	\$ 3,572,392	\$ 3,848,287	\$ 229,141	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 1,114,354	\$ 1,114,354	\$ 1,924,979	\$ -	
5.020 - Advances Out	\$ 157,000	\$ 157,000	\$ 222,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 5,072,887	\$ 4,843,746	\$ 5,995,266	\$ 229,141	
Surplus/(Deficit) FYTD	\$ 2,448,707	\$ 2,385,401	\$ 1,445,163	\$ (63,306)	

rb100423

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							
July	2,361,219	-	48,999	719	125,242	-	29,002	16,000	2,581,180
August	3,463,894	191,944	58,373	44,537	148,071	-	34,129	225,825	4,166,774
September	83,825	119,788	43,544	81,373	121,525	-	31,139	-	481,193
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$5,908,937	\$311,732	\$150,916	\$126,628	\$394,838	\$0	\$94,270	\$241,825	\$7,229,147
% of Total	81.74%	4.31%	2.09%	1.75%	5.46%	0.00%	1.30%	3.35%	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									rb100423

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	741,041	237,732	85,898	91,731	1,897	-	49,794	1,271,354	2,479,448
September	640,829	250,511	162,640	97,373	(623)	-	55,151	-	1,205,882
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$1,999,570	\$714,022	\$391,266	\$237,370	\$8,346	\$0	\$221,819	\$1,271,354	\$4,843,748
% of Total	41.28%	14.74%	8.08%	4.90%	0.17%	0.00%	4.58%	26.25%	
<i>*Non-Operating expenses include advances and transfers out.</i>									
Operating Fund includes General Fund (001) only									rb100423

Cuyahoga Valley Career Center



September 2023

FINSUMM Financial Summary

CUYAHOGA VALLEY
CAREER CENTER

rb100423

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	\$481,193.32	\$7,229,146.91	\$1,205,882.43	\$4,843,748.32	\$22,298,177.16	\$1,219,064.07	\$21,079,113.09
003	Permanent Improvement	\$3,622,250.32	\$0.00	\$900,000.00	\$118,027.90	\$1,795,874.55	2,726,375.77	\$669,547.83	2,056,827.94
006	Food Service	\$34,705.27	\$5,841.00	\$125,159.34	\$12,146.18	\$102,692.72	57,171.89	\$23,393.39	33,778.50
008	Endowment	\$62,279.54	\$265.61	\$759.30	\$0.00	\$4,000.00	59,038.84	\$0.00	59,038.84
009	Uniform School Supplies	\$17,268.38	\$2,583.00	\$110,939.59	\$433.00	\$78,502.46	49,705.51	\$26,337.10	23,368.41
011	Rotary-Special Services	\$110,463.40	\$549.35	\$932.65	\$714.50	\$1,527.20	109,868.85	\$13,528.79	96,340.06
012	Adult Education	\$633,857.86	\$186,215.66	\$325,914.42	\$95,861.73	\$322,505.06	637,267.22	\$96,530.06	540,737.16
018	Public School Support	\$188,650.78	\$4,008.16	\$15,709.35	\$1,619.97	\$7,089.27	197,270.86	\$12,108.28	185,162.58
019	Other Grants	\$110,575.49	\$0.00	\$8,500.00	\$0.00	\$1,533.00	117,542.49	\$6,851.96	110,690.53
022	District Agency	\$29,337.47	\$158,146.82	\$240,908.38	\$188,359.08	\$241,579.35	28,666.50	\$0.00	28,666.50
200	Student Managed Activity	\$2,759.53	\$4,061.05	\$147,572.32	\$1,256.66	\$86,157.09	64,174.76	\$3,700.00	60,474.76
451	Data Communications	\$0.00	\$0.00	\$46.10	\$0.00	\$46.10	0.00	\$0.00	0.00
461	Vocational Education Enhancements	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00	\$0.00	0.00
499	Miscellaneous State Grants	\$2,500.00	\$3,375.48	\$3,375.48	\$0.00	\$0.00	5,875.48	\$0.00	5,875.48
508	Governors' Education Emerg. Relief	(\$817.57)	\$16,998.72	\$20,376.26	\$16,998.72	\$19,558.69	0.00	\$0.00	0.00
524	Carl Perkins Grants	(\$7,299.00)	\$20,508.74	\$48,539.66	\$34,129.10	\$73,598.30	(32,357.64)	\$213,579.83	(245,937.47)
599	Misc. Federal Grants (CARES Act)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$30,871.05	19,128.95	\$4,520.03	14,608.92
	Grand Totals (ALL Funds)	\$24,771,310.04	\$883,746.91	\$9,177,879.76	\$1,675,429.27	\$7,611,283.16	\$26,337,906.64	\$2,289,161.34	24,048,745.30

Cuyahoga Valley Career Center



Approved Funds for FY24



This report is a listing of all grant funds authorized and/or received throughout fiscal year 2024.

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	\$0.00	\$46.10	\$46.10
499/9024	Ohio High School Tech Internship FY24	\$3,375.48	\$3,375.48	\$3,375.48	\$3,375.48
	Total State Funds	\$3,421.58	\$3,375.48	\$3,421.58	\$3,421.58
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$89,602.72	\$16,998.72	\$20,376.26	\$89,602.72
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$0.00	\$5,243.65	\$292,629.42
524/9224	Carl D. Perkins Secondary FY24	\$370,300.17	\$16,621.04	\$22,521.04	\$22,521.04
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$0.00	\$11,444.84	\$93,061.90
524/9124	Carl D. Perkins Adult FY24	\$76,208.13	\$3,887.70	\$9,330.13	\$9,330.13
	Total Federal Funds	\$938,777.04	\$37,507.46	\$68,915.92	\$507,145.21

rb100423

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	8/31/2023	\$75,000.00
8/25/2022	001	009/0000	Uniform School Supplies	\$50,000.00	8/31/2023	\$50,000.00
8/25/2022	001	022/9004	Section 125	\$32,000.00	8/31/2023	\$32,000.00
8/25/2022	001	200/960A	Student Leadership	\$65,000.00	8/31/2023	\$65,000.00
8/31/2023	001	006/0000	Food Services	\$75,000.00		
8/31/2023	001	009/0000	Uniform School Supplies	\$50,000.00		
8/31/2023	001	022/9004	Section 125	\$32,000.00		
TOTAL Advances				\$379,000.00		\$222,000.00
Advances Outstanding						\$157,000.00
<i>rb100423</i>						

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Cash Reconciliation

September 30, 2023



CUYAHOGA VALLEY
CAREER CENTER

Cash Summary Report Balance			\$ 26,337,906.64
Bank Balance:			
PNC Main Checking	581,991.92		
PNC - Merchant Svcs.	777.58		
PNC - Payroll Holding	30,000.00		
		\$ 612,769.50	
Investments:			
U.S. Bank: Meeder Investment Managers Managed Portfolio STAR Ohio	18,383,770.33 7,411,952.71		
		\$ 25,795,723.04	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (73,432.32)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	1,459.25		
Deposit in Transit	-		
Payroll in Transit	-		
Credit Card Payment Adjustment	(112.83)		
		\$ 1,346.42	
Bank Balance			\$ 26,337,906.64
Variance			\$ -

rb100423

Cuyahoga Valley Career Center

September 2023



**CUYAHOGA VALLEY
CAREER CENTER**

Appropriation Summary

rb100423

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	\$17,838,024.00	\$248,801.48	\$18,086,825.48	\$4,843,748.32	\$1,205,882.43	\$1,219,064.07	12,024,013.09	33.52%
003	Permanent Improvement	\$1,075,000.00	\$2,231,125.85	\$3,306,125.85	\$1,795,874.55	\$118,027.90	\$0.00	1,510,251.30	54.32%
006	Food Service	\$162,175.00	\$11,300.00	\$173,475.00	\$102,692.72	\$12,146.18	\$23,393.39	47,388.89	72.68%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$4,000.00	\$0.00	\$0.00	11,000.00	26.67%
009	Uniform School Supplies	\$70,800.00	\$13,228.95	\$84,028.95	\$78,502.46	\$433.00	\$26,337.10	(20,810.61)	124.77%
011	Rotary-Special Services	\$42,600.00	\$871.47	\$43,471.47	\$1,527.20	\$714.50	\$13,528.79	28,415.48	34.63%
012	Adult Education	\$1,484,829.00	\$33,055.61	\$1,517,884.61	\$322,505.06	\$95,861.73	\$96,530.06	1,098,849.49	27.61%
018	Public School Support	\$99,325.00	\$879.72	\$100,204.72	\$7,089.27	\$1,619.97	\$12,108.28	81,007.17	19.16%
019	Other Grants	\$106,663.59	\$3,911.90	\$110,575.49	\$1,533.00	\$0.00	\$6,851.96	102,190.53	7.58%
022	District Agency	\$700,000.00	\$0.00	\$700,000.00	\$241,579.35	\$188,359.08	\$0.00	458,420.65	34.51%
200	Student Managed Activity	\$39,337.99	\$24,245.66	\$63,583.65	\$86,157.09	\$1,256.66	\$3,700.00	(26,273.44)	141.32%
451	Data Communications	\$46.10	\$0.00	\$46.10	\$46.10	\$0.00	\$0.00	0.00	100.00%
461	Vocational Education Enhancements	\$1,525.00	\$475.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00	100.00%
499	Miscellaneous State Grants	\$17,275.48	\$0.00	\$17,275.48	\$0.00	\$0.00	\$0.00	17,275.48	0.00%
508	Governors' Education Emerg. Relief	\$17,030.47	\$2,528.22	\$19,558.69	\$19,558.69	\$16,998.72	\$0.00	0.00	100.00%
524	Carl Perkins Grants	\$459,215.01	\$13,607.48	\$472,822.49	\$73,598.30	\$34,129.10	\$213,579.83	185,644.36	60.74%
599	Miscellaneous Federal Grants	\$19,128.95	\$30,871.05	\$50,000.00	\$30,871.05	\$0.00	\$4,520.03	14,608.92	70.78%
Totals		\$22,147,975.59	\$2,614,902.39	\$24,762,877.98	\$7,611,283.16	\$1,675,429.27	\$1,619,613.51	\$15,531,981.31	37.28%

Cuyahoga Valley Career Center



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



Vendor	Amount	Fund	Description
CDW-G	57,980.00	001/003	Replacement computers, software license renewals
Assessment Tech Institute, LLC	8,740.00	001	NASM personal trainer credential exam/materials
Central Restaurant Products	10,482.30	001	Culinary arts equipment
Miceli Glass Inc.	38,641.00	003	Replace main entrance doors
NEOnet	32,542.22	001/003	Erate/phone/data technology services, phone equipment/supplies
Jones & Bartlett Learning LLC	10,708.62	001	Fire/EMT textbooks/workbooks
Augusoft, Inc.	14,475.13	001	Lumens software annual subscription fee
Binary Defense Systems Inc.	7,095.17	001	Server security software license renewal
CDW-G	23,202.74	003	Replacement computers, monitor
Assessment Tech Institute, LLC	24,687.50	012	Adult Education testing package first term
Comdoc Leasing	5,465.67	001	Copier lease
Marty's Classic Machinery Inc.	6,385.00	524	HVAC program equipment
Speelman Electric Inc.	7,428.00	003	Wiring of engineering classroom
Hoffman Crow Inc.	19,510.00	508/524	Electrical program equipment
CDW-G	9,367.61	003	Replacement computers
Desidara Inc.	5,250.00	001/524	Website hosting, Adult Education marketing, social media management
Cengage Learning	5,108.45	012/001	Cosmetology books/workbooks
CVCC-AE Federal Disburse	149,973.00	022	Adult Education tuition from federal grants/loans
OARNET	5,092.10	001	Software license renewals
Insta-Info, Inc.	5,773.00	001	Software license and customer support renewal
United States Postal Service	5,501.57	001/012	Postage
Moscarino Outdoor Creations	7,800.00	001	Lawn care
Amazon Corporate Account	7,516.64	001/012	Instructional/office/nursing/technology/custodial/maintenance/Adult Education supplies
Suburban Health Consortium	136,255.45	various	Employee benefits insurance premiums
rb100423			



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

INVESTMENT PORTFOLIO

	AMOUNT
Meeder Investments	18,383,770.33
STAR Ohio Investments	7,411,952.71
TOTAL INVESTMENT PORTFOLIO	25,795,723.04

DISTRIBUTION OF INTEREST

	Sept. 2023 Interest	FYTD 2024 Interest
General Fund (001)	43,544.13	150,915.99
Endowment Fund (008)	265.61	759.30
Cell Tower (018-9606)	386.98	1,084.64
Oil Well (018-9607)	220.74	615.65
Ocasek Scholarship (018-9610)	40.38	113.08
TOTAL INTEREST POSTED	44,457.84	153,488.66

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

CVCC Adult Education Monthly and FYTD Estimates vs Actuals



CUYAHOGA VALLEY
CAREER CENTER

FY2024--September 2023		Enrollment:	143				
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	113,187	178,750	65,563	203,459	235,708	32,249	timing of tuition receipts via student enrollment
1730-Sale of Materials	13,038	3,683	(9,355)	14,904	8,854	(6,051)	
1790-Other Classroom Fees	4,177	0	(4,177)	11,527	5,860	(5,667)	
1833-Services to Patrons	127	80	(47)	584	531	(53)	
1890-Miscellaneous	7,789	3,703	(4,086)	9,870	4,833	(5,037)	
3110-State Foundation	49,468	0	(49,468)	117,175	70,129	(47,046)	timing of State payments compared to prior fiscal years
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expend.	0	0	0	0	0	0	
Total Receipts	187,786	186,216	(1,571)	357,520	325,914	(31,605)	
Expenditures							
100-Salaries	51,655	60,497	(8,842)	189,640	190,564	(924)	
200-Fringe Benefits	31,552	21,877	9,676	73,974	73,070	904	
400-Purchased Services	5,536	31,469	(25,933)	25,291	36,315	(11,025)	timing of purchases compared to prior fiscal years
500-Supplies	26,555	12,490	14,064	35,573	19,987	15,586	timing of purchases compared to prior fiscal years
600-Equipment	500	0	500	500	0	500	
800-Other	3,637	1,528	2,109	5,106	2,469	2,636	
930-Refunds of Prior Yr. Rceipts	0	0	0	0	99	(99)	
Total Expenditures	119,435	127,862	(8,426)	330,084	322,505	7,579	
Surplus/(Deficit) for Month & FYTD	68,351	58,354	(9,997)	27,436	3,409	(24,026)	

CVCC Adult Education Forecast Monthly Cash Flow Data Entry

Advance In Current FY																
	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
FY2024																
Receipts																
1214-Tuition	\$33,028.41	\$23,929.85	\$178,749.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,707.92	\$1,000,000.00	23.57%	\$764,292.08
1730-Sale of Materials	\$4,790.50	\$380.00	\$3,683.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,853.50	\$64,000.00	13.83%	\$55,146.50
1790-Other Classroom Fees	\$2,885.00	\$2,975.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,860.00	\$17,380.00	33.72%	\$11,520.00
1833-Services to Patrons	\$110.00	\$341.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$531.00	\$1,400.00	37.93%	\$869.00
1890-Miscellaneous	\$1,055.00	\$75.00	\$3,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,833.00	\$25,000.00	19.33%	\$20,167.00
3110-State Foundation	\$0.00	\$70,129.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,129.00	\$380,000.00	18.46%	\$309,871.00
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
Total Receipts	\$41,868.91	\$97,829.85	\$186,215.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325,914.42	\$1,487,780.00	21.91%	\$1,161,865.58
Expenditures																
100-Salaries	\$64,717.57	\$65,349.57	\$60,497.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,564.31	\$919,999.90	20.71%	\$729,435.59
200-Fringe Benefits	\$24,402.78	\$26,791.01	\$21,876.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,070.48	\$313,999.69	23.27%	\$240,929.21
400-Purchased Services	\$2,882.67	\$1,963.39	\$31,469.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,315.31	\$151,100.00	24.03%	\$114,784.69
500-Supplies	\$2,024.75	\$5,471.62	\$12,490.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,986.73	\$87,100.00	22.95%	\$67,113.27
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	\$673.24	\$1,528.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,469.23	\$10,129.00	24.38%	\$7,659.77
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. Receipts	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99.00	\$0.00	#DIV/0!	-\$99.00
Total Expenditures	\$94,295.50	\$100,347.83	\$127,861.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322,505.06	\$1,484,828.60	21.72%	\$1,162,323.54
Receipts Over/(Under) Expends.	-\$52,426.59	-\$2,517.98	\$58,353.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,409.36	\$2,951.40		
Beg. Cash Bal. incl. Advance Across FY-end	\$633,857.86	\$581,431.27	\$578,913.29	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$633,857.86	\$633,857.86		
End. Cash Bal. incl. Advance Across FY-end	\$581,431.27	\$578,913.29	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$636,809.26		
End. Cash Bal. without Advances	\$581,431.27	\$578,913.29	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$636,809.26		
Encumbrances	\$98,651.57	\$125,626.36	\$96,530.06	\$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	\$453,286.93	\$540,737.16	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$637,267.22	\$611,809.26		

CVCC Board of Education
Thursday, October 26, 2023

Professional Growth Days:

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

First Name	Last Name	Days/Hours	Start Date	End Date	Activity	In-person or Virtual	Location
Lauren	Visnick	4 Hours	11/28/2023	11/28/2023	Making Math Moments Virtual Summit	Virtual	

October 2023

Removal of Equipment from Inventory

Program/Area

Item

Media Office

Two drawer lateral cabinet TAG #9547

Power Equipment

Small bench grinder TAG #7461

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

DONATIONS – October 2023

FROM	TO	ITEM(S)
Tom Franko 1380 Firwood Road Broadview Heights, OH 4147	Power Equipment Technology	<ul style="list-style-type: none">• Briggs & Stratton 8.5 HP Lawnmower Engine



Custom Plastic Solutions AND CUYAHOGA VALLEY CAREER CENTER

Custom Plastic Solutions: Blueprint Class

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide an instructor to teach a Fifty (50) hour training program to Custom Plastic Solutions, hereinafter referred to as “the customer,” to begin on Wednesday, October 4, 2023 and continuing 12.5 weeks on Tuesdays and Thursdays starting at 4:30 (note: some flexibility with schedule is built-in based on student’s business commitments). 1 (one) student at CVCC, 8001 Brecksville Rd, Brecksville, Ohio 44141.

CVCC will provide classroom space with the usual teaching aids such as a dry-erase board, and overhead projector (laptop compatible). The Immerse to Learn book, e-book, lab, and supplies are included. CVCC will provide the instructor and administrative support that includes payment of instructor’s wages.

The cost of training to be provided by CVCC is \$400 for 1 (one) student including textbook. The term of payment: CVCC will first invoice the customer for the amount of \$200 which is due within thirty (30) days of the first session and the second invoice of \$200 which is due 6 weeks after the first session.

Business Development

9/27/23

(Signature)

Title

Date

10/5/23

(Signature)

Title

Date

Marcy R. Green

Assistant Superintendent



ICD AND CUYAHOGA VALLEY CAREER CENTER

HVAC Customized Training Program Agreement 2023/2024

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide an instructor to teach two 120-hour training programs- to ICD, hereinafter referred to as “the customer,” to begin on Thursday October 19, 2023 and continuing for 20 weeks on Thursdays and Fridays from 7:00AM to 10:00 AM and again from 7:00PM to 10:00 PM for up to 30 students at the customer’s location, 3421 Independence Road, Cleveland OH 44105.

Customer will provide classroom space, HVAC lab, supplies, and practice electrical boards, computers for testing and a white board. CVCC will provide the instructor and administrative support that includes payment of instructor’s wages and PowerPoints as desired.

The cost of training to be provided by CVCC is \$30,440 for up to 30 students. The term of payment: CVCC will invoice the customer for the amount of \$15,220 (50%) which is due within thirty (30) days of the first session and the second invoice of \$ 15,220 (50%) which is due 90 weeks after the first session.

<i>Shirley Marie Peshell</i>	<i>Coordinator, Cleveland ICD</i>	<i>9/27/23</i>
(Signature)	Title	Date

<i>Marcy R. Green</i>		<i>9/27/23</i>
(Signature)	Title	Date
Marcy R. Green	Assistant Superintendent	




IEC NORTHERN OHIO AND CUYAHOGA VALLEY CAREER CENTER


CPR PROGRAM AGREEMENT 2023

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide an instructor to teach eight BLS CPR training program, IEC NORTHERN OHIO, hereinafter referred to as “the customer,” to begin in October and continuing through December 2023 at predetermined times for up to 48 students at CVCC’s campus, 8001 Brecksville Rd, Brecksville, Oh 44141.

CVCC will provide classroom, lab, supplies, and practice manikins, exams, and a white board. CVCC will also provide instructor and administrative support that includes payment of the instructor’s wages and presentation material as required by AHA. Customer students will be required to sign up for one of these sessions. If necessary, CVCC will offer one make up class in January. There will be a fee of 75.00 per course if additional offerings are necessary

The cost of training to be provided by CVCC is \$690.00 for up to 48 students and eight session. The term of payment: CVCC will invoice the customer for the amount of \$690.00 in January 2024.

 (Signature)	_____ Title	9/28/23 Date
Paige McDonough IEC Northern Ohio	Executive Director	

 (Signature)	_____ Title	9/27/23 Date
Marcy R. Green Cuyahoga Valley Career Center	Assistant Superintendent	



NVent and CUYAHOGA VALLEY CAREER CENTER

“Train the Trainer/Mentor” Course

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide an instructor to teach a 16-hour training program to NVent, hereinafter referred to as “the customer,” to take place: Monday, November 13th and Tuesday November 14th from 9am-1pm and again Monday November 20th and Tuesday November 21st from 9am-1pm for a total of 16 hrs. at NVent in Solon OH.

The customer will provide classroom space. CVCC will provide the instructor and administrative support that includes payment of instructor’s wages.

The cost of training to be provided by CVCC is \$250 per student for 9 students. The term of payment: CVCC will invoice the customer for the amount of \$2250 which is due within 2 weeks from start of session.

Charles Baker Manufacturing Engineer 10/16/2023
(Signature) Title Date

Marcy R. Green Assistant Superintendent 10/16/23
(Signature) Title Date
Marcy R. Green Assistant Superintendent

The Fiber Optic Association, Inc.

1-760-451-3655 Fax 1-781-207-2421

Email: info@thefoa.org <http://www.TheFOA.org>

FOA Approved School Candidate Memorandum of Understanding

Date: 10/6/2023

Contact Name: Marcy R Green

Organization Name: Cuyahoga Valley Career Center

The FOA is an international non-profit professional association and certifying body. The FOA offers certification programs for fiber optics and premises cabling that conform to ANSI/ISO/IEC 17024 standard for certifying bodies. The FOA approves schools that are authorized to offer training for FOA certifications and use FOA curriculum materials. The FOA grants FOA Approved Schools a site license to use FOA intellectual property including FOA certification exams and supporting materials.

This agreement covers the conditions for applying for FOA approval.

As part of the application process for the FOA Approved School program, the FOA may provide access to some technical information, curriculum material and recommendations for setting up a fiber optic course with hands-on lab. The following are guidelines your organization needs to agree to to allow the FOA to share this information.

Licensing Guidelines for FOA Certification Materials

FOA[®], CFOT[®] and Fiber U[®] are registered trademarks of the FOA. All FOA certification curriculum materials are copyrighted and the property of the FOA. All these materials are considered proprietary and are covered under copyright laws. The intellectual property rights and copyright of the original material remains the property of The Fiber Optic Association, Inc.

FOA Approved Schools are authorized to use FOA material provided solely for teaching an FOA Approved School program and offering FOA certifications.

Any unauthorized distribution or reproduction of FOA-supplied material is strictly prohibited. You may not resell, give away or transfer any part of the certification materials to others for any purpose.

All FOA materials are subject to the [FOA Usage Policy for FOA Copyrighted Technical Materials](#)

Additional Guidelines

Only the FOA can designate an organization to be an FOA Approved School. FOA school approval is not transferable. Schools may not sell, transfer or otherwise move the FOA approval or FOA certification programs to any other organization without reapplying for school approval.

No agreements or contracts you may have with any individual or organization may include any language that implies that FOA has any involvement in the agreement or contract. For instance, you may not make an agreement to give FOA certifications under the name of another organization without getting prior permission from the FOA.

When applying for FOA Approved School status or if approval is granted, the applicant must disclose any other fiber optic or premises cabling certification programs being taught or considered.

Schools that are currently offering or plan to offer their students both FOA certification courses and a certification program from other organizations must affirm that they understand they cannot use any FOA curriculum materials except in FOA certification courses.

Required Signature

This agreement must be signed by someone who can legally obligate the organization to the FOA School MOU

I agree to the above guidelines:

	10/6/2023
Signature Marcy R Green	Date Assistant Superintendent
Name Cuyahoga Valley Career Center	Title
Company	

For The Fiber Optic Association Inc.

	Date
Karen T. Hayes	General Manager
Name	Title

Ohio Talent Development Network
MEMORANDUM OF UNDERSTANDING

1.0 **OBJECTIVES AND SERVICES**

1.1 **Overview**

The Ohio Talent Development Network (OTDN) is a state-wide workforce development system facilitated through Ohio Technical Centers, Public Two-Year Colleges and Universities that utilizes a variety of “Best In Class” national and international vendors to provide top notch talent development services to employers and individuals, at an affordable price.

The Ohio Talent Development Network Resource Center will be referred to as the “Resource Center”. The Resource Center serves as the conduit through which a variety of broad workforce development initiatives are delivered to reduce the gap between workforce skills and employer needs and to ultimately increase the competitive edge for schools participating in the program. The Resource Center located at Lorain County Community College (LCCC) coordinates the program by negotiating state-wide group contracts, providing business and technical support, supplying consolidated invoicing and offering professional development opportunities. LCCC has contracted with a number of service providers for job profiling, consultation, performance management, background screening, job matching, assessment, and certifications to achieve that objective.

The Ohio Department of Higher Education has designated LCCC and the Ohio Talent Development Network Resource Center as the ACT WorkKeys and National Career Readiness Certificate Master Site. One of the additional services provided by the OTDN is Multi-Vendor Services and the terms and conditions under which those services are to be provided through LCCC are defined in this Agreement.

2.0 **DEFINITIONS**

2.1 **OTDN Services:** The set of services provided by the vendors through the Resource Center to member schools using OTDN products and services, including: job profiling, job matching, consultation, performance management, background screening, online training, assessment, certification, and others available as part of the OTDN utility.

2.2 **Multi-Vendor Package:** The set of services provided by: PSI-PAN-Talogy, Ramsay Corporation, Shl, Sterling Talent Solutions, and Pearson VUE. **Levels IA, IB and IIA Memberships** authorize the school to administer these products.

2.3 **Assessment Technology Group (ATG), Certiport, Nocti Business Solutions, Tooling U - SME, Vocational Research Institute (VRI), Buckeye Educational and Manufacturing Skill Standards Council (MSSC):** are included in renewal of all membership levels.

3.0 **TERM AND RENEWALS**

This Agreement commences on date of contract signature and will expire on June 30th, 2024 or as mutually agreed upon by both parties. This agreement supersedes any prior MOU’s.

4.0 **LCCC OBLIGATIONS**

LCCC has entered into agreements to establish the OTDN program for members of the Ohio Talent Development Network and will provide to Recipient schools those services available generally to schools participating in the OTDN Program as outlined below. As used in this paragraph, where a responsibility or obligation is the responsibility or obligation of an OTDN Center, such responsibility shall be the **responsibility of the Recipient School**. All services provided are contingent upon the provision of such services to LCCC by its vendors. These services may change or be modified in the best interest of OTDN and the participating members.

5.0 **RECIPIENT SCHOOL RESPONSIBILITIES**

5.1 **Service Provider Contracts**

In order to obtain access and licensing for some products and services each OTDN School will be required to contract with individual vendors for site specific licensing or approval beyond contracts entered into between the vendor and the Resource Center. Compliance with the terms of these vendors is an expressed condition of this agreement.

5.2 **Special Accommodations**

The physical facilities of OTDN Centers located at the Recipient schools will at all times conform to the requirements specified in the respective vendor guidelines. Recipient School acknowledges that it will be solely responsible for determining and providing special accommodations to candidates at OTDN Centers located in its facilities.

5.3 **Exclusivity**

Recipient School agrees and acknowledges that it will not retain any third party for the administration/delivery of OTDN Services and shall look to LCCC as its sole and exclusive provider of such services for and during the term of this Agreement.

6.0 **FEES**

The following provisions shall apply to all fees paid by Recipient School to LCCC.

6.1 **Invoicing and Payment**

LCCC shall submit, on a monthly basis, invoices for all fees, expenses and other items owed by Recipient School pursuant to this Agreement. Invoiced amounts shall be due and payable within thirty (30) days from the date of invoice. Any balance on an invoice not paid when due shall bear interest at the rate of ten percent 10% per annum. Failure to pay an invoice when due shall be grounds for LCCC to terminate this Agreement and terminate the provision of OTDN Services.

6.2 **Direct Provider Charges**

Except as required of Recipient School herein, LCCC may contract with vendors for all necessary materials and services to be provided to OTDN Centers, including technical support agreements. Unless prior approval is granted by LCCC, LCCC shall not be responsible for direct charges incurred by any Recipient School or OTDN Center which requests additional materials or services from any vendor beyond those negotiated by LCCC.

6.3 **Membership Fee**

Recipient School shall submit the appropriate membership fee to the Resource Center upon receipt of invoice. The membership fee is not refundable.

6.4 **Addition of Vendors**

If more vendors are added to the OTDN Program during the year, as approved by the Advisory Committee, an increase in the membership fee may be necessary to cover the expense of the annual vendor license agreement(s).

7.0 OWNERSHIP

Recipient School acknowledges that the vendors own and hold all proprietary rights, including copyright, trade secret, and patent in confidential business and technical information, documentation, software including third party software or dongles licensed to LCCC, procedures, manuals and know-how used to deliver and provide OTDN services and any enhancements or revisions thereto as well as any confidential business and technical information of LCCC, or the contractors. Recipient School shall use LCCC, and contractor owned materials only as intended by this Agreement. Recipient understands and agrees that no rights in the contractor owned materials are granted to it other than as set forth in the Agreement with each vendor.

8.0 TERMINATION

8.1 Grounds for Termination by LCCC

LCCC may immediately terminate this Agreement for the failure of Recipient School to pay these or other expenses pursuant to this Agreement when due, or the default of Recipient School in performing any of its obligations under this Agreement as outlined in agreements with the vendors.

LCCC may also immediately terminate this agreement for a failure to perform to expected levels of service provision as defined by LCCC (Resource Center). Service expectations are generally defined as generation of revenue to a sufficient degree recuperating the cost of the resources allocated to the recipient institution. At termination, LCCC may remove programmatic resources allocated to recipient institution and move these to another recipient institution including but not limited to computer terminals, software, marketing and training materials, and signage.

9.0 NOTICES

Any notices or other communications required or which may be given by either party to any other party under this Agreement shall be in writing and may be sent by fax, however, the originals shall be sent either by overnight courier, with verified receipt, or by registered or certified mail postage prepaid and addressed to and at the address stated or such other address as the parties may subsequently designate to each other by notice given in accordance with this section. Such notice shall be deemed to be sufficiently given when the receiving party receives the original.

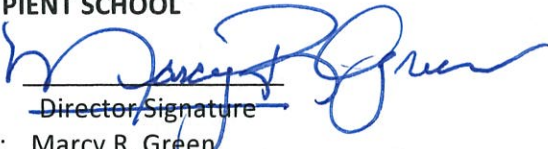
For LCCC:

Ohio Talent Development Network Resource Center
Lorain County Community College
Elyria, Ohio 44035
Fax: 440-366-4639
Email: ohiotalent@lorainccc.edu

For Recipient School:

Cuyahoga Valley Career Center
8001 Brecksville Rd
Brecksville, Oh 44141
Phone: 440-746-8210 / tbrosseau@cvccworks.edu

RECIPIENT SCHOOL

By: 
~~Director, Signature~~
Name: Marcy R. Green

Title: Asst Superintendent

Date: 10/6/2023

LORAIN COUNTY COMMUNITY COLLEGE

By: _____

Name: Jonathan Volpe

Title: Vice President Administrative Services/Treasurer

Date: _____

CC: Ohio Talent Development Network Resource Center

EXHIBIT "A"

AMENDED MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into between the Cuyahoga Valley Career Center, by and through its Superintendent and the City of Brecksville, Ohio, by and through its Police Department, this 3 day of October 2023.

This MOU will serve as the written agreement between the Cuyahoga Valley Career Center, by and through its Superintendent, (hereinafter "CVCC HS") and the City of Brecksville, by and through its Police Department, (hereinafter "BPD"). This MOU is entered into pursuant to O.R.C. 3313.951 to clarify the purpose of the School Resource Officer ("SRO") program and roles and expectations between the participating entities. This MOU provides a series of guidelines and policies relevant to the performance of the SRO and will be the guiding document that officers, school administrators, and students and their caregivers look to for structure and accountability. Nothing in the MOU should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above and all community stakeholders.

I. PURPOSE

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, and will promote a safe and positive learning environment and decrease the number of youths formally referred to the Juvenile Justice System.

II. MISSION

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers, and staff. The SRO will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities.

The role of the SRO is not to enforce school discipline or punish students. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.

The SRO will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport among youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. SRO PROGRAM OVERVIEW:

The SRO Program Goals and Aims

1. To prevent and reduce potential harm related to incidents of school violence.
2. To foster a positive school climate based on respect for all children and adults in the school.
3. To create partnerships with behavioral health experts and other care providers in the community for students and family referral.
4. To ensure a safe learning environment for all children and adults who enter the building.

The SRO Program is unique to the community, based on input from the school administration, teachers, faculty, students, families and community members. The program is designed to fulfill four overall roles:

- 1) Law Enforcement
- 2) Positive School Climate/Crime Prevention
- 3) Education
- 4) Security

Law Enforcement Role - The SRO is responsible for the majority of law enforcement activities occurring at the school during school hours but not general student discipline. A determination of whether an activity rises to the level of a law enforcement activity shall be at the SRO's discretion after consultation with a school administrator. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than to the SRO.

While enforcement is the role of the SRO, alternatives to arrest should be used whenever possible, and arrest of students should be a measure of last resort. The SRO's discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate/Crime Prevention - One of the primary roles an SRO fulfills is fostering a positive school climate through relationship-building and crime prevention. The SRO

will engage in various activities, in consultation with school administrators, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on the SRO getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and who need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. The SRO may also complete security surveys analyzing the physical safety of school property and facilities.

Education - The SRO should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, the SRO is embedded in the educational fabric within the school. The SRO is expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

Security – The SRO shall take an active role in providing security at the school. In addition to conducting the above listed crime prevention activities, the SRO will monitor the entrance at the beginning and end of the day as students and staff are arriving and leaving the building. The SRO shall also monitor students and staff who exit and enter the building at recess times and during planned events that occur outside of the building. The SRO shall respond to suspicious circumstances and people whether observed by the SRO or reported by a student, staff member or parent. The SRO will work with school administrators, teachers, staff members, students and parents to continually look for ways to improve safety and security within the school and surrounding area.

IV. OPERATIONAL PROCEDURES

A. Officer Recruitment and Selection

CVCC HS and the BPD shall agree on guidelines for the selection of the officer to serve as the SRO in the CVCC HS. The ultimate selection process and appointment of the SRO is completed by the law enforcement agency.

The SRO should meet two general criteria:

- 1) Experience as a police officer and commitment to student well-being – SRO must have a minimum of two years’ experience as a patrol officer, be at least 21 years of age, and have interest in juvenile assignments. Interest in working with youth and an interest in student success, juvenile justice, child and adolescent development and psychology, and creating a positive school climate are essential.
- 2) Successful performance – All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

B. Training Requirements

The City of Brecksville shall ensure that any officer assigned as an SRO for the CVCC HS meet all elements of R.C. 3313.951, including qualifications and background requirements, training, and professional development.

Prior to entering service as an SRO, officers shall complete a minimum of 40 hours of initial training approved by the Ohio Peace Officer Training Commission. The training must cover responsibilities and limitations of SROs, Ohio school laws, MOUs, child development, age-appropriate practices for conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting, and integrating SROs into a positive school environment. In addition, the SRO may receive additional training each year on topics such as trending school-based law enforcement topics, child development, adolescent psychology, trauma, conflict resolution, mental health and addiction, children with disabilities, juvenile and education law and policy, PBIS, and cultural competence.

C. Chain of Command for the SRO

The SRO will be ultimately accountable to the BPD Chain of Command. Moreover, while performing duties at the CVCC HS, so long as it does not conflict with the SRO’s duties as a police officer, as determined by the BPD, the SRO may additionally receive direction from the principal of the building or his/her designee regarding school-related matters. In the event a conflict arises, the BPD and CVCC HS shall work cooperatively on the conflict in order to resolve it. The SRO is expected to cooperate with school officials, including administrators and faculty. The SRO will abide by school policy and respond to the requests of school officials.

D. Duties

The primary function of the SRO is to help provide a safe and secure learning environment; foster a positive school climate; reduce/prevent crime; serve as an educational resource; and act as a liaison between the school and the BPD with respect to the CVCC HS.

The SRO and school Principal of the CVCC HS, or his/her designee, will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise. As required by law, the SRO should never be assigned to duties within the school in place of or in lieu of a certified teacher.

In the performance of his/her job, the SRO's duties may include but will not be limited to:

- 1) Enforcing criminal law and protect the students, staff, and public at large against criminal activity;
- 2) Maintaining a visible presence in and out of the building;
- 3) Initiating law enforcement actions when needed;
- 4) Fostering mutually respectful relationships with students and staff to support a positive school climate;
- 5) Providing information concerning questions about law enforcement topics to students and staff;
- 6) Providing classroom instruction, in consultation with the assigned teacher, on a variety of topics including, but not limited to, safety, public relations, occupational training, leadership, and life skills;
- 7) Coordinating investigative procedures between the SRO, BPD and school administrators;
- 8) Handling initial police reports of all crimes committed on campus;
- 9) If enforcement action on criminal matters occurring on the CVCC HS campus is necessary, it will be made by BPD in conjunction with the SRO. If the SRO witnesses or responds to a crime in progress or has probable cause to believe a crime was just committed, the SRO may take immediate enforcement action if deemed necessary. The SRO will immediately notify BPD and school administrators of the enforcement action. If BPD deems it appropriate to consult with school administrators concerning any enforcement action taken, they may do so at their discretion. The SRO may participate in this consultation if requested to do so. The final authority to take enforcement action will be with the BPD.
- 10) Attending school special events as needed; and
- 11) Collecting data on SRO activities (arrest, citations, etc.).

The list of duties is not exhaustive, and the SRO may be asked to perform other tasks that fall within the scope of this MOU.

E. Uniform and Equipment

The SRO is to be in the uniform of the BPD. The BPD will provide the assigned personnel with such basic equipment as may be necessary and reasonable to carry out the duties anticipated by this MOU.

F. Daily Schedule

The BPD Chief of Police and the BPD will make reasonable efforts to accommodate the needs of the CVCC HS when determining the SRO's schedule with consideration of the City of Brecksville's needs taking priority. The SRO's hours will follow those of the teaching staff in the building in which they are located.

G. Absence/Substitutions

The CVCC HS understands and agrees that any short-term fill-in officer needed due to an SRO's absence for medical, personal leave, vacation, or any emergency, would not need to meet the same requirements as set out in Section IV, as such placement is temporary. To the extent possible, the CVCC HS and the BPD should develop and agree on a protocol for assigning and using substitute officers when the regular SRO is unavailable. Should the regularly assigned SRO become unavailable during the term of this agreement, the BPD's Chief of Police and the CVCC HS, or a designee, will meet to determine an appropriate replacement officer.

H. Special Events

The SRO may work special events on an as-needed basis to be determined by the BPD and the school administrators, consistent with this MOU.

I. Summer Activity

The SRO should accomplish as much of the required training as possible during the summer months when school is not in session. The SRO assigned to the CVCC HS will still be involved in summer projects coordinated by the CVCC HS and the City of Brecksville upon completion of the academic school year. The assignment of the SRO during the summer will be directed by the Chief of Police or his/her designee.

J. Role in Responding to Criminal Activity

One of the roles of the SRO, as a law enforcement officer, is to engage in traditional criminal investigation and report-taking. As a police officer, the SRO has the authority to issue warnings, make arrests, and use alternatives to arrest at their discretion. The SRO however, performs their duties mindful of the parties' common goal of supporting student success. The following procedures

will help the SRO be effective as possible in this role:

- 1) School staff will contact the SRO to inform them of violent or other criminal activity that occurs on the school campus, while being mindful of supporting the common goal of student success. Moreover, the SRO will inform the BPD Chief or designee and school administration of all criminal activity they observe on the CVCC HS campus.
- 2) For any offense on the CVCC HS property, the SRO, working cooperatively with the BPD and the school administration, will be mindful of supporting the common goal of student success when making decisions regarding arrest and criminal involvement. Certain offenses (felonies), such as sex offenses, weapons offenses, and any offenses of violence will normally require the filing of charges at the SRO's and the BPD's Police Chief or designee's discretion but should be evaluated on a case-by-case basis in consultation with school officials, where such consultation is appropriate based on the SRO's and members of the BPD assigned to investigate the offense, knowledge and training. The SRO's powers to arrest will be governed by the Ohio Revised Code.
- 3) The SRO and school officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, which may serve as an alternative to arrest.

K. Role in School Policy Violations

The SRO is not a school disciplinarian and violations of the Student Code of Conduct or school rules that are not criminal matters should always be handled by school administration, faculty, and staff, not the SRO. The SRO should not directly intervene unless the situation directly presents an imminent threat to the health, safety, and security of the student or another person in the school.

In such cases, the SRO will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator and clear guidelines on the SRO's involvement should be developed and distributed to school staff.

The SRO will report school policy violations through the proper channels to be handled by the school administration. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct at the CVCC HS, but it is not the responsibility of the SRO to enforce the rules in these documents.

L. Sharing of Information

Communication and information sharing should be followed to facilitate a free flow of information between school officials and the SRO:

1. Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, the Family Education Rights and Privacy Act codified as 20 USC 1232g et seq. ("FERPA"), the Ohio Student- Records Privacy Act codified at R.C. 3319.321 ("OSRPA"), and relevant, BPD and CVCC HS policies.
2. The sharing of arrest-related information by the BPD Police Chief or designee with school administrators upon request, and at the direction of the BPD Police Chief or designee, will involve the dissemination of arrest reports and calls for service filed with the BPD or from other police agencies coming into contact with students from the CVCC HS. The SRO may assist the BPD Police Chief or designee, if requested to do so.
3. Juvenile fingerprints and photos as part of the Arrest Record will not be shared by the BPD Police Chief or designee, or the SRO.
4. If the SRO is aware of information on a student that is officially obtained by the BPD, which reflects that the student is in violation of CVCC HS Policy or the Student Code of Conduct, the SRO may forward that information to school administration.
5. If a student under the age of 18 is an uncharged suspect in a crime, his/her information will not be released unless authorized by the BPD Chief of Police.
6. Information which the SRO obtains from school personnel and which deals with criminal or possible criminal intelligence on the CVCC HS campus or involves a CVCC HS student will be forwarded to the BPD by the SRO as a criminal justice file. CVCC HS administration shall be made aware in a timely fashion if this occurs. This file may be shared with other BPD personnel and criminal justice agencies, but will not be part of the student's school record.
7. Hearsay information or rumors alone will be used by the SRO only in intelligence gathering or to validate the need for further investigation.
8. Any information that is obtained by the SRO that pertains to criminal activity occurring outside the City of Brecksville limits, shall be relayed to the BPD. The BPD may relay that information to that police department's jurisdiction.

9. When any felony occurs on the CVCC HS campus, the SRO will contact the BPD Chief of Police or designee and the BPD OIC.
10. Any crime that prompts a response to a request for public records from the City of Brecksville or the CVCC HS will require the SRO to notify the BPD's Police Chief or designee, as applicable based on the request.
11. Any time the CVCC HS building is evacuated other than during a drill, the SRO will contact and advise CVD Radio. Then, as soon as practicable, the SRO and/or CVD Radio will contact the BPD.
12. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may have access to confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency, to the extent permitted under FERPA and OSRPA.
13. The BPD, the SRO and any BPD employees acknowledge their obligation under FERPA to keep confidential any personally identifiable student information provided or obtained pursuant to this MOU, or pursuant to the SRO's performance of job duties as an SRO under this MOU.

M. Role in Locker, Vehicle, Personal, and Other Searches

Searches of lockers, vehicles, personal searches, and other searches shall generally be undertaken by school administrators and not by the SRO.

The SRO will abide by CVCC HS search and seizure policies.

Unless there is a serious and immediate threat to student, teacher, or school safety, the CVCC HS in concert with the building Principal shall have final authority in the building for all noncriminal matters.

The SRO may perform searches independent of the school administration only during emergency situations and where criminal activity is suspected. The SRO will abide by CVCC HS policy regarding search and seizure, as well as the following:

- i. Strip searches of students by the SRO are prohibited.
- ii. Unless there is a serious and immediate threat to a student, a teacher, or public safety, the SRO shall not initiate or participate in other

physically invasive searches of a student.

For noncriminal matters, unless there is a serious and immediate threat to student, teacher, or school safety, the CVCC HS in concert with the building principal, shall have final authority in the building.

N. Limits on Interrogations and Arrests

1. **Interrogations** – Questioning and/or interrogating students on both disciplinary incidents and conduct that could result in criminal charges is generally handled by school administrators and not the SRO. The SRO may participate in the questioning of a student about conduct that could result in criminal charges only after informing the student of his or her Miranda Rights in age-appropriate language and informing the student's parent(s) or guardian(s). Parents/guardians shall be allowed sufficient time to arrive at school to be present for interrogation.
2. **Arrests** – Absent extenuating circumstances, incidents involving public order offenses, including disorderly conduct, profanity, and fighting that do not involve serious physical injury or a weapon, should be considered school discipline issues to be handled by school administrators rather than criminal law issues warranting formal law enforcement interventions.
 - i. The building Principal and the CVCC HS Superintendent or his/her designee shall be consulted prior to an arrest of a student when practical.
 - ii. The student's parent(s) or guardian(s) shall be notified of his or her arrest immediately or as soon as practical and in a timely manner.
 - iii. Unless there is a serious and immediate threat to student, teacher, or public safety, the SRO shall not use physical force or restraints on students.
3. Any investigation of a reported crime occurring on the CVCC HS campus and/or subsequent prosecution of a defendant or delinquent juvenile offender attending the CVCC HS should be conducted by the BPD. The SRO may assist the BPD in the investigation and prosecution as requested.

O. Role in Critical Incidents

The SRO will be familiar with the Emergency Operations Manual of the CVCC HS. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison among school administrators, police personnel, and other emergency resources if practical.

P. Role in Truancy-Issues

Truancy will be handled by school personnel. The SRO will act as a liaison between the school and police personnel should police involvement become necessary due to safety concerns.

Q. Body Worn Cameras

When responding to any incident at CVCC HS the SRO or any Brecksville Police Officer shall:

- 1) Only activate the body worn camera when necessary for law enforcement purposes in order to protect individuals from a threat or concern regarding the health and safety of the community and its members. The camera shall not be activated during routine, daily interactions with students or staff.
- 2) To the extent possible, the SRO shall attempt to avoid recording staff and persons other than the involved parties.
- 3) To the extent possible, the SRO shall attempt to avoid recording educational activities.
- 4) The Guidelines of the Brecksville Police Department Policy # 423-Portable Audio/Video Recorders are to be followed.
- 5) Body worn camera video constitutes a police record and is therefore the property of the law enforcement agency and remains in its custody and subject to its policies and applicable law, including rules and regulations regarding exempting from disclosure images or identities of a child per ORC 149.43(A).

V. SCHOOL DISTRICT RESPONSIBILITIES

The CVCC HS shall provide the SRO of the CVCC HS campus and any SRO supervisor the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

- 1) Access to a properly lighted private office, which shall contain a telephone and secure computer, which may be used for general business purposes.
- 2) A location for files and records which can be properly locked and secured.
- 3) A desk with drawers, chair, work table, filing cabinet, and office supplies.

- 4) The opportunity for the SRO to address teachers, school administrators and student families about the SRO program, goals, and objectives.
- 5) The opportunity to provide input regarding criminal justice problems relating to students.
- 6) The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
- 7) The CVCC HS Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
- 8) School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.

The CVCC HS shall ensure that all staff members are aware of the roles and responsibilities of the SRO, including how to report any Student Code of Conduct or policy violations, or potentially criminal incidents.

VI. CRISIS PLANNING

The CVCC HS, the BPD, and the Brecksville Fire Department will coordinate crisis planning and training. Each entity will be involved in updates and creation of new crisis plans.

Lock-down drills shall be included as part of the CVCC HS's preparedness plan. The BPD shall be included in the creation of lock-down procedures so that first responders are familiar with procedures. Lock-down procedures should be trauma-informed and consistent throughout the District.

VII. REVIEWING THE MOU AND THE SRO PROGRAM

The assigned parties shall review the MOU/SRO Program annually and make adjustments as needed. Any revisions will be reflected in an updated MOU.

Complaints against the SRO shall follow the normal complaint process of the BPD directed to the BPD's Chief or designee and include notice to the appropriate school administrators. This process will be made known to parents and students through the BPD.

VIII. PROBLEM RESOLUTION

Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of

the CVCC HS and the Chief of the BPD or their designees.

IX. TERM

The term of this MOU shall be for three (3) years, commencing on October 1, 2023 and ending on September 30, 2026. Any of these terms may be extended upon agreement of the parties.

X. TERMINATION OF AGREEMENT

The parties agree that any party may terminate this MOU upon 30-days written notice without penalty. In the event that circumstances dictate that a prompt termination of this MOU is warranted, and the parties concur, the 30-day written notice shall be waived.

XI. COMPENSATION

The City of Brecksville is responsible for 50% of the compensation of the one (1) SRO Officer assigned to the CVCC HS for SRO services, while the CVCC HS will be responsible for the other 50% of the compensation of the one (1) SRO assigned to the CVCC HS for SRO services. Compensation shall include costs associated with salary, OP & F Retirement, Medicare, Ohio Bureau of Workers Compensation and Medical/Dental Insurance. The total cost of compensation shall be based upon Billable Labor Rates for a Brecksville Police Officer provided by the City of Brecksville at the beginning of each School year. An invoice will be provided to CVCC HS for the annual payment of compensation to the City of Brecksville. Payment shall be made by CVCC HS and remitted to the City of Brecksville, Finance Department, 9069 Brecksville Road, Brecksville, Ohio 44141 on or before October 15, 2023 for term year 1, October 1, 2024 for term year 2, and October 1, 2025 for term year 3.

XII. INDEPENDENT CONTRACTOR

The BPD and any officer assigned as an SRO pursuant to this MOU agree to perform all services pursuant to this MOU as independent contractors, and further agree that no employment-related benefits or withholdings shall be paid for or made to the BPD and/or the School Resource Officer by the CVCC HS. In the event that any benefits or withholdings are later required by operation of law, or later determined to be required, the BPD agrees to reimburse the CVCC HS within ten (10) days following receipt of an invoice thereof.

XIII. INSURANCE

The City of Brecksville shall maintain public liability insurance which shall cover the duties

performed by the school resource officer and which shall name the CVCC HS as an additional insured. The CVCC HS will also maintain public liability insurance which will cover the school resource officer's duties and responsibilities as specified herein and will also name the City of Brecksville as an additional insured on said policy.

XIV. UNENFORCEABLE PROVISION

If any term or provision of this MOU is held by a court of competent jurisdiction to be unenforceable or invalid, the remaining provisions of this MOU shall remain in effect as if the illegal, unenforceable, or invalid term had never been contained therein.

SIGNATURE OF PARTIES & SIGNATURE DATE

CITY OF BRECKSVILLE, OHIO

By: _____

Jerry N. Hruby, Mayor/Safety Director

10.3.23

Date

BRECKSVILLE POLICE DEPARTMENT

By: _____

Stanton A. Korinek, Chief of Police

10/03/2023

Date

CUYAHOGA VALLEY CAREER CENTER

By: _____

David L. Mangas, Jr., Superintendent

October 5, 2023

Date

Approved As To Form Only

By: _____

David J. Matty, Law Director
City of Brecksville

10/3/2023

Date