



Cuyahoga Valley Career Center

May 2024 Board Meeting

**May 30, 2024, 6:00 pm - 7:30 pm
Conference Room A**

DOCUMENTS

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Cuyahoga Valley Career Center

April 2024 Board Meeting

**April 25, 2024, 6:00 pm - 7:30 pm
Conference Room A**

MINUTES

MINUTES

**Cuyahoga Valley Career Center
Board/Admin Team
April 2024 Board Meeting
Thursday, April 25, 2024, 6:00 pm - 7:30 pm
Conference Room A**

In Attendance

Ashley Thomas; Gary Suchocki; Jacquelyn Arendt; Jennifer Burke; Rachel Malec; Rhonda Crawford; Robert Felber

Not In Attendance

James Virost; Russell 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

Mrs. Arendt called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

III. Roll Call

Mrs. Arendt _____ Mrs. Burke _____ Mrs. Crawford _____
Mr. Felber _____ Mr. Fortlage _____ Mrs. Malec _____
Mr. Suchocki _____ Ms. Thomas _____ Mr. Virost _____

IV. PRESIDENT'S REPORT

* Outstanding Students Recognition

Hannah Boulton, Architectural Mechanical Design
Jonah Siley, Auto Body Repair & Refinishing
Jamie Dotson, Auto Service Technology
Jeremy Boulton, Building & Property Maintenance
Luke Jones, Computer Networking Academy
Lilian Osborne, Construction Trades
Adriann Buyansky, Cosmetology
Amaya Mayes, Cosmetology
Alexander Baisden, Culinary Arts & Food Services

Retaj Mohamed, Dental Assisting
Grace Anderson, Digital Design
Shai Moore, Education Professions
Malaki Weaver, Electrical Systems
Andrew Becker, Engineering Technology
Andrew Kubek, Fire & EMS Academy
Maraea Gammiera, Graphic Imaging Technology
Maya Abdalla, Health Careers
Brooke Krajewski, Health Careers
Ethan Shuster, Heating & Air Conditioning
Michael Williams, Hotels and Resorts
Ryan Andrew Shijo, Job Training
Brayan Morones Jaime, Machine Technology
Ethan Hogue, Media Arts
Sharon Loucka, Medical Administrative Specialist
Christian Clark, Power Equipment Technology
Kaden Emrich, Programming & Software Development
Rayvon Erwin, Sales & Service Fundamentals
Mallory Ralls, Sports Medicine Exercise Science
Le'Carlos Robinson, Jr., Transition to Work

* May Board Meeting Date Reminder

NOTE TO OUR GUESTS: Thank you for being here and supporting our school and staff. We will take a short break; those not interested in remaining for the business portion of the Board meeting are welcome to leave.

Ms. Thomas entered the meeting at 6:04 PM.

V. SUPERINTENDENT'S REPORT

- * Signing Day
- * Program Presentation: Construction Trades
- * News Flash | The Student Connection | Alumni Spotlight

VI. BOARD COMMENTS

VII. COMMITTEE REPORTS

VIII. APPROVAL OF MINUTES

* Regular Meeting of March 21, 2024

- ROLL CALL:

Mrs. Burke _____ Mrs. Crawford _____ Mr. Felber _____
Mr. Fortlage _____ Mrs. Malec _____ Mr. Suchocki _____
Ms. Thomas _____ Mr. Virost _____ Mrs. Arendt _____

Move: Gary Suchocki Second: Jacquelyn Arendt Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

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 **#2024-4 15** Routine Items recommended (may be handled as one motion).

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

- Treasurer's Report:

Acceptance of the Financial Report for the month of March 2024.

2024-4 15 (1)

- Approve Accepting Tax Rates:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2025; and

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

mill tax limitation; therefore, be it

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

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

2024-4 15 (2)

• ROLL CALL:

Mrs. Crawford _____ Mr. Felber _____ Mr. Fortlage _____
Mrs. Malec _____ Mr. Suchocki _____ Ms. Thomas _____
Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Move: Jennifer Burke Second: Robert Felber Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

XI. NEW BUSINESS - Personnel

Resolution **#2024-4 16** Personnel Items Recommended (may be handled as one motion).

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

A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

• Resignation/Retirement:

Accept the retirement of Pattie Mandula, School of Nursing Supervisor, effective July 31, 2024.

2024-4 16 (1)

• Replacement:

Approve the replacement of School of Nursing Supervisor.

2024-4 16 (2)

• Employment:

Per Resolution **2023-10 32 (1)**, employ Lea Bacci as Administrative Assistant to the Business Manager, effective June 17, 2024 with continuing contract status for 260 days annual, at Administrative Assistant, Step 14 per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2024-4 16 (3)

- Administrative/Support/Classified Exempt 2024-25 Contracts:
Reemploy administrative/support/classified exempt personnel, per the Administrative, Support, and Classified Exempt Employees' Compensation and Fringe Benefit Plan, for the 2024-25 contract year.

ADMINISTRATIVE

Marcy Green
Michael Hall
Kyle Livengood

SUPPORT

Diane Duryea
Delbra Pace
Destiny Thomas

CLASSIFIED EXEMPT

Maria Dworning
Michelle Hasman
Amanda Jaronowski
Nancy Vondrak

2024-4 16 (4)

B. CERTIFICATED

- Employment:
Per Resolution **#2024-2 9 (7)**, employ Erin Bugarcic as Librarian Media Center Specialist/E-Librarian, effective August 19, 2024 for the 2024-25 school year, on a one-year limited contract, at Step 3H, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2024-4 16 (5)

- Additional Hours:
Approve Erin Bugarcic to work up to 80 hours from April 26 to August 16, 2024, at the current Summer Work Rate for preparation for the 2024-25 school year.

2024-4 16 (6)

- Non-Renew 2023-24 Teacher Contract:

Non-renew 2023-24 Teacher Contract for Lynn Vincent at the end of the 2023-24 contract year.

2024-4 16 (7)

- Teacher 2024-25 Contracts:

Reemploy, per salary schedule and contingent upon certification and enrollment, the following instructors for the 2024-25 school year, as assigned.

Stephanie Duttry

Shawn Fahey

Melissa Fox

Matthew Harding

Michael Kapis

Joseph McNamee

Heather Nelligan

Michael Reinhard

Laura Robusto

Patrick Ruebensaal

Matthew Schoeffler

Lynn Vincent

Jamie Yax

Paul Yuravak

Michael Zana

2024-4 16 (8)

- Non-Renew Teacher 2023-24 Extended Service/Supplemental Contracts:

Non-renew extended service/supplemental contracts at the end of the 2023-24 contract year.

EXTENDED SERVICE

Bernadette Bodnar

Kelli Casini

Amy Chapman

Lisa Clements

Leonardo DeGirolamo

Stephanie Duttry

Josephine Everhart

Shawn Fahey

Melissa Fox
Jason Hance
Matthew Harding
Michael Kapis
Jami Little
Michael Marcinko
Stacey McNamara
Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Heather Nelligan
Richard Parrott
Richard Pinkava
Michael Reinhard
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Lisa Theodore
Patricia Valukievic
Cary Bernard Van Tilburg
Lynn Vincent
Erik Ward
Melinda Wracher
Jamie Yax
Paul Yuravak
Michael Zana

WORKLOAD

Josephine Everhart
Melissa Fox
Jason Hance
Matthew Harding
Michael Kapis
Jami Little
Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott

Richard Pinkava
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Cary Bernard Van Tilburg
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

SUPPLEMENTAL

Kelli Casini
Melissa Fox
Matthew Harding
Michael Kapis
Joseph McNamee
Heather Nelligan
Laura Robusto
Patrick Ruebensaal
John Spano
Lisa Theodore
Victoria Vachon
Patricia Valukievic
Michael Zana

2024-4 16 (9)

- Teacher 2024-25 Extended Service/Supplemental Contracts:

Approve extended service/supplemental contracts for the 2024-25 school year, contingent upon certification and enrollment, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

EXTENDED SERVICE

Bernadette Bodnar
Kelli Casini
Amy Chapman
Lisa Clements
Leonardo DeGirolamo
Stephanie Duttry
Josephine Everhart
Shawn Fahey
Melissa Fox
Jason Hance

Matthew Harding
Michael Kapis
Jami Little
Michael Marcinko
Stacey McNamara
Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Heather Nelligan
Richard Parrott
Richard Pinkava
Michael Reinhard
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Lisa Theodore
Patricia Valukievic
Cary Bernard Van Tilburg
Lynn Vincent
Erik Ward
Melinda Wracher
Jamie Yax
Paul Yuravak
Michael Zana

WORKLOAD

Josephine Everhart
Melissa Fox
Jason Hance
Matthew Harding
Michael Kapis
Jami Little
Joseph McNamee
April Mone
Tim Moore
Marilyn Mormile
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Patrick Ruebensaal

Charles Russo
Matthew Schoeffler
Cary Bernard Van Tilburg
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

SUPPLEMENTAL

Kelli Casini
Melissa Fox
Joseph McNamee
Heather Nelligan
Laura Robusto
Patrick Ruebensaal
John Spano
Lisa Theodore
Victoria Vachon
Patricia Valukievic

2024-4 16 (10)

- Summer Work for Teachers:

In accordance with Article 12, "Additional Compensation" of the agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve up to five (5) days of summer work to be performed between June 6 and August 16, 2024 for a maximum of six (6) hours per day, up to 30 hours, per contract provisions.

2024-4 16 (11)

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

Approve adding Diane Nemec and Kylie Putka to the 2023-24 High School Substitute Teachers' List as assigned and approved.

2024-4 16 (12)

- Non-Renew High School 2023-24 Substitute Teachers' List:

Non-renew the following list of High School Substitutes at the end of the 2023-24 contract year.

Michele Brindza
Rosanne Cermak
Mackenzie Hance
Michelle Hasman

Daniel Hughes
Nancy Muscatello
Diane Nemec
Jennifer Osborne
Maureen Paulett
Shawna Polimene
Kylie Putka
Stephanie Ryan
James Scanlon
Suzanne Shaw
Thomas Snitzky
Alice Symons

2024-4 16 (13)

- High School 2024-25 Substitute Teachers' List:

Approve the High School 2024-25 Substitute Teachers' List as assigned and approved.

Michele Brindza
Rosanne Cermak
Michelle Hasman
Daniel Hughes
Nancy Muscatello
Diane Nemec
Jennifer Osborne
Maureen Paulett
Shawna Polimene
Kylie Putka
Stephanie Ryan
James Scanlon
Suzanne Shaw
Thomas Snitzky
Alice Symons

2024-4 16 (14)

- Professional Growth Days:

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

2024-4 16 (15)

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

Approve the addition of Drew Hladky to the part-time Adult Education Instructors' List for the 2023-24 school year.

2024-4 16 (16)

- Non-Renew Adult Education 2023-24 Instructors' List:

Non-renew part-time Adult Education Instructors' List at the end of the 2023-24 school year.

Christine Abate
Kathleen Alred
L'Tanya Barnes-Hall
Ronald Bohnert
Erin Batyрева
Brian Collister
Matthew Duplaga
Tharon Eulinberg
Rebekah Faber
Tom Farruggia
Lewis Fletcher
Melissa Fox
James Franko
Jacob Giesy
Patrick Gnuschke
Kelly Graves
Lisa Green
Liam Guiney
Calvinia Hall-Walker
Jason Hance
Matthew Harding
Drew Hladky
Daniel Hunter
Kara Johnson
Allison Jouriles
Betsy Klos
Mary Kopczynski
Daniel Krystosik
Shelia Loeding
James Martin
Nancy Muscatello
Thomas Nemeth
Delbra Pace
Richard Parrott
James Pavlik

Remington Phillips
Robert Ponstingle
George Ponti
Candice Price
Kylie Putka
Tamara Richards
Roberta Ritter
Laura Robusto
Patrick Ruebensaal
Matthew Schoeffler
Bradley Seastrand
Carri Simon
Jeffrey Smith
Gerald Steele
Katherine Subotnik
Lisa Theodore
Destiny Thomas
Cary Bernard Van Tilburg
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Joshawa Wines
Howard Workman
Dan Zezena

2024-4 16 (17)

- Adult Education 2024-25 Instructors' List:

Approve the part-time Adult Education 2024-25 Instructors' List, effective July 1, 2024 through June 30, 2025, as assigned and approved at a rate established by the Superintendent.

Christine Abate
Kathleen Alred
Ronald Bohnert
Brian Collister
Matthew Duplaga
Tharon Eulinberg
Lewis Fletcher
Melissa Fox
James Franko
Jacob Giesy
Patrick Gnuschke
Lisa Green

Liam Guiney
Calvinia Hall-Walker
Jason Hance
Matthew Harding
Drew Hladky
Daniel Hunter
Allison Jouriles
Betsy Klos
Mary Kopczynski
Daniel Krystosik
James Martin
Nancy Muscatello
Delbra Pace
Richard Parrott
Remington Phillips
Robert Ponstingle
George Ponti
Candice Price
Kylie Putka
Roberta Ritter
Laura Robusto
Patrick Ruebensaal
Matthew Schoeffler
Bradley Seastrand
Carri Simon
Jeffrey Smith
Gerald Steele
Lisa Theodore
Cary Bernard Van Tilburg
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Joshawa Wines
Howard Workman
Dan Zezena

2024-4 16 (18)

C. CLASSIFIED

- Replacement:

Due to the movement of Lea Bacci, approve the replacement of Administrative Assistant II.

2024-4 16 (19)

- Classified 2024-25 Contracts:

Reemploy and/or affirm classified personnel, per schedule and as assigned for the 2024-25 contract year. Unless otherwise noted, all classified personnel will be provided the benefits as outlined in the agreement between Cuyahoga Valley Career Center Board of Education and Ohio Association of Public School Employees Local 597.

CLASSIFIED

Brooke Bartko
Leah Bierman
David Eichler
Mackenzie Hance
Peter Janka
Stacey Kaufman
Raul Luciano
Elizabeth Martin
Jennifer Mosgo
Sally Perez
Makayla Robertson
Megan Shaw
Jennifer Wazny

2024-4 16 (20)

- Classified 2024-25 Substitutes' List:

Approve the Classified Substitutes' List for the 2024-25 school year.

Joy Fejes
Kathleen Klik
Diane Nemec
John Orzel, Jr.
Diane Turk
Julie Wheeler
David Zipay

2024-4 16 (21)

- ROLL CALL:

Mr. Felber_____ Mr. Fortlage_____ Mrs. Malec_____
Mr. Suchocki_____ Ms. Thomas_____ Mr. Virost_____
Mrs. Arendt_____ Mrs. Burke_____ Mrs. Crawford _____

Move: Rhonda Crawford Second: Gary Suchocki Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

XII. NEW BUSINESS - Non-personnel

Resolution #2024-4 17 New Business-Non-personnel Items Recommended (may be handled as one motion).

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

- Disposal of Inventory Items:

Approve the disposal of varied inventory items as listed.

2024-4 17 (1)

- Donations:

Accept donations as per resolution #1976-167.

2024-4 17 (2)

- Student Fees for the 2024-25 School Year:

Accept Cuyahoga Valley Career Center's student fee structure for the 2024-25 school year.

2024-4 17 (3)

- Policies:

Conduct the second reading and adoption of policies reviewed and recommended by the Policy Committee as presented at the March 21, 2024 Board of Education Meeting and as recommended by the Superintendent.

Bylaws/Policies

Policy # Policy Title

0141.2	Conflict of Interest
3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
4120.08	Employment of Personnel for Co-Curricular/Extra Curricular Activities
5330	Use of Medications
5330.05	Procurement and Use of Naloxone (Narcan) in Emergency Situations
5337	Care of Students with Active Seizure Disorders
7440	Facility Security
8120	Volunteers
8330	Student Records
8650	Transportation by School Van
9160	Public Attendance at School Events
9211	District Support Organizations

2024-4 17 (4)

- Professional Meeting Day:

Approve Amy Chapman, Guidance Counselor, to attend American School Counselor Association National Conference July 12-16, 2024 in Kansas City, MO. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2024-4 17 (5)

- Professional Meeting Day:

Approve Rick Pinkava, Engineering Instructor, to attend Project Lead The Way 2024 Summit October 3-5, 2024 in San Diego, CA. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2024-4 17 (6)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Lorain County ESC for them to provide professional development through NORT2H on job-embedded technology coaching for the 2024-2025 school year, for a total cost of \$29,759.

2024-4 17 (7)

- Approve Agreement:

Approve Contracted Services Agreement between Cuyahoga Valley Career Center and Laura Icardi/ACT Test Prep for ACT/SAT Test Prep Courses between June, 2024 and August, 2024.

2024-4 17 (8)

- Approve Agreement:

Approve Train the Trainer Fiber Optics Agreement between Cuyahoga Valley Career Center and Cuyahoga Community College.

2024-4 17 (9)

- Approve Agreement:

Approve Train the Trainer Fiber Optics Agreement between Cuyahoga Valley Career Center and Stark State College.

2024-4 17 (10)

- Approve Agreement:
Approve Machining Technology Apprenticeship Agreement between Cuyahoga Valley Career Center and Martindale Electric Company.
2024-4 17 (11)
- Approve Agreement:
Approve agreement between Cuyahoga Valley Career Center and Fives North American Combustion, Inc.
2024-4 17 (12)
- Approve Agreement:
Approve agreement between Cuyahoga Valley Career Center and the Ohio Department of Higher Education to accept Super RAPIDS funding in the amount of \$188,328.54.
2024-4 17 (13)
- ROLL CALL:
Mr. Fortlage____ Mrs. Malec____ Mr. Suchocki____
Ms. Thomas____ Mr. Virost____ Mrs. Arendt____
Mrs. Burke____ Mrs. Crawford____ Mr. Felber____
Move: Jennifer Burke Second: Gary Suchocki Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec, Rhonda Crawford

XIII. ADMINISTRATIVE, SUPPORT and CLASSIFIED EXEMPT (ASCE) EMPLOYEES COMPENSATION AND FRINGE BENEFIT PLAN

Approve the 2024-2027 ASCE Employees Compensation and Fringe Benefit Plan, as presented by the Superintendent.

2024-4 18

- ROLL CALL:
Mrs. Malec____ Mr. Suchocki____ Ms. Thomas____
Mr. Virost____ Mrs. Arendt____ Mrs. Burke____
Mrs. Crawford____ Mr. Felber____ Mr. Fortlage____
Move: Rachel Malec Second: Jacquelyn Arendt Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas, Jennifer Burke, Rachel Malec

Abstain: Rhonda Crawford

**XIV. OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES (OAPSE),
AFSCME/AFL-CIO, AND ITS LOCAL 597 AGREEMENT**

Approve the 2024-2027 OAPSE, AFSCME/AFL-CIO, and its Local 597 Agreement, as presented by the Superintendent.

2024-4 19

• ROLL CALL:

Mr. Suchocki _____ Ms. Thomas _____ Mr. Virost _____
Mrs. Arendt _____ Mrs. Burke _____ Mrs. Crawford _____
Mr. Felber _____ Mr. Fortlage _____ Mrs. Malec _____

Move: Robert Felber Second: Gary Suchocki Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas,
Jennifer Burke, Rachel Malec

Abstain: Rhonda Crawford

XV. ADJOURN

6:40 PM

• ROLL CALL:

Ms. Thomas _____ Mr. Virost _____ Mrs. Arendt _____
Mrs. Burke _____ Mrs. Crawford _____ Mr. Felber _____
Mr. Fortlage _____ Mrs. Malec _____ Mr. Suchocki _____

Move: Robert Felber Second: Rhonda Crawford Status: Passed

Yes: Gary Suchocki, Jacquelyn Arendt, Robert Felber, Ashley Thomas,
Jennifer Burke, Rachel Malec, Rhonda Crawford

Next Board of Education Meeting: Thursday, May 30, 2024 at 6:00
PM in the Commons.

*APPROVED: _____

*ATTESTED: _____

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

April 30, 2024
Richard A. Berdine, Treasurer

2023-24

Cuyahoga Valley Caree+A2:F28r Center



Forecast Comparison - General Operating Fund - April 2024



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)	\$ 373,253	\$ -	\$ 197,865	\$ (373,253)	timing of tax advances, waiting for Summit County settlement
1.020 - Public Utility Personal Property Tax	\$ 120,222	\$ -	\$ 119,789	\$ (120,222)	timing of tax settlements, waiting for Summit County settlement
1.035 - Unrestricted Grants-in-Aid	\$ 129,488	\$ 105,212	\$ 125,386	\$ (24,276)	timing of State foundation payments compared to prior fiscal years and changes in required coding for State receipts
1.040 - Restricted Grants-in-Aid	\$ 33,651	\$ 65,943	\$ 26,319	\$ 32,292	timing of State foundation payments compared to prior fiscal years and changes in required coding for State receipts
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 40,485	\$ 104,623	\$ 77,529	\$ 64,138	additional funds to invest from CTE construction grant, increased interest earnings, timing of receipts compared to prior fiscal years
1.070 - Total Revenue	\$ 697,099	\$ 275,778	\$ 546,888	\$ (421,321)	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ 1,460	\$ -	\$ 1,460	
2.080 Total Revenue and Other Financing Sources	\$ 697,099	\$ 277,238	\$ 546,888	\$ (419,861)	
Expenditures:					
3.010 - Personnel Services	\$ 660,354	\$ 614,518	\$ 617,176	\$ 45,836	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 265,256	\$ 245,905	\$ 239,269	\$ 19,351	timing of payments compared to prior fiscal years
3.030 - Purchased Services	\$ 121,566	\$ 95,256	\$ 75,556	\$ 26,310	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 36,350	\$ 67,853	\$ 34,582	\$ (31,503)	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 4,842	\$ 2,773	\$ -	\$ 2,069	
3.060 - Intergovernmental	\$ 30,000	\$ 30,000	\$ -	\$ -	
4.300 - Other Objects	\$ 63,281	\$ 8,389	\$ 52,433	\$ 54,892	timing of payments compared to prior fiscal years, waiting for Summit County tax settlement and related collection charges
4.500 - Total Expenditures	\$ 1,181,649	\$ 1,064,693	\$ 1,019,016	\$ 116,956	
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	\$ 1,181,649	\$ 1,064,693	\$ 1,019,016	\$ 116,956	
Surplus/(Deficit) for Month	\$ (484,550)	\$ (787,455)	\$ (472,128)	\$ (302,905)	

rb050624

Cuyahoga Valley Career Center

Forecast Comparison - General Operating Fund - April 2024



	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)	\$ 13,257,761	\$ 13,223,369	\$ 12,663,667	\$ (34,392)	timing of tax advances/settlements, waiting for Summit County settlement
1.020 - Public Utility Personal Property Tax	\$ 677,251	\$ 545,183	\$ 632,145	\$ (132,068)	timing of tax advances/settlements, waiting for Summit County settlement
1.035 - Unrestricted Grants-in-Aid	\$ 1,319,001	\$ 1,210,992	\$ 1,307,095	\$ (108,009)	timing of State foundation payments compared to prior fiscal years and changes in required coding for State receipts
1.040 - Restricted Grants-in-Aid	\$ 398,906	\$ 525,739	\$ 288,823	\$ 126,833	timing of State foundation payments compared to prior fiscal years and changes in required coding for State receipts
1.050 - Property Tax Allocation	\$ 765,855	\$ 765,855	\$ 765,299	\$ -	
1.060 - All Other Operating Revenues	\$ 611,198	\$ 876,636	\$ 539,907	\$ 265,438	additional funds to invest from CTE construction grant, increased interest earnings, timing of receipts compared to prior fiscal years
1.070 - Total Revenue	\$ 17,029,972	\$ 17,147,774	\$ 16,196,935	\$ 117,802	
Other Financing Sources:					
2.050 - Advances In	\$ 222,000	\$ 222,000	\$ 207,000	\$ -	
2.060 - All Other Financing Sources	\$ 20,000	\$ 26,712	\$ 1,522	\$ 6,712	
2.080 Total Revenue and Other Financing Sources	\$ 17,271,972	\$ 17,396,486	\$ 16,405,457	\$ 124,514	
Expenditures:					
3.010 - Personnel Services	\$ 6,920,304	\$ 6,717,062	\$ 6,824,541	\$ 203,242	estimate in November 2023 forecast higher than actuals, will be adjusted in May 2024 forecast
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,618,253	\$ 2,537,794	\$ 2,406,406	\$ 80,459	estimate in November 2023 forecast higher than actuals, will be adjusted in May 2024 forecast, insurance enrollment numbers and selected coverages slightly changed
3.030 - Purchased Services	\$ 1,305,437	\$ 1,036,480	\$ 1,089,230	\$ 268,957	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 616,676	\$ 591,159	\$ 514,422	\$ 25,517	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 42,980	\$ 16,226	\$ 55,166	\$ 26,754	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	\$ 120,000	\$ 90,000	\$ 30,000	\$ 30,000	timing of CTE payments compared to associate districts in prior fiscal years
4.300 - Other Objects	\$ 425,898	\$ 365,646	\$ 377,946	\$ 60,252	timing of payments compared to prior fiscal years, waiting for Summit County tax settlement and related collection charges
4.500 - Total Expenditures	\$ 12,049,548	\$ 11,354,367	\$ 11,297,710	\$ 695,181	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 3,371,434	\$ 4,987,696	\$ 3,871,981	\$ (1,616,262)	additional transfer to PI fund approved by Board for CTE Construction Grant matching support
5.020 - Advances Out	\$ 157,000	\$ 157,000	\$ 222,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 15,577,982	\$ 16,499,063	\$ 15,391,691	\$ (921,081)	
Surplus/(Deficit) FYTD	\$ 1,693,990	\$ 897,423	\$ 1,013,765	\$ (796,567)	

rb050624

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	-	-	88,587	27,711	165,733	765,855	101,064	-	1,148,950
November	-	-	55,597	4,568	105,877	-	49,611	5,427	221,080
December	-	-	53,024	440	102,672	-	53,732	-	209,868
January	303,000	-	71,103	3,331	131,466	-	50,494	-	559,395
February	2,676,385	-	60,254	(2,996)	102,648	-	61,097	-	2,897,389
March	4,335,046	233,451	70,827	62,022	102,546	-	49,528	-	4,853,420
April	-	-	104,280	343	105,212	-	65,943	1,460	277,238
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$13,223,369	\$545,183	\$654,588	\$222,047	\$1,210,993	\$765,855	\$525,739	\$248,712	\$17,396,486
% of Total	76.01%	3.13%	3.76%	1.28%	6.96%	4.40%	3.02%	1.43%	

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

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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	606,183	246,164	150,962	104,169	4,781	-	13,636	-	1,125,894
November	676,864	256,877	91,811	45,868	-	-	2,625	1,927,456	3,001,501
December	922,248	317,758	76,954	49,179	-	30,000	12,515	-	1,408,653
January	668,794	257,494	55,679	27,097	-	30,000	23,778	-	1,062,841
February	608,333	252,785	86,088	23,006	-	-	13,752	1,945,886	2,929,850
March	620,552	246,790	88,464	36,617	326	-	69,132	-	1,061,881
April	614,518	245,905	95,256	67,853	2,773	30,000	8,389	-	1,064,693
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$6,717,061	\$2,537,794	\$1,036,481	\$591,157	\$16,226	\$90,000	\$365,644	\$5,144,696	\$16,499,061
% of Total	40.71%	15.38%	6.28%	3.58%	0.10%	0.55%	2.22%	31.18%	
<i>*Non-Operating expenses include advances and transfers out.</i>									
Operating Fund includes General Fund (001) only									
									rb050624

Cuyahoga Valley Career Center



**CUYAHOGA VALLEY
CAREER CENTER**

April 2024

FINSUMM Financial Summary

rb050624

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	\$277,238.40	\$17,396,485.89	\$1,064,693.10	\$16,499,060.72	\$20,810,203.74	\$643,974.42	\$20,166,229.32
003	Permanent Improvement	\$3,622,250.32	\$0.00	\$4,755,142.00	\$35,041.31	\$2,576,832.93	5,800,559.39	\$2,433,414.25	3,367,145.14
006	Food Service	\$34,705.27	\$5,644.30	\$207,387.34	\$11,295.41	\$195,512.80	46,579.81	\$14,255.80	32,324.01
008	Endowment	\$62,279.54	\$257.11	\$2,569.93	\$0.00	\$8,000.00	56,849.47	\$0.00	56,849.47
009	Uniform School Supplies	\$17,268.38	\$3,542.00	\$116,047.59	\$3,146.23	\$113,789.38	19,526.59	\$18,947.60	578.99
011	Rotary-Special Services	\$110,463.40	\$4,001.34	\$26,732.52	\$1,276.68	\$23,278.41	113,917.51	\$4,622.57	109,294.94
012	Adult Education	\$633,857.86	\$168,481.84	\$1,620,835.51	\$150,995.69	\$1,280,773.56	973,919.81	\$52,533.54	921,386.27
018	Public School Support	\$188,650.78	\$5,125.09	\$50,015.35	\$10,620.13	\$43,589.34	195,076.79	\$6,667.37	188,409.42
019	Other Grants	\$110,575.49	\$0.00	\$17,000.00	\$16,011.49	\$35,281.90	92,293.59	\$34,461.00	57,832.59
022	District Agency	\$29,337.47	\$89,271.36	\$783,499.03	\$92,375.86	\$782,306.37	30,530.13	\$0.00	30,530.13
200	Student Managed Activity	\$2,759.53	\$4,603.07	\$180,725.80	\$2,100.62	\$117,381.65	66,103.68	\$5,140.87	60,962.81
451	Data Communications	\$0.00	\$0.00	\$1,997.52	\$0.00	\$1,997.52	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
495	CTE Construction Grant	\$0.00	\$0.00	\$2,262,746.00	\$77,532.07	\$95,348.07	2,167,397.93	\$1,661,547.93	505,850.00
499	Miscellaneous State Grants	\$2,500.00	\$21,371.68	\$591,956.39	\$107,348.53	\$168,935.39	425,521.00	\$220,684.05	204,836.95
508	Governors' Education Emerg. Relief	(\$817.57)	\$0.00	\$20,376.26	\$0.00	\$19,558.69	0.00	\$0.00	0.00
524	Carl Perkins Grants	(\$7,299.00)	\$35,253.38	\$385,436.95	\$33,733.54	\$406,646.36	(28,508.41)	\$35,363.02	(63,871.43)
599	Misc. Federal Grants (CARES Act)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00	\$0.00	0.00
	Grand Totals (ALL Funds)	\$24,771,310.04	\$614,789.57	\$28,418,954.08	\$1,606,170.66	\$22,420,293.09	\$30,769,971.03	\$5,131,612.42	25,638,358.61

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
451/9024	Network Connectivity FY24	\$1,951.42	\$0.00	\$1,951.42	\$1,951.42
495/9024	CTE Construction FY24	\$9,050,984.00	\$0.00	\$2,262,746.00	\$2,262,746.00
499/9024	Ohio High School Tech Internship FY24	\$3,375.48	\$0.00	\$3,375.48	\$3,375.48
499/9124	Adult Education Second Chance FY24	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
499/9224	Quest Broadband Grant FY24	\$194,073.00	\$18,871.68	\$41,736.38	\$41,736.38
499/9324	Super Rapids 5G Grant FY24	\$266,212.75	\$0.00	\$266,212.75	\$266,212.75
499/9424	Ohio Work Ready Grant FY24	\$54,073.00	\$0.00	\$54,073.00	\$54,073.00
499/9524	BWC Safety Equipment Grant FY24	\$29,730.24	\$0.00	\$29,730.24	\$29,730.24
499/9724	Ohio Attorney General School Safety Grant FY24	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
499/9824	ODHE Super Rapid YSU Grant FY24	\$188,328.54	\$0.00	\$188,328.54	\$188,328.54
	Total State Funds	\$9,794,274.53	\$21,371.68	\$2,853,699.91	\$2,853,699.91
<i>Federal Grants</i>					
508/9122	GEER II FY22/23	\$89,602.72	\$0.00	\$20,376.26	\$89,602.72
524/9223	Carl D. Perkins Secondary FY23	\$307,741.25	\$0.00	\$20,305.48	\$307,741.25
524/9224	Carl D. Perkins Secondary FY24	\$370,300.17	\$30,313.95	\$295,230.07	\$295,230.07
524/9123	Carl D. Perkins Adult FY23	\$94,924.77	\$0.00	\$13,307.71	\$94,924.77
524/9124	Carl D. Perkins Adult FY24	\$76,208.13	\$4,939.46	\$56,593.69	\$56,593.69
	Total Federal Funds	\$938,777.04	\$35,253.41	\$405,813.21	\$844,092.50

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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	8/31/2023	\$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>rb050624</i>						

Cuyahoga Valley Career Center



Cash Reconciliation



April 30, 2024

Cash Summary Report Balance			\$ 30,769,971.03
Bank Balance:			
PNC Main Checking	702,354.68		
PNC - Merchant Svcs.	4,221.41		
PNC - Payroll Holding	30,000.00		
		\$ 736,576.09	
Investments:			
U.S. Bank: Meeder Investment Managers Managed Portfolio STAR Ohio	18,640,687.60 11,414,399.11		
		\$ 30,055,086.71	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (23,401.77)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	-		
Deposit in Transit	210.00		
Payroll in Transit	-		
Credit Card Payment Adjustment	-		
		\$ 210.00	
Bank Balance			\$ 30,769,971.03
Variance			\$ -
<i>rb050624</i>			

Cuyahoga Valley Career Center

April 2024



Appropriation Summary

CUYAHOGA VALLEY
CAREER CENTER

rb050624

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	\$16,499,060.72	\$1,064,693.10	\$643,974.42	943,790.34	94.78%
003	Permanent Improvement	\$2,969,076.92	\$2,231,125.85	\$5,200,202.77	\$2,576,832.93	\$35,041.31	\$0.00	2,623,369.84	49.55%
006	Food Service	\$162,175.00	\$11,300.00	\$173,475.00	\$195,512.80	\$11,295.41	\$14,255.80	(36,293.60)	120.92%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$8,000.00	\$0.00	\$0.00	7,000.00	53.33%
009	Uniform School Supplies	\$70,800.00	\$13,228.95	\$84,028.95	\$113,789.38	\$3,146.23	\$18,947.60	(48,708.03)	157.97%
011	Rotary-Special Services	\$46,929.00	\$871.47	\$47,800.47	\$23,278.41	\$1,276.68	\$4,622.57	19,899.49	58.37%
012	Adult Education	\$1,484,829.00	\$33,055.61	\$1,517,884.61	\$1,280,773.56	\$150,995.69	\$52,533.54	184,577.51	87.84%
018	Public School Support	\$110,525.00	\$879.72	\$111,404.72	\$43,589.34	\$10,620.13	\$6,667.37	61,148.01	45.11%
019	Other Grants	\$115,163.59	\$3,911.90	\$119,075.49	\$35,281.90	\$16,011.49	\$34,461.00	49,332.59	58.57%
022	District Agency	\$700,000.00	\$0.00	\$700,000.00	\$782,306.37	\$92,375.86	\$0.00	(82,306.37)	111.76%
200	Student Managed Activity	\$39,600.00	\$24,245.66	\$63,845.66	\$117,381.65	\$2,100.62	\$5,140.87	(58,676.86)	191.90%
451	Data Communications	\$46.10	\$0.00	\$46.10	\$1,997.52	\$0.00	\$0.00	(1,951.42)	4333.02%
461	Vocational Education Enhancements	\$1,525.00	\$475.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00	100.00%
495	CTE Construction Grant	\$9,000,000.00	\$0.00	\$9,000,000.00	\$168,935.39	\$107,348.53	\$0.00	8,831,064.61	1.88%
499	Miscellaneous State Grants	\$744,293.01	\$0.00	\$744,293.01	\$168,935.39	\$107,348.53	\$220,684.05	354,673.57	52.35%
508	Governors' Education Emerg. Relief	\$17,030.47	\$2,528.22	\$19,558.69	\$19,558.69	\$0.00	\$0.00	0.00	100.00%
524	Carl Perkins Grants	\$474,302.21	\$13,607.48	\$487,909.69	\$406,646.36	\$33,733.54	\$35,363.02	45,900.31	90.59%
599	Miscellaneous Federal Grants	\$19,128.95	\$30,871.05	\$50,000.00	\$50,000.00	\$0.00	\$0.00	0.00	100.00%
Totals		\$33,808,448.25	\$2,614,902.39	\$36,423,350.64	\$22,493,880.41	\$1,635,987.12	\$1,036,650.24	\$12,892,819.99	64.60%

Cuyahoga Valley Career Center



Check Register for Checks > \$9,999.99 April 2024



Vendor	Amount	Fund	Description
CCG Automation, Inc.	17,752.25	001	Building automation control system rooftop units integration
NEONet	25,038.04	001	Chromebook replacements
Grand Slabs LLC	15,670.00	001	Custom caps for hallway planter boxes
Illuminating Co.	18,394.44	001	Electricity
Nordonia Hills Schools	30,000.00	001	CTE partnership funds
Tough Towers	17,500.00	499	Tower technician program (Adult Education) marketing
CVCC-Adult Education	54,000.00	499	Adult Education tuition/fees from Work Ready Grant
Assessment Tech Institute, LLC	25,675.00	012	Adult Education student assessments second term
GPD Group	77,532.07	495	Architectural/engineering services building addition
Millcraft Paper Co.	21,005.00	524/001	Graphic printing program equipment
Eckart LLC	21,304.03	499	Tower technician program (Adult Education) equipment
Vend-ucation LLC	25,568.00	003	Vending machines for food services operation
CVCC-AE Federal Disburse	76,806.49	022	Adult Education tuition/fees from federal grants/loans
PNC Bank	18,163.30	various	Staff/student travel, staff professional development, instructional supplies, marketing, subscriptions, staff wellness incentives, student transportation awards from grant
Suburban Health Consortium	148,789.85	various	Employee benefits insurance premiums
rb050624			



**CUYAHOGA VALLEY CAREER CENTER
INVESTMENT REPORT
April, 2024**

INVESTMENT PORTFOLIO

	AMOUNT
Meeder Investments	18,640,687.60
STAR Ohio Investments	11,414,399.11
TOTAL INVESTMENT PORTFOLIO	30,055,086.71

DISTRIBUTION OF INTEREST

	Apr. 2024 Interest	FYTD 2024 Interest
General Fund (001)	104,280.09	654,587.95
Endowment Fund (008)	257.11	2,569.93
Cell Tower (018-9606)	357.63	3,563.23
Oil Well (018-9607)	242.54	2,238.19
Ocasek Scholarship (018-9610)	41.87	393.62
TOTAL INTEREST POSTED	105,179.24	663,352.92

Cuyahoga Valley Career Center

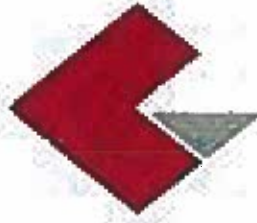


CVCC Adult Education Monthly and FYTD Estimates vs Actuals



FY2024--April 2024		Enrollment:	290				
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	26,442	148,619	122,177	859,065	1,143,624	284,559	increased enrollment, increased customized training
1730-Sale of Materials	978	19,042	18,064	53,441	89,305	35,863	increased enrollment, increased customized training
1790-Other Classroom Fees	1,209	375	(834)	15,205	8,115	(7,090)	
1833-Services to Patrons	101	240	139	1,115	2,126	1,011	
1890-Miscellaneous	2,861	205	(2,656)	22,560	22,838	278	
3110-State Foundation	0	0	0	310,713	354,828	44,114	increased enrollment, increased customized training
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expends.	0	0	0	0	0	0	
Total Receipts	31,592	168,482	136,890	1,262,100	1,620,836	358,736	
Expenditures							
100-Salaries	76,344	90,301	(13,957)	735,286	789,554	(54,268)	increased wage costs with increased programming and enrollment indicated above in Receipts
200-Fringe Benefits	26,125	22,228	3,898	261,390	248,733	12,657	insurance costs/coverage for department employees less than forecast estimates
400-Purchased Services	575	32,499	(31,924)	107,327	92,601	14,726	timing of payments compared to prior fiscal years, funds moved to supplies for additional needs for expanded programs/student counts
500-Supplies	6,877	5,183	1,694	77,227	91,392	(14,165)	funds moved from purchased services to supplies for additional needs for expanded programs/student counts
600-Equipment	0	0	0	2,500	0	2,500	
800-Other	287	785	(498)	9,282	5,620	3,662	
930-Refunds of Prior Yr. Rceipts	0	0	0	0	52,873	(52,873)	received Talent Ready Grant from State to assist students with tuition and fees previously paid
Total Expenditures	110,208	150,996	(40,788)	1,193,013	1,280,774	(87,761)	
Surplus/(Deficit) for Month & FYTD	(78,615)	17,486	96,102	69,087	340,062	270,975	

CVCC Adult Education Forecast Monthly Cash Flow Data Entry																
Advance In Current FY	\$0.00															
FY2024	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
Receipts																
1214-Tuition	\$33,028.41	\$23,929.85	\$178,749.66	\$94,187.41	\$55,546.60	\$165,969.64	\$154,311.52	\$194,456.58	\$94,824.83	\$148,619.47	\$0.00	\$0.00	\$1,143,623.97	\$1,000,000.00	114.36%	-\$143,623.97
1730-Sale of Materials	\$4,790.50	\$380.00	\$3,683.00	\$32,624.00	\$105.00	\$11,819.00	\$2,445.00	\$13,075.50	\$1,340.50	\$19,042.37	\$0.00	\$0.00	\$89,304.87	\$64,000.00	139.54%	-\$25,304.87
1790-Other Classroom Fees	\$2,885.00	\$2,975.00	\$0.00	\$65.00	\$580.00	\$665.00	\$0.00	\$180.00	\$390.00	\$375.00	\$0.00	\$0.00	\$8,115.00	\$17,380.00	46.69%	\$9,265.00
1833-Services to Patrons	\$110.00	\$341.00	\$80.00	\$135.00	\$220.00	\$326.00	\$149.00	\$200.00	\$325.00	\$240.00	\$0.00	\$0.00	\$2,126.00	\$1,400.00	151.86%	-\$726.00
1890-Miscellaneous	\$1,055.00	\$75.00	\$3,703.00	\$1,950.00	\$5,124.00	\$760.00	\$195.00	\$7,774.00	\$1,997.00	\$205.00	\$0.00	\$0.00	\$22,838.00	\$25,000.00	91.35%	\$2,162.00
3110-State Foundation	\$0.00	\$70,129.00	\$0.00	\$50,000.00	\$70,129.00	\$52,774.00	\$0.00	\$70,129.00	\$41,666.67	\$0.00	\$0.00	\$0.00	\$354,827.67	\$380,000.00	93.38%	\$25,172.33
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-Reduction of Prior Year Expenditures	\$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	\$178,961.41	\$131,704.60	\$232,313.64	\$157,100.52	\$285,815.08	\$140,544.00	\$168,481.84	\$0.00	\$0.00	\$1,620,835.51	\$1,487,780.00	108.94%	-\$133,055.51
Expenditures																
100-Salaries	\$64,717.57	\$65,349.57	\$60,497.17	\$73,467.56	\$76,203.64	\$113,427.27	\$70,607.60	\$85,352.89	\$89,629.90	\$90,300.68	\$0.00	\$0.00	\$789,553.85	\$919,999.90	85.82%	\$130,446.05
200-Fringe Benefits	\$24,402.78	\$26,791.01	\$21,876.69	\$24,234.88	\$25,218.52	\$33,299.65	\$21,643.43	\$24,125.94	\$24,912.60	\$22,227.69	\$0.00	\$0.00	\$248,733.19	\$313,999.69	79.21%	\$65,266.50
400-Purchased Services	\$2,882.67	\$1,963.39	\$31,469.25	\$8,841.32	\$4,402.52	\$1,861.28	\$1,945.64	\$1,689.71	\$5,046.81	\$32,498.70	\$0.00	\$0.00	\$92,601.29	\$151,100.00	61.28%	\$58,498.71
500-Supplies	\$2,024.75	\$5,471.62	\$12,490.36	\$10,820.60	\$7,259.33	\$27,025.85	\$6,955.00	\$4,720.42	\$9,440.79	\$5,183.19	\$0.00	\$0.00	\$91,391.91	\$87,100.00	104.93%	-\$4,291.91
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	\$588.41	\$169.95	\$439.79	\$623.12	\$417.57	\$126.82	\$785.43	\$0.00	\$0.00	\$5,620.32	\$10,129.00	55.49%	\$4,508.68
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 Year Receipts	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,774.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,873.00	\$0.00	#DIV/0!	-\$52,873.00
Total Expenditures	\$94,295.50	\$100,347.83	\$127,861.73	\$117,952.77	\$113,253.96	\$176,053.84	\$101,774.79	\$169,080.53	\$129,156.92	\$150,995.69	\$0.00	\$0.00	\$1,280,773.56	\$1,484,828.60	86.26%	\$204,055.04
Receipts Over/(Under) Expend.	-\$52,426.59	-\$2,517.98	\$58,353.93	\$61,008.64	\$18,450.64	\$56,259.80	\$55,325.73	\$116,734.55	\$11,387.08	\$17,486.15	\$0.00	\$0.00	\$340,061.95	\$2,951.40		
Beg. Cash Bal. incl. Advance Across FY-end	\$633,857.86	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$973,919.81	\$633,857.86	\$633,857.86		
End. Cash Bal. incl. Advance Across FY-end	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$973,919.81	\$973,919.81	\$973,919.81	\$636,809.26		
End. Cash Bal. without Advances	\$581,431.27	\$578,913.29	\$637,267.22	\$698,275.86	\$716,726.50	\$772,986.30	\$828,312.03	\$945,046.58	\$956,433.66	\$973,919.81	\$973,919.81	\$973,919.81	\$973,919.81	\$636,809.26		
Encumbrances	\$98,651.57	\$125,626.36	\$96,530.06	\$111,624.10	\$107,007.27	\$64,638.22	\$55,427.05	\$84,791.41	\$76,585.17	\$52,533.54	\$0.00	\$0.00	\$0.00	\$25,000.00		
Ending Unenc. Bal.	\$482,779.70	\$453,286.93	\$540,737.16	\$586,651.76	\$609,719.23	\$708,348.08	\$772,884.98	\$860,255.17	\$879,848.49	\$921,386.27	\$973,919.81	\$973,919.81	\$973,919.81	\$611,809.26		



Cuyahoga Valley Career Center

Five Year Forecast Financial Report

May 2024

David Mangas, Superintendent

Richard Berdine, Treasurer

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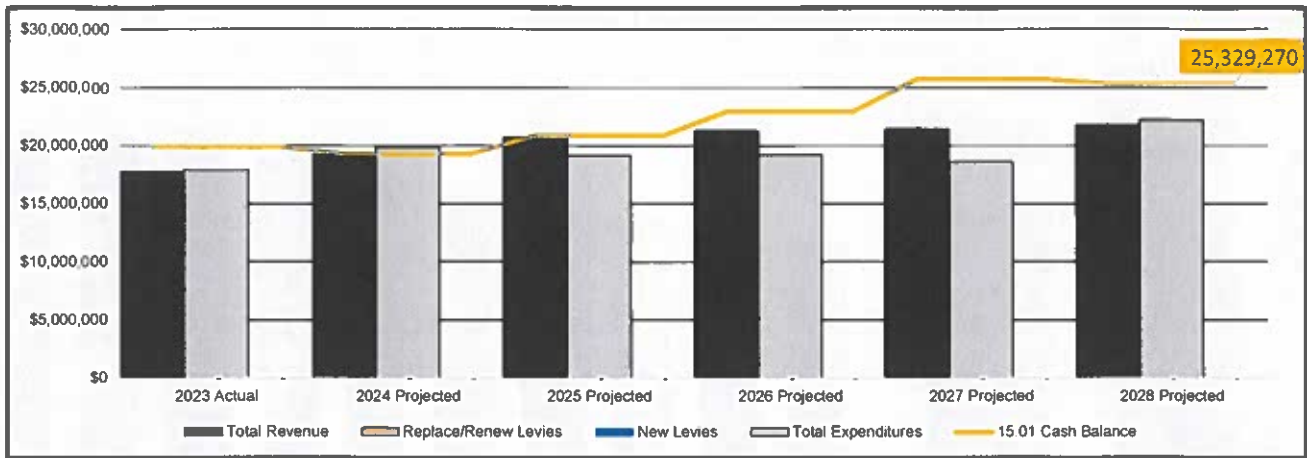
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Forecast Purpose/Objectives

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

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

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



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

Financial Forecast

	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028
Beginning Balance (Line 7.010) Plus	19,912,779	19,323,205	20,885,199	22,947,235	25,751,240
+ Revenue	19,249,935	20,732,713	21,291,089	21,420,333	21,796,682
+ Proposed Renew/Replacement Levies	-	-	-	-	-
+ Proposed New Levies	-	-	-	-	-
- Expenditures	(19,839,509)	(19,170,719)	(19,229,053)	(18,616,327)	(22,218,652)
= Revenue Surplus or Deficit	(589,574)	1,561,994	2,062,036	2,804,006	(421,970)
Line 7.020 Ending Balance with renewal/new levies	19,323,205	20,885,199	22,947,235	25,751,240	25,329,270

Analysis Without Modeled Levies Included:

Revenue Surplus or Deficit w/o Levies	(589,574)	1,561,994	2,062,036	2,804,006	(421,970)
Ending Balance w/o Levies	19,323,205	20,885,199	22,947,235	25,751,240	25,329,270

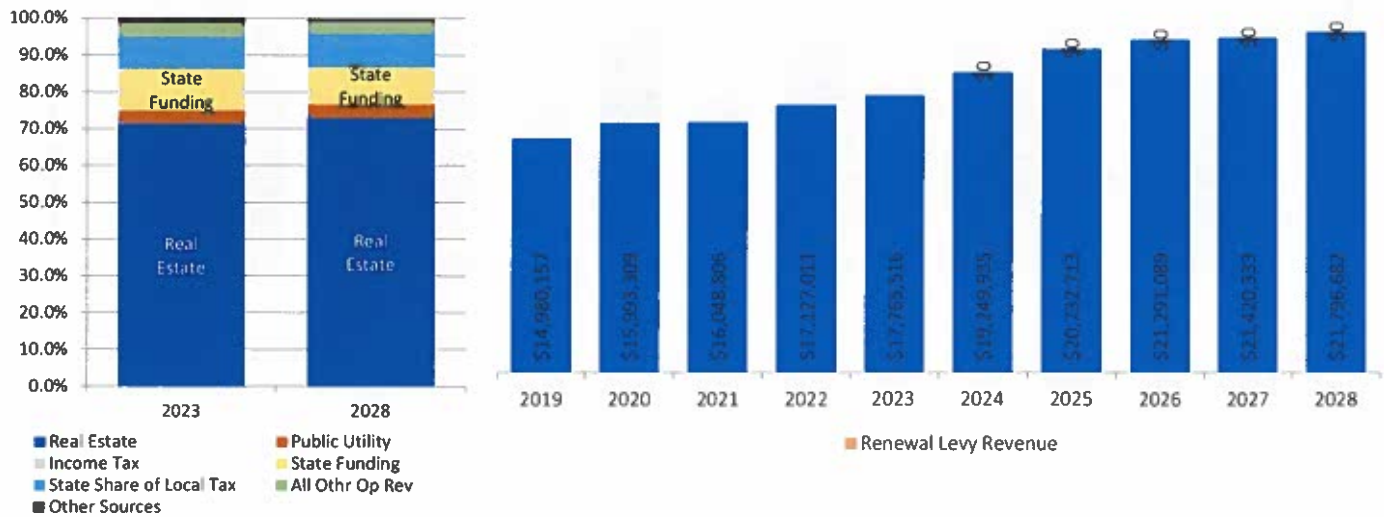
The projected cash balance of \$25.0 million at June 30, 2028 is increased from the November 2023 forecast projected balance of \$19.7 million. This change is primarily due to the increased tax collections from the Summit County 2023 property valuations and new construction in our district, increased career exploration and awareness funding from the State, and increased interest earnings from continuing higher interest rates and additional funds from the construction grant to invest.

This forecast utilizes tax year 2023 (collection year 2024) property valuations, and the District's total valuation increased to \$8.4 billion from \$7.4 billion in 2022, \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 10% growth in property valuation in 2023 was estimate in the prior forecast, and the District actually realized a gain of 12.3%. For 2024 when Cuyahoga County will conduct a valuation update, valuations are estimated to increase 8.2% for reappraisal and new construction. The District's valuation is comprised of Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) property. If the estimated increase is realized, the District's valuation will exceed \$9.0 billion for 2024 tax year. Our district has been very fortunate to have an average tax collection rate of nearly 100% of currently billed taxes being collected and distributed to us annually for each of the past six years. This forecast assumes that collection rates will continue at the 99.7% level for all years of this forecast.

The District is monitoring current proposed legislation that would impose caps on real property valuation growth from reappraisals. If this type of legislation as currently being discussed is ever passed into law, there will be a significant negative impact to future forecasts.

Revenue Sources and Forecast Year-Over-Year Projected Overview

Sources of Revenue Over Time



Year-Over-Year Dollar & Percentage Change



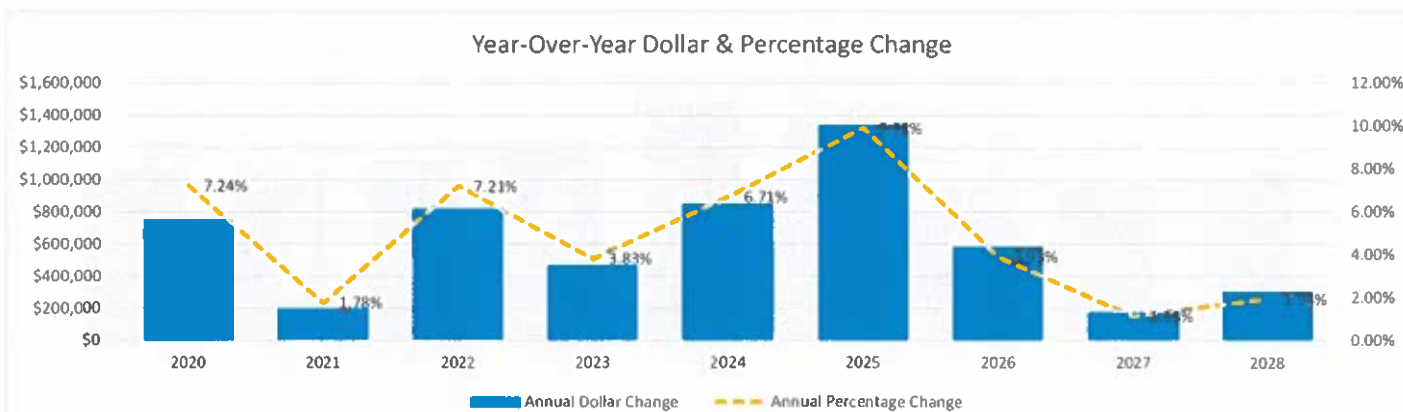
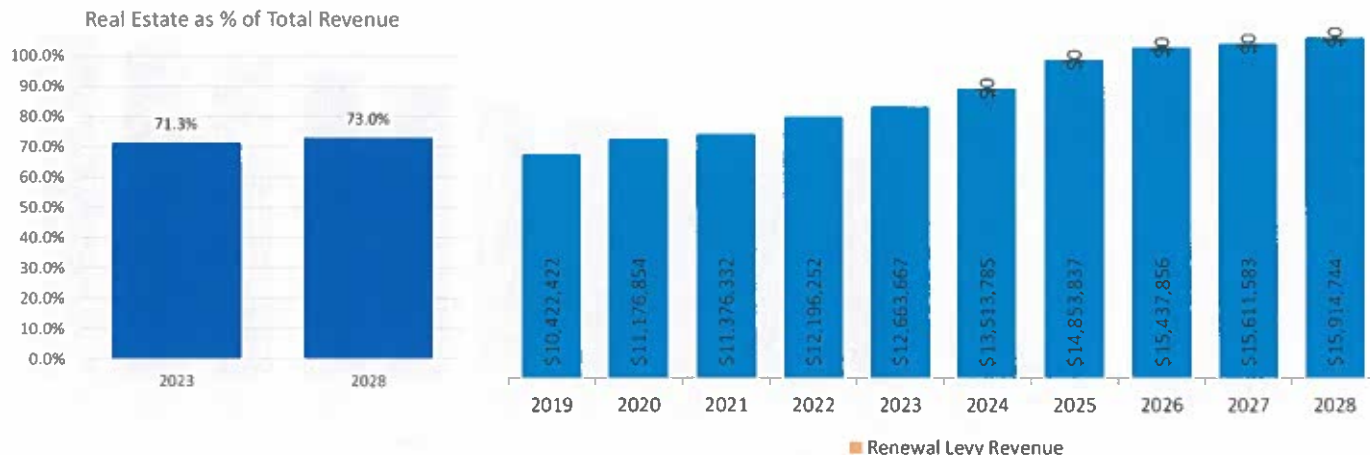
5-Year Historical Actual Average Annual Dollar Change Compared to 5-Year Projected

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total revenues are expected to increase in FY24 from FY23 primarily due to growth in property valuations from the Summit County 2023 reappraisal and new construction, thus tax collections, increased career explorations and awareness funding from the State, and increased interest earnings from continuing higher investment rates and additional funds from the construction grant to invest. Future forecast years include increased estimated tax revenues from increased property valuation growth from new construction and reappraisals (Cuyahoga County reappraisal in 2024), as well as stable collection rates, as outlined in the Executive Summary to this forecast. State funding remains flat for FY25 and all out years of this forecast. The Notes and Assumptions page for each revenue category provides more detailed considerations used in the development of this forecast.
Real Estate	560,311	\$650,215	\$89,904	
Public Utility	\$31,075	\$33,604	\$2,529	
Income Tax	\$0	\$0	\$0	
State Funding	\$77,750	\$29,239	(\$48,511)	
State Share-Prop Taxes	\$45,485	\$93,256	\$47,771	
All Othr Op Rev	\$15,148	\$10,023	(\$5,125)	
Other Sources	(\$33,429)	(\$10,104)	\$23,324	
Total Average Annual Change	696,340 4.39%	\$806,233 4.22%	\$109,893 -0.17%	

Note: Expenditure average annual change is projected to be > \$857,955 On an annual average basis, expenditures are projected to grow faster than revenue.

1.010 - General Property Tax (Real Estate)

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



Values, Tax Rates and Gross Collections							Gross Collection Rate Including Delinquencies
Tax Yr	Valuation	Value Change	Class I Rate	Change	Class II Rate	Change	
2022	7,115,969,220	82,596,220	2.00	-	2.00	-	99.2%
2023	8,012,338,850	896,369,630	2.00	-	2.00	-	99.9%
2024	8,684,398,850	672,060,000	2.00	-	2.00	-	99.7%
2025	8,728,498,850	44,100,000	2.00	-	2.00	-	99.7%
2026	8,875,498,850	147,000,000	2.00	-	2.00	-	99.7%
2027	9,072,548,850	197,050,000	2.00	-	2.00	-	99.7%

General Property Tax (Real Estate) accounts for 70.20% of District revenues.

This forecast utilizes tax year 2023 (collection year 2024) property valuations, and the District's total valuation increased to \$8.4 billion from \$7.4 billion in 2022, \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 10% growth in property valuation in 2023 was estimate in the prior forecast, and the District actually realized a gain of 12.3%. For 2024 when Cuyahoga County will conduct a valuation update, valuations are estimated to increase 8.2% for reappraisal and new construction. The District's valuation is comprised of Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) property. If the estimated increase is realized, the District's valuation will exceed \$9.0 billion for 2024 tax year.

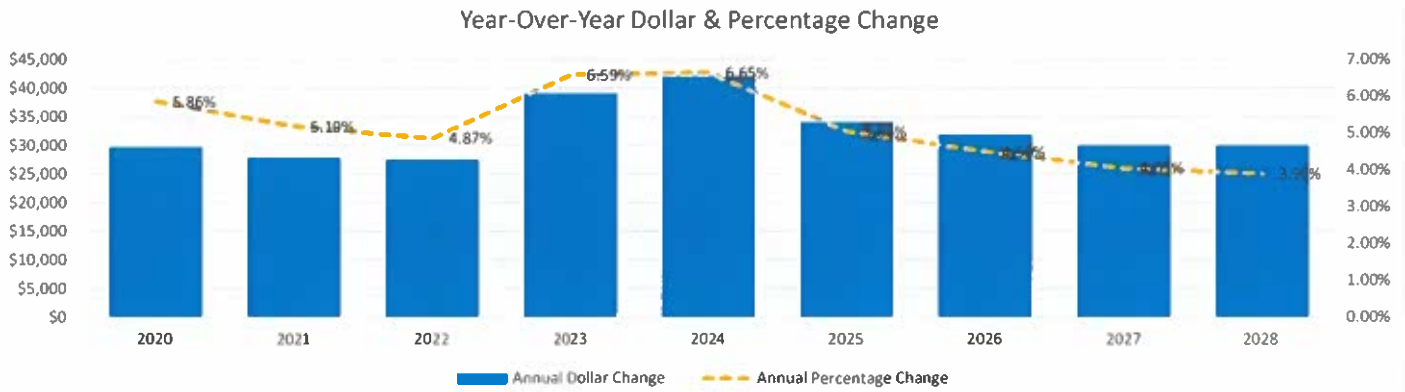
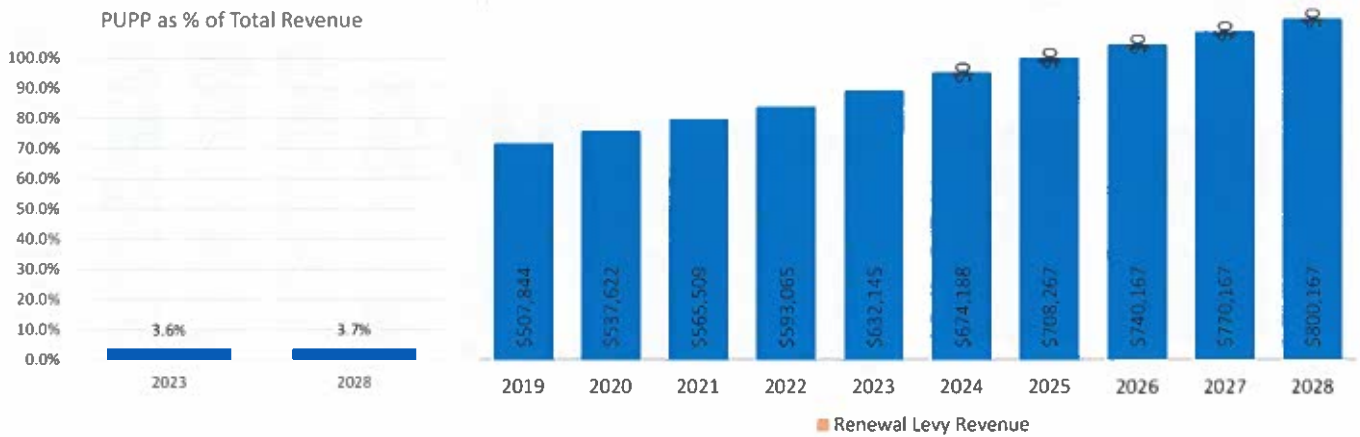
District is fortunate to have an average tax collection rate of nearly 100% of currently billed taxes being collected and distributed annually for each of the past five years. This forecast assumes that collection rates will continue at the 99.7% level for all years of this forecast.

District is monitoring current proposed legislation that would impose caps on real property valuation growth from reappraisals. If this type of legislation as currently being discussed is ever passed into law, there will be a significant negative impact to future forecasts.

*Projected % trends include renewal levies

1.020 - Public Utility Personal Property

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



Values and Tax Rates					Gross Collection Rate Including Delinquencies	
Tax Year	Valuation	Value Change	Full Voted Rate	Change		
2022	328,125,800	24,139,840	2.00	-	100.0%	
2023	345,208,750	17,082,950	2.00	-	100.0%	
2024	362,208,750	17,000,000	2.00	-	100.0%	
2025	377,208,750	15,000,000	2.00	-	100.0%	
2026	392,208,750	15,000,000	2.00	-	100.0%	
2027	407,208,750	15,000,000	2.00	-	100.0%	

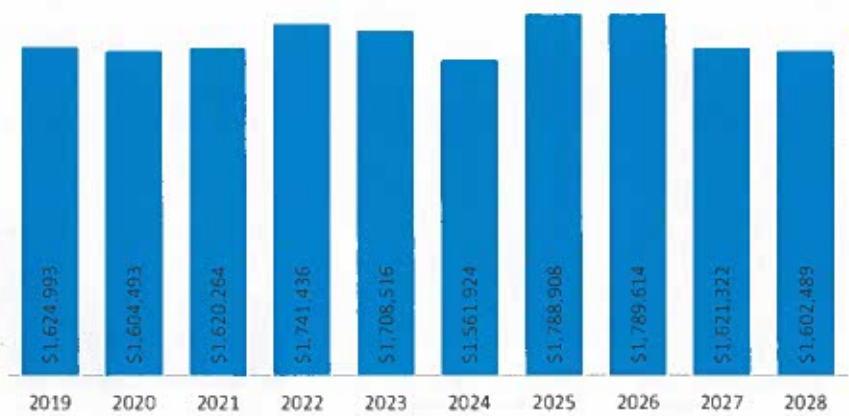
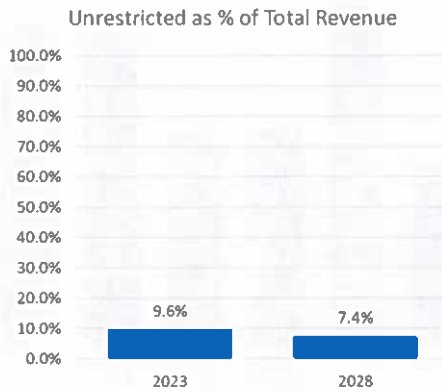
Public Utility Personal Property tax accounts for 3.50% of District revenues.

Revenues are projected to increase slightly in FY24 and out years due to the assumed valuation growth reported by public utility companies.

*Projected % trends include renewal levies

1.035 - Unrestricted Grants-in-Aid

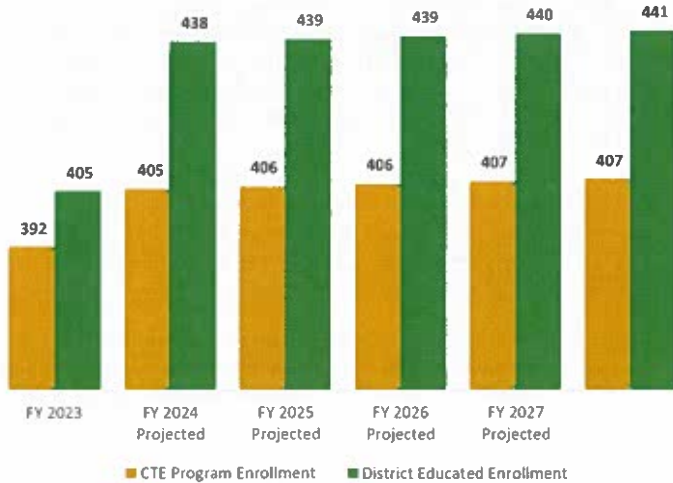
Funds received through the State Foundation Program with no restriction.



Year-Over-Year Dollar & Percentage Change



Total District Educated Enrollment Compared to CTE Program Enrollment



Unrestricted Grants-in-Aid accounts for 8.11% of District revenues.

This is based on the April 2024 foundation payment from the Ohio Department of Education. Unrestricted and Restricted Grants-In-Aid utilize the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22 and updated for the current FY24/25 State biennial budget. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY25 and out years, after a slight increase in FY24 due to increased career awareness and exploration funding (restricted grants-in-aid) in the FSFP.

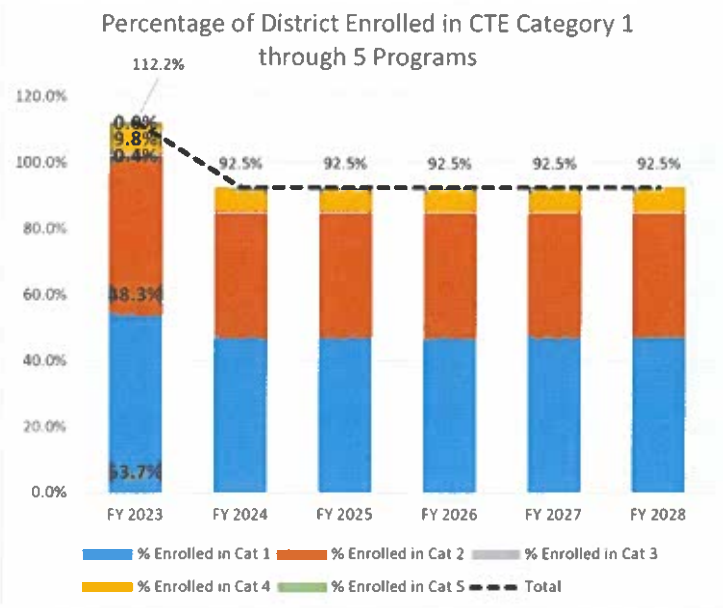
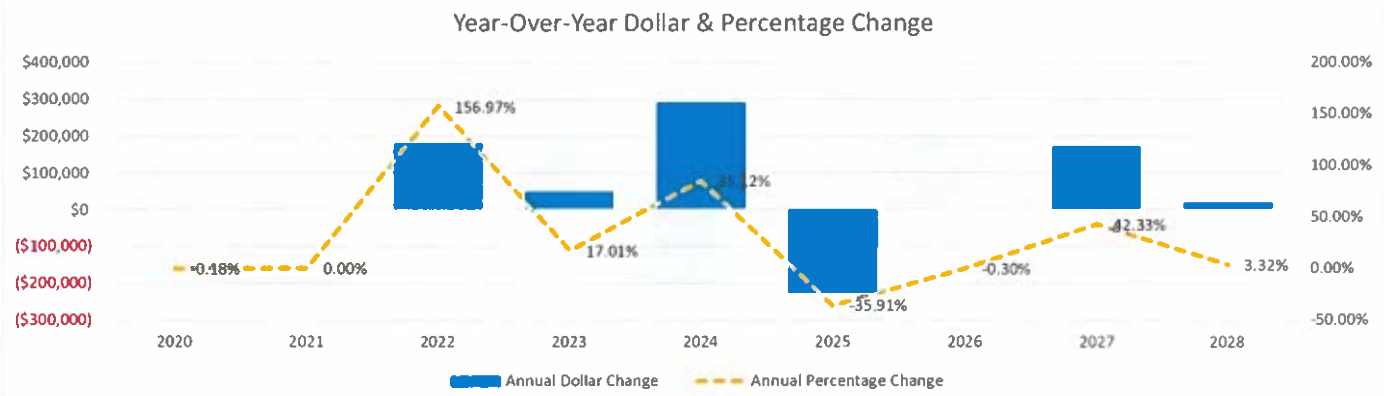
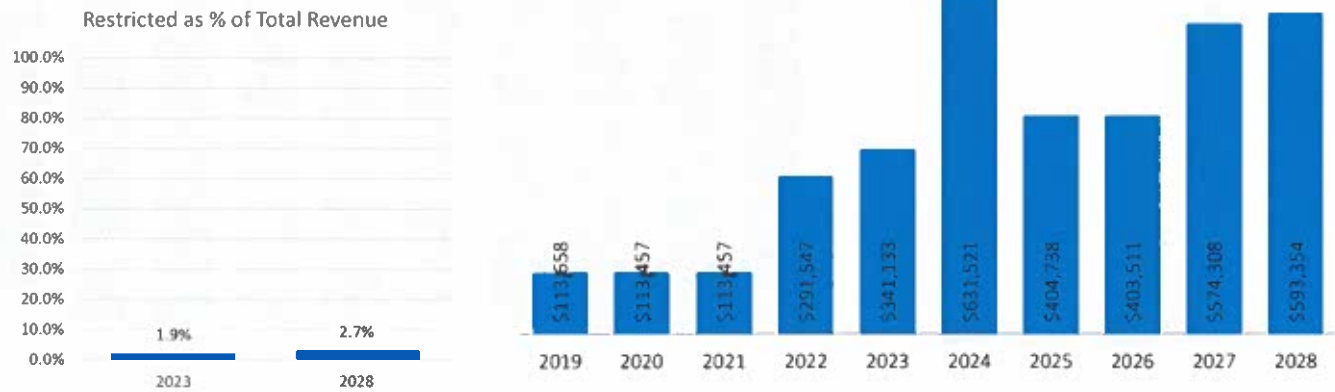
Industry Recognized Credential and Innovative Workforce funding totaling \$155K from the State is assumed to continue for all years of this forecast.

Funds no longer reported in this category have been reclassified to "Restricted Grants-In-Aid," thus relatively flat overall State funding.

Casino revenues are included in this category.

1.040 & 1.045 - Restricted Grants-in-Aid

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



Restricted Grants-in-Aid accounts for 3.28% of District revenues.

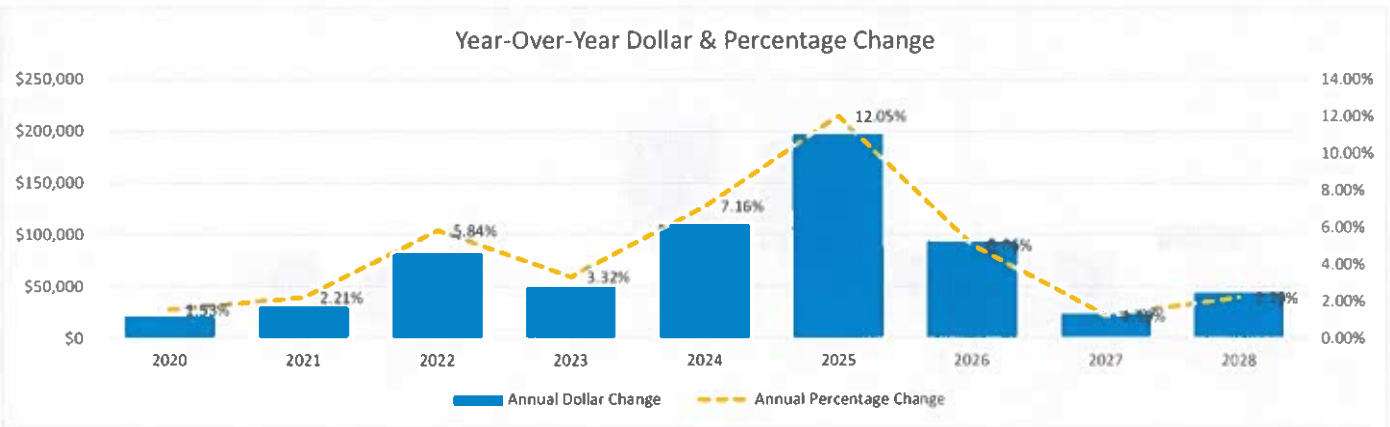
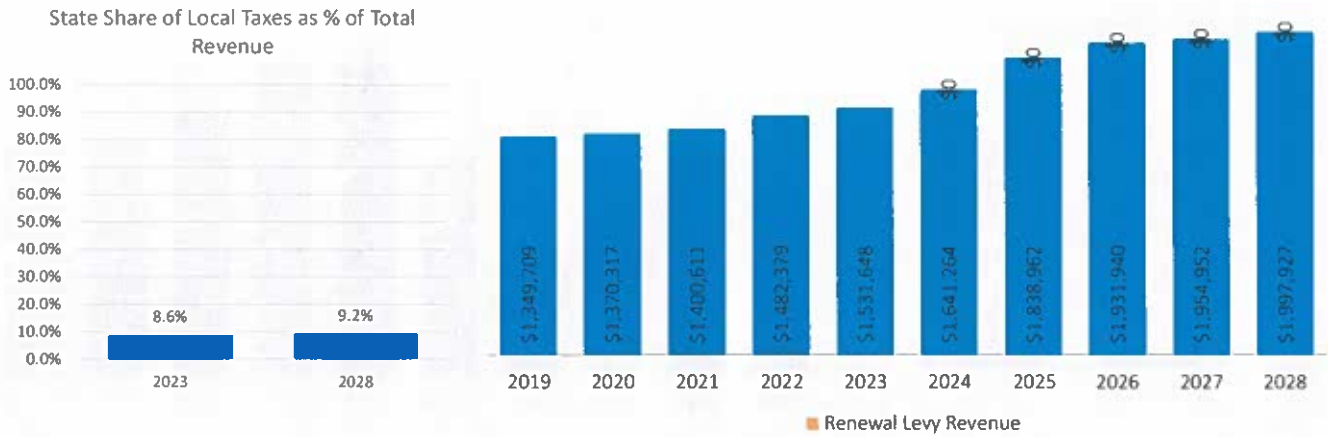
This is based on the April 2024 foundation payment from the Ohio Department of Education. Unrestricted and Restricted Grants-In-Aid utilize the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22 and updated for the current FY24/25 State biennial budget. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY25 and out years, after a slight increase in FY24 due to increased career awareness and exploration funding in the FSFP.

Career awareness and exploration funding from the State increased from September 2023 (\$110K) for the November 2023 forecast to April 2024 (\$163K) for this forecast. This amount is continued for all years of the forecast.

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

1.050 - State Share of Local Property Taxes

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



Property Tax Allocation accounts for 8.53% of District revenues.

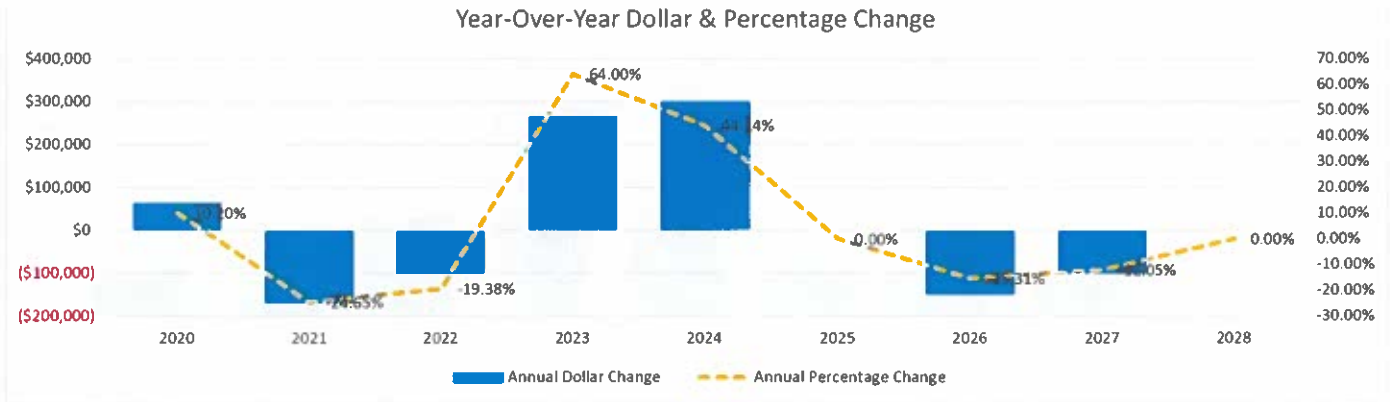
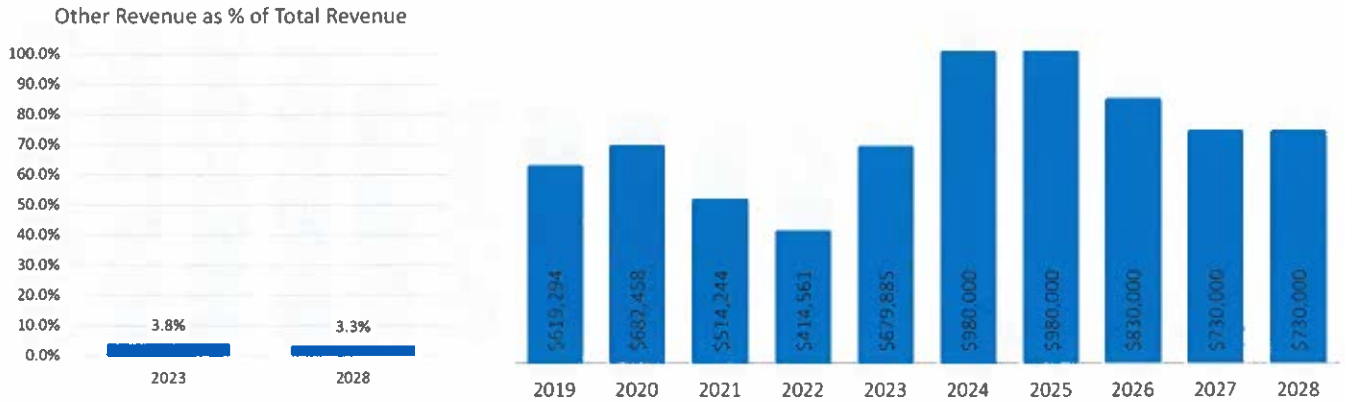
This revenue source comes from homestead and rollback payments paid by the State on behalf of residential property tax owners. Residential, owner-occupied properties receive a 12.5% property tax reduction on existing tax levies, and residential, non-owner-occupied properties receive a 10.0% property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

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

**Projected % trends include renewal levies*

1.060 - All Other Operating Revenues

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



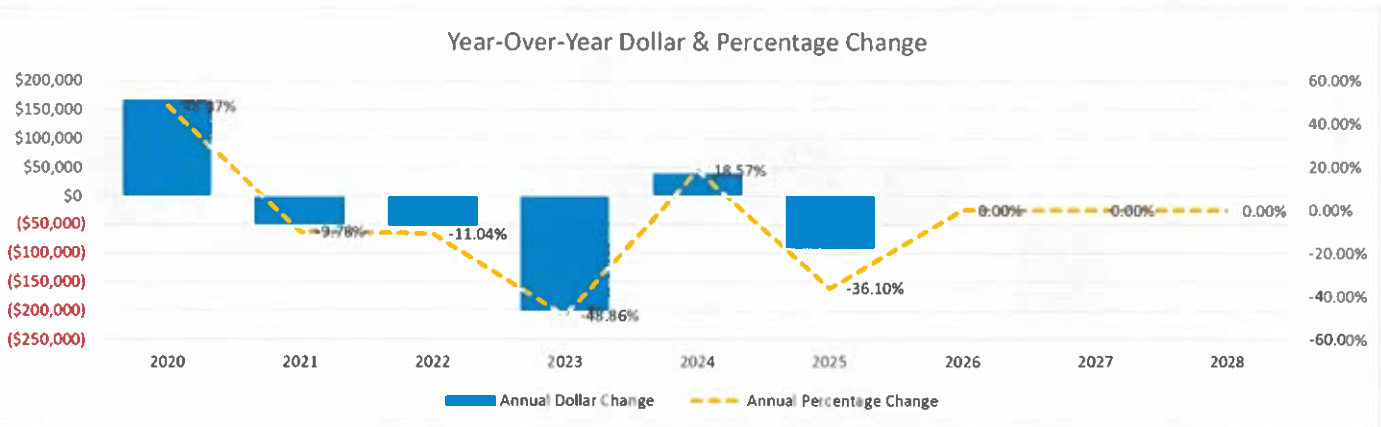
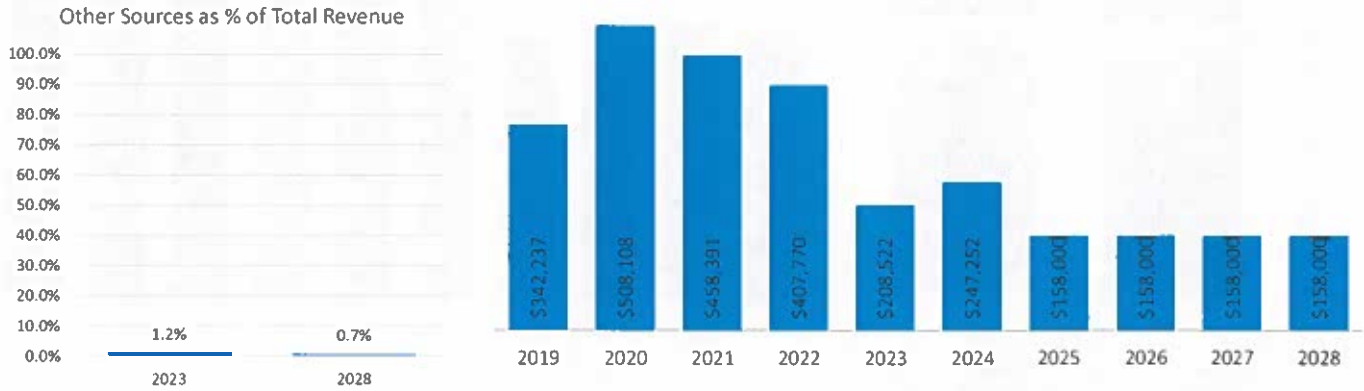
All Other Operating Revenues accounts for 5.09% of District revenues.

The increase in revenues for FY23 and FY24 is due to increased interest earnings from rising investment rates and additional funds from the construction grant to invest, as well as increased payments in lieu of taxes from Tax Increment Financing (TIF) agreements enacted in municipalities of our associate school districts. Reductions in interest earnings are incorporated for FY26 to FY28 in anticipation of a future decline in interest rates, thus earnings.

This category is comprised of tuition, student fees, investment earnings, open enrollment, and payments in lieu of taxes for various development agreements in some of our municipalities.

2.070 - Total Other Financing Sources

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



	2023	2024	2025	FORECASTED		
				2026	2027	2028
Transfers In	-	-	-	-	-	-
Advances In	207,000	222,000	157,000	157,000	157,000	157,000
All Other Financing Sources	1,522	25,252	1,000	1,000	1,000	1,000

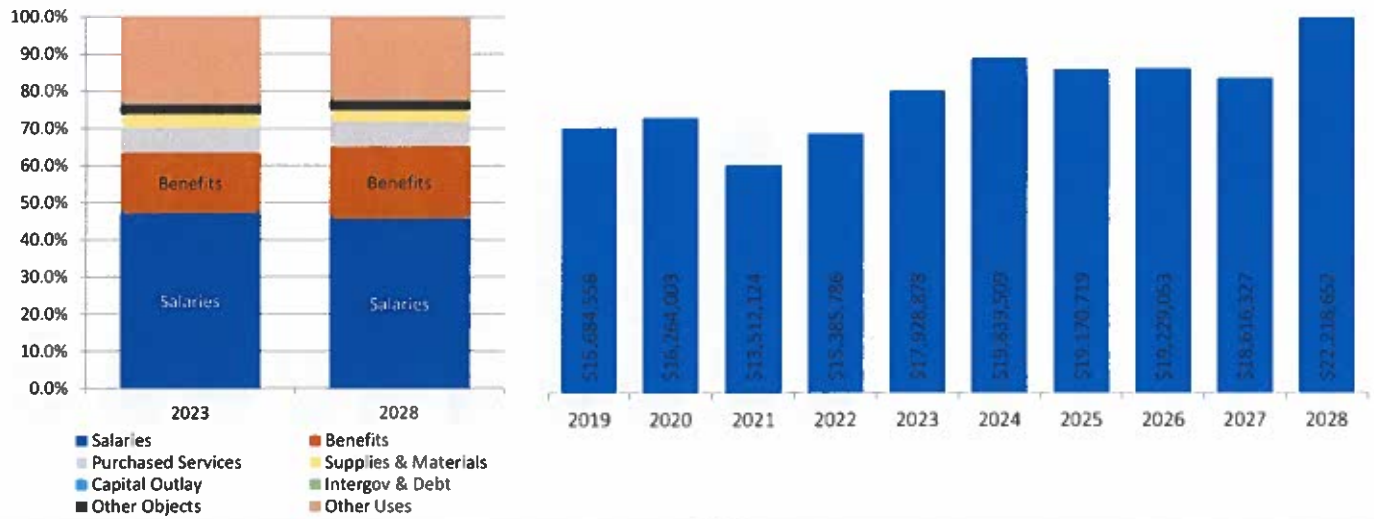
Total Other Financing Sources accounts for 1.29% of District revenues.

This revenue source primarily accounts for the return of advances to other funds of the District. These revenues are simply a return of temporary "loans" for cash flow purposes to these other funds, thus there is an offsetting expense in the prior or current fiscal year, resulting in no gain or loss to the District.

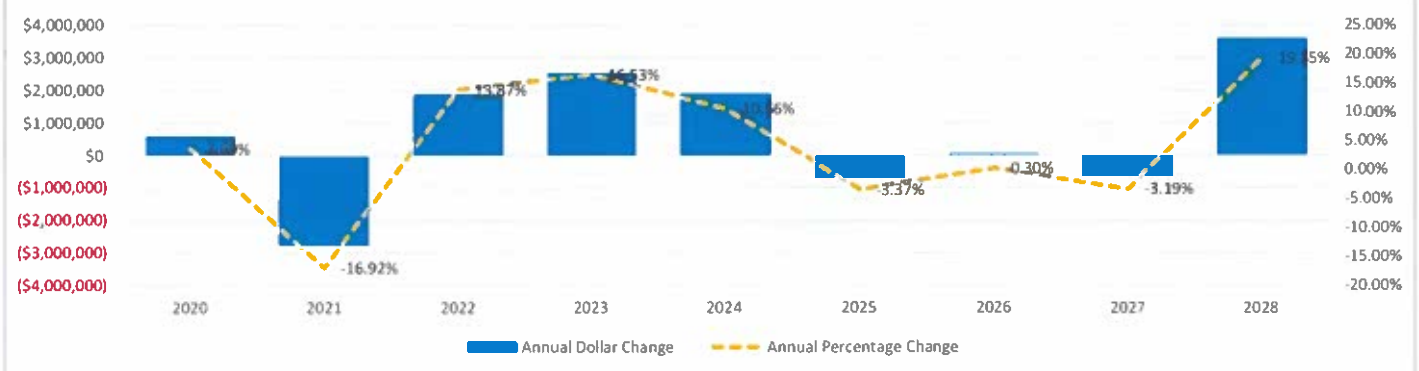
The amount is reduced in FY24 and out years due to the elimination of the annual \$65K advance to the Student Leadership fund (200) since these costs have been added to the purchased services expenditure area of this forecast as part of the high school operating budget.

Expenditure Categories and Forecast Year-Over-Year Projected Overview

Expenditure Categories Over Time



Year-Over-Year Dollar & Percentage Change



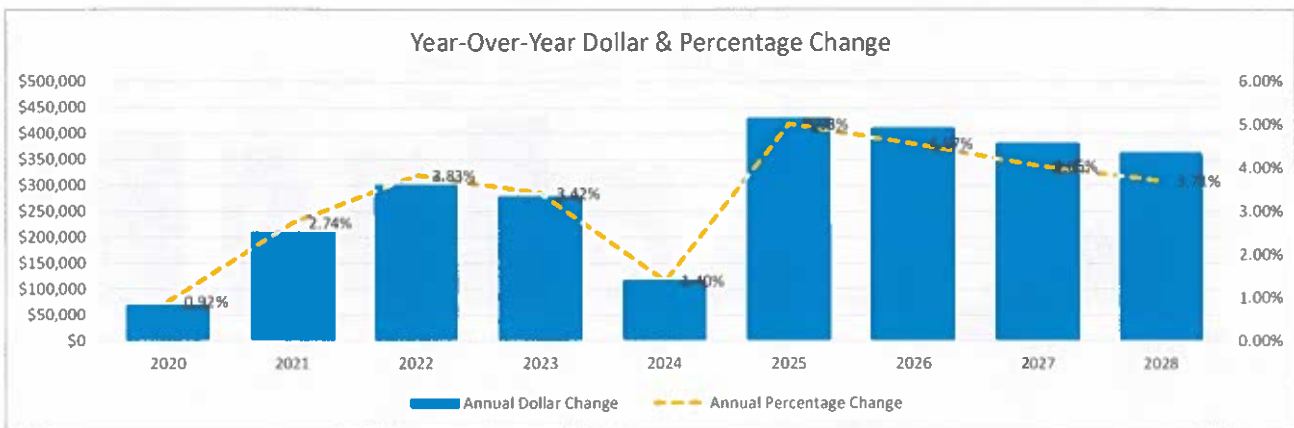
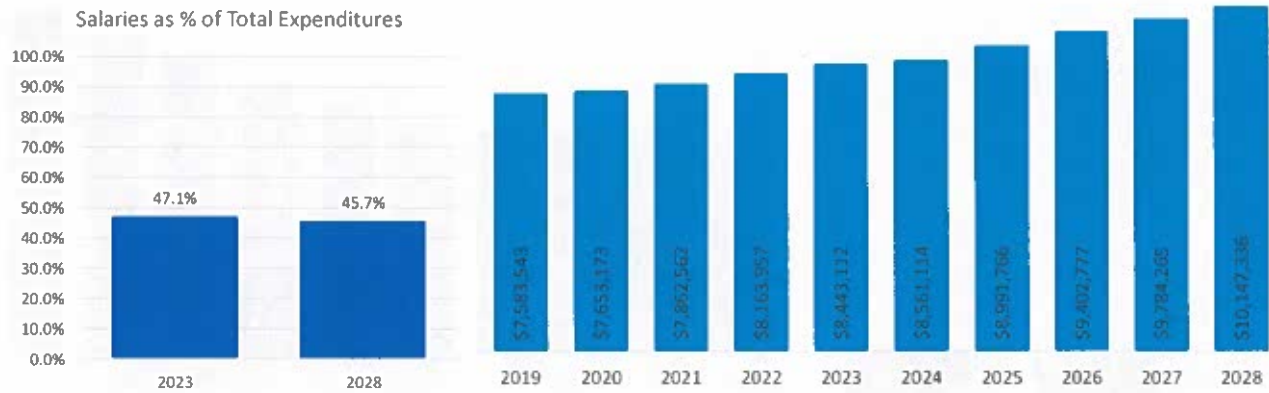
5-Year Historical Actual Average Annual Dollar Change Compared to 5-Year Projected

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	
Salaries	214,892	\$340,845	\$125,953	Total expenditures are expected to increase in FY24 from FY23 primarily due the transfers to the permanent improvement fund for facility projects as presented to the Board at its September 2023 regular meeting as part of the five-year facilities improvement plan, and, increased Personnel Services and Employees Retirement/Ins. Benefits due to normal salary and fringe benefits increases. For FY24, insurance premiums for medical and prescription are increasing 13%. Additionally, increased expenditures for purchased services, such as insurance, utilities, technology, and facilities, a 27th bi-weekly payroll in FY23, and an increase in FY24 to the high school operating budget for travel expenses previously paid from the Student leadership fund 200 based on advances and transfers from the general fund, are incorporated into this forecast. Stipend system for salary increases negotiated with two unions in Spring 2021 is included for FY22 and out years. Negotiations with both unions occurred in Spring 2024. The OAPSE settlement and ASCE Plan as approved by the Board are incorporated into this forecast. The terms of the tentative agreement with CVFT are also incorporated.
Benefits	\$46,435	\$278,938	\$232,504	
Purchased Services	(\$18,576)	\$48,955	\$67,532	
Supplies & Materials	\$35,156	\$12,157	(\$22,999)	
Capital Outlay	\$3,772	\$3,749	(\$23)	
Intergov & Debt	\$0	\$0	\$0	
Other Objects	\$23,759	\$16,521	(\$7,238)	
Other Uses	\$255,643	\$156,789	(\$98,854)	
Total Average Annual Change	\$561,080	\$857,955	\$296,875	
	4.29%	4.79%	0.49%	

Note: Revenue average annual change is projected to be > \$806,233

3.010 - Personnel Services

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



Personnel Services accounts for 43.15% of District expenditures.

2023/2024 school year staffing counts as of April 2024 are used as the basis for this forecast.

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

Base and step/education increases of 2.30% and 1.5% (eligible staff only) respectively for certified staff are included for FY25 to FY28, followed by a 2.0% projected base pay increase in FY28. Base increases for classified staff of 2.5%, are included for FY25 to FY27 respectively, followed by a 2.0% projected base pay increase in FY28. Step increases of 1.0% are included for eligible staff only. ASCE (administrative, support and classified exempt) base increases of 2.25% for FY25 to FY27 are included, plus a 1.0% step increase for eligible staff only, followed by a 2.0% projected base pay increase in FY28. The increases for FY25 to FY27 are based upon the OAPSE settlement and ASCE Plan as approved by the Board on April 25, 2024, as well as the terms of the tentative agreement from April 2024 negotiations with CVFT.

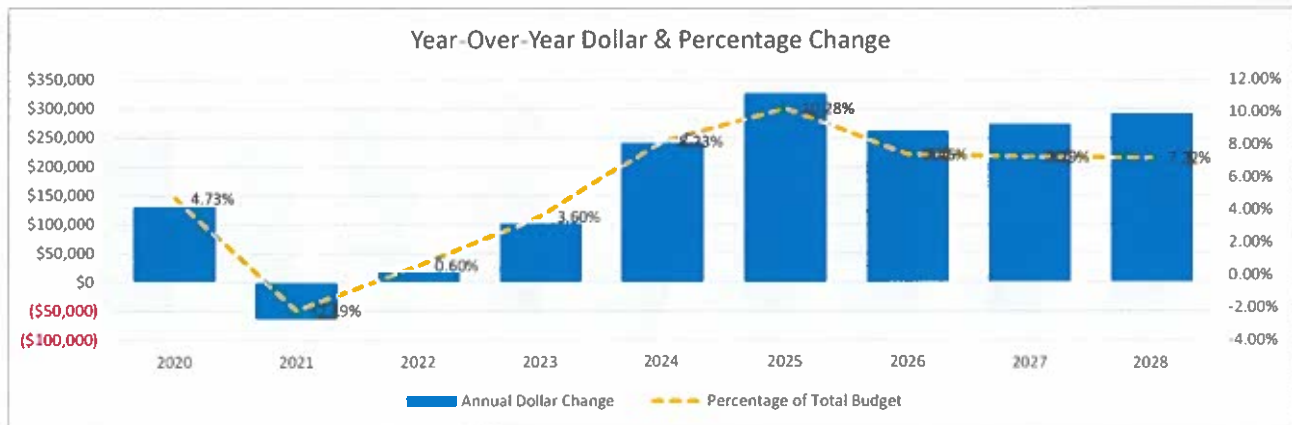
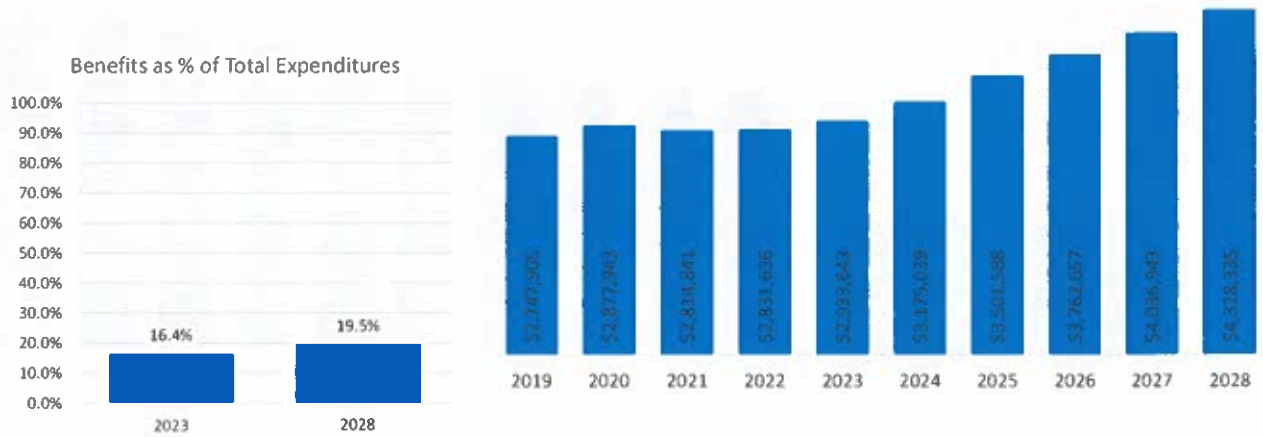
Severance pay for FY23 is increased by \$110K from FY23 amount paid due to additional retirees at end of 2022/2023 school year.

Attrition savings from replacement hires for retirees/resignees at end of 2022/2023 school year are included, reducing the overall estimated increase in this category for FY24.

One additional educational aide is included for FY24, FY25, and FY26 as previously approved by the Board. A 27th bi-weekly payroll occurred in FY23, which will be offset in FY25 when a three-week pay gap or similar adjustment occurs to correct this payment ahead of schedule based on days worked in the contract year. Full-time assistant superintendent and administrative assistant to the assistant superintendent, are both increased from .5 fte to 1.0 fte. Teaching position for new Parks and Environmental Resources program in FY25 is included.

3.020 - Employees' Benefits

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



Employees' Benefits accounts for 16.00% of District expenditures.

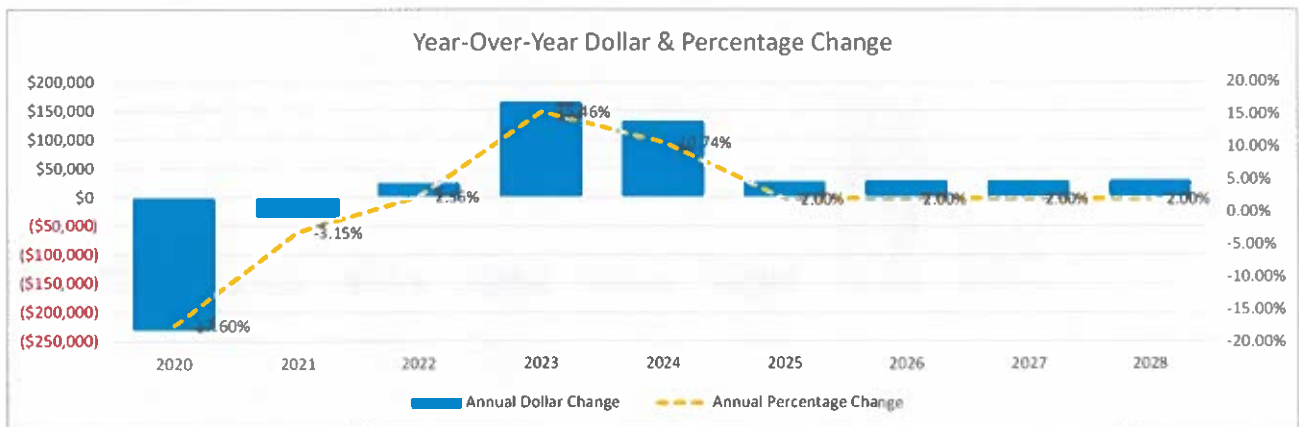
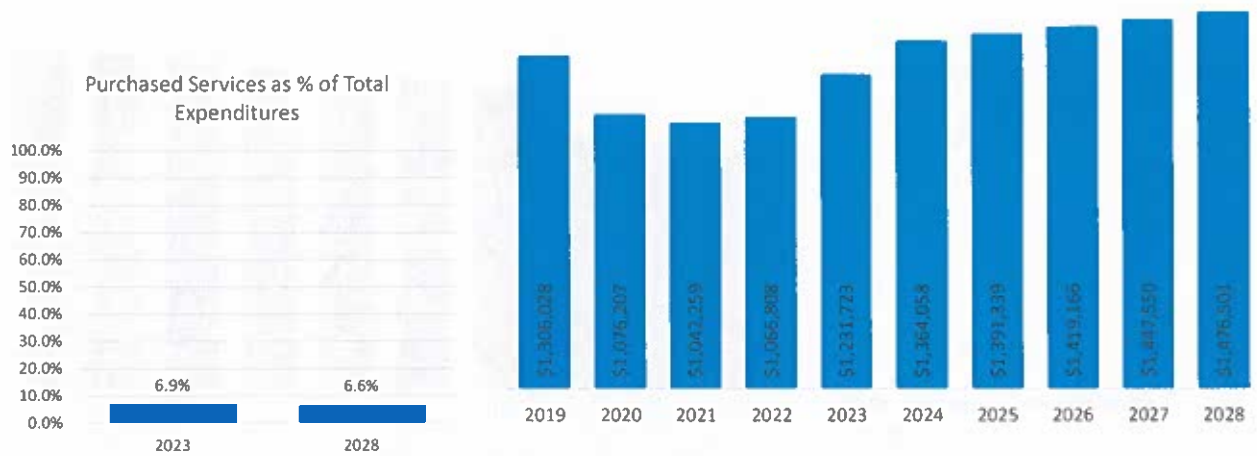
Insurance counts and premiums for April 2024 are used for the base cost calculations, as well as the 2023/2024 salaries which drive the retirement/medicare/workers' compensation costs.

Insurance premium increases of 10% blended rate are included for FY25 and out years. Premiums increased 13.00% for FY23, preceded by increases of 6.70%, 2.25%, 0%, 4.18%, 8.66%, 11.68%, 9.17%, and 4.55% respectively in FY23, FY22, FY21, FY20, FY19, FY18, FY17, and FY16. Employee premium share is 16% for all staff, except 20% for administrative and supervisory employees. Impact from implementation of high deductible health plan in January 2025 is not part of this forecast as all contract negotiations are not yet settled, health insurance consortium is still working on details of its premium recalibration, and a renewal premium increase for current insurance plans in October 2024 is unknown at this time.

All provisions of current negotiated agreements are included.

3.030 - Purchased Services

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



Purchased Services accounts for 6.88% of District expenditures.

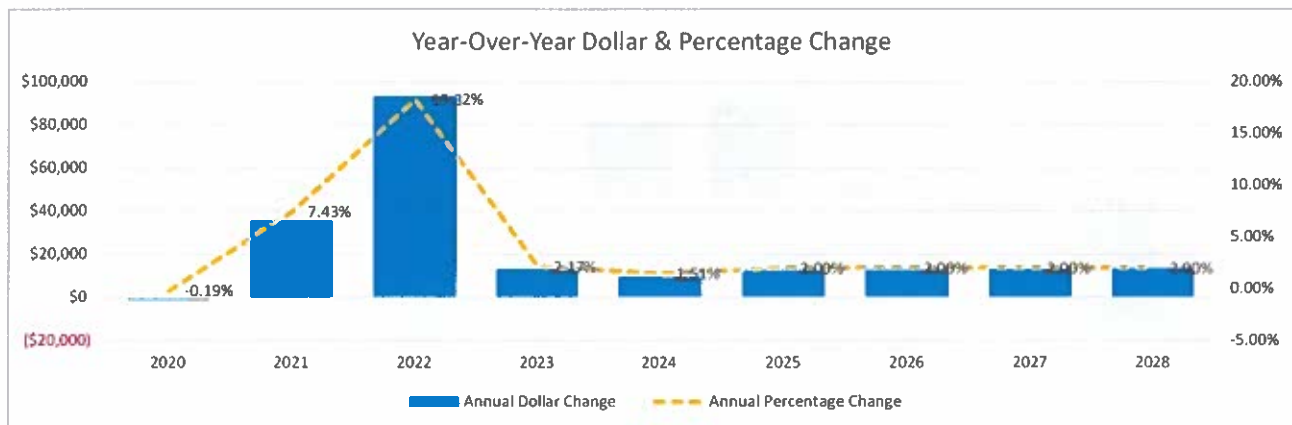
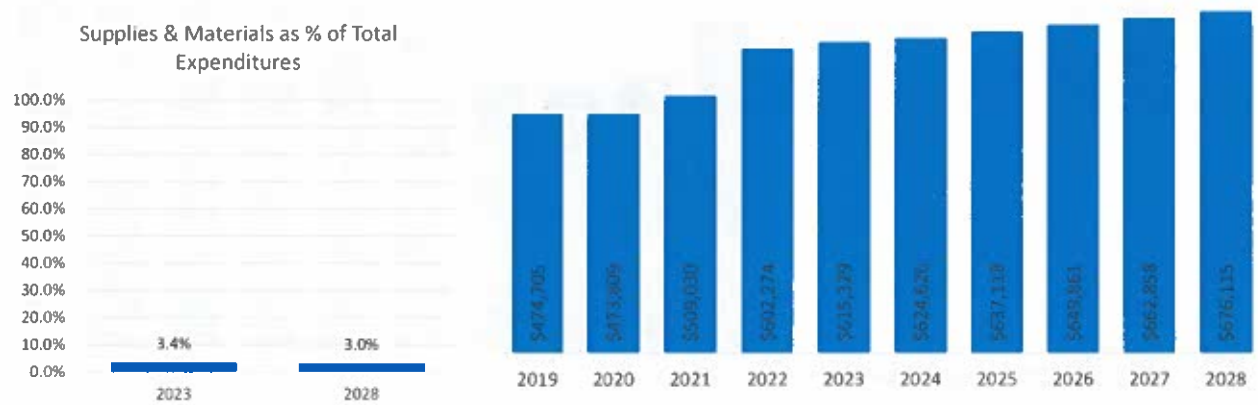
Utilities, property and fleet insurance, copier leases/costs, technology services and repairs, building maintenance and repairs, legal and other professional services, and staff professional development comprise the majority of these expenditures.

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

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 85% of authorized budgets being expended. 2% overall inflationary growth is generally applied to purchased services items for FY25 and out years.

3.040 - Supplies & Materials

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



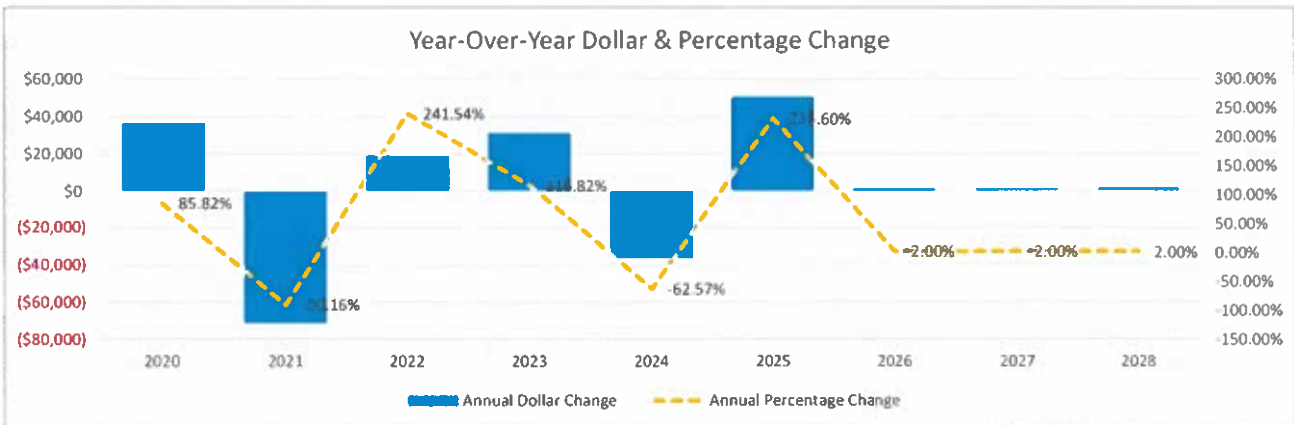
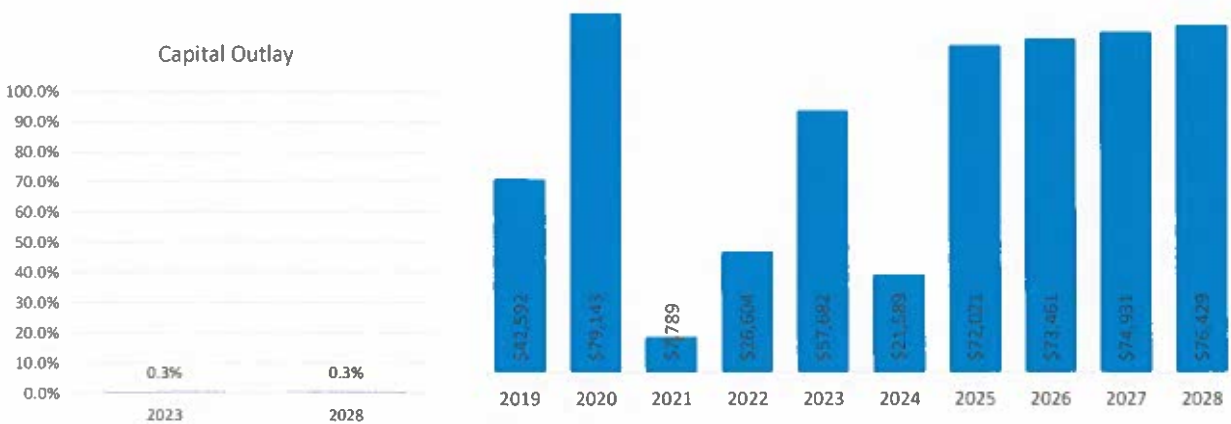
Supplies & Materials accounts for 3.15% of District expenditures.

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

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 85% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all supplies and materials items for FY25 and out years.

3.050 - Capital Outlay

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



Capital Outlay accounts for 0.11% of District expenditures.

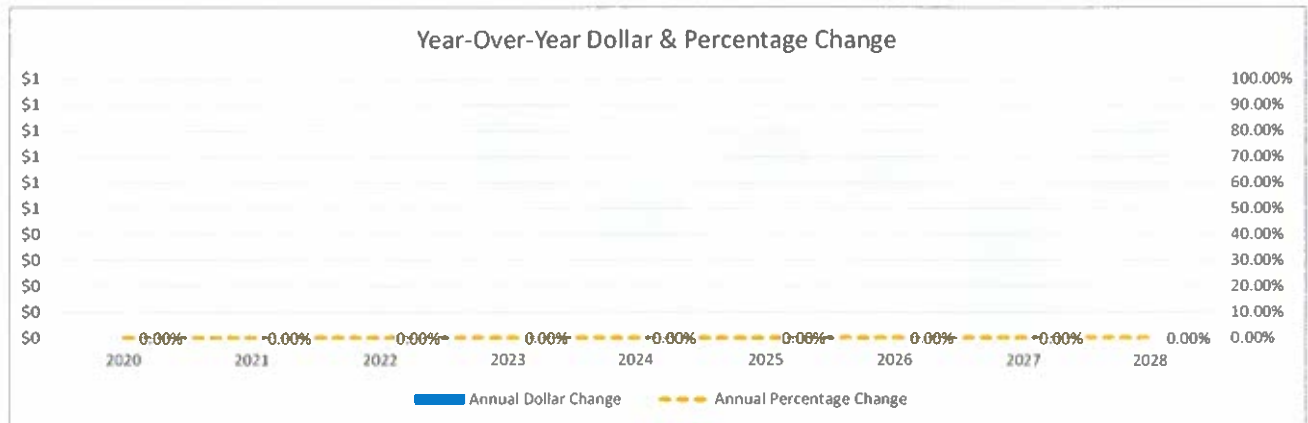
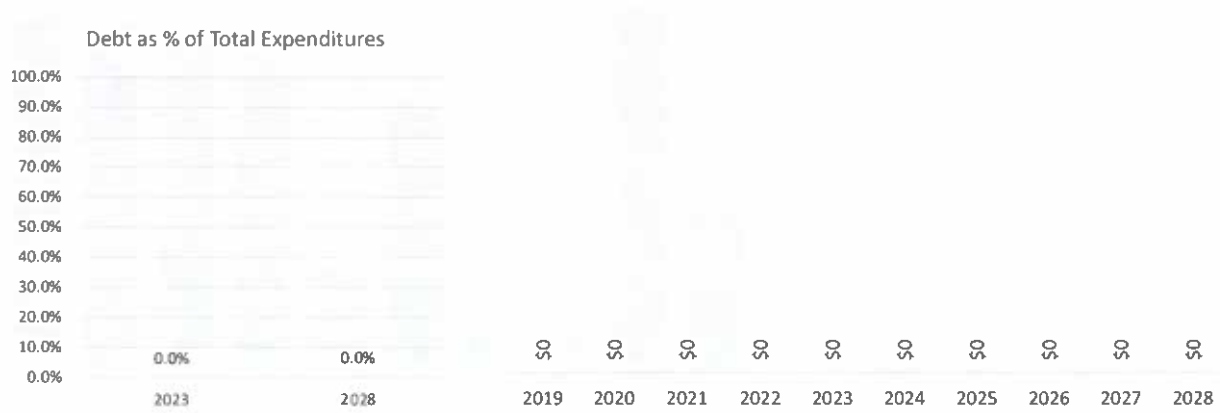
Equipment for office and custodial/maintenance comprises the majority of these expenditures as equipment purchases are planned for procurement from Permanent Improvement Funds and other grant funds.

FY25 includes an increase of \$50K to high school operating budget for replacement equipment needed for various instructional program areas.

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 100% of authorized budgets being expended based upon historical review of budgets being utilized. This amount was reduced in FY21 and FY22 due to availability of covid-19 pandemic grant funds to assist with technology purchases for virtual learning circumstances. 2% inflationary growth is generally applied to all capital outlay items for FY25 and out years.

3.060-4.060 - Intergovernmental & Debt

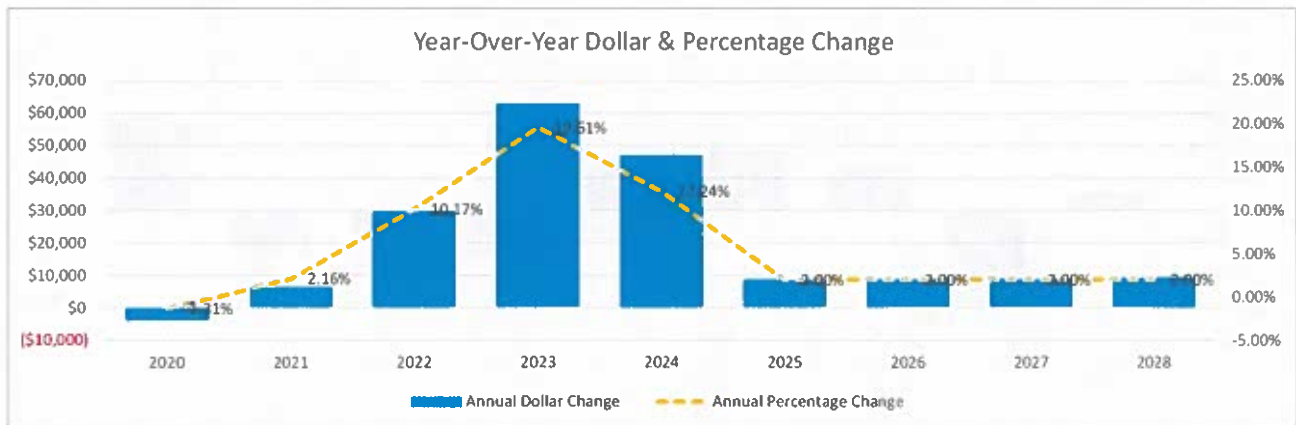
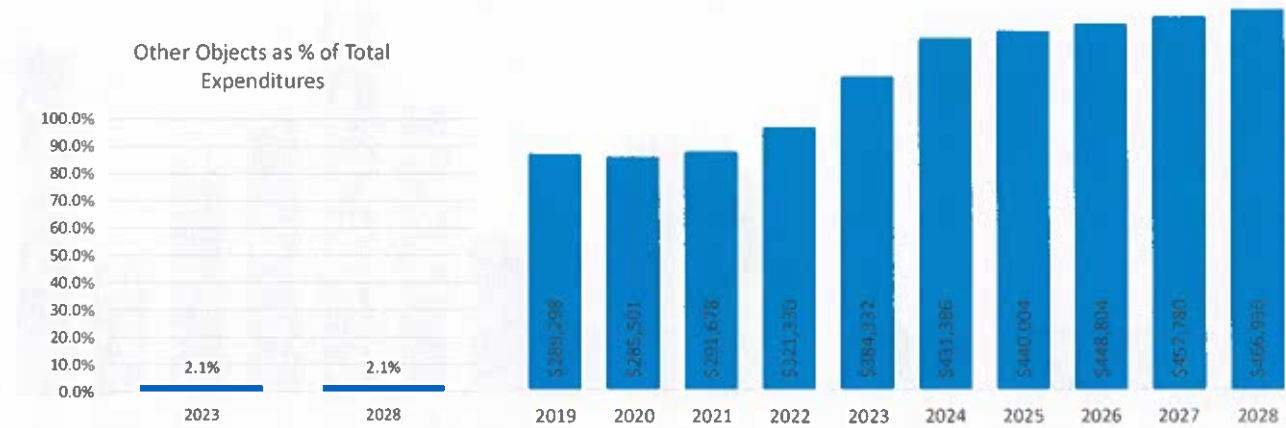
These lines account for pass through payments, as well as monies received by a district on behalf of another governmental entity, plus principal and interest payments for general fund borrowing.



The Intergovernmental/Debt expenditure category details general fund debt issued by the District. This is not applicable to CVCC.

4.300 - Other Objects

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



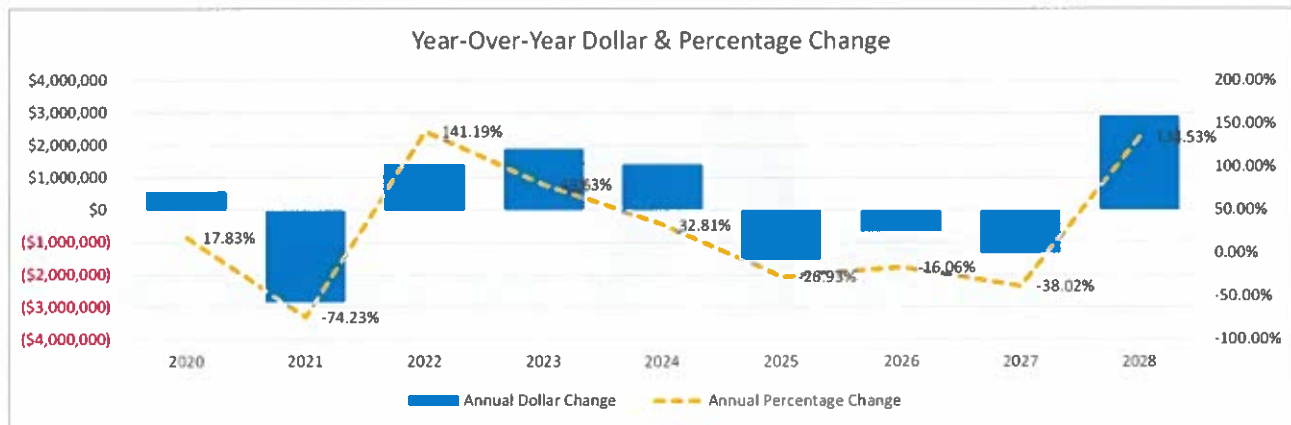
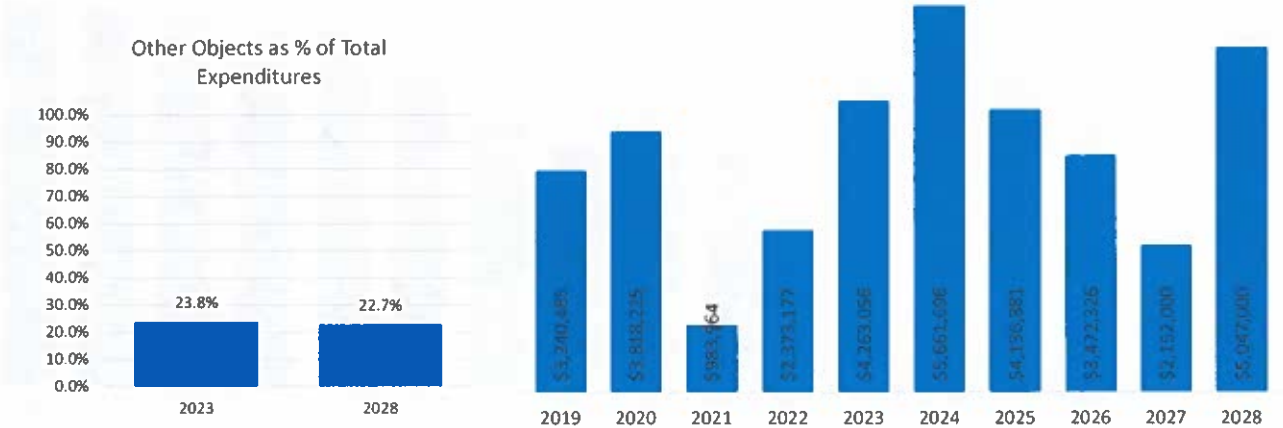
Other Objects accounts for 2.17% of District expenditures.

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 96% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all other objects items for FY25 and out years.

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

5.040 - Total Other Financing Uses

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



	2023	2024	2025	FORECASTED		
				2026	2027	2028
Transfers Out	3,871,981	5,264,696	3,739,881	3,075,326	1,755,000	4,650,000
Advances Out	222,000	157,000	157,000	157,000	157,000	157,000
Other Financing Uses	169,075	240,000	240,000	240,000	240,000	240,000

Total Other Financing Uses accounts for 28.54% of District expenditures. Advances and transfers to other funds are recorded in this category. Advances are simply a temporary "loan" for cash flow purposes to these other funds, thus there is offsetting revenue in the current or subsequent fiscal year, resulting in no gain or loss to the District. Advances to Food Services, Uniform School Supplies, Section 125, and Student Leadership funds totaling \$222,000 are included for FY23 with this amount reduced by \$65K in FY24 and all out years due to these expenses for Student Leadership becoming part of the high school operating budget in purchased services. Transfers are permanent allocations of resources to the receiving funds, used to help offset operating costs. Transfers to funds other than Permanent Improvement Building Maintenance, Permanent Improvement Technology, and Section 125 are made in the next fiscal year to only provide funding for the actual operating deficit from the prior fiscal year. These funds can include Food Services, Uniform School Supplies, and Student Leadership. Section 125 receives an annual transfer of approximately \$21,000 for \$10 per employee per month contribution provisions in negotiated agreements. The planned transfers to Permanent Improvement Building Maintenance in FY24 and out years for building improvements identified in the five-year facilities improvement plan presented in September 2023 are included, with the \$600K in FY25 and out years to the Building Reserve Fund moved to FY24 as approved by the Board for the new construction grant matching amount. Annual transfers to Permanent Improvement Technology fund of \$300,000 are included for FY24 and out years. \$30,000 annual allocation to each associate district for CTE programming is included.

Cuyahoga Valley Career Center

Five Year Forecast

Fiscal Year:	Actual	FORECASTED				
	2023	2024	2025	2026	2027	2028
Revenue:						
1.010 - General Property Tax (Real Estate)	12,663,667	13,513,785	14,853,837	15,437,856	15,611,583	15,914,744
1.020 - Public Utility Personal Property	632,145	674,188	708,267	740,167	770,167	800,167
1.030 - Income Tax (n/a CTC)	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	1,708,516	1,561,924	1,788,908	1,789,614	1,621,322	1,602,489
1.040 - Restricted Grants-in-Aid	341,133	631,521	404,738	403,511	574,308	593,354
1.050 - State Share- Local Property Taxes	1,531,648	1,641,264	1,838,962	1,931,940	1,954,952	1,997,927
1.060 - All Other Operating Revenues	679,885	980,000	980,000	830,000	730,000	730,000
1.070 - Total Revenue	17,556,994	19,002,682	20,574,712	21,133,088	21,262,332	21,638,681
Other Financing Sources:						
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-
2.020 - State Emergency Loans and Adv	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-
2.050 - Advances-In	207,000	222,000	157,000	157,000	157,000	157,000
2.060 - All Other Financing Sources	1,522	25,252	1,000	1,000	1,000	1,000
2.070 - Total Other Financing Sources	208,522	247,252	158,000	158,000	158,000	158,000
2.080 - Total Rev & Other Sources	17,765,516	19,249,935	20,732,713	21,291,089	21,420,333	21,796,682
Expenditures:						
3.010 - Personnel Services	8,443,112	8,561,114	8,991,766	9,402,777	9,784,265	10,147,336
3.020 - Employee Benefits	2,933,643	3,175,039	3,501,588	3,762,657	4,036,943	4,328,335
3.030 - Purchased Services	1,231,723	1,364,058	1,391,339	1,419,166	1,447,550	1,476,501
3.040 - Supplies and Materials	615,329	624,626	637,118	649,861	662,858	676,115
3.050 - Capital Outlay	57,682	21,589	72,021	73,461	74,931	76,429
Intergovernmental & Debt Service	-	-	-	-	-	-
4.300 - Other Objects	384,332	431,386	440,004	448,804	457,780	466,936
4.500 - Total Expenditures	13,665,821	14,177,812	15,033,837	15,756,727	16,464,327	17,171,652
Other Financing Uses						
5.010 - Operating Transfers-Out	3,871,981	5,264,696	3,739,881	3,075,326	1,755,000	4,650,000
5.020 - Advances-Out	222,000	157,000	157,000	157,000	157,000	157,000
5.030 - All Other Financing Uses	169,075	240,000	240,000	240,000	240,000	240,000
5.040 - Total Other Financing Uses	4,263,056	5,661,696	4,136,881	3,472,326	2,152,000	5,047,000
5.050 - Total Exp and Other Financing Uses	17,928,878	19,839,509	19,170,719	19,229,053	18,616,327	22,218,652
6.010 - Excess of Rev Over/(Under) Exp	(163,362)	(589,574)	1,561,994	2,062,036	2,804,006	(421,970)
7.010 - Cash Balance July 1 (No Levies)	20,076,140	19,912,779	19,323,205	20,885,199	22,947,235	25,751,240
7.020 - Cash Balance June 30 (No Levies)	19,912,779	19,323,205	20,885,199	22,947,235	25,751,240	25,329,270
		Reservations				
8.010 - Estimated Encumbrances June 30	248,802	300,000	300,000	300,000	300,000	300,000
9.080 - Reservations Subtotal	-	-	-	-	-	-
10.010 - Fund Bal June 30 for Cert of App	19,663,977	19,023,205	20,585,199	22,647,235	25,451,240	25,029,270
Rev from Replacement/Renewal Levies						
11.010 & 11.020 - Renewal Levies	-	-	-	-	-	-
11.030 - Cumulative Balance of Levies	-	-	-	-	-	-
12.010 - Fund Bal June 30 for Cert of Obligations	19,663,977	19,023,205	20,585,199	22,647,235	25,451,240	25,029,270
Revenue from New Levies						
13.010 & 13.020 - New Levies	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	19,663,977	19,023,205	20,585,199	22,647,235	25,451,240	25,029,270



Cuyahoga Valley Career Center

2024-2025

Principal's Liaison Representatives

Vicki Vachon	Academics
Melissa Munro	Art & Communication
Tim Moore	Business & Administrative Services, Information Technology
Jason Hance	Construction Technologies
Laurie Robusto	Health Science Law & Public Safety
April Moné	Hospitality & Tourism Human Services Education & Training
Rick Pinkava	Manufacturing Technologies
Stacey McNamara	Special Services
Chuck Russo	Transportation

CVCC Board of Education
 Thursday, May 30, 2024

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
John	Spano	3 Days	6/17/2024	6/19/2024	Exercise Management for Persons with Chronic Diseases & Disabilities	Virtual	
Kelli	Casini	5 Days	7/20/2024	8/3/2024	American School Counselor Association (ASCA) National Conference	Virtual	
Rick	Pinkava	20 Hours	7/10/2024	7/19/2024	Certified Manufacturing Associate On-Line Training and Exam	Virtual	
Lisa	Clements	1 Day	7/2/2024	7/2/2024	Positive Behavioral Intervention Supports (PBIS) Training	Virtual	
Lisa	Theodore	1 Day	7/2/2024	7/2/2024	Positive Behavioral Intervention Supports (PBIS) Training	Virtual	
Melissa	Munro	6 Hours	7/24/2024	7/24/2024	Adobe Courses: Creativity for All & Make Impactful Social Videos With Your Students	Virtual	
Melissa	Munro	6 Hours	7/17/2024	7/17/2024	Adobe Courses: Design Your Creative Course & Teaching Online Masterclass	Virtual	
Melissa	Munro	6 Hours	7/3/2024	7/3/2024	Adobe Courses: Preparing Students with Essential Creative Skills and Digital Painting & Drawing in the Classroom	Virtual	

Melissa	Munro	6 Hours	7/31/2024	7/31/2024	Adobe Courses: Create Images with Your Class, Design Graphics with Your Students, and Design Fun Apps with Your Students	Virtual	
Melissa	Munro	6 Hours	7/10/2024	7/10/2024	Adobe Courses: Cultivating Digital Literacy and Design You Creative Class	Virtual	
Kelli	Casini	30 Hours	6/1/2024	6/30/2024	Multiple Short Courses Focusing on Students with Disabilities, Classroom Management, and Behavior Management through the Iris Center at Vanderbilt College	Virtual	
*Rick	Pinkava	10 Hours	10/3/2024	10/5/2024	Project Lead The Way (PLTW) 2024 Summit	In-person	San Diego, CA
Jason	Hance	5 Days	6/8/2024	6/29/2024	Bancroft Construction Site Visitation	In-person	Canton, OH
Laurie	Robusto	4 Hours	6/14/2024	6/14/2024	The Iris Center at Vanderbilt College	Virtual	
Laurie	Robusto	3 Hours	7/12/2024	7/12/2024	The Iris Center at Vanderbilt College	Virtual	
Chuck	Russo	18 Hours	6/11/2024	6/13/2024	Stark State Automotive Instructor Workshop	In-person	Stark State College
Lauren	Visnick	1 Day	7/6/2024	7/6/2024	ASCD PD Online - Understanding Student Motivation	Virtual	
*Lisa	Theodore	1 Day	3/22/2024	3/24/2024	RDA ESQ Meeting: Examinations, Qualifications and Standards	In-person	Rosemont, IL
John	Spano	2 Days	6/10/2024	6/11/2024	Nutrient Timing for Peak Performance	Virtual	
Lisa	Theodore	2 Days	7/15/2024	7/17/2024	Ohio ACTE 2024 All Ohio Conference	In-person	Columbus, OH

Lisa	Clements	2 Days	7/15/2024	7/17/2024	Ohio ACTE 2024 All Ohio Conference	In-person	Columbus, OH
Lauren	Visnick	4 Days	7/1/2024	7/5/2024	Total Participation Techniques	Virtual	
Matt	Harding	5 Days	6/10/2024	6/14/2024	Indsutry Visits/Shadowing at Sohar's Mower Service, Columbus Equipment, Sills Honda and Hissong KW	In-person	Various NEO Locations
Tim	Moore	15 Hours	6/17/2024	6/19/2024	IoT (Internet of Things) Course - Online Cisco Academy	Virtual	
Mindy	Wracher	24 Hours	7/1/2024	8/16/2024	Day Program and Summer Work Site Visits	In-person	Various NEO Locations
Stacey	McNamara	24 Hours	7/1/2024	8/16/2024	Summer Youth Work Experiences, Voc Hab and Day Program Visits	In-person	Various NEO Locations
Joan	Schentur	30 Hours	7/1/2024	7/5/2024	ASCD PD Online - Embracing Diversity: A Look in the Mirror and Special Education: From Goals to Growth	Virtual	
Patrick	Ruebensaal	5 Days	7/29/2024	8/2/2024	Job Shadow/Site Visit at North Coast Litho	In-person	Cleveland, OH
Lisa	Theodore	1 Day	7/3/2024	7/3/2024	What is Personalized Learning? Why Personalized Learning?	Virtual	
Lisa	Clements	1 Day	7/3/2024	7/3/2024	What is Personalized Learning? Why Personalized Learning?	Virtual	
Mike	Kapis	5 Days	6/17/2024	6/21/2024	Industry Visits - Crash Champions, Cambell PDR, American Fleet Services, Dent Patrol and Caliber Collision	In-person	Various NEO Locations

Matt	Schoeffler	5 Days	6/6/2024	6/21/2024	Project Management & Training Center Updates	In-person	Various NEO Locations
Joe	McNamee	1 Day	7/15/2024	7/15/2024	Pre-Apprenticeship Coordination, Akron JATC	In-person	Akron, OH
Joe	McNamee	1 Day	7/16/2024	7/16/2024	Apprenticeship and Work-Based Learning Coordination, Cleveland JATC Local 38	In-person	Cleveland, OH
Joe	McNamee	1 Day	7/31/2024	7/31/2024	Jade Learning Code Updates NEC 2023 Parts 3 & 4	Virtual	
Mike	Reinhard	24 Hours	7/1/2024	8/16/2024	Day Program and Summer Work Site Visits	In-person	Various NEO Locations
Amy	Chapman	1 Day	7/17/2024	8/16/2024	American School Counselor Association (ASCA) National Conference (On-line Continuation)	Virtual	
Joe	McNamee	2 Days	8/5/2024	8/6/2024	Job Shadow with Zenith Systems LLC, Cleveland Clinic Main Campus	In-person	Cleveland, OH
*Jamie	Yax	4 Days	7/14/2024	7/19/2024	Automotive Service Excellence (ASE) National Automotive Instructor Training Conference	In-person	Minneapolis, MN
Kim	Morton	30 Hours	7/1/2024	8/16/2024	The Iris Center at Vanderbilt College	Virtual	
April	Mone	30 Hours	7/1/2024	8/16/2024	The Iris Center at Vanderbilt College	Virtual	
*Out of State Trip							

May 2024

Removal of Equipment from Inventory

<u>Program/Area</u>	<u>Item</u>
HVAC	Lock Former Machine Tag #3914
GRAPHICS	Screen Press Tag #3807
	GBC Punch Tag #13605
	Light Booth Tag #9849
	Epson 4800 with stand Tag #9927
	Printa System Tag #9855
	Laminators Tag #5520 Tag #5486 Tag #3770
	Epson 4900 Tag #8790 / 13616

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

DONATIONS – May 2024

FROM	TO	ITEM(S)
Diane VanNostran / Natevangreat 3975 West 212 th Street Fairview Park, OH 44126	Power Equipment Program / Christian Clark	<ul style="list-style-type: none"> • One Thousand Dollars (\$1,000.00)
Mary Jane Smejkal & the Smejkal Family Trust Tracy Smejkal 8838 Gettysburg Dr. Twinsburg, OH 44087	Construction	<ul style="list-style-type: none"> • Misc. tools & nails
ConBelt, Inc. Attn: Lex Zeitler 5656 Innovation Dr. Valley City, OH 44280	Power Equipment	<ul style="list-style-type: none"> • Scrap Metal for Welding 2500 lbs.
Village of Cuyahoga Heights 4863 East 71 st Street Cuyahoga Heights, OH 44125	Auto Service	<ul style="list-style-type: none"> • 2015 Ford Taurus Sedan

CVCC Off-Site Campus Training Location Sites 2024-25
May 30, 2024 Board Meeting

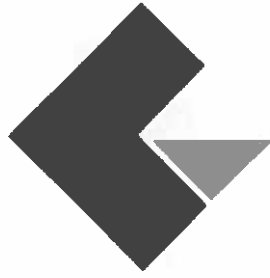
Transition to Work	Sales and Service	Hotels and Resorts
Innovation Foods, Twinsburg	Innovation Foods, Twinsburg	Innovation Foods, Twinsburg
Winking Lizard, Macedonia	Winking Lizard, Macedonia	Holiday Inn, Independence
The Inn at Apple Ridge, Richfield	The Inn at Apple Ridge, Richfield	The Inn at Apple Ridge, Richfield
CVS Workforce Innovation Talent Center/Stores, Various Locations	CVS Workforce Innovation Talent Center/Stores, Various Locations	Lobster and Pho, Independence
MedWish, Cleveland	Heinen's, Brecksville	Honey Baked Ham, Independence
Chippewa Senior Complex, Brecksville		Valley Overlook Lodging & Campground, Peninsula
Building & Property Maintenance		

CUYAHOGA VALLEY CAREER CENTER

2024 - 2025



www.cvccworks.edu



Cuyahoga Valley Career Center 2024/2025

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

Web Site:

www.cvccworks.edu

Replacement Handbook - \$5.00

Front cover design by:

Oleksandr Antoniv, North Royalton High School

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

Student No: _____ Teacher: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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

WELCOME

Dear CVCC Student:

Welcome to the Cuyahoga Valley Career Center! We are excited to have you here. The CVCC staff has worked diligently to prepare for your arrival and to ensure the 2024-2025 school year is a successful one.

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

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

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

Sincerely,



Michael W. Hall
Principal

STATEMENT OF PHILOSOPHY

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

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

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

Learning follows motivation. Therefore, the first responsibility of the educational staff at all levels is to discover, maintain, and expand the factors that motivate youth to learn.

Classroom organization, size and assignment of students may be varied according to the subject or grade level being taught, the instructional objectives being sought, availability of resources, the capabilities of instructors, and the needs of students.

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

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



CUYAHOGA VALLEY CAREER CENTER

2024-2025 School Calendar

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

7/4 - Independence Day

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

8/19-8/20-Teacher In-Service-NO STUDENTS
8/21- FIRST DAY OF SCHOOL

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

9/3- Labor Day - NO SCHOOL

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

10/9-10/10-Evening Conferences
10/11-Non-Calendar Day/NOEA-NO SCHOOL

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

11/6-Teacher In-Service-NO STUDENTS
11/27-Non-Calendar Day -NO SCHOOL
11/28-11/29-Thankingsgiving Break-NO SCHOOL

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

12/23-1/3-Winter Break-NO SCHOOL

January 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/23-1/3-Winter Break-NO SCHOOL
1/20-Martin Luther King Day-NO SCHOOL
1/17-Teacher In-Service-NO STUDENTS

February 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17-Presidents' Day-NO SCHOOL

March 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/24-3/28-Spring Break-NO SCHOOL

April 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/18-Good Friday-NO SCHOOL

May 2025						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/4-Teacher In-Service-NO STUDENTS
5/26-Memorial Day-NO SCHOOL

June 2025						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/3-Last Day for Students
6/4-Last Day for Teachers
6/19-June 19th

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

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

GRADING PERIODS	
1st	46
2nd	45
3rd	43
4th	44
	178 days

Board Approved: 3/31/24

LOCATION OF PROGRAMS/CLASSROOMS/OFFICES

Level 1

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

Level 3

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

Level 5

Library/Media Center
Technology

Lower Level 6

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

Level 2

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

Level 4

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

Level 6

Main Lobby-Reception Area and Attendance

Upper Level 6

Adult Ed. Classrooms
Health Careers
School of Nursing at CVCC

ADMINISTRATOR PROGRAM RESPONSIBILITIES

Mr. Hall, Principal

E-Library
Enrollment
Guidance

Mr. Hayes, Assistant Principal

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

TBA, Assistant Principal

Academics
Cosmetology
Dental Assisting
Digital Design
Education Professions
Fire & EMS Academy
Graphic Imaging Technology
Health Careers
Media Arts
Medical Admin Specialist
Sports Medicine Exercise Science
Success Academy

Mr. Taylor, Assistant Principal

Auto Body
Auto Service Technology
Computer Networking Academy
Culinary Arts
Hotels & Resorts
Job Training
Power Equipment Technology
Programming & Software Development
Sales & Service
S.T.A.R (Student Teacher Assistance Room)
Transition To Work
Transportation Systems

GUIDANCE

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

Ms. Chapman, Counselor

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

Mr. Marcinko, Counselor

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

SPECIAL EDUCATION

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

RECORDING OF IEP AND 504 TEAM MEETINGS

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

SCHOOL DAY

TIME SCHEDULE:

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

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

SCHOOL CLOSINGS

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

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

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

ATTENDANCE

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

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

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

ATTENDANCE ENDORSEMENT FOR CERTIFICATE OF CAREER PREPARATION

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

100% CLUB

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

ABSENCE

EXCUSABLE ABSENCES

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

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

UNEXCUSED ABSENCES

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

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

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

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

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

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

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

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

LEAVING DURING THE SCHOOL DAY

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

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

ASSEMBLIES AT ASSOCIATE SCHOOLS

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

REVOCATION OF DRIVER'S LICENSE

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

NOTIFICATION OF ABSENCE

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

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

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

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

EIGHTEEN-YEAR OLD POLICY

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

TARDINESS

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

Tardiness to school is handled as follows:

- 3 Unexcused Tardies in one grading period may result in driving permits being revoked or a Saturday Detention.
- 6 Unexcused Tardies may result in 1 day In-School Restriction
- 10 Unexcused Tardies may result in 3 days In-School Restriction.

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

PLANNED ABSENCES

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

The following criteria apply to all requests for Planned Absences:

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

MAKEUP WORK

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

MAKE-UP OF TESTS, QUIZZES AND OTHER SCHOOL WORK

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

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

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

TRANSPORTATION

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

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

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

PARKING

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

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

FIVE-MINUTE EARLY OUT

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

CVCC PARKING FEES

There is no charge for a CVCC student parking permit for the 2024-2025 school year.

RULES AND REGULATIONS FOR STUDENT DRIVERS

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

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

ACCIDENTS/ILLNESS

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

EMERGENCY MEDICAL FORMS

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

ALLERGIES/CHRONIC HEALTH CONDITIONS

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

CLINIC/MEDICATION

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

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

CLOSED CAMPUS

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

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

VISITORS

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

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

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

LOST AND FOUND

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

SAFETY

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

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

SAFETY GLASSES

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

JOB SHADOW CRITERIA

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

Senior year -- up to 4 days, may be consecutive

SHADOWING CRITERIA:

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

JOB SHADOW FORMS:

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

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

SENIOR EARLY PLACEMENT GUIDELINES

Release Date	Grade Requirements Senior Year Only	Attendance Requirements
Oct. 29, 2024	Advanced Placement	7 or fewer total absences during 1st and 2nd years at CVCC 10 or fewer tardies
Jan. 22, 2025	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	9 or fewer total absences during 1st and 2nd years at CVCC 12 or fewer tardies
Feb. 19, 2025	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	11 or fewer total absences during 1st and 2nd years at CVCC 13 or few tardies
April 1, 2025 and Later	Instructor Recommendation Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	Instructor Recommendation 13 or fewer total absences during 1st and 2nd years at CVCC 14 or few tardies

ELIGIBILITY:

- Student must meet grade and attendance requirements, and must also have instructor recommendation to be considered for early placement.
- The student shall have satisfactorily completed requirements of his/her technical program as determined by the instructor. The student shall also complete technical program requirements specified by the instructor **while on early placement**.
- The job must be directly related to the technical program for all release dates prior to April 1, 2025. Program supervisor must approve all non-pathway placements after April 1, 2025.
- If a student qualifies for Early Placement, but does not have a job at the release date, he/she may be released between the above dates if a job is obtained. Students must attend CVCC until a job is obtained; otherwise, absences continue to accrue until the student finds a job. Excessive absences will move the early placement date to a later release date.
- The student must attend and maintain passing grades in all classes required for graduation at the associate school and/or in CVCC's academic classes (including online instruction) to qualify for Early Placement and while on Early Placement.
- The student shall have no financial obligations to CVCC for tools, fees, books, and/or equipment. Students are also urged to check with their associate school counselor regarding outstanding financial obligations that may have a negative effect on their ability to graduate.
- CVCC parking passes may be obtained via the Student Parking Permit link on the High School page of the CVCC website.
- Student learners **must** submit a completed CVCC Weekly Report through Jobready WBL **each week**. This form must be signed in Jobready WBL by the student's supervisor verifying hours worked, skills used on the job & performance rating indicated.
- Student's eligibility is subject to review of prior disciplinary records.
- Non-compliance in filing timely weekly reports will result in termination of training plan agreement and student will return to CVCC for daily attendance.

Note:

- If the student's work schedule does not cover or exceed the number of class hours missed weekly, the student must return to class to cover the difference.
- Due to certification and state board requirements, students in the following programs must obtain applicable credentials prior to instructor's approval and release:
Cosmetology, Culinary Arts, Fire and EMS Academy

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

Early Placement Jobready WBL enrollment forms can be obtained from the Office of Work-Based Learning.

WORK PERMITS CAN BE OBTAINED FROM YOUR ASSOCIATE SCHOOL.

GRADING GUIDELINES

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

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

GRADING SYSTEM FOR SEMESTER COURSES

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

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

GRADING SYSTEM FOR FULL YEAR COURSES

Q1	Q2	Mid term	Semester1 Grade	Q3	Q4	Final Test	Semester 2 Grade	Final Grade
40%	40%	20%	Q1+Q2+midterm	40%	40%	20%	Q3+Q4+Final	Semester 1+2

FINAL GRADE

Semester 1	Semester 2
50%	50%

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

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

PROGRESS BOOK

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

CERTIFICATE OF CAREER PREPARATION

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

FEES, FINES AND CHARGES

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

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

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

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

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

CAREER TECHNICAL STUDENT ORGANIZATIONS

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

NATIONAL TECHNICAL HONOR SOCIETY

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

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

EXTRA CURRICULAR ELIGIBILITY

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

FOOD AND BEVERAGE POLICY

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

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

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

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

CAFETERIA

Time Schedule:

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

Electronic devices may be used in this area.

Please observe the following cafeteria regulations:

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

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

DRESS CODE

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

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

A. General Dress Code Requirements:

THESE REQUIREMENTS ARE TO BE MET AT ALL TIMES:

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

B. Program Wear:

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

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

C. Rentals:

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

LOCKDOWN, FIRE AND TORNADO DRILLS

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

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

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

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

GUIDELINES FOR STUDENT CONDUCT

Students are expected to:

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

RIGHTS AND RESPONSIBILITIES

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

SCOPE OF JURISDICTION

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

ACADEMIC INTEGRITY/CHEATING

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

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

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

STUDENT LOCKERS

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

ELECTRONIC OR WIRELESS COMMUNICATION DEVICES (POLICY 5136)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SURVEILLANCE

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

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

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

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

PUBLICATIONS

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

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

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

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

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

Evening adult students are prohibited from smoking in the building.

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

CIVIL DAMAGES AND CRIMINAL CHARGES

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

DISCIPLINE

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

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

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

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

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

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

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

SATURDAY DETENTION

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

SEARCH AND SEIZURE

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

EMERGENCY REMOVAL

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

ZERO TOLERANCE

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

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

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

SUSPENSION-EXPULSION

Cuyahoga Valley Career Center School

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

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

The Superintendent, director, assistant director, or any other administrator may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of

Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.*

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

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

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

CODE OF STUDENT CONDUCT/STUDENT DISCIPLINE CODE

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

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

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

The CVCC Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion.

sion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

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

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

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

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

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

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

Each use of restraint or seclusion shall be:

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

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

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

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

HARASSMENT

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

ANTI-HARASSMENT POLICY

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

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

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

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes he or she has been harassed as described in this policy, should report the alleged harassment to the Compliance Officer or other appropriate administrator (Principal or Assistant Principal). The District Title IX/Section 504 Coordinator Compliance Officer may be contacted at 440-838-8909 or the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave East, Suite 750, Cleveland, OH 44104-2611.

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

School District community or third party.

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

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

SEXUAL HARASSMENT

A. Verbal:

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

B. Nonverbal:

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

C. Physical Contact:

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

Contact the Compliance Officer and Investigator for complaints relating to harassment at:

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

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

DATING VIOLENCE AND SEXUAL VIOLENCE

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

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

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

Contact the Compliance Officer and Investigator for complaints relating to Dating Violence and Sexual Violence at:

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

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

SEXTING

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

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

A. Verbal:

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

B. Nonverbal:

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

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

C. Physical:

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

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

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

B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Compliance Officer.

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

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

The purpose of this provision is to:

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

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

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

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

Contact the Compliance Officer and Investigator for complaints relating to harassment at:

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

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

BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR (POLICY 5517.01)

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

Education and Training

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

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

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

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

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

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy

Contact the Compliance Officer and Investigator for complaints relating to Bullying and Other Forms of Aggressive Behavior at:

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

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

HAZING

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

PUBLIC NOTICE

NON-DISCRIMINATION

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

Michael McDade
Business Manager
Title VI, Title IX, and Section 504 Coordinator
Cuyahoga Valley Career Center
8001 Brecksville Rd. Brecksville, Ohio 44141
440- 838-8909
Email: mmcdade@cvccworks.edu

STUDENT RECORDS

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

FERPA AND DIRECTORY INFORMATION

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

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

PHOTO/IMAGE RELEASE

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

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

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

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

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-*
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect

the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use-*
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

TOXIC AND ASBESTOS HAZARDS MANAGEMENT

CVCC is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Should you have any questions regarding the Management Plan please contact the Business Manager.

Please note: Cuyahoga Valley Career Center applies pesticides periodically throughout the year to the grounds.

Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution will be made by the school administration. To view CVCC's Bylaws, Policies & Administrative Guidelines in full you may access them at our website www.cvccworks.edu Select "Board of Education" tab and click on "Bylaws and Policies". Bylaws and policies that may be of particular interest to parents and students are: Bullying/Harassment (5517); Non-discrimination (2260); Public Records (8310); Asbestos (8431); Student Abuse and Neglect (8462); Drug Prevention (5530); Computer Technology and Network (7540); Wireless Communication Devices (5136).

MISSION STATEMENT

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

2024-2025 ADMINISTRATION

Mr. Dave Mangas	Superintendent
Mr. Rick Berdine	Treasurer
Mrs. Marcy Green	Assistant Superintendent
Mr. Michael McDade	Business Manager
Mr. Michael Hall	Principal
TBA	Assistant Principal
Mr. Josh Hayes	Assistant Principal
Mr. Maurice Taylor	Assistant Principal Special Needs

SCHOOL BOARD MEMBERS

Mrs. Jacquelyn Arendt - President	North Royalton
Ms. Ashley Thomas – Vice President	Garfield Hts.
Mrs. Rachel Malec	Brecksville-Broadview Hts.
Mr. Gary Suchocki	Cuyahoga Hts.
Mr. Russell Fortlage	Independence
Mr. James E. Virost	Nordonia Hills
Mrs. Jennifer Burke	Revere
Mrs. Rhonda Crawford - rotating	Twinsburg
Mr. Robert Felber - rotating	Twinsburg

To: Mr. Michael Hall, Principal Cuyahoga Valley Career Center
From: Dr. Brian E. Harper, Esq.
Date: April 23, 2024

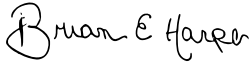
Re: Diversity ConsultaGon Contract

DescripGon: *Dr. Harper will serve as the Diversity Consultant for Cuyahoga Valley Career Center acting in the capacity of a consultant and as an independent contractor. In that role, Dr. Harper will provide cultural competence training to the Administrative team at the Career Center. As the Diversity Consultant, Dr. Harper will work collaboratively with the CVCC Principal, Mr. Michael Hall, to provide the necessary guidance and support staff to meet the needs of the diverse student population at the Career Center.*

Performance Terms: *Dr. Harper will be available for 10.0 days for the 2024-2025 school year. The effective dates of the contract will be August 10, 2024 through May 31, 2025. Unlimited phone consultation for the Administrative team will be in effect for the same contract period.*

Cost: \$9450.00

Terms: \$2,300.00. August 10, 2024
\$1,250.00 September 1, 2024
\$1,250.00 November 1, 2024
\$2000.00 December 1, 2024
\$1000.00 January 1, 2025
\$1650.00 May 1, 2025

Signed 

Dr. Brian E. Harper, Esq.
7093 Liberty Road
Solon, Ohio 44139

Cuyahoga Valley Career Center 8001 Brecksville Road



CUYAHOGA VALLEY CAREER CENTER

And

K&M International (aka Wild Republic)


7711 E Pleasant Valley Rd., Independence OH 44131

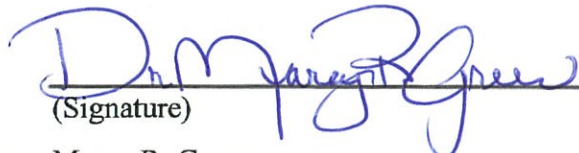
Excel Training (Microsoft Excel Formulas)

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide an instructor to teach an 18-hour training program to K&M International (aka Wild Republic), hereinafter referred to as "the customer," to begin Tuesday, June 25th and continuing on Tuesdays and Thursdays from 8:30am to 11:30am for 18 hours of class time.

The customer will provide classroom space and computers for training. 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 \$675 per student for 5 students. The term of payment: CVCC will invoice the customer for the amount of \$3375 which is due within thirty (30) days of the first session.

		<u>5-13-24</u>
(Signature)	Title	Date
Krystal Spahlinger	Director of People, Operations & Culture	May 13, 2024

		<u>5.15.24</u>
(Signature)	Title	Date
Marcy R. Green	Assistant Superintendent	



May 6, 2024

Mr . Michael McDade
Business Manager
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, OH 44141
mmcdade@cvccworks.edu

Re: CVCC - 2024 Restaurant Flooring Replacement

Comm. No.: 2402

Dear Mr. McDade,

I have enclosed a tabulation of the Bids we received on Friday May 3, 2024 for the Restaurant Area Flooring Replacement. I recommend that the contract be awarded to Hill Street Construction Inc. on the basis of their lowest and most responsive **Base Bid A - All Work \$35,675.00**. The award is less than the published Construction Cost Estimate of \$60,000.00

Sincerely,

Glen D. Ramage

cc. file



Preferred Agent of Ohio Schools Council

Commercial Insurance Proposal 2024 - 2025

Cuyahoga Valley Career Center

Presented by:

Jim Presot and Ned Hyland
Todd Assoc, an ALERA Group Co.
22901 Millcreek Blvd, Suite 160
Highland Hills, OH 44122
Phone: 440-461-1101
Fax: 440-446-0192

This document summarizes the proposal for your insurance. This is not a contract. The terms of the policy forms will control the insurance contract without regard to any statement made in this proposal.

Commercial Auto

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
 Rating Plan: **Guaranteed Cost**
 Named Insured: **Cuyahoga Valley Career Center**

Premium	
Estimated Premium	\$19,535
Taxes, Assessments & Surcharges	\$0
Michigan Catastrophic Claims Association (MCCA)	\$0
Total Estimated Premium with Taxes, Assessments & Surcharges	\$19,535

May be subject to audit.

Coverages	Symbols	Limits	Deductibles	Premium
Liability	01	\$1,000,000	N/A	\$12,480
Personal Injury Protection	N/A	N/A	N/A	N/A
Added Personal Injury Protection	N/A	N/A	N/A	N/A
Auto Medical Payments	02	\$5,000	N/A	\$190
Uninsured Motorist	02	\$1,000,000	N/A	\$204
Underinsured Motorist	02	\$1,000,000	N/A	\$996
Physical Damage				
Comprehensive	02, 08	Actual Cash Value or Cost of Repair	\$2,500	\$1,290
Collision	02, 08	Actual Cash Value or Cost of Repair	\$2,500	\$2,754
Towing and Labor	N/A	N/A	N/A	N/A
Hired Liability	N/A	\$1,000,000	N/A	\$536
Hired Physical Damage				
Comprehensive	N/A	N/A	\$2,500	\$168
Collision	N/A	N/A	\$2,500	\$168
Endorsements	N/A	Various	Various	\$749

Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
2016 Commercial Auto Miscellaneous Form Revisions Advisory Notice To Policyholders	CNA 90 15 11 16	
Alaska Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 88 10 13	
Alaska Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 89 10 13	
Annual Meeting Notice	LIL 90 04 06 13	
Assault, Battery, Abuse or Molestation Exclusion	AC 20 01 11 16	
Auto Medical Payments	CA 99 03 10 13	
Business Auto Coverage Form	CA 00 01 10 13	
Business Auto Declarations	AC 00 03 02 13	
Business Auto Declarations Extension Schedule - Hired or Borrowed Autos and Nonowned Autos	ACS 00 03 11 11	
Changes In Your Policy	AC 00 30 10 13	
Changes in Item Two of the Declarations - Physical Damage Coverages	ACS 00 25 04 13	
Common Policy Conditions	IL 00 17 11 98	
Exclusion of Terrorism	CA 23 84 01 06	
Exclusion of Terrorism	CA 23 84 10 13	
Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 86 01 06	
Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 86 10 13	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 85 01 06	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 85 10 13	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 87 01 06	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 87 10 13	
Forms Inventory	ACS 00 26 04 13	
Garagekeepers Coverage	CA 99 37 10 13	
Garagekeepers Schedule	ACS 99 07 11 16	
Insured Mailer Page	CNI 90 04 01 12	
Item 3 - Schedule of Covered Autos You Own	ACS 00 24 04 13	
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	
Named Insured Endorsement	AC 84 13 01 11	Named Insured: Cuyahoga Valley Career Center
Nuclear Energy Liability Exclusion Endorsement (Broad)	IL 00 21 09 08	
Ohio Changes-Cancellation and Nonrenewal	IL 02 44 09 07	
Ohio School Business Auto Extension Endorsement	AC 86 05 01 21	
Ohio Uninsured and Underinsured Motorists Coverage - Bodily Injury	CA 21 33 08 17	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Producer Mailer Page	CNI 90 05 01 12	
Professional Services Not Covered	CA 20 18 10 13	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
Public Transportation Autos	CA 24 02 10 13	
Public or Livery Passenger Conveyance and On-Demand Delivery Services Exclusion	CA 23 45 11 16	
State Application of Terrorism Exclusion Endorsements	AC 84 27 08 15	
State Application of Terrorism Exclusion Endorsements Involving Nuclear, Biological Or Chemical Terrorism	AC 84 26 08 15	
Temporary Substitute Auto - Physical Damage Insurance	AC 84 73 01 16	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	
Uninsured/Underinsured Motorists Insurance (UM/UIM) Schedule	ACS 21 02 04 13	
Washington Exclusion of Terrorism	CA 23 92 10 13	
Washington Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 93 10 13	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
 Rating Plan: **Guaranteed Cost**
 Named Insured: **Cuyahoga Valley Career Center**

Premium	
Estimated Coverage Premium	\$8,514
Estimated Endorsement Premium	\$12,252
Total Estimated Premium	\$20,766
Terrorism Risk Insurance Act (TRIA) Premium	\$104
Taxes, Assessments & Surcharges	\$0
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	\$20,870

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes, and/or written premium. May be subject to audit.

Coverages	Limits of Liability
General Aggregate Limit	\$3,000,000
Products/ Completed Operations Limit	\$3,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Premises Rented to You (or any premises)	\$100,000
Medical Expense Limit (any one person)	\$5,000
Employee Benefits Liability*	\$1,000,000
Employee Benefits Aggregate*	\$3,000,000

* Employee Benefits Liability Retroactive Date: 7/1/2005

General Liability

Common Policy Form

Form Name	Form Number	Fill-Ins
Common Policy Conditions	IL 00 17 11 98	
Inventory Coverage Forms/Parts, Endorsements, Enclosures	IC 00 42 07 09	
Ohio Changes-Cancellation and Nonrenewal	IL 02 44 09 07	

Coverage

Form Name	Form Number	Fill-Ins
Amendment Of Insured Contract Definition	CG 24 26 04 13	
Commercial General Liability Coverage Form	CG 00 01 04 13	
Corporal Punishment	CG 22 67 10 93	
Cyber Suite Coverage Endorsement	LC 32 743 02 20	Fill-In: Cyber Suite Annual Aggregate Limit: First Party Annual Aggregate Limit: \$1,000,000 Third Party Annual Aggregate Limit: \$1,000,000 Cyber Suit Deductible Per Occurrence: \$10,000 Data Compromise Response Expenses: Included Forensic IT Review Sublimit: \$500,000 Legal Review Sublimit: \$500,000 Public Relations Sublimit: \$5,000 Regulatory Fines and Penalties Sublimit: \$500,000 PCI Fines and Penalties Sublimit: \$500,000 Computer Attack: Included Loss of Business Sublimit: \$500,000 Public Relations Sublimit: \$5,000 Cyber Extortion: Included Cyber Extortion Sublimit Per

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Forms & Endorsements

Form Name	Form Number	Fill-Ins
		Occurrence: \$25,000 Misdirected Payment Fraud: Included Misdirected Payment Fraud Sublimit Per Occurrence: \$25,000 Computer Fraud: Included Computer Fraud Sublimit Per Occurrence: \$25,000 Data Compromise Liability: Included Network Security Liability: Included Electronic Media Liability: Included
Employee Benefits Liability Coverage	CG 04 35 12 07	Retroactive Date: 07/01/2005 Aggregate Limit: \$3,000,000 Deductible: 1000 Limit: \$1,000,000
Non-Cumulation Of Liability (Same Occurrence)	LC 25 13 08 08	
Personal And Advertising Injury - Occurrence Redefined	LC 29 06 08 08	
Personal And Advertising Injury Redefined - Definition Of Publication	LC 29 04 08 08	
Premium Responsibility	LC 99 36 02 13	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
School Amendatory Endorsement	LC 32 768 02 20	
Sexual Misconduct Liability Coverage	LC 04 91 07 21	Fill-In: Sexual Misconduct Liability (Occurrence) Each Sexual Misconduct: \$1,000,000 Aggregate Sexual Misconduct: \$1,000,000 Sexual Misconduct Liability Deductible:\$2,500

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Stop Gap - Employers Liability Coverage Endorsement - Ohio	CG 04 41 12 19	Fill-In: Stop Gap - Employers Liability Coverage BI Each Accident: \$1,000,000 BI By Disease Policy Limit: \$1,000,000 BI By Disease Each Employee: \$1,000,000
Violent Event Response Coverage For Schools	LC 32 766 02 20	Fill-In: Each Violent Event Limit - Response Expenses and Loss: \$1,000,000 Aggregate Limit - Response Expense and Loss: \$1,000,000 Each Person Limit - Loss: \$25,000 Each Person Limit - Death Benefits: \$15,000

Declaration

Form Name	Form Number	Fill-Ins
Commercial General Liability Declarations	LC 00 04 08 12	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Declarations Extension Schedule - Miscellaneous Charges	LCS 00 03 05 12	

Notice to Policyholder

Form Name	Form Number	Fill-Ins
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Form Name	Form Number	Fill-Ins
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Other Exclusion

Form Name	Form Number	Fill-Ins
Asbestos Exclusion	LC 21 01 06 05	
Cyber Suite Amendatory Endorsement	LC 21 201 12 23	
Discrimination Exclusion	LC 21 04 06 05	
Employment - Related Practices Exclusion	CG 21 47 12 07	
Exclusion - Access Or Disclosure of Confidential or Personal Material or Information	CG 21 06 12 23	
Exclusion - Cyber Incident	CG 40 35 12 23	
Exclusion - Law Enforcement Professional Liability	LC 21 110 08 18	
Exclusion - Silica (Schools)	LC 21 111 02 14	
Exclusion - Specified Therapeutic Or Cosmetic Services	CG 22 45 04 13	Description of Operations: Any cosmetic, ear piercing, tonsorial, massage, physiotherapy, chiropody, hearing aid, optical or optometrical services or treatment.
Exclusion - Trampolines	LC 21 112 02 14	
Exclusion - Violation of Law Addressing Data Privacy	CG 00 69 12 23	
Fungi or Bacteria Exclusion (Legionella Bacterium Excluded)	LC 21 91 09 12	
Health Care Professional Services Exclusion	LC 21 145 01 20	

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General Liability

Form Name	Form Number	Fill-Ins
Lead Exclusion	LC 21 06 06 07	
Nuclear Energy Liability Exclusion Endorsement (Broad)	IL 00 21 09 08	
Total Pollution Exclusion	CG 21 49 09 99	

Policy Cover

Form Name	Form Number	Fill-Ins
Annual Meeting Notice	LIL 90 04 06 13	

TRIA Exclusions

Form Name	Form Number	Fill-Ins
Alaska Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 26 93 01 15	
Arkansas Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 26 86 01 15	
Cap On Losses From Certified Acts Of Terrorism	CG 21 70 01 15	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 21 76 01 15	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

School Leaders Errors Omissions

Premium Details

Underwriting Company: Liberty Mutual Fire Insurance Company
 Rating Plan: Guaranteed Cost
 Named Insured: Cuyahoga Valley Career Center

Coverages	Premium
School Leaders Errors & Omissions (SLEO) Premium	\$7,518
Non-Monetary Relief Defense Coverage	Included
Limited Fiduciary Liability Extension for School 403(b) and 457(b) Plans	Included
Terrorism Risk Insurance Act (TRIA) Premium	\$75
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	\$7,593

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes and/or final written premium.
 May be subject to audit.

Coverages	Limits of Liability	Deductibles
Each Wrongful Act	\$1,000,000	\$10,000
Aggregate	\$1,000,000	-
Non-Monetary Relief Defense Coverage	\$100,000	\$10,000

This insurance does not apply to "wrongful acts" committed prior to the **Retroactive Date: 07/01/2023. Claims-made Inception Date: 07/01/2023.**

School Leaders Errors Omissions

Form Name	Form Number	
Amendment of Other Insurance Condition	LC 24 33 02 14	
Annual Meeting Notice	LIL 90 04 06 13	
Cap On Losses From Certified Acts Of Terrorism	LC 21 128 05 17	
Common Policy Conditions	IL 00 17 11 98	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Deductible Insurance - Non-Monetary Relief Claims	LC 03 50 02 20	
Defense Erodes Deductible - Monetary Damages Claims	LC 03 71 12 23	
Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data RelatedLiability	LC 21 174 12 21	
Exclusion - Biometric Information Privacy Claim	LC 21 191 11 22	
Exclusion - Cyber Incident	LC 21 203 12 23	
Exclusion - Eminent Domain, Inverse Condemnation, Adverse Possession	LC 21 113 02 14	
Exclusion - Law Enforcement Professional Liability	LC 21 115 08 18	
Exclusion - Recording And Distribution Of Material In Violation Of Law	LC 21 175 12 21	
Exclusion - Tax Assessment	LC 21 114 02 14	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

School Leaders Errors Omissions

Form Name	Form Number	
Exclusion - Violation of Law Addressing Data Privacy	LC 21 204 12 23	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	LC 21 130 05 17	
Finding for Recovery Amendment	LC 32 719 02 20	
Form Inventory	IC 00 42 07 09	
Insured Mailer	CNI 90 04 01 12	
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	
Limited Fiduciary Liability Extension For School 403(b) And 457(b) Plans	LC 04 82 02 14	
Ohio Changes - Cancellation and Nonrenewal	LC 32 697 02 20	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Producer Mailer	CNI 90 05 01 12	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
School Leaders Errors and Omissions Liability Coverage Form	LC 00 12 02 20	
School Leaders Errors and Omissions Liability Declarations	LC 00 18 07 20	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Law Enforcement Liability

Premium Details

Underwriting Company: Liberty Mutual Fire Insurance Company
 Rating Plan: Guaranteed Cost
 Named Insured: Cuyahoga Valley Career Center

Coverages	Premiums
Law Enforcement / Security Guards Personal Liability Premium	\$720
Non-Monetary Relief Defense Premium	Included
Terrorism Risk Insurance Act (TRIA) Premium	\$7
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	\$727

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes and/or final written premium. May be subject to audit.

Coverages	Limits of Liability	Deductibles
Each Wrongful Act	\$1,000,000	\$10,000
Aggregate	\$1,000,000	-
Non-Monetary Relief Defense Coverage	\$100,000	N/A

The insurance does not apply to "wrongful acts" committed prior to the **Retroactive Date: 7/1/2022. Claims-made Inception Date: 7/1/2022.**

Law Enforcement Liability

Form Name	Form Number	
Annual Meeting Notice	LIL 90 04 06 13	
Cap On Losses From Certified Acts Of Terrorism	LC 21 128 05 17	
Common Policy Conditions	IL 00 17 11 98	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data RelatedLiability	LC 21 174 12 21	
Exclusion - Biometric Information Privacy Claim	LC 21 191 11 22	
Exclusion - Cyber Incident	LC 21 203 12 23	
Exclusion - Recording And Distribution Of Material In Violation Of Law	LC 21 175 12 21	
Exclusion - Violation of Law Addressing Data Privacy	LC 21 204 12 23	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	LC 21 130 05 17	
Form Inventory	IC 00 42 07 09	
Insured Mailer	CNI 90 04 01 12	
Law Enforcement Professional Liability Coverage Form	LC 00 13 02 20	
Law Enforcement Professional Liability Declarations	LC 00 16 02 20	
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Law Enforcement Liability

Form Name	Form Number	
Non-Monetary Relief Defense Coverage	LC 99 49 02 20	
Ohio Changes - Cancellation and Nonrenewal	LC 32 697 02 20	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Producer Mailer	CNI 90 05 01 12	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Property

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
 Rating Plan: **Not Applicable**
 Named Insured: **Cuyahoga Valley Career Center**

Premium Type	Premium Amount
Policy Premium	
Excluding premium for certified act(s) of terrorism (TRIA)	\$62,412
Certified act(s) of terrorism (TRIA)	\$811
	\$0
Total Policy Premium	\$63,223

The premiums shown for State or Municipal Taxes, Surcharges or Other are estimates only and are subject to adjustment. Final numbers will be reflected on the actual policy.

If you change your coverage election for "certified act(s) of terrorism" (TRIA), the Total Policy Premium amount shown on the proposal will be recalculated.

*Terrorism Risk Insurance Act

Insured Property Values

Description of Property	Insurable Values
Real Property	\$123,048,397
Personal Property	\$16,668,584
Loss of Business Income/Rents	\$200,000
Total	\$139,916,981

A properly executed Loss of Income Worksheet must be received within 30 days of binding. Additional premium may be required at that time.

Property

Limits of Insurance

Coverages	Limits of Insurance*
Insurance applies on a BLANKET basis only to a coverage or type of property shown below for which a Limit of Insurance is shown below, and then only at the Covered Locations for which a value for such coverage is shown below or for locations subsequently reported to and insured by us.	See Statement of Values
All locations	
Real Property and Personal Property	\$139,716,981
Business Income	\$200,000
Ordinary Payroll	Included
Extra Expense	\$1,000,000

*Limits of Insurance apply in any one occurrence, unless otherwise stated.

Valuation Provision:

Replacement cost (subject to limitations) applies to covered property.

Valuation Exception(s):	Covered Locations
Actual Cash Value - Roof(s) applies to Covered Locations:	1.1 - 1.7

Property

Equipment Breakdown

Coverage or Covered Equipment	Limits of Insurance*
All Locations	
Covered Equipment	Equipment Breakdown Cause of Loss applies to all Covered Locations
Business Income	Equipment Breakdown Cause of Loss applies to all Covered Locations
Extra Expense	Equipment Breakdown Cause of Loss applies to all Covered Locations

*Limits of Insurance are in any one Equipment Breakdown Accident, unless otherwise stated

Coverage Extensions	Limits of Insurance*
All Locations	
Ammonia Contamination	\$250,000
Expediting Expense	\$250,000
Hazardous Substances Contamination other than Ammonia	\$250,000
Spoilage	\$250,000

*Limits of Insurance are in any one Equipment Breakdown Accident, unless otherwise stated

Property

Catastrophe Coverages

Coverage	Limits of Insurance*
Earthquake Coverage	
Total Earthquake Policy Period Limit of Insurance is the maximum amount payable in this policy for all covered loss or damage for the Cause of Loss Earthquake regardless of the number of occurrences during the Policy Period	\$1,000,000
All Earthquake losses in the following States, Territory, Earthquake Hazard Zones or specific Covered Locations as described below are included in and not in addition to the Total Earthquake Policy Period Limit of Insurance	
All Locations	\$1,000,000 Policy Period
Flood Coverage	
Total Flood Policy Period Limit of Insurance is the maximum amount payable in this policy for all covered loss or damage for the Cause of Loss Flood regardless of the number of occurrences during the Policy Period	\$1,000,000
All Flood losses in the following Flood Hazard zones are included in and not in addition to the Total Flood Policy Period Limit of Insurance.	
Flood Hazard - High and Moderate	Excluded
Flood Hazard - Low	\$1,000,000 Policy Period

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Accounts Receivable	\$250,000
Arson Reward	\$50,000
Contract Penalties	\$25,000
Course of Construction	
Physical Damage	\$500,000
Number of consecutive days that Physical Damage applies	180 days
Cyber Incident	\$25,000
Debris Removal	\$250,000
Windblown Debris	\$50,000
Deferred Payments	\$50,000
Electronic Data	\$25,000
Errors and Omissions	\$250,000
Exhibitions, Expositions, Trade Shows, Fairs	\$100,000
Fire Department Service Charges	\$25,000
Fine Arts	
Physical Damage	\$100,000
For any one item	\$10,000
Fungus, Wet Rot, Dry Rot or Bacteria	
Physical Damage	\$250,000
Business Income and Extra Expense	Included in Fungus PD limit
Number of consecutive days that Business Income and Extra Expense applies	180 days
Installation of Personal Property	\$250,000
Lock and Key Replacement	\$50,000
Mobile Equipment or Tools	
Mobile Equipment or Tools will be valued at	Actual Cash Value (ACV)
Physical Damage	\$100,000
Newly acquired Mobile Equipment or Tools you own or you rent	\$100,000

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Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Miscellaneous Unnamed Locations	
Physical Damage	\$100,000
Business Income	EXCLUDED
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Newly Acquired Locations	
Physical Damage	\$2,500,000
Number of consecutive days that Physical Damage applies	180 days
Business Income	Included in Newly Acquired Locations PD limit
Extra Expense	Included in Newly Acquired Locations PD limit
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Ordinance or Law	
Demolition & Increased Cost of Construction	\$500,000
Increased Period of Restoration	Included in Demolition & Increased Cost of Construction and Value of the Undamaged Portion of Real Property PD limit
Value of the Undamaged Portion of Real Property	INCLUDED
Personal Effects of Employees	
Physical Damage	\$100,000
For any one employee	\$10,000
Pollutant Clean Up Expense	
Physical Damage	\$100,000
Business Income	Included in Pollutant Clean Up Expense PD limit

Continued on next page...

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Protection and Preservation of Property	
Physical Damage	\$100,000
Number of consecutive days that Physical Damage applies	30 days
Professional Fees	\$250,000
Salespeople Personal Property	\$50,000
Transit	
Personal Property	\$100,000
Business Income	Included in Transit PD limit
Trees, Shrubs, Plants	
Physical Damage	\$250,000
For any one item	\$10,000
Utility Services	
Coverage for Above Ground and Underground Transmission Lines:	
Physical Damage	EXCLUDED
Physical Damage	\$250,000
Business Income	\$250,000
Extra Expense	\$250,000
Causes of Loss Cloud	Applies
Causes of Loss Internet	Applies
Causes of Loss Power Supply	Applies
Causes of Loss Communication Supply	Applies
Causes of Loss Water Supply	Applies

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Coverage Extensions

Time Element Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Attraction Property	EXCLUDED
Contingent Property	
Actual loss of Business Income sustained due to loss or damage at Contingent Properties within the coverage territory	EXCLUDED
Actual loss of Extra Expense incurred due to loss or damage at Contingent Properties within the coverage territory	EXCLUDED
Actual loss of Business Income sustained due to loss or damage at Contingent Properties outside of the coverage territory	EXCLUDED
Actual loss of Extra Expense incurred due to loss or damage at Contingent Properties outside of the coverage territory	EXCLUDED
Causes of Loss Named Storm	Does not apply
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Causes of Loss Equipment Breakdown Accident	Does not apply
Crisis Event Caused By Violent Crime	
Crisis Event Business Income	\$250,000
Number of consecutive days that Crisis Event Business Income applies	30 days
Crisis Event Extra Expense	\$250,000
Number of consecutive days that Crisis Event Extra Expense applies	30 days
Civil or Military Authority	
Business Income	Included
Coverage Period:	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	72 hours

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Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Extra Expense	INCLUDED
Coverage Period:	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	72 hours
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Extended Period of Restoration	
Number of consecutive days that Business Income applies	180 days
Interruption of Computer Operations	\$25,000
Ingress/Egress	
Business Income	\$50,000
Number of consecutive days that Business Income applies	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	24 hours
Extra Expense	\$50,000
Number of consecutive days that Extra Expense applies	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	24 hours
Causes of Loss Named Storm	Does not apply
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Research & Development - Loss of Business Income	\$100,000
Secondary Contingent Property	
Actual loss of Business Income sustained due to loss or damage at Secondary Contingent Property within the coverage territory	EXCLUDED

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Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Actual loss of Extra Expense incurred due to loss or damage at Secondary Contingent Property within the coverage territory	EXCLUDED
Actual loss of Business Income sustained due to loss or damage at Secondary Contingent Property outside of the coverage territory	EXCLUDED
Actual loss of Extra Expense incurred due to loss or damage at Secondary Contingent Property outside of the coverage territory	EXCLUDED
Causes of Loss Named Storm	Does not apply
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Causes of Loss Equipment Breakdown Accident	Does not apply

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Industry Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Educational Institutions	
Animals	\$25,000 \$1,500 any one animal
Broadened Covered Location Distance	1250 feet
Classroom Chemical Spills	\$50,000 in any one policy period
Fire Protective Equipment Recharging	Real Property limit applicable in any one policy period
Land Improvement	\$100,000
Miscellaneous School Property at School Sponsored Events Away from a Covered Location	\$100,000
Personal Effects of your Students	\$100,000 max in any one policy period \$5,000 any one student

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Endorsements

Form Name	Form Number	Limits of Insurance and/or Deductibles(s)*
Actual Cash Value Roofs	LPP 3000 12 21	See Endorsement
Property At a Miscellaneous Unnamed Location	LPP 3009 12 21	See Endorsement
Roof Surfacing Cosmetic Loss Exclusion	LPP 4005 12 21	See Endorsement
Ohio TRIA Cap on Losses	LPP 1042 12 21	
Cause Of Loss - Earthquake	LPP 2002 12 23	
Equipment Breakdown - Cause Of Loss	LPP 2005 12 21	
Cause of Loss - Flood	LPP 2006 12 23	
Liberty Mutual Property Protector - Educational Institutions	LPP 5002 12 21	

*Limits of Insurance are in any one occurrence, unless otherwise stated

Refer to Draft Policy for additional endorsements not shown

Property

Deductibles & Waiting Period

Policy

Coverage Name	Deductible Amount*
All Locations	
All locations	\$10,000

*Deductibles apply in any one occurrence unless otherwise stated.

Catastrophe Coverage

Coverage Name	Deductible Amount*
Earthquake	
All locations	\$100,000
Flood	
Flood Hazard - Low	\$100,000
Named Storm	
All Locations	\$100,000
All Locations	As respects to Business Income 72 hour deductible applies to all Covered Locations
Water Damage	
All Locations	\$50,000 at each Covered Location
All Locations	As respects to Business Income 72 hour deductible applies to all Covered Locations
Hail/Windstorm other than Named Storm	
All Locations	\$100,000
All Locations	As respects to Business Income 72 hour deductible applies to all Covered Locations

*Deductibles apply in any one occurrence unless otherwise stated.

Equipment Breakdown

Coverage Name	Deductible Amount*
All Locations	
In any one Equipment Breakdown Accident to Covered Equipment and Business Income:	\$10,000

Property

Deductibles & Waiting Period

*Deductibles apply in any one occurrence unless otherwise stated.

Coverage Extensions

Coverage Name	Deductible Amount*
Mobile Equipment or Tools	
Mobile Equipment or Tools	\$1,000
Newly acquired Mobile Equipment or Tools you own or you rent	
Newly acquired Mobile Equipment or Tools you own or you rent	\$1,000
Utility Services	
Physical Damage	\$2,500
Business Income	24 hours
Extra Expense	24 hours
Miscellaneous Deductible	
To each camera or item of audio/visual equipment, in any one occurrence:	\$1,000
To each item of miscellaneous school property , in any one occurrence:	\$1,000
To each of your cellular phones, laptop computers, or other personal electronic devices while in the possession of You, Your Employees, or Your Assigned Students, in any one occurrence:	\$1,000

*Deductibles apply in any one occurrence unless otherwise stated.

Crime

Premium Details

Underwriting Company: **Employers Insurance Company of Wausau**
 Rating Plan: **Guaranteed Cost**
 Named Insured: **CUYAHOGA VALLEY CAREER CENTER**

Premium	
Estimated Premium	\$6,496
Taxes, Assessments & Surcharges	\$0
Total Estimated Premium with Taxes, Assessments & Surcharges	\$6,496

Coverages	Limits of Insurance	Deductibles
Inside the Premises - Theft of Other Property	\$250,000	\$500
Outside the Premises	\$250,000	\$500
Computer and Funds Transfer Fraud	\$250,000	\$500
Employee Theft - Per Loss	\$500,000	\$1,000
Government Faithful Performance of Duty	\$500,000	\$1,000
Forgery Or Alteration	\$250,000	\$500

Any other requested coverages not included will require further discussion prior to providing.

Crime

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Reporting A Commercial Claim 24 Hours A Day	CNI 90 11 07 18	
Add Faithful Performance Of Duty Coverage For Government Employees	CR 25 19 08 13	
Annual Meeting Notice	LIL 90 04 06 13	
CommonPolicyDeclarations	IC0002 03 05	
Crime Declarations	EY DS 01 03 13	
Exclusion of Terrorism	EY 07 01 04 19	
Form Inventory	IC 00 42 07 09	
Government Crime Policy (Loss Sustained Form)	CR 00 27 08 13	
Inside The Premises - Theft Of Other Property	CR 04 05 08 13	
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	
Notice To Policyholders-Restriction Of Coverage	CNC 90 02 04 19	
Ohio Changes	CR 02 19 10 10	
Ohio Changes - Legal Action Against Us	CR 03 01 02 13	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Umbrella

Premium Details

Underwriting Company: **Liberty Insurance Corporation**
Rating Plan: **Guaranteed Cost**
Named Insured: **CUYAHOGA VALLEY CAREER CENTER**

Premium	
Estimated Coverage Premium	\$8,496
Terrorism Risk Insurance Act (TRIA) Premium	\$212
Taxes, Assessments & Surcharges	\$0
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	\$8,708

*TRIA Premium, Surcharges & Assessments are estimated and are subject to change based upon coverage changes, exposure changes, and/or written premium. May be subject to audit.

Tax calculation for the purpose of KY will be calculated at time of binding.

Coverage	Limits of Liability
Each Occurrence Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Products - Completed Operations Aggregate Limit	\$5,000,000
Self-Insured Retention - Each Occurrence	\$10,000

Umbrella

Underlying Schedule

Underlying Schedule	Limits	Writing Company & Effective Date
Auto Liability		
Combined Single Limit	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
General Liability		
Each Occurrence	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
General Aggregate	\$3,000,000	
Products/Completed Operations Aggregate	\$3,000,000	
Personal & Advertising Injury Limit	\$1,000,000	
Employers Liability		
Each Accident	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
Policy Limit	\$1,000,000	
Each Employee	\$1,000,000	
Employee Benefits Liability		
Each Employee	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
Aggregate	\$3,000,000	
Sexual Misconduct Liability		
Each Sexual Misconduct	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
Aggregate Sexual Misconduct	\$1,000,000	
School Leaders Errors & Omissions		
Each Wrongful Act	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
Aggregate	\$1,000,000	
Law Enforcement Liability		
Each Wrongful Act	\$1,000,000	Liberty Mutual Fire Insurance Company 07/01/2024 - 07/01/2025
Aggregate	\$1,000,000	

Umbrella

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability Exclusion	LCU 21 84 12 23	
Certified Acts Of Terrorism Exclusion	LCU 60 05 01 18	
Climbing Or Rappelling Walls Exclusion	LCU 21 105 01 18	
Commercial Liability - Umbrella Coverage Form	LCU 00 01 01 18	
Commercial Liability - Umbrella Declarations	LCU 00 02 01 18	
Crisis Management Coverage	LCU 04 11 01 18	Liberty Mutual Preferred Public Relations Vendor: Weber Shandwick Liberty Mutual Claims: 1-800-362-0000 Crisis Management Expense Aggregate Limit: \$250,000
Cross Suits Exclusion	LCU 21 04 01 18	
Cyber Incident Exclusion	LCU 21 222 12 23	
Damage First Occurring Prior To Policy Period Exclusion	LCU 21 47 01 18	
Declarations Extension - Named Insured	LCU 99 05 01 18	
Foreign Liability Limitation	LCU 24 09 09 19	
Fungi or Bacteria Exclusion (Legionella Bacterium Excluded)	LCU 21 203 11 22	
Health Care Professional Services Exclusion	LCU 21 177 01 20	
Lead Exclusion	LCU 21 122 01 18	

Continued on next page...

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Umbrella

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Liberty Mutual Group California Privacy Notice	SNI 04 01 01 23	
Non-Cumulation Of Liability (Same Occurrence)	LCU 25 09 01 18	
Ohio Changes - Cancellation And Nonrenewal	LCU 02 16 01 18	
Participating Provision	LIL 90 05 06 13	
Personal and Advertising Injury Redefined - Definition of Publication	LCU 29 19 04 22	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Professional Liability Exclusion Including But Not Limited To Specified Operations	LCU 21 70 01 18	
Public Entity Immunity And Tort Cap Preservation	LCU 22 04 01 18	
School Amendatory Endorsement	LCU 04 20 02 20	
School Law Enforcement Professional Liability Coverage Limitation (Claims-Made)	LCU 04 22 02 20	Claims-Made Inception Date: 07-01-2022 Retroactive Date: 07-01-2022
School Leaders Errors And Omissions Liability Coverage Limitation (Claims Made)	LCU 04 19 12 22	Claims-Made Inception Date: 07-01-2022 Retroactive Date: 07-01-2022
Schools-Unlawful Discrimination Limitation	LCU 04 38 04 22	
Sexual Misconduct Liability Coverage Limitation	LCU 04 13 07 21	
Silica Or Silica-Related Dust Exclusion	LCU 21 19 01 18	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Umbrella

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Total Pollution Exclusion	LCU 26 01 01 18	
Trampoline Exclusion	LCU 21 106 01 18	
Unmanned Aircraft Exclusion	LCU 21 90 01 18	
Violation of Law Addressing Data Privacy Exclusion	LCU 21 223 12 23	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Estimated Exposures	Students	995
	Area	8
	Power Units	
	Passenger Transport	1
	Light Trucks	10
	Medium Trucks	1
	Private Passenger Type	0
	Heavy Trucks	0
	Extra Heavy Trucks	0
	Tractor	0
	Total:	12

Terms & Conditions

This proposal is valid for 60 days from the Date of Proposal or until the Effective Date (whichever is earlier) and is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid.

This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.

We are willing to provide only the coverage described by this document. This document is a proposal to provide coverage based solely on these specifications. We will not be bound or obligated by proposals, specifications, or requests prepared by any other party. Further, this coverage is not bound until expressly accepted, in writing, by a Liberty Mutual Insurance employee who is authorized to bind these coverages. Finally, this document is not a policy of insurance. Coverage will be determined by the terms and conditions of the policy or policies issued by us. This document was created and distributed to you solely for information purposes only. You must look to and rely upon the full terms and conditions of the policy to determine the nature and extent of coverage.

To learn more about Liberty Mutual's privacy policy, go to libertymutual.com/privacy

This proposal and any policy or contract that may be issued pursuant to this proposal, is based on the information you or your authorized representative provided regarding named and additional insureds. In the event that individuals, entities, vessels or countries that have a direct or indirect interest in the quoted insurance coverage are subject to U.S. or foreign financial sanctions laws, or appear on any domestic or foreign list of persons with whom we are prohibited from doing business or conferring financial benefit, Liberty Mutual Insurance reserves the right to amend this proposal or to withdraw it in its entirety; and, in the event a policy of insurance or a contract for other benefits is issued by us prior to or after learning that any subject persons or entities appear on the prohibited list, or otherwise are identified in connection with an economic sanctions program, Liberty Mutual Insurance reserves the right to declare any such issued policy or contract null, void and without legal or binding effect, such voiding to be effective from the otherwise effective date of such issued policy or contract and regardless of whether any circumstance has arisen, or there has been an occurrence since such issuance that would be material to the duties and responsibilities set forth in such policy or contract.

Terms & Conditions

Property: Offer of Coverage for "Certified Acts of Terrorism"

This proposal includes an offer of coverage for "Certified Acts of Terrorism" (as defined by the Terrorism Risk Insurance Act).

You can elect to:

- Accept the offer of coverage at the indicated premium as stated in this Proposal, or
- Reject the offer of coverage for "Certified Acts of Terrorism".

If you reject this coverage, then an exclusion for "Certified Acts of Terrorism" (as defined by the Terrorism Risk Insurance Act) will apply.

Please refer to the Terrorism Insurance Premium Disclosure within this proposal and return the completed Terrorism Coverage Election Form to the Liberty Mutual Underwriting Team listed in the insurance proposal.

Quote Stipulations

We reserve the right, but are not required, to inspect any location insured hereunder. This proposal is subject to favorable inspections and compliance with any recommendations made as a result of such inspections. We stress that inspections are not made for life safety, but for the sole purpose of our property underwriting. Not all hazards and conditions are evaluated. It is not to be inferred from our visits that all hazards are under control nor that the properties and operations are safe or healthful or are in compliance with laws, rules, or regulations.

We have provided a draft property policy to help you make an informed decision regarding your insurance needs, but it is for informational purposes only and is not a final policy of insurance. Your coverage will be determined only by the terms and conditions of a final policy and not by the linked draft policy.

A properly executed SOV and, if applicable, Loss of Income Worksheet must be received within 30 days of binding. Additional premium may be required at that time.

All policy coverages, terms, and conditions are subject to applicable State Amendatory Endorsements.

If the Named Insured's signature is required for any of the policies or coverages included in this proposal, they must be signed by the proposed Named Insured and returned to us by the effective date of the policy, or within 30 days of receipt, whichever is later. Failure to execute and return any required signature documents within the specified time frame may result in withdrawal of the proposed payment plan, or cancellation or rescission where allowed by law, and/or coverage changes and corresponding premium increase(s) required by law as a result of not having signed forms.

Services

Terms & Conditions

These services are provided during the effective period, unless otherwise specified. Services will convert to our standard claims and other services, except as otherwise agreed in writing or stated below, if:

- 1) all of the policies described, including any renewals and rewrites of those policies, are cancelled or non-renewed by you or by us,
- 2) losses are projected to exceed a rating plan maximum, or
- 3) you become insolvent or file for bankruptcy.

We may modify our standard services at any time without notice.

Claim Service Definitions

Notification: the formal act of alerting the customer/broker when a specific claim action is taking place. Specific actions can include but are not limited to Nurse Case Manager, Field Investigation, Surveillance, Third Party, Reserves and Settlement. No response from customer is required in order for Claims to proceed with their action plan.

Risk Control Services

Our risk control service is advisory only and does not include:

- Providing for the health and safety of your employees or the public
- Managing or controlling your safety activities or implementing recommended corrective measures
- Identifying all hazards
- Warranting that requirements of any federal, state, or local law, regulation, or ordinance have or have not been met.

To order a jurisdictional inspection contact LMEBInspections@libertymutual.com or 877-526-0020.

Regulatory Service Requirements

After the effective date of this policy, we may be required to provide certain services (e.g., managed care) or to re-classify/re-code certain services - under the policy in accordance with filed rating and statistical plans. If this happens, we will align the charges with the filed rating and statistical plans (e.g., medical loss, indemnity loss, allocated loss adjustment expense, or unallocated loss adjustment expense).

Terms & Conditions

Risk Management Information Systems (RMIS)

You will have access to certain claims information ("DATA") from the electronic data processing files of the member companies of the Liberty Mutual Insurance. This DATA pertains to claims made against some of the insurance policies or claims service agreements issued to you by our member companies through the risk management information systems (collectively "RMIS").

Access to DATA or media is based on your ongoing acceptance of the terms and conditions listed on the portal used to access RMIS, as well as the following:

- We do not warrant that operation of the RMIS or the DATA provided will be error-free. We make no warranties, express or implied, and further, we DISCLAIM THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- You understand and agree that the limit of our liability for any cause of action arising from, or related in any way to RMIS and/or DATA, is for direct damages only. We are not liable to you for any indirect, consequential, punitive, or special damages of any kind or nature.

To the extent that we provide DATA to you through RMIS and/or through any other means or media otherwise, the following terms shall apply:

a. We and you (the "Parties") shall comply with all laws and regulations governing the confidentiality, security, transmission, retransmission, copying, disclosure, and use of information pertaining to individuals, including but not limited to any medical information or non-public information as individually identifiable medical information and non-public, protected personal information of persons as defined in applicable law or regulation.

b. Access to RMIS is restricted to employees for whom the applicable subscription fees have been paid. You shall restrict access to RMIS and DATA to those employees who may lawfully access and use such information unless they agree otherwise in writing.

c. You shall instruct all employees accessing RMIS and DATA with regard to the obligations imposed under paragraphs a. and b. and ensure that your employees fully comply.

Each party agrees to defend, indemnify, and hold harmless the other party and its officers, directors, subsidiaries, affiliates, and employees from and against any third-party claims* that the party seeking indemnification may suffer or incur that arises out of:

- Any allegation that the other party's possession of or access to DATA violates any statute or regulation
- Any allegation that the other party's treatment or use of any DATA including, by way of example and not limitation, the transmission, retransmission, communication, or other publication of such DATA, was negligent, grossly negligent or intentionally improper
- The other party's breach of any representation or other obligation arising under this agreement with regard to DATA or RMIS

*Claims collectively refers to losses, damages, suits, fees, judgments, costs, and expenses, including reasonable attorneys' fees, made by the directors, officers, and employees of the party responsible for indemnification.

Terms & Conditions

The party seeking indemnification will:

- Promptly let the other party know in writing of any claim for which it is seeking indemnification
- Forward to the other party all documents in its possession related to the matter

Failure to provide prompt notice of a claim for indemnification will not prevent the party's claim for indemnification unless the other party is negatively impacted.

With regard to DATA and RMIS provided according to this section, your obligations and ours will survive indefinitely regardless of the termination of our partnership, any insurance policy, this or any other agreement between the parties.

Broker/Third-Party Access

If you want to extend access to RMIS and/or DATA to your broker/consultant or any third party, they must enter into a separate agreement with us that includes the terms and conditions of such access

New Mexico Limitation Of Uninsured/Underinsured Motorist Coverage

On October 4, 2021, the New Mexico Supreme Court issued an opinion titled *Crutcher v., Liberty Mutual Insurance Company et al* (No. S-1-SC-37478). As a result of the Court's decision, we are required to provide the following clarification of the limitation of Uninsured/Underinsured Motorist Coverage (UM/UIM). In the event of a loss from a motor vehicle accident in which the total reimbursement you receive from the other parties' insurance policies is equal to or in excess of your UM/UIM limit, you may not have any UIM coverage available to you.

An Underinsured Motorist is NOT simply a motorist who does not have sufficient insurance coverage to pay for all of your injuries and/or damages. Rather, an Underinsured Motorist is an operator of a motor vehicle for which the sum of the Limits Of Liability under all bodily injury liability insurance applicable at the time of the accident is less than the Limits Of Liability under all Uninsured/Underinsured Motorist Coverage applicable to you. This means that if you have the same amount of Underinsured Motorist Coverage that an at fault driver carries in liability limits, you may not have any Underinsured Motorist Coverage available to you. For example, if you receive \$25,000 in liability bodily injury benefits from an at fault driver and you have \$25,000 per person in UM/UIM Coverage available to you under your own or someone else's policy, you may not receive any benefits for UIM Coverage under the Policy because that driver would most likely not be an Underinsured Motorist. Similarly, if you received \$50,000 in liability bodily injury benefits from the at fault driver and you have a total of \$50,000 per person in UM/UIM Coverage available to you under your own or someone else's policy, you may not receive any benefits for UIM Coverage under your policy(ies) because that driver would most likely not be an Underinsured Motorist. This is because under New Mexico law, Underinsured Motorist Coverage pays the 'gap' between the at fault driver's liability insurance limits and the limits of Underinsured Motorist Coverage available to you. It does not pay the 'excess' of damages you suffer that are above the at fault driver's liability limits – only the difference between that person's liability limits and the limits of all Underinsured Motorist Coverage available to you, if there is any difference.

Please note that the above example applies only to situations involving UIM coverage and not UM coverage.

Therefore, it is very important to consider this when selecting UM/UIM coverage limits.

Terms & Conditions

Umbrella Terrorism Risk Insurance Act, Including all Amendments, ("TRIA" or the "Act")

If you ACCEPT TRIA: The following endorsements will be added to your policy:

Underlying Coverage Requirement for Certified Acts of Terrorism - LCU 60 01

Cap on Losses from Certified Acts of Terrorism - LCU 60 04

Punitive Damages Related to a Certified Act of Terrorism Exclusion - LCU 60 06

Punitive Damages Related to a Certified Act of Terrorism Exclusion - LCU 60 10
(This endorsement applies only in Arkansas.)

If you REJECT TRIA: The following endorsement will be added to your policy:

Certified Acts of Terrorism Exclusion - LCU 60 05

Please note TRIA does not apply to Commercial Automobile.

Umbrella Important Considerations:

Please read this proposal carefully, as the terms and conditions may differ from those in the submission.

We reserve the right to amend premium, terms & conditions or withdraw the proposal if underlying carriers, pricing or terms change. All underlying carriers must be rated A- V or better by A.M. Best.

Underlying policy numbers must be received upon binding for policy issuance.

The Terrorism Risk Insurance Act offer letter is included in this document.

Copies of all non-Liberty Mutual underlying policies must be received within 60 days of binding.

To learn more about Liberty Mutual's privacy policy, go to: <https://www.libertymutualgroup.com/about-lm/corporate-information/privacy-policy>

Premium Summary

Policy Type/Lines of Coverage	23-24 Expiring	24-25 Proposed
Property – \$10,000 AOP deductible	53,075.00	62,412.00
General Liability	18,577.00	20,766.00
School Leaders E&O	5,569.00	7,518.00
Law Enforcement Liability	1,560.00	720.00
Crime	6,622.00	6,496.00
Inland Marine	Included with Property	Included with Property
Fleet Auto	16,882.00	19,535.00
Cyber - \$1M 1 st & 3 rd Party limits	Included with GL	Included with GL
Umbrella - \$5M	6,985.00	8,496.00
Boiler Machinery Equipment Breakdown	Included with Property	Included with Property
Grand Total	109,270.00	125,943.00

Premium Notes:

- Approximate total increase from last term to 2024-2025 renewal is 15.2%, which is comprised of:
 - Property premium increase of appx. 17.5% due to rate increase driven by catastrophic weather events and increased cost of materials and labor in the event of a loss.
 - Minimum AOP deductible is now \$10,000
 - \$25,000 AOP deductible option would be \$59,214 Property premium
 - Savings of -\$3,198 from the \$10,000 AOP deductible option
 - School Leaders E&O continues to be a loss driver for Public Entities. The Loss Ratio for this line of coverage has been over 100% since 2016.
 - Because of this, premium increased 35% on this line of coverage.
 - General Liability premium increased by appx. 11.5% due to increase in Sexual Abuse & Molestation rates, which is covered under the GL
 - Umbrella premium is based on underlying liability coverages, exposures, and premiums.

I agree to bind this Insurance Proposal based on the information contained within.

Insured Signature (Authorized Representative)

Date

This document summarizes the proposal for your insurance. This is not a contract. The terms of the policy forms will control the insurance contract without regard to any statement made in this proposal.



CUYAHOGA VALLEY CAREER CENTER

2024-2027

AGREEMENT

Between the

Cuyahoga Valley Career Center

Board of Education

and the

Cuyahoga Valley Federation of Teachers

**July 1, 2024
through
June 30, 2027**

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ARTICLE 1

DURATION ARTICLE

- A. This agreement shall become effective on July 1, 2024, and shall continue in effect to and including June 30, 2027. This agreement shall expire on midnight June 30, 2027. This agreement may be extended by mutual consent.

ARTICLE 2

NEGOTIATION PROCESS

- A. Statement of Principles. The Board of Education of Cuyahoga Valley Career Center, hereinafter referred to as the "Board," and the Cuyahoga Valley Federation of Teachers, OFT-AFT, AFL-CIO, hereinafter referred to as the "CVFT" agree that these procedures and principles shall govern the bargaining process between the Board and the CVFT.
- B. Representation. Designated representatives of the Board and the CVFT shall meet to negotiate in good faith in accordance with the procedures set forth within this agreement. The Board's negotiating team and the CVFT's negotiation team shall be limited to not more than five (5) Members on each team. Neither party shall have control over the selection of the other party's team Members.
- C. Authority of Negotiators. While no final agreement can be executed by the negotiators, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, make counter-proposals, consider counter-proposals, and reach compromises in the course of negotiations.
- D. Good Faith Negotiating. All parties involved recognize their responsibilities toward the entire community for negotiating in good faith. "Good Faith" means coming to the negotiating table for purpose of negotiating and interacting on proposals, not to dogmatically pursue preconceived stands. "Good Faith Negotiating" requires that both parties involved recognize the right of each party to present their views and opinions without censure or penalty.
- E. Exchange of Information. Prior to and during the period of bargaining, each party will provide the other, upon written request, all regularly and routinely prepared information concerning issues under consideration.
- F. Consultants. The parties may call upon consultants, but the attendance of such consultants at the negotiation table shall not cause the maximum number of team Members to exceed five (5). Costs of such consulting services shall be borne by the party requesting it.
- G. Interest Based Bargaining Process. The Board and CVFT agree to the concept of Interest Based Bargaining which will occur sufficiently prior to the initiation of the formal bargaining process to allow the parties an opportunity to reach agreement before formal negotiations begin, provided the process and ground rules for such bargaining are mutually agreed upon by both parties. If through Interest Based Bargaining or otherwise, a negotiated agreement has not been reached by April 15 prior to the expiration of this working

agreement in the calendar year in which negotiations are scheduled to occur, either party may notify the other of a desire to commence bargaining. A meeting shall be held within fifteen (15) days of such request. The parties, through the Interest Based Bargaining process, however, may agree to extend the period of time before formal bargaining may occur, provided both parties are in agreement with the modification.

- H. Submission of Issues. All issues for formal negotiations by the Board of Education and the CVFT shall be submitted in writing at the first formal negotiation meeting. No additional issues shall be submitted by either party following the designated meeting, unless agreed to by both parties.
- I. Proposals shall, in form and detail, specify that to which agreement is sought. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.
- J. Meetings. The parties shall meet at places and times agreed upon at the beginning of the prior meeting. Length of meetings, as well as times and places of the meetings, as well as times and places of the following meetings shall be agreed upon at the beginning of each session.
- K. Bargaining Meetings shall be closed to the press and public.
- L. Caucus. Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time within which to caucus in privacy.
- M. Progress Reports. During negotiations, interim reports may be made to the CVFT by its representatives and to the Board by its representatives. Each party will be responsible for requesting that the information from such reports be regarded as only proposals and shall be confidential information with the organization concerned.
- N. Minutes of Meetings shall be kept by each party if it deems necessary and only in such form and detail as they may determine advisable.
- O. News Releases. During the negotiation process, only mutual statements will be issued to the media, jointly signed by the spokesperson for the Board of Education and CVFT so long as good faith bargaining is in progress.
- P. Item Agreements. As negotiated items ("articles") are agreed upon, they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties on that item or issue ("article"), subject to finalization by ratification by the Membership of the CVFT and adoption by the Board.
- Q. Tentative Agreement may be brought back to the table when it is believed that it will result in progress toward developing a final package. Each tentative agreement brought back to the table shall be discussed.
- R. Agreement. When an agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the CVFT for ratification and the Board for approval.

S. Resolving Differences (impasse procedures):

1. Federal Mediation and Conciliation Services:

- a. Following the 30th calendar day from the first meeting, in the event an agreement is not reached by negotiations, either party may choose the option of declaring impasse and shall cause unresolved issues to be submitted to mediation.
- b. The Federal Mediation and Conciliation Services will be utilized, and mediation will conform to their rules and guidelines. In the event that the services of a federal mediator cannot be provided, the mediator shall be selected by the alternate strike method from a list of nine (9) proposed mediators from the American Arbitration Association. In the event any costs are involved by the FMCS or AAA, such costs shall be borne equally by the Board and the CVFT.
- c. The mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties, but (s)he shall have no authority to create binding agreements on either party. These provisions are in lieu of mediation and fact finding along with the timelines specified under the provisions of the State Employee Relations Board and the Ohio Revised Code.

ARTICLE 3

MANAGEMENT RIGHTS

- A. The CVFT recognizes the Board as the locally elected body legally responsible for the management of policies for public education in the school district, and that the Board retains all of those rights of management as set forth in the laws and constitution of the State of Ohio including ORC §4117.08 which rights may be exercised consistent with the foregoing subject to the limitations as may be set forth in this Agreement.

ARTICLE 4

RECOGNITION

- A. The Cuyahoga Valley Career Center Board of Education (hereinafter referred to as the "Board") recognizes the Cuyahoga Valley Federation of Teachers, OFT-AFT, AFL-CIO (hereinafter referred to as the "CVFT") as the sole and exclusive representative and bargaining agent for all certified personnel, which shall be defined to include daytime classroom teachers, guidance counselors, daytime certified instructional support staff positions of media specialists and evaluators (provided, however, such media specialists be hired on or after July 1, 1997), hereinafter referred to as "Members", but not including personnel excluded by ORC §4117, post-secondary personnel, and other current management positions. The CVFT shall have those rights as are afforded employee organizations by ORC §4117 including the right to negotiate agreements concerning wages, hours, fringe benefits, and conditions of employment.
- B. Challenge to CVFT as bargaining agent shall be according to ORC §4117.07.

- C. At the commencement of negotiations, the CVFT shall be required to provide satisfactory evidence that it in fact represents a majority of the employees in the bargaining unit.
- D. Both parties agree that all Members of the bargaining unit have the right to join, participate in, and assist the employee organization, and the right to refrain from such without intimidation or coercion.

ARTICLE 5

CVFT PRIVILEGES

- A. CVFT shall be permitted the use of reasonable space on the faculty bulletin board and teacher mailboxes, and it shall be used only for the posting of official notice of, or results of official business, activities, and meetings of CVFT.
- B. CVFT shall have the privilege, without charge, of holding membership meetings after school hours, on school property in accordance with established procedures for building utilization requests. The time and location of the building utilization request shall not interfere with normal or other scheduled use.
- C. The CVFT President will be provided copies of the agenda of official Board meetings within a reasonable time, but not later than forty-eight (48) hours prior to such meeting, and a copy will be posted on the faculty bulletin board.
- D. The CVFT President will receive a copy of any documents made available to the public at 3:00 p.m. on the day of each Regular or Special Board of Education Meeting.
- E. Professional days for OFT convention of two (2) days will be granted to two (2) CVFT officers or designees. The Board will not incur any expense in connection with this provision other than the cost of needed substitutes.
- F. A Member has the right to request union representation in a disciplinary meeting.

ARTICLE 6

FAIR SHARE FEE

- A. The CVFT recognizes its obligation to fairly and equitably represent all employees whether or not they are members of the CVFT. The Board and the CVFT agree that there will be a fair share fee provision in accordance with ORC §4117.09 (C) except that the provisions of this Article shall not apply to those teachers who as of March 18, 1997 were not members of the CVFT.
- B. The notice of the amount of annual fair share fee, which in no event shall exceed 100% of the dues of the CVFT, shall be transmitted by the CVFT to the Treasurer by October 5 of each year during the term of this agreement for the purpose of determining the amounts to be payroll-deducted. The CVFT shall also transmit to the Treasurer by October 5; the names of the employees who have elected not to join the CVFT (those paying the fair share fee). The Treasurer will deduct the fair share fee from the paychecks of employees who elect not to join the CVFT beginning with the first paycheck in December. The annual fair share fee amount shall be deducted in substantially equal payments for the remainder of the paychecks for that school year.

- C. The Treasurer shall inform the CVFT when there is a newly hired teacher after the school year begins within five (5) calendar days of the teacher being hired. If the teacher elects not to join the CVFT, then the CVFT shall inform the Treasurer of that within thirty (30) days of that teacher's date of hire and shall also inform the Treasurer as to that teacher's annual fair share fee. Payroll deductions, in substantially equal amounts, shall commence on the first pay date after the later of sixty (60) days of employment or the first paycheck in November.
- D. It shall be the responsibility of the CVFT to prescribe an internal procedure to determine a rebate for non-members, which conforms to the provisions of ORC §4117.09(C). No teacher is required to become a member of CVFT.
- E. The CVFT on behalf of itself, the OFT, AFT, and any and all other parent or affiliated organizations, agrees to indemnify, defend and hold harmless the Board, its designees, the Superintendent and Treasurer from any and all claims or for any cost or liability incurred as a result of the implementation and enforcement of this provision.

ARTICLE 7

NO STRIKE

- A. For the duration of this agreement, no Member of the bargaining unit shall withhold services, or engage in any strike, slowdown, or interruption of normal school activities.

ARTICLE 8

SAVINGS CLAUSE

- A. If any provision of this agreement, or the application of any provision, shall be rendered or declared invalid, unlawful, or not enforceable by the State Employee Relations Board (SERB) or by court action, then such provision shall not be applicable, performed, or enforced, but all remaining parts of the agreement shall remain in full force and effect for the term of this agreement.

ARTICLE 9

WAIVER

- A. It is agreed that negotiations will not be reopened on any items during the life of this agreement, except upon the mutual consent of the parties.
- B. The express provisions of this agreement for its duration constitute the complete and total understanding between the parties with respect to the matters contained herein and shall be binding upon the parties unless changed by mutual agreement or determined to be contrary to law. All prior negotiated agreements not contained herein shall not be binding upon the parties to this agreement.

ARTICLE 10

PROOFREADING FINAL AGREEMENT

- A. Representatives of the CVFT and Board will have no less than five (5) business days to proofread the agreement after final typing. Any errors, typographical errors, omissions, or other such "differences" between what the negotiation teams discussed and reached a tentative agreement on, shall be communicated in writing to the Superintendent and the CVFT President for appropriate revision prior to Board adoption.
- B. This provision for proofreading shall not alter the content of the final document as ratified by the CVFT and as approved by the Board of Education. The intent here is to provide for the opportunity for correction, not the opportunity for renegotiation.

ARTICLE 11

BOARD POLICY MANUAL

- A. One (1) copy of adopted Board policies shall be provided to the CVFT President. The Policy Manual, as well as any Policy updates, will be provided to all members of the bargaining unit via the Internet or other electronic means.
- B. All policy manuals distributed will remain the property of the Board and will be considered "on loan" to anyone, or any organization, in whose possession they might be at any time.

ARTICLE 12

ADDITIONAL COMPENSATION

- A. Curriculum Development. Each appropriate Member of the bargaining unit shall develop or revise his/her course of study once every five (5) years. This will be done on a rotating basis with the appropriate Members of the bargaining unit working on the task each year. The Member shall receive the sum of one hundred fifty dollars (\$150.00) for each quarter of the course of study model being developed or revised. When multiple instructors are involved with a course of study, the task shall be offered first to the group of instructors involved. If the instructors elect not to work as a group, the task shall be offered to the instructor with most seniority at Cuyahoga Valley Career Center. If declined, the administration may assign the task to any member involved with the course of study. When more than one Member is involved in the task, the sum shall be divided equally among the Members involved. Members will submit the course of study on a computer disk or in such other format as may be prescribed by the curriculum department. The curriculum department will put the course of study in the proper final format. Those on the rotation will be notified in January and their work must be completed on or before December 31 of that calendar year. The Member will be paid upon the acceptance of the course of study by the Board.
- B. Summer Work / School Task. Bargaining unit Members will have an opportunity to apply for summer work above and beyond the regular teaching year for activities that include, but are not limited to lab preparation, inventory, ordering and receiving supplies, coordination of the department or program and facility maintenance. The purpose is not to include the instruction/teaching/evaluation of students. Those approved will be compensated at the rate of .0006 times the BA, Step 0 per hour for a maximum of six (6)

hours per day. If a Member has exhausted all professional growth days except those to be determined or directed by the Superintendent/designee, as outlined in Section D of this Article, he/she will be entitled to use Summer Work / School Task funds for the purposes of professional development for program certification. In all circumstances, the maximum number of hours each Member may be compensated in this Section will be no greater than thirty (30).

C. Extended Service. In addition to the one hundred eighty-five (185) days of the regular teaching year, Members of the bargaining unit will have the opportunity to perform extended service days if requested by the Superintendent. The standard extended service contract will be as approved by the Superintendent or designee and as listed below:

- | | | |
|----|------------------------------|---|
| 1. | <u>Classification</u> | <u>Extended Service</u> |
| | Career Based Intervention | One (1) extended day per student up to a maximum of twenty (20) days |
| | Job Training | Up to ten (10) extended days |
| | Transition-to-Work | Up to five (5) extended days |
| | Transition Coordinator | Up to ten (10) extended days |
| | School Counselor/Recruitment | Up to ten (10) extended days |
| | Internship/Apprenticeship | One (1) day for every six (6) students up to a maximum of eight (8) days per chart below: |

# Students	# Days	# Students	# Days
1 to 6	1	25 to 30	5
7 to 12	2	31 to 36	6
13 to 18	3	37 to 42	7
19 to 24	4	43 to 48	8

2. Use and Payment for Extended Service Days. All extended service will be paid at the daily rate of the Member's base rate for that contract year. Extended service days are to be used on non-school days with the exception of circumstances, which require student conferences, IEP meetings and student job site visits. These events must take place at a minimum of fifteen (15) minutes after the member's scheduled work day in one-hour increments. Career Technical Teachers with workload can begin these events a minimum of sixty (60) minutes after their scheduled work day. Time sheets must be submitted once the Member accrues a full days' pay. When extended service days are used on a school day, the Member must submit a detailed log listing what activities he/she accomplished during the regular work day and an explanation of the reason for the use of extended service time on the school day. Time sheets and logs shall be turned into the immediate supervisor prior to payment. In determining the number of extended service days for Cooperative Business Education and Internships, the student participation will be determined on June 15th.

3. Comp Time.

- a. Career Assessment Members shall be entitled to comp time during the one hundred eighty (180) scheduled school days for up to five (5) days necessary to conduct summer student testing and other activities approved by the Superintendent or designee.

- b. VOSE Members shall be entitled to comp time during the one hundred eighty (180) scheduled school days for up to five (5) days necessary to conduct summer student conferences, IEP meetings, student job visits and other activities approved by the Superintendent or designee. On scheduled workdays, these events must take place after 4:30 p.m. in one-hour increments.

D. Professional Growth Days. In addition to the one hundred and eighty-five (185) days of the regular teaching year, Members of the bargaining unit will have the opportunity to work additional days for professional growth and student recruitment, to be paid at the daily rate of the Member's base rate for that contract year pursuant to the following guidelines:

1. A Member whose most recent evaluation rating is "developing" or better may submit a written request for additional days for professional growth and student recruitment. The request shall be submitted at least four (4) weeks in advance of the requested day(s).
2. Each year the Members of the bargaining unit shall have the opportunity to receive up to five (5) professional growth days for activities leading to professional development. The Superintendent or designee will determine and direct the activities for all of the days utilized by Members new to the district and shall determine and direct the activities for one (1) of the days for all other Members. Members new to the District are those Members who are in the first year of teaching at Cuyahoga Valley Career Center.
3. Members shall apply for professional growth days on the approved form. The plan must be approved by the Superintendent or designee. If rejected, the plan may be modified and resubmitted by the Member for reconsideration.
4. Members may utilize professional growth days in hourly increments equal to six (6) hours (6 hours = 1 day). Members will submit a timesheet after six (6) hours have been accrued. Members can only earn one (1) professional growth day in a calendar day.

E. Workload. A planning period(s) within the regularly scheduled school day shall be provided to teachers. Vocational block instructors teaching two (2) three (3)-hour block classes shall be provided at least one (1) forty-five (45) minute planning period through the provision of an infused academic instructor during the block period(s). In cases where such planning period(s) is/are not provided, the instructor will be paid workload pay. (See Table.)

1. Professional staff identified in the side letter of September 24, 1996 shall retain workload pay through their tenure at Cuyahoga Valley Career Center.
2. Those persons who received workload pay for at least two (2) prior consecutive years and had initial contracts, with supplemental workload contracts issued prior to August 1, 2002 shall retain workload pay, except where instructional realignments take place involving the addition of the infused academic period(s) into the vocational block. In such cases, the workload pay will be phased out/stepped down in such a manner, which will result in earnings not less than those paid in the Member's previous school year (earnings defined as base salary plus workload pay). The administration may assign the teacher to another regular duty during the planning period with retention of the workload pay consistent with ORC §3319.01.

3. Supplemental workload contracts shall provide specific language relative to planning period(s) and workload pay. All supplemental contracts for workload pay shall specify whether the workload pay is for a full year or a partial year and set forth the amount of the workload pay. If a supplemental workload contract is issued for a partial year, the period of time the workload will be in effect shall be stated and the amount of the workload pay shall be prorated accordingly. No Member shall be entitled to workload pay during any contract year unless the Member has executed a supplemental workload contract issued by the Board for that contract year.

Those Members assigned by the Superintendent to teach six (6) or more clock hours per classroom instructional day, without a planning period, shall receive additional compensation at the rate of thirteen percent (13%) of the Member's salary with a minimum payment of seven thousand two hundred dollars (\$7,200.00) and a maximum payment of eight thousand seven hundred dollars (\$8,700.00).

- F. Student Activities. A Member may receive up to five (5) days' pay for the time used in student activities where his/her student is an active participant such as:
1. Student Competition (local, district, state and national). An additional two (2) days may be granted if necessary for participation at the national level.
 2. Non-school day field trips.
 3. Leadership camps.
 4. Other student activities provided the Member receives advance approval by the Superintendent.

The days shall be for activities on non-school days except that the instructors may be compensated for hours incurred outside the regular school day for contests which take place on regularly scheduled days of work but outside the regular school day. Notwithstanding the limitation of days as set forth above, the CTSO Coordinator may receive up to a maximum of the (10) days for summer camp, contests and officer training. Compensation will be at the per diem rate as calculated from Step 0, Column D, of the salary schedule.

- G. Principal's Liaison. The purpose of the liaison group is to collectively plan and meet with the high school principal and liaison members. The liaison group will disseminate and collect information, and secure members' input to help facilitate an efficient decision-making process. There will be no more than nine (9) teacher members representing school-identified career fields, which will be determined by the high school principal and CVFT President. When multiple instructors are included in a career field, the position will first be offered to the instructor with the most seniority at Cuyahoga Valley Career Center. If declined, then instructors within each career field will elect the liaison. The pay for this position will be based on a standard thirty (30)-hour time commitment (not to be increased or decreased) times the prevailing summer work hourly pay rate.
- H. Resident Educator Program. This article will adhere to the requirements of the OAC 3301-24-04: Teacher Residency.

1. Definitions
 - a. Lead Instructor – a Member of the bargaining unit who voluntarily applies and is selected to provide professional support to an individual within the first four (4) years of employment working under a resident educator license or alternative resident educator license.
 - b. Resident Educator – a Member of the bargaining unit in the first four (4) years of employment working under a resident educator license or alternative resident educator license.
2. Lead Instructor Application
 - a. Any Member of the bargaining unit who meets the selection criteria established in Section 3 below and wishes to be part of the Lead Instructor pool shall make his/her interest known to the Superintendent or designee in writing.
3. Criteria for Lead Instructor
 - a. Lead Instructor must meet the following criteria:
 - 1) The applicant must have a minimum of five (5) consecutive years of teaching experience.
 - 2) The applicant must hold a valid 5-year professional license or 2-year provisional license that has been renewed two (2) or more times and should currently be teaching in the same area of certification as the Resident Educator where possible. If such an applicant is not available, this criteria will be waived so that the Resident Educator will have a Lead Instructor who meets the other criteria listed in this section.
 - 3) The applicant must have completed state required mentor training. The District will pay all training fees for mentors to receive state required mentor training.
 - 4) The applicant must have the ability to maintain confidentiality.
4. Lead Instructor Responsibilities
 - a. The Lead Instructor, in collaboration with the Resident Educator, shall follow the program of professional support for the Resident Educator as legislated by OAC 3301-24-04 and established by ODE guidelines.
5. Restrictions
 - a. The program of professional support developed between the Lead Instructor and Resident Educator shall not be utilized as part of the evaluation process of the Resident Educator.
 - b. No Lead Instructor shall participate in any informal or formal evaluation of a Resident Educator, nor make, or be requested or directed to make, any

recommendation regarding the continued employment of a Resident Educator.

- c. All interaction, written or oral, between the Lead Instructor and Resident Educator shall be confidential. Any violation of confidentiality by the Lead Instructor shall constitute grounds for immediate removal from the Lead Instructor role.
- d. Unless mutually agreed upon, no Lead Instructor shall be assigned to more than one (1) Resident Educator at any time during the school year.
- e. A Lead Instructor may be assigned to a cohort of Resident Educators in years two (2), three (3), or four (4) of the program.

6. Compensation

- a. The Lead Instructor shall be paid a stipend of .0006 of the BA-0 Base Salary to a maximum of fifteen (15) hours.
- b. If the assignment does not last the entire year, compensation will be prorated for the year.

7. Resident Educator Coordinator (REC)

- a. The REC, if any, will be appointed by the Superintendent or designee.
- b. The REC will work with administration to secure Lead Instructors for the program and assign Lead Instructors to Resident Educators. The REC will also provide assistance to mentors and shall be the cohort for Resident Educators within their second, third and fourth year of the program.
- c. The REC will not have a formative evaluation role and shall not participate in the evaluation of any Resident Educator.
- d. The REC will not be requested to make any recommendation regarding the continued employment of the Resident Educator.
- e. The REC will be reimbursed for mileage for necessary travel between school buildings.
- f. The REC will receive compensation of thirty (30) hours at one hundred twenty percent (120%) of the Summer Work Rate (.0006 of the BA-0 Base Salary).
- g. Resident Educators will be compensated as follows:
 - 1) New Teachers – thirty (30) hours at the Summer Work Rate (.0006 of the BA-0 Base Salary)
 - 2) Experienced Teachers – eight (8) hours at the Summer Work Rate (.0006 of the BA-0 Base Salary).

I. Career Technical Teacher Mentorship.

1. Definitions

- a. Lead Teacher – a Member of the bargaining unit who voluntarily applies and is selected to provide professional support to a newly hired Career Technical Teacher until the Career Technical Teacher earns the five (5)-year professional license.
- b. Mentee – a newly hired Member of the bargaining unit as a Career Technical Teacher who is licensed under less than a five (5)-year professional license.

2. Lead Teacher Responsibilities

- a. The Lead Teacher will follow the mentorship program outlined by Administration and the Lead Teacher.

3. Compensation

- a. The Lead Teacher shall be paid a stipend of .0006 of the BA-0 Base Salary to a maximum of fifteen (15) hours.
- b. If the assignment does not last the entire year, compensation will be prorated for the year.
- c. The Mentee shall be compensated as follows:
 - 1) First year – thirty (30) hours at the Summer Work Rate (.0006 of the BA-0 Base Salary)
 - 2) Sequential years – eight (8) hours at the Summer Work Rate (.0006 of the BA-0 Base Salary)
 - 3) The mentorship will end at the completion of the school year in which the Mentee obtains a five (5)-year professional license.

J. Other Supplementals. The Superintendent may approve additional supplemental contracts for high school activities at his/her discretion to be paid at an appropriate rate.

Adult Education contracts are outside the scope of this collective bargaining agreement and shall not be deemed to be supplemental contracts or additional compensation.

K. Accountability.

- 1. Report Card(s) & End-of-Course State Exams. Members shall be eligible for only one (1) of the following test score incentives:
 - a. All Career and Technical Instructors shall receive two hundred fifty dollars (\$250.00) when the “Achievement-Technical Skill Attainment” score on the state-developed District Report card has a letter grade of “A” on the State Report Card.

- b. End-of-Course State Exams (EOC). All academic and other instructors who directly remediate students for the EOC will be eligible for two hundred fifty dollars (\$250.00) if eighty percent (80%) of the students they service earn a three (3) or better on all EOC by June 1st.
 - c. All academic and other instructors who directly instruct or remediate students in core academic areas shall receive two hundred fifty dollars (\$250.00) when the "Achievement-Academic Attainment" (English Language Arts and Mathematics) average score on the Perkins Performance Report is ninety-five percent (95%) or better.
 - 2. Positive Post Program Placement. If the District meets the standard of ninety-six percent (96%) for positive post program placement, each Member will receive two hundred twenty-five dollars (\$225.00).
 - 3. Retention. If the District retains seventy percent (70%) of its students from the Junior to Senior years as measured in October of the respective years, then each Member will receive one hundred twenty-five dollars (\$125.00).
 - 4. Payment of Stipends. The stipends set forth above shall be paid by the first pay day in July or two (2) weeks after the information to calculate the sum becomes available, whichever is later.
- L. Local Professional Development Committee (LPDC) Member Compensation. All Members of the LPDC committee shall be compensated as follows:
 - 1. Chairperson: Up to three percent (3%) of the base, Step 0, Column A at an hourly rate calculated to be .0009 times Step 0, Column A of the Teachers' Salary Schedule. The compensation shall be calculated based upon the number of hours of work and shall not exceed the designated amount. The Chairperson's responsibilities are specified in Board policy. It is recognized that the Chairperson's work shall include any or all of the following: presentations to Federation membership, filing of reports, approval of committee member timesheets, and other duties as specified in Board policy.
 - 2. Remaining Members: Up to two percent (2%) of the base, Step 0, Column A at an hourly rate calculated to be .0007 times Step 0, Column A of the Teachers' Salary Schedule. This is also at an hourly rate not to exceed the amount specified.
 - 3. Additional PDU Credits: PDU's would be granted on an hourly basis with the Member completing and submitting a timesheet. Substantiating the hours completed toward said credits, time spent in actual LPDC meetings, in addition to time spent in preparation for the meetings would be included.

It is understood that the Chairperson will assume the responsibility for submitting quarterly the timesheets for the hours that the committee worked.
- M. Single period substitute pay. Bargaining unit Members who may substitute for a single period shall be paid at the rate of fifteen dollars (\$15.00) for each forty-five (45)-minute period. The Treasurer shall pay the Member for his or her accumulated single period substitute pay semi-annually; with the first payroll of December and the second payroll of June.

- N. Longevity. With the first pay in January, members with continuous years of service at CVCC shall be paid a sum as follows:

10 - 14 years	\$400.00
15 - 19 years	\$500.00
20 + years	\$600.00

- O. Catering. A supplemental contract will be offered for catering to a qualified person in the Hospitality and Tourism Department. The pay will be .0006 times Step 0, Column A per hour. There will be no more than four (4) district events that will be mandatory for this supplemental. Any other events will be voluntary and be paid at the same rate as above. This pay will apply to any hours worked outside the school day. If no qualified Member accepts this supplemental, the Board may assign it to a person outside the bargaining unit.

ARTICLE 13

DUTY-FREE LUNCH PERIOD

- A. Each teacher shall have a forty-five (45) minute duty-free lunch period each day. All staffing for educational programs and services is of primary importance. Appropriate attention will be given to providing the lunch period toward the middle of the day. The lunch period shall be a continuous forty-five (45) minutes except that academic teachers may be required by the Superintendent or designee to split the period in order to meet staffing needs provided that one (1) of the periods is no less than thirty (30) minutes.

ARTICLE 14

EVALUATION

- A. Purpose. The purpose of evaluation is to: 1) improve the quality of instruction students receive, 2) improve student learning, 3) strengthen professional competence, and 4) inform employment decisions (retention, promotion, and removal of poorly performing teachers). This evaluation section shall replace ORC §3319.111 in the implementation of ORC §3319.11, or any provision of this contract adopting, modifying or replacing ORC §3319.11.
- B. Procedure. A committee will develop a handbook for teachers and administrators to use as a guideline for OTES evaluations. The final handbook will be mutually agreed to by the parties. The handbook will not be considered a part of an agreement.
- C. Orientation. The supervisor must provide an orientation to all new teachers under his/her supervision, prior to any evaluation, but will provide an orientation to other teachers only when a new evaluation instrument has been developed.
- D. Lesson Plans. All new teachers to the district will be required, during their initial year at Cuyahoga Valley Career Center, to submit daily lesson plans to their immediate supervisor on a weekly basis. Lessons will be reviewed and suggestions for improvement will be made if necessary. After the initial year, teachers shall submit daily lesson plans as directed by their immediate supervisor except that tenured teachers shall not be required to submit daily lesson plans but will have them available upon request as directed by the tenured teacher's immediate supervisor.

- E. Evaluation Instrument. Upon request of either party, the evaluation instrument will be reviewed by a Joint Federation/Management Committee to make recommendations to the Superintendent.
- F. Basis of Evaluation. Evaluations shall be based on classroom activities, student supervision, and the other criteria identified in the evaluation instrument. Formal classroom evaluations shall be conducted in the open and with full knowledge of the teacher concerned. Without prior notification, no form of electronic device may be used. Formal classroom observations may not be conducted in conjunction with a holiday or on the day after or before it.
- G. Observation. All written comments must be provided to the teacher within ten (10) working days following a formal observation. Observations may be used to provide a guide for teacher improvement and correction of any deficiency. All teachers shall acknowledge the observation by signing it. The signature of the teacher means that the observation has been reviewed by the teacher and evaluator. It does not imply agreement with any, all or part of the observation.
- H. Evaluation. All teachers shall acknowledge the evaluation by signing it both electronically and on the final paper copy. The signature of the teacher means that the evaluation has been reviewed by the teacher and evaluator. It does not imply agreement with any, all, or part of the evaluation. A teacher may file a rebuttal, both electronically and on the final paper copy, to an evaluation and have it attached to it, prior to it being placed in the teacher's personnel file. A supervisor with a rebuttal shall have copies of same delivered to the Superintendent. The contents of the evaluation are not grievable.
- I. Non-renewal of a limited teaching contract shall be pursuant to the provisions of ORC §3319.11. A non-renewal recommendation shall require the execution of at least three (3) thirty (30) minute observations.
- J. Implementation of state-required modifications to teacher evaluation procedures. In compliance with recent modifications implemented by the General Assembly including amendments to ORC §3319.111 and §3319.112, the parties established an Evaluation Committee composed of three (3) administrators selected by the Superintendent and three (3) teachers selected by the Union for the purpose of making recommendations to the Board of Education with respect to the adoption of a standards-based teacher evaluation policy that conforms with the framework for evaluation of teachers developed under ORC §3319.112 ("the Evaluation Policy").
Should the Evaluation Committee decide to have teacher(s) trained pursuant to the Ohio Department of Education OTES Program, they shall be granted release time and the Union shall pay for the cost of the substitute required by the teacher's absence. The Teacher members of the Evaluation Committee shall be granted release time for Evaluation Committee meetings that occur during the regular school day.

The Evaluation Policy adopted by the Board of Education shall apply to all classroom teachers who instruct students at least fifty percent (50%) of the school day.

School counselors will follow the OSCES evaluation procedures. Any changes in OSCES mandated by either the Ohio Department of Education and/or state statute shall be addressed through the Evaluation Committee.

ARTICLE 15

PRIVATE VEHICLE USE

- A. While no Member of the bargaining unit will be required to transport any student in his/her privately owned vehicle (unless included in the Member's job description), Members who volunteer to transport students in the Members' privately owned vehicles shall receive mileage reimbursement as set forth in Section B of this Article with the prior approval of the Superintendent or his/her designee. In the event that transportation of students is required/necessary, total amount of mileage will be reimbursed, with prior administrative approval of the Superintendent or his/her designee.
- B. While a Member is on official school business in the Member's privately owned vehicle he/she shall receive the IRS mileage rate in effect at that time. Official mileage will be from the Cuyahoga Valley Career Center. The total amount of mileage will be reimbursed following the completion of the required forms for such travel.
- C. The Board shall maintain a vehicle insurance policy for "employer's non-owned automobile liability insurance" in the amounts established by the Board and as available, as excess insurance in the event of an accident while a Member of the bargaining unit is transporting student(s) on official and approved school business, although nothing can relieve the primary responsibility of the Member driver in the event of an accident. Members are directed to Board Policy No. 8660 and/or the Manager of Facilities and Operations for further information and the procedures to be followed.

ARTICLE 16

LABOR MANAGEMENT COMMITTEE

- A. The Board and the CVFT desiring to foster better day-to day communications, and to achieve and maintain a mutually beneficial relationship through the use of a continuing communications program to effectively maintain stable labor-management relations and avoid controversies, do hereby establish a Labor Management Committee hereinafter referred to as the "LMC".
- B. The purpose of the LMC is to discuss, explore and study issues of concern referred to it by the parties to this Agreement. The LMC, by mutual agreement, shall be authorized to make recommendations on those issues of concern that have been discussed, explored and studied.
- C. The initial makeup of the LMC will be the Superintendent of the CVCC and two (2) other members of his/her choosing, the President of the CVFT and two (2) other CVFT members of his/her choosing. The number of members may be higher, if the LMC decides to expand.
- D. The LMC will meet quarterly or more often if necessary. If there are no issues of concern to be discussed the quarterly meetings may be cancelled. Prior to each meeting the CVFT President and the Superintendent shall meet to set the issues of concern agenda which will be sent out to the other committee members prior to the meeting. Neither party may veto the other party's issues.
- E. The LMC will decide on its own ground rules and methods of operation. This could also include going through training provided by FMCS on these matters.

ARTICLE 17

GRIEVANCE PROCEDURES

A. DEFINITIONS

1. Grievance - is an alleged violation of, misinterpretation of, or misapplication of the terms of this contract.
2. Grievant - shall be an individual Member of the bargaining unit or the Federation acting on its own behalf or on behalf of the Members of the bargaining unit.
3. Days - shall mean calendar days exclusive of recognized legal holidays.
4. Rights of Grievant - The lodging and resolving of grievances shall be the right of each Member of the bargaining unit and the Federation acting on its own-behalf or on the behalf of Members of the bargaining unit. However, the resolution of any grievance shall not be inconsistent with the terms of this Contract.
5. Supervisor - shall include the Member's immediate supervisor as well as a designee in the immediate supervisor's absence.

B. PROCEDURE

1. Informal Step. If an employee believes there is a basis for a grievance, the employee is encouraged to first discuss the matter with the immediate supervisor or other involved administrator in an effort to resolve the problem informally.
2. Step I. A grievant shall file a written grievance (Appendix B), clearly setting forth all reasons for the grievance, with his/her immediate supervisor within twenty (20) days following the act or condition which is the basis for the grievance; provided, however, that this time limit shall be extended to thirty (30) days if the aforesaid twenty (20)-day period included within it fewer than seven (7) regularly scheduled work days. The supervisor shall, within seven (7) regularly scheduled work days following the filing of the written grievance, deliver to the grievant and the Grievance Representative a completed grievance decision form (Appendix B-1) on which he/she shall have clearly set forth the reason for his/her decision. If the grievant is not satisfied with the disposition of the grievance at Step I, he/she may, within seven (7) days of receiving the Step I answer, proceed to Step II.
3. Step II. If the action taken by the supervisor does not resolve the grievance to the satisfaction of the grievant he/she may appeal, in writing (Appendix B), to the Superintendent. A hearing shall be conducted by the Superintendent within seven (7) days after receipt of the appeal. The Superintendent shall, within seven (7) days following the hearing, deliver to the grievant and the Federation Grievance Representative a completed Grievance Decision Form (Appendix B-1) on which he/she shall have clearly set forth the reason(s) for his/her decision.
4. Step III.
 - a. If the Grievant is not satisfied with the disposition of the grievance at Step II he/she may request the Federation to demand a hearing before an arbitrator.

- b. The Federation shall file such demand with the Superintendent within fifteen (15) days after receipt of the written disposition at Step II.
- c. The arbitrator shall be selected pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- d. The Arbitration level of the grievance procedure shall be conducted pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- e. The cost of the arbitrator shall be borne both equally.
- f. The decision of the arbitrator shall be rendered as promptly as possible and shall be binding on all of the parties. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any terms of the Contract.

C. MISCELLANEOUS

- 1. Failure of Administrator to Respond. Should the appropriate administrator fail to act within the prescribed time limitation, the grievance will move to the next level.
- 2. Failure of Grievant to Respond. Should the grievant fail to act within the prescribed time limitation, the grievance will move to the next level.
- 3. Grievant's Right to Representation. The grievant shall have the right to have a representative present at all conferences/hearings, above the informal level, which are part of this procedure.
- 4. Federation's Right to Representation. The Federation shall have the right to have a representative present at all conference/hearings. Said Federation Representative shall be allowed to speak for the Federation regarding the grievance and any proposed resolution of the grievance.
- 5. Confidentiality of Grievance Files. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file or included in any other record pertaining to the individual grievant.

ARTICLE 18

JOB DESCRIPTIONS

- A. Each Member of the bargaining unit employed in the particular certification shall receive a copy of changes in his/her job description prior to June 1 for the following school term. Any changes in the job description between June 1 and the beginning of the next school year can only occur upon the occurrence of a resignation or a vacancy.
- B. Each newly hired regular Member shall receive a copy of the job description for his/her certification.
- C. The CVFT President shall receive a copy of all job descriptions for bargaining unit Members.

- D. In the event a bargaining unit Member has reason(s) to believe that the contents of his/her job description should be revised, he/she shall present such reason(s) to the immediate supervisor. Such reason(s) should be in writing along with a draft of recommended changes in the job description. The supervisor shall consider such reason(s) and change(s) and shall respond to the bargaining unit Member. In the event the bargaining unit Member is not satisfied with the immediate supervisor's response, he/she may present such proposed revisions to the Superintendent or designee.

ARTICLE 19

PARKING

- A. The school district shall provide parking facilities accessible to the school to accommodate the parking of the privately owned vehicles of the Members.

ARTICLE 20

ACCESS TO PERSONNEL FILE

- A. All materials placed in a Member's personnel file after initial employment, other than confidential letters of reference, shall be available for inspection by that Member during regular business hours.
- B. If possible, said file inspection shall take place within one (1) day of the request to the Superintendent, but no later than five (5) days, excluding Saturdays, Sundays and holidays, of the request, unless mutually extended by the Superintendent or his/her designee and the Member.
- C. Any Member who elects to review material in his/her file may be accompanied by a representative of his/her choice.
- D. All material placed in a Member's personnel file shall be dated.
- E. The initialing and/or signing of any material by the Member, including any and all observation and evaluation forms, is merely an acknowledgment of having seen the material and does not necessarily indicate agreement or disagreement.
- F. No material shall be placed in the Member's file that comes from an anonymous source.
- G. Parental complaints shall not become a part of the official personnel file or be used in disciplinary decisions unless shared with the Member.
- H. If a document, in the judgment of the Superintendent, is considered to be accurate and reliable, Members shall be provided with copies of any adverse materials within ten (10) days after receipt and before placement in the file. The Member shall have the opportunity to reply in writing to the adverse material within ten (10) days after receipt of a copy of such material and the reply shall be placed in the file along with the adverse material.
- I. Member personnel files shall be used only to the extent that they are required for the operation of the district, its program and stated purposes. Documents in the file or copies thereof shall not be released except (1) Members of the Board (2) any person having the written permission of the Member (3) as required by subpoena or judicial order (4) by

application of any law relating to access of public records including, but not limited to ORC §149.43.

ARTICLE 21

STUDENT MISCONDUCT-TEACHING DUTIES

- A. The Board of Education and the CVFT agree that the adjustment of behavior problems is the joint responsibility of teachers and administrators. While administrators and teachers share joint responsibility for handling student discipline, teachers should initiate the process through classroom management in accordance with Board Policy. Administrators shall act with reasonable dispatch to render assistance to the teacher in resolving behavior problems.

ARTICLE 22

TEACHER ASSIGNMENT

- A. If, after July 10, a teacher has not received notice of his/her instructional assignment or his/her instructional assignment is changed without his/her consent for the forthcoming school year, the teacher shall have the right to resign his/her employment. If a change in instructional assignment made after July 10 is accepted by a teacher and two (2) or more teachers with the same certification have the same course assignment, the teacher with the most seniority in the district will be consulted as to his/her preference prior to making the assignment.
- B. Teachers hired on or after July 1, 1996 and not teaching at least six (6) or more instructional classroom hours per day in a skill training classroom course that is daily taught in two (2) three (3)-hour segments and results in three hours of credit towards graduation may be required to teach in locations other than the main campus. Any other teacher may agree to teach in locations other than the main campus.
- C. New or existing course can be delivered through remote learning.
1. When a new Career Technical Program or course is offered and the curriculum is of the nature that it is flexible enough to be taught outside a traditional laboratory and classroom space, the program may be designed to be delivered through remote learning. The posting for the teaching position will specify the requirement of the remote learning and the course schedule time expectations.
 2. An existing course may be taught through remote learning with written agreement by the instructor, CVFT President, and the Superintendent.

ARTICLE 23

TEACHER DAY

- A. The normal teacher day shall be seven and one-half (7½) continuous hours (with a duty-free lunch period as provided elsewhere in this negotiated agreement). These continuous hours shall begin no earlier than 6:00 a.m. and end no later than 5:00 p.m. over the one hundred and eighty-five (185) days of the school calendar. The normal teacher day will be from 7:30 a.m. to 3:00 p.m. unless the Superintendent establishes otherwise. The

Superintendent and/or Principal may vary the teacher day for particular teachers as may be necessary or appropriate to accommodate the District's mission but that particular teacher's day shall remain seven and one-half (7½) continuous hours (with a duty-free lunch period as provided elsewhere in this negotiated agreement) and within the 6:00 a.m. to 5:00 p.m. parameter as established above.

- B. Certain school activities, teacher meetings, leadership development activities, open house, and other similar work related activities will continue to be scheduled as required, which may require the teacher's attendance before, after completion of or beyond the end of the regular work day.
- C. Parent/Teacher Conferences will be held on the Wednesday and Thursday evenings prior to the regularly scheduled teacher In-Service Day. These two (2) evenings will act as a replacement for the October In-Service.
- D. Remote Learning Teacher(s) are exempt from provisions of Article 23 (A) above. Teacher(s) instructing through remote learning will have a seven and one-half (7½) work day (with a duty-free lunch period as provided elsewhere in this negotiated agreement). The work hours may not be continuous, however, must be scheduled between the hours of 6:00 a.m. and 8:00 p.m. The schedule must be of mutual agreement between the teacher and the superintendent. Remote learning teachers will be limited to eight (8) course sections daily and 125 students.
- E. The Board will comply with Ohio law regarding the teacher work year.

ARTICLE 24

GRADING PERIODS

- A. To the extent possible, the grading periods of each school year shall be scheduled to end on a Friday with the grades due on the next working day. A CVFT representative shall participate in the initial establishment of grading period schedules with associate school district representatives.

ARTICLE 25

REDUCTION IN FORCE-TEACHERS

- A. General Reduction in Force. If, for the reasons set forth in ORC §3319.17, the Board determines it necessary to reduce the number of bargaining unit positions, the provisions of ORC §3319.17 will be used. In making any such reduction, the Board of Education shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools who shall, within each teaching field affected, give preference first to teachers on continuing contracts. The Superintendent shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations and shall use the following procedures to implement this provision:
 - 1. Prior to making a reduction in force, the Superintendent/Designee shall identify those teachers whose teaching field is affected by the need to reduce the number of teachers employed by the Board (hereinafter, "RIF Pool");

2. Next, the Superintendent/Designee shall exclude any teacher from the RIF Pool who previously attained continuing contract status within the District provided however that this requirement shall not apply where the RIF Pool contains only teachers with continuing contract status;
3. Next, the Superintendent/Designee shall review written evaluations together with any related materials (hereinafter, "Evaluations") of each teacher in the RIF Pool. This review shall consider the Evaluations completed for the most recent three (3) Evaluation Years, if available, for each teacher in the RIF Pool. An Evaluation Year shall mean all Evaluations completed within one (1) school year. Based solely upon the review of each teacher's Evaluations during the most recent three (3) Evaluations Years (if available), the Superintendent/Designee shall rank the teachers in the RIF Pool using Objective and Measureable Standards. If a teacher in the RIF Pool does not have any completed Evaluations, the teacher shall be ranked as having the lowest overall Evaluation. While developing the Objective and Measureable Standards, the Superintendent/Designee shall provide to Union representatives an opportunity to meet and discuss any draft(s) of the Objective and Measurable Standards. Any meeting occurring under this subsection shall be collaborative in nature. The Superintendent/Designee shall give due consideration to input provided by Union representatives regarding the draft(s) of the Objective and Measurable Standards. The Superintendent retains the final authority to determine the Objective and Measureable Standards.
4. Next, the Superintendent/Designee shall select for reduction in force the teacher(s) in the RIF Pool with the lowest overall Evaluations. If the Superintendent/Designee determines, after following the process in the preceding paragraph, that two (2) or more teachers in the RIF Pool have the same ranking, the Superintendent/Designee shall use seniority as the tiebreaker.
5. Prior to implementing a reduction in force, the Superintendent/Designee shall provide an opportunity to the Union President to meet, discuss and confirm the Superintendent/Designee's application of the procedures under Section A of this Article and any corresponding calculations. Also, prior to implementing the reduction in force, the Superintendent/Designee shall provide an opportunity to the Union President and the teacher(s) subject to the reduction in force to meet and discuss the reduction in force.

- B. Reduction in Force due to Elimination or Reduction of Career Technical Program or Academic Content Area. Notwithstanding the provisions of Section A, if the Board elects to eliminate a specific career technical program or academic content area for such reasons as low enrollment, reduced funding or reduced placement, then the Board may eliminate the position of the Member who was teaching that program. However, the parties agree that prior to elimination of the program, the Superintendent, or designee, and the Member will discuss the situation between themselves, and with others as may be appropriate, including the exploration of possible options. If the Board still elects to eliminate the program, the Member affected may present the issue to the Labor Management Committee for review and possible recommendation to their respective parties assuming they are able to mutually come to an agreed recommendation. Nothing herein shall be deemed to require the Board to keep a program, it being agreed that the decision of which programs to offer is a management right not subject to bargaining or negotiation.

In the event a career technical program or academic content area has two (2) or more teaching positions and less than all are to be eliminated, then those teaching positions

within the program or academic content area to be reduced will be determined pursuant to the criteria set forth in Section A.

- C. Recall. Teachers who have been laid off shall be entitled to recall for a period of two (2) years to a vacant position with the same taxonomy code as the position from which the teacher was laid off or to a position for which he or she is qualified by reason of prior, recent related instructional content experience. In the event two (2) or more persons are entitled to be recalled to the vacant position then the person with the highest Evaluation score as described in Section A above shall have the first right to recall.

A teacher's name will be removed from the recall list if (a) he or she waives his or her recall rights; (b) the teacher resigns while he or she is on layoff; (c) the teacher fails to accept recall to a vacancy within fifteen (15) calendar days of the date the notice was sent via certified mail to his or her last address on record with the Board; or (d) more than two (2) years have passed since the teacher was laid off. It shall be the responsibility of the teacher to notify the Board of any change in address.

ARTICLE 26

ASSAULT LEAVE

- A. Any Member of the bargaining unit who is absent due to physical disability or trauma directly resulting from any assault by a student or parent or other(s), which occurs in the course of Board employment while on duty either on school grounds during school hours, or where assigned to be in attendance at a school-sponsored function, shall be eligible to receive assault leave.
- B. To qualify for assault leave, the Member must:
1. Receive a physical examination or psychological evaluation and diagnosis by a physician mutually agreed upon (the Board shall pay the costs of such physical).
 2. Deliver to the Treasurer (or cause to be delivered to the Treasurer) a signed statement on forms (ADM 28) prescribed by the Board which shall indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault, and the willingness of the Member to pursue legal action against the assailant(s) and to cooperate with the Board and administration in such regard.
 3. File (or cause to be filed) a claim with the Bureau of Worker's Compensation: all medical payments shall be applied for through the Bureau of Worker's Compensation; if Worker's Compensation benefits are granted, the amount of these benefits shall be subtracted from the assault leave benefits (per diem rate of pay) paid by the Board of Education.
 4. If a Member becomes permanently disabled due to an assault, he/she shall apply for disability retirement.
- C. In the event the Member is unable to complete the reports in a timely manner as a result of the assault, the Member shall receive assistance from his/her administrative supervisor to complete the required documents.

- D. Under the provisions of Ohio Revised Code, if medical attention is required, a certificate from a licensed physician stating the nature of the disability and its duration shall be required before assault leave can be approved for payment for the maximum of twenty (20) working days of assault leave.

ARTICLE 27

PROFESSIONAL LEAVE

- A. Upon the recommendation of the Superintendent, the Board may initiate a leave of absence for a Member to receive additional training as may benefit him/her.
- B. A "professional leave for program or personnel improvement" may be granted to any Member of the bargaining unit for professional study and improvement for a period not to exceed two (2) semesters in the same school year (one (1) year for twelve (12) month employees) after a minimum of five (5) years employment in the district, unless such restrictions are waived by the Superintendent. Payment will be at the employee's per diem rate less any substitute costs connected with the decision.
- C. Such a leave with pay may also be granted during the summer months when classes are not normally in session.
- D. In the event the leave is granted without Board-paid "fringe" benefits (insurance), Members of the bargaining unit may continue to participate in the district's collateral Member benefits (insurance) subject to the carrier's rules and regulations by remitting in advance monthly the costs of such programs for the Member on leave and his/her dependents if so covered, or as otherwise approved by the Superintendent.
- E. Upon return to duty, the Member shall be returned to the same or similar position.
- F. Upon return to duty, all rights with respect to contract status, salary increments, and other benefits provided by law or granted by the Board shall be granted to the Member.
- G. The leave must be based on a prospectus for professional growth submitted by April 1 and approved by the Superintendent, as well as the availability of a satisfactory substitute.
- H. Evidence will be required to show that the plan is being followed prior to any partial payment.
- I. The Member of the bargaining unit will be required to spend at least one (1) year following the leave of absence in employment of the school district unless the bargaining unit Member has completed ten (10) years of teaching in the district.
- J. No more than two (2) Members of the bargaining unit may be on professional leave during the school year at one time, nor shall this leave be granted to the same Member more than once in a three (3)-year period.

ARTICLE 28

PERSONAL LEAVE

- A. Each Member of the bargaining unit will be entitled annually to a total of three (3) days personal leave (such leave may be taken in part or in whole days) for matters that may be handled only during school hours. Personal leave days are non-accumulating and shall not be deducted from accumulated days of sick leave. Personal leave will be granted under the following provisions:
1. Personal leave is granted for matters that may be handled only during school hours.
 2. All requests for personal leave must be submitted five (5) days in advance of the leave day(s) on the Advance Leave Request Form. The Superintendent may waive the advance notice when reasons warrant such action.
 3. Personal leave days may not be used immediately before or after a holiday or vacation, except with personal circumstances that may require that leave. The exception requires prior approval from the Superintendent or his/her designee.
 4. All requests for personal leave will receive prompt attention.
 5. The Superintendent may approve personal leave for emergency reasons other than those identified below. Valid reasons for personal leave would include;
 - a. Day of marriage of the Member, Member's child, or Member's parent.
 - b. Graduation exercises of the Member, Member's child, Member's spouse, or Member's parent.
 - c. Acceptance of a civic or public service honor or award.
 - d. Legal transactions or legal matters which can not be scheduled outside of the regular working day.
 - e. Personal business.
 - f. First day of departure of Member's child for initial induction into military service, or for admission to institutions of higher education.
 - g. Official audit for the Internal Revenue Service.
 - h. House or dwelling of Member damaged by fire, flood, or severe accident.
 - i. Repair of damaged major appliance which would create hazardous conditions to the Member's dwelling if left unattended.
 - j. Proceeding for the adoption of a child by a Member.
 - k. Wedding of a close relative or friend.

- l. Funeral of a family member, close relative or friend. At the time of leave, the member shall designate whether he/she is taking personal leave, sick leave or a combination of the two.
- m. Observance of religious holiday.

ARTICLE 29

MATERNITY LEAVE

- A. A Member who is pregnant shall file a letter of notification with the Superintendent no later than the end of the sixth month of pregnancy. This notification shall include the anticipated delivery date, and shall indicate whether the Member plans to take a maternity leave of absence or not.
- B. If the Member wishes to take a maternity leave of absence, the actual beginning of the leave shall be no later than the next regularly scheduled workday following the delivery date or at such earlier time as specified by the Member.
- C. Maternity leave shall be subject to the following provisions and conditions:
 - 1. The Member may use any or all accumulated sick days while on maternity leave before, and six (6) weeks following, delivery upon the recommendation of her physician while unable to return to work.
 - 2. If the Member chooses not to use accumulated sick leave, or if accumulated sick leave expires during the maternity leave, the Member shall be permitted to continue health insurance coverage at the Member's expense and subject to the carrier's conditions throughout the period of maternity leave.
 - 3. Between the time leave is requested and one (1) calendar week following the delivery date, the Member shall have the right to cancel the leave upon written notification to the Superintendent. If the time limit of one (1) calendar week following the delivery date occurs on a Saturday, Sunday, or Board-recognized holiday, the leave may be canceled no later than the weekday following the one (1) calendar week.
 - 4. The leave shall extend through the date requested by employee for the school year in which the leave begins and, upon the request of the Member, for an additional school year. However, if delivery is to occur during the first semester of the school year, a Member with the approval of her physician, may return to work during the second semester.
 - 5. Members on maternity leave shall notify the Superintendent by letter of plans for the coming school year by April 1 proceeding that school year.
 - 6. On returning to service from maternity leave, the Member shall be returned to the same or similar position the Member occupied prior to the leave if said position has not been abolished. If the position has been abolished, the Member shall be given another position for which the Member is properly certified. If the Member is unable to fill any other position, the Member shall be placed on a reduction in force list for not more than a two (2)-year period.

7. Upon return to duty, all rights with respect to contract status, salary increments, and other benefits provided by law or granted by the Board shall be granted to the Member, except such unpaid leave will not be included for the purpose of seniority and placement on the salary schedule.

ARTICLE 30

PATERNITY AND ADOPTION LEAVE

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

ARTICLE 31

PROFESSIONAL MEETING LEAVE

- A. The Board and Superintendent recognize and encourage professional development of Members through the attendance at professional meetings/activities during the normal workday. The Administration will develop guidelines for leave to attend such meetings/activities.
- B. Members are to discuss meeting/activity requests with their supervisors and submit requests to the Superintendent or designee for his/her final consideration.

ARTICLE 32

MILITARY LEAVE

- A. Military leave will be granted in accordance with ORC §3319.14 and §5923.05 and any other applicable state and federal law.

ARTICLE 33

SICK LEAVE

- A. Sick leave shall be accumulated at the rate of one and one-fourth (1¼) days per month to a total of three hundred eighty (380) days.

First year Members or Members who have exhausted their sick leave are granted five (5) days as of the first day of employment; however, these must be earned in the first four (4) months of employment before additional days can be accrued.

- B. The use of sick leave and transfer of sick leave shall be in accordance with the provisions of the Ohio Revised Code. An employee absent from work for the reason of sick leave for six (6) or more days shall provide the District with documentation of care by a medical

professional upon their return to work. If medical attention is required, the documentation will include a "return-to-work" date.

- C. Previously accrued sick leave of a Member from other Ohio public employment shall be transferred to Cuyahoga Valley Career Center provided that such employment by CVCC takes place within ten (10) years of the last employment from other public employment up to the maximum accumulated provided herein. Sick leave may be used for absence due to personal illness, due to pregnancy, injury, exposure to contagious disease which could be transmitted to others, and for accident, illness, injury, or death in the Member's family. The term "family" shall mean spouse, father, mother, brother, sister, child or anyone who clearly stands in the same relationship with the Member. In the event of the death of a close relative (other than "family") or friend, the Member may elect to take up to a total of three (3) days in any contract year as sick leave.
- D. If a teacher is currently absent for thirty (30) consecutive days or more due to a catastrophic or long-term illness or accident of the teacher, his/her spouse or minor child, and has exhausted all of his/her accumulated sick leave, another teacher may donate up to five (5) days of his/her accumulated sick leave to the absent teacher. The requirement of thirty (30) consecutive days absence may be waived in extraordinary circumstances at the discretion of the Superintendent.

No teacher may receive more than an aggregate of thirty (30) donated sick leave days in any one school year. This thirty (30) day limit may be waived in extraordinary circumstances at the discretion of the Superintendent.

- E. A Member who fails to comply with Article 33 (B) above and Section 3319.141 of Ohio Revised Code, shall not be allowed to use sick leave for time absent from work under such non-compliance. Falsification of documents or statements for the application of use of sick leave with the intent to defraud shall be grounds for disciplinary action which may include suspension or termination of employment.

ARTICLE 34

PROFESSIONAL DEVELOPMENT/IN-SERVICE COMMITTEES

- A. A Local Professional Development Committee (LPDC) will be formed in compliance with the teacher licensure law. The Committee will consist of five (5) members, three (3) of whom shall be practicing classroom teachers appointed to the Committee by the Federation and two (2) of whom shall be appointed by the Superintendent. Compensation for service on the committee shall be as set forth in Article 12. The LPDC shall follow established guidelines and make recommendations on the implementation of the law as well as guidelines as may be adopted by the Board.
- B. An In-Service Committee will be formed to develop the agenda for in-service days. This committee will be composed of high school teachers, high school administration and central office administration. Members will serve on a voluntary basis.

ARTICLE 35

INSURANCE COVERAGE

A. Group Health Insurance.

1. Working Spouse Coverage.

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

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

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

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

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

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

addition, your spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the Plan. If you submit false information, you may be subject to disciplinary action by your school district, up to and including termination of employment.

- b. If an employee elects the High Deductible Health Plan, the Working Spouse Coverage language in Article 35 (A)(1)(a) above does not apply.

- 2. Option not to Participate. Any Member eligible for a district offered health insurance plan electing to not participate in the current health coverage shall have an amount of three thousand dollars (\$3,000.00) for single eligibility, or six thousand dollars (\$6,000.00) for family eligibility deposited into a Board-approved tax deferred annuity, or, at the employee's election, paid as compensation on the second pay in June. These amounts will be prorated based on the number or months/days the employee was eligible for a district offered health insurance plan.

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

- 3. Hospitalization, Major Medical and Prescription Drug Insurance Plan Offerings.

- a. Effective July 1, 2024 through December 31, 2024, the Board shall offer each employee a choice of four (4) managed care plans administered through the Suburban Health Consortium which shall consist of hospitalization, major medical, and prescription drug insurance at comparable levels as follows:

- (1) Preferred Provider Organization Plan Ø (PPO- Ø): Single \$0 Deductible / Family \$0 Deductible
- (2) Preferred Provider Organization Plan 250 (PPO-250): Single \$250 Deductible / Family \$500 Deductible
- (3) Preferred Provider Organization Plan 500 (PP)-500): Single \$500 Deductible / Family \$1,000 Deductible
- (4) Minimum Value Plan (PPO-MVP): Single \$7,350 Deductible / Family \$14,700 Deductible

- b. Employee Premium Contributions:

Plan	Member Contribution
PPO- Ø	16%
PPO-250	14%
PPO-500	12%
PPO-MVP	0%

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

d. Effective January 1, 2025, the Board shall offer each employee a choice of two (2) managed care plans which shall consist of hospitalization, major medical, and prescription drug insurance:

(1) High Deductible Health Plan (HDHP)

(2) Minimum Value Plan (MVP)

e. Employee Premium Contributions:

Plan	Member Contribution
High Deductible	16%
Minimum Value	0%

f. Effective January 1, 2025, members who select the High Deductible Health Plan and who meet federal requirements will have the establishment of a Health Savings Account (HSA). The Board will contribute to the eligible member's HSA the contribution level as outlined below on the first payroll date in January for each of the calendar years covered under this plan.

g. Board Health Savings Account Contributions:

Calendar Year	2025	2026	2027
Single Medical Coverage	\$3,200.00	\$3,200.00	\$3,100.00
Family Medical Coverage	\$6,400.00	\$6,400.00	\$6,200.00

h. In addition to the Board contribution in the table above, the following provisions exist:

(1) The Board will match the first increase to the IRS in-network deductible out-of-pocket amount when and if the increase occurs in calendar year 2025 or 2026. This match is a one-time contribution and will only be deposited in the calendar year when and if the increase first occurs.

(2) In calendar year 2027, the Board will make no additional deposit amounts in excess of the table above into the member's HSA.

i. The Board contribution to the HSA will be prorated for eligible members based on the number of months/days the member is eligible for the High Deductible Health Plan with the Health Savings Account, and deposited on the first available pay period of the month the member becomes eligible.

4. Enrollment. Each Employee will be able to enroll in a district offered health plan each year. The Insurance Enrollment period is thirty (30) days following employment during the insurance year. All employees will complete insurance forms as required and will update insurance data within ten (10) days before or after a change in status occurs. If a change in status occurs and the District is not notified in writing, the employee is responsible for the greater of the value of the premium or the claims. Any current employee covered through the insurance program of a family member who no longer qualifies for insurance coverage will be enrolled in a district offered health insurance plan in accordance with applicable

federal regulations. New employees who qualify will be enrolled in a district offered health insurance plan at the beginning of the next premium month.

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

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

B. Flexible Spending Account (FSA).

1. Eligible employees may elect to enroll in the following plans:
 - a. Medical Reimbursement Account (MRA). When participating in the MRA, the Member will have a minimum of ten dollars (\$10.00) per pay deducted and placed in this account. The Board shall match ten dollars (\$10.00) per pay up to two-hundred and sixty dollars (\$260.00) annually for each participating Member. The Board shall also pay administration fees for these accounts. Any Member not enrolled in any of the above plans shall have an additional and separate deduction from his or her pay in an amount equal to the cost of the plan administration attributable to the Member. The Board shall pay the cost of plan administration for those employees who are enrolled in any of the above plans.
 - b. Dependent Care Reimbursement Account (DCRA). When participating in the DCRA, the Board shall not match Member contributions but will pay administration fees.
2. Members electing to participate in the High Deductible Health plan with the Health Savings Account are ineligible to participate in the MRA.
3. These funds will be distributed among employees by deposit to an MRA, DCRA or both, at the election of the employee and in accordance with the MRA or DCRA procedures and IRS rules.
4. Employees may carry over the maximum allowed by the plan under IRS rules to the next calendar year.
5. These funds will be administered and distributed in accordance with the regulations which govern the administration of IRS Code Section 125.

- C. Dental and Vision Insurance. Provided the employee is enrolled in a district offered health insurance plan, the Board shall pay one hundred percent (100%) of the premium and administration costs of Dental, and/or Vision insurance plans.

- D. Life Insurance. The Board shall provide life insurance coverage in the amount of fifty thousand dollars (\$50,000.00) for each full-time employee of the bargaining unit. This life

insurance will include double payment provisions for accidental death and dismemberment (AD&D). (Subject to the carrier's rules and regulations, Members will be allowed to purchase additional life insurance at their own expense).

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

ARTICLE 36

VACANCIES

- A. During the school year when a vacancy is created by an employee's leaving of the bargaining unit position or by the creation of a new bargaining unit position, all bargaining unit Members will receive notification of the vacancy five (5) workdays before it is opened to outside applicants.
- B. When a vacancy occurs during summer break, the President and those employees who notify the Treasurer's Office in June will receive notification of the vacancy five (5) working days before the position is offered to an outside applicant, however, when the vacancy occurs between July 10 and the beginning of school, the Board may open the position to outside applicants at the time of notification to the staff.
- C. A bargaining unit Member who applies for a vacancy and who has the necessary certification (or can become certified readily in that area) shall be granted an interview.
- D. The Board shall notify the Federation President of the filling of any bargaining unit vacancy within five (5) workdays. Such notice shall include the position filled, the name of the person filling the vacancy, and the date of hire.

ARTICLE 37

TUITION REIMBURSEMENT

The Board agrees to set aside a sum equal to 0.6 times the Step 0, Column A for each school year to a tuition reimbursement pool. At the conclusion of each year all Members successfully completing approved coursework will share in this pool according to the following guidelines:

- A. A Member's share may not exceed the cost of the tuition for the year.
- B. This fund is intended to reimburse Members for three (3) semester hours of college credit for a total of not more than seven hundred fifty dollars (\$750.00) for those three (3) hours. The three (3) semester hours may consist of one (1) course or multiple courses for a combined total of three (3) semester hours. If a course exceeds three (3) semester hours, it will be treated as a three (3) semester hour course for reimbursement purposes. If insufficient funds exist to fully fund the first round of courses, the money shall be divided

equally, but will be the lesser of seven hundred fifty dollars (\$750.00) or the actual tuition cost.

- C. If the total cost of tuition by the Members does not exhaust the fund, the monies left may be used to reimburse a second round of up to three (3) semester hours completed by a Member or Members. If insufficient funds exist to fully fund the second round, the money shall be shared by the qualifying Members and will be divided on a percentage basis, not to exceed the cost of tuition. The percentage basis will be calculated as a ratio of the Member's cost, up to seven hundred fifty dollars (\$750.00), over the total cost of that round of semester hours. This procedure will continue for up to three (3) rounds, or up to nine (9) semester hours completed.
- D. A separate pool will be set up for newly hired career technical teachers during their first year who are new to the profession for the purpose of taking their initial certification/license classes at an approved Career & Technical Licensure Program. The pool will not exceed four thousand dollars (\$4,000.00) per newly hired teacher. Members who qualify for this pool will not be eligible to participate in the other reimbursement pool until after they have completed their first year with Cuyahoga Valley Career Center. This clause, 37 (D), is exempt from Article 37 (B).
- E. A separate pool will be set up for retirees for five hundred dollars (\$500.00) annually per the number of retirees employed.
- F. Advance written notice of intended coursework will be provided to the LPDC (for certification/license requirements) or to the Superintendent (for an educational degree or other career plan) for approval at least two (2) weeks prior to the start of the course to be eligible for reimbursement. All courses must be directly applicable to the employee's certification/license requirements, an educational degree, or a career plan approved by the Superintendent.
- G. Classes must be scheduled during non-school time. Payment shall be made following submission of verification of completion of the course with at least a "C" grade in letter grade courses and a "pass" grade in pass/fail courses. Also, the Member must submit a voucher validating the tuition payment. The cut-off date for submission of all required paperwork for reimbursement will be September 15.
- H. All courses meeting the above criteria (A, B, C, D, E, F) will be listed by employee and subtracted from the pool amount in accordance with the negotiated agreement until the funds are exhausted (up to a maximum of three (3) rounds). Any semester hours not qualifying for reimbursement due to disapproval or insufficient funds may not be resubmitted in the next tuition year.

Once the amounts are assigned, the information will be provided to the CVFT President. Once approved by the Treasurer, a budgetary check (not payroll) will be processed for each qualifying Member.

The "tuition year" will be September 16 through September 15. Course work submitted for reimbursement shall have a completion date within the same "tuition year".

ARTICLE 38

RETIREMENT STIPEND

- A. For employees who began work as a bargaining unit member prior to July 1, 2015, the Board will offer a retirement stipend of thirty thousand dollars (\$30,000.00) to those Members who retire on or after July 1, 2001 but on or before June 30 of the contract year in which they first are eligible to retire.

- B. To be eligible for the retirement stipend the Member must meet each of the following qualifications:
 - 1. The Member must submit a written resignation letter to the Superintendent no later than October 30 of the contract year during which the Member first becomes or will become eligible to retire stating his/her retirement date.
 - 2. The Member must be eligible for and take a service or disability retirement pursuant to the provisions of the State Teachers Retirement System (STRS) during the first year of eligibility.
 - 3. The Member shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 - 4. The Member must complete a salary questionnaire and all other applicable STRS forms and forward them to STRS and to the Board.
 - 5. The Member must retire at a time other than during the school year unless on a disability retirement.
 - 6. Any Member who withdraws his or her resignation shall be ineligible for the retirement stipend.

- C. The retirement stipend shall be paid the January following the Member's retirement provided proof of the Member's retirement is supplied.

ARTICLE 39

COMPENSATION

- A. Following BA-0 salary:

YEAR	BA-0 SALARY
2024-2027	\$50,085

- B. The Board will continue to issue salary stipends to Members as outlined in the assigned salary schedule.

Stipend Rules:

- 1. The salary stipends will be paid in such installments and at intervals during the year consistent with the Board's payroll practices.

2. If Member works a partial year, stipend will be prorated per number of days/hours worked divided by contracted days/hours.
3. Stipend is added to base pay for all daily/hourly rate calculations (e.g. extended service, professional growth)
4. Stipend is included in the salary amount reported to STRS.
5. Yearly stipends are non-cumulative.
6. Standard salary calculations in subsequent agreements will be to add the salary and stipend together from the last year of the current agreement resulting in the beginning salary of the first year of the next agreement.

ARTICLE 40

SEVERANCE PAY

- A. Severance pay shall be a one (1)-time, lump-sum payment to eligible Members according to the following:
1. Eligibility. A Member's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:
 - a. The Member retires, or upon death, or non-renewal due to program elimination from the school system.
 - b. Service retirement is retirement in accordance with the guidelines established by any state or municipal retirement system in this state.
 - c. The Member must have been an employee of this school system a minimum of ten (10) years.
 2. Benefit calculation. The amount of the benefit due a Member shall be calculated by:
 - a. Multiplying the Member's accrued but unused sick leave by twenty-five percent (25%).
 - b. Multiplying the product times the base per diem rate of pay appropriate for that Member's placement on the salary schedule.
 - c. The amount of the benefit calculated in steps (2.a.) and (2.b.) directly above shall not exceed seventy-five (75) days of accrued but unused sick leave.
 - d. During the Member's final two (2) years prior to severance, he/she shall earn an additional one-quarter (1/4) day of additional severance pay for each unused sick day in the final two (2) years. The additional severance shall not exceed the value of seven and one-half (7½) days.
- B. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the Member.

ARTICLE 41

PAYROLL DEDUCTIONS

- A. Organizational Dues Deductions. A CVFT Member may have dues deducted on a regular basis upon presentation of a written authorization executed by the Member in favor of CVFT in accordance with the provisions of ORC §9.41.

Authorized forms executed by Members must be delivered to the Treasurer on or before September 15. Authorization for dues deduction for a new Member must be delivered to the Treasurer within thirty (30) days after employment or membership.

Deductions shall be made in twelve (12) equal installments from the first paycheck of the month. The monies so deducted shall be forwarded to the Treasurer of CVFT.

CVFT agrees to indemnify and hold the Board harmless against any and all claims that arise out of, or are in any way related to the deduction of dues pursuant to any authorization.

- B. Credit Union. The Board shall provide payroll deductions for the repayment of loans to the Cleveland Northeast Ohio Credit Union. Such deductions shall be made in accordance with the Credit Union's procedures upon proper application by the Member to the School Treasurer. The Board shall also provide payroll deductions for the purchase of shares in the Credit Union. Such deductions shall be made in the amount specified by the Member from each paycheck. There shall be four (4) open periods for the initiating or changing of these deductions-the first week in October, January, April, and July. Deductions for the Credit Union will be discontinued upon notice by the individual Member to the Treasurer at any time.
- C. Tax Sheltered Annuities. Members may elect to purchase tax sheltered annuities bi-weekly through payroll deductions choosing from not less than two (2) Board approved plans. Members may change plans or the amount of deduction or both, by making arrangements with the Treasurer during the first week in October, January, April, and July. If discontinued during the school year, it cannot be renewed until the following September 15.
- D. U.S. Savings Bonds. Members may elect to purchase U.S. Savings Bonds through payroll deduction. Such deductions shall be made bi-weekly upon proper application made to the Treasurer during the first week in October, January, April, and July.
- E. Sick Days. Accumulated and used sick days will be reported on the pay stubs.

ARTICLE 42

TEACHING CONTRACTS

- A. Limited Teaching Contracts. Limited teaching contracts shall be contingent upon meeting and obtaining the proper teacher certification/licensure requirements.
1. Length and Terms. The length and terms of a limited teaching contract shall be as provided in ORC §3319.08 and §3319.11.

2. Non-Renewal of a Limited Teaching Contract. Non-renewal of a limited teaching contract shall be pursuant to the provisions of ORC §3319.11 except that the evaluation procedures contained in Article 14 shall supersede those contained in ORC §3319.11 in the implementation of this Article.

B. Continuing Teaching Contracts

1. Achieving Eligibility for Tenure
 - a. A Member of the bargaining unit who meets the eligibility criteria for continuing contract status during the term of a limited teaching contract shall be eligible for a continuing contract the following school year if written notification is provided the Superintendent prior to January 1.
 - b. A Member of the bargaining unit presently employed on the last year of a limited teaching contract who files evidence after January 1 of the contract year showing eligibility for continuing contract status may be issued a one (1) year regular limited teaching contract for the succeeding school year to permit the Board adequate time to evaluate the employee. This one (1) year contract shall not be construed as an extended limited or probationary contract under ORC §3319.11.
2. Issuance of Continuing Teaching Contracts. A continuing teaching contract shall be issued to an eligible Member of the bargaining unit pursuant to ORC §3319.08 and §3319.11.

ARTICLE 43

EMPLOYMENT OF STRS RETIREES

- A. Employment of STRS Retirees. Members newly hired for the 2003-04 school year and thereafter will have this article govern the terms and conditions of employment of a superannuate or "other retirement system retirant" (as those terms are statutorily defined for purposes of ORC §3307.35) whom the Board may regularly employ in positions that fall within the description of the bargaining unit appearing in ARTICLE 4, Recognition, Section A of this Agreement. This Member shall be hereinafter referred to as the "Retiree."
1. Placement for the Retiree on the Salary Schedule (APPENDIX A) will be in the appropriate Column A through H up to Step 5. There will be no step increases beyond Step 14 during the time of employment at the Cuyahoga Valley Career Center. Any increases in the base will be reflected in the Retiree's salary.
 2. The Retiree may participate in the Insurance Coverage as provided in ARTICLE 35, INSURANCE COVERAGE, except that the District shall pay on behalf of the Retiree only the cost of individual coverage under the Group Health Insurance provided in Section A of ARTICLE 35.
 3. The Retiree will enter CVCC with no sick leave accumulation and will not be eligible to participate in ARTICLE 33, Sick Leave, Section D.
 4. The Retiree will receive a one (1) year limited contract of employment and it will automatically be non-renewed. (If employed after the start of the school year, such contract will be for the remainder of that school year.) If subsequently re-

employed, the Retiree will be awarded a one (1)-year contract as stated above. In no event will the Retiree qualify for a continuing contract or a multi-year limited contract.

5. Neither the procedures under ARTICLE 14, Evaluation of this Agreement nor the procedures appearing in ORC §3319.11 shall apply to the Retiree.
6. The Retiree will not be eligible for ARTICLE 40, Severance Pay, as well as any early retirement incentive or retirement stipend stated in this Agreement.
7. ARTICLE 27, Professional Leave will be granted only upon the approval of the Superintendent.
8. ARTICLE 37, Tuition Reimbursement. A separate fund will be established at five hundred dollars (\$500.00) annually, per retiree.
9. If ARTICLE 25, Reduction in Force is invoked, the Retiree will be the first employee to lose their position within the employee's certification area.
10. The provisions of this article supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement or in any part of the ORC.

EXECUTION OF AGREEMENT

This agreement is entered into by and between the Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers for the period of July 1, 2024 through June 30, 2027.

On behalf of the Cuyahoga Valley
Career Center Board of Education:

On behalf of the Cuyahoga Valley
Career Center Federation of Teachers:

Date

Date

Jacquelyn Arendt, President

Joseph McNamee, Past President

Ashley Thomas, Vice President

Richard Parrott, President

David Mangas, Superintendent

Charles Russo, President-elect

Richard Berdine, Treasurer

EXPLANATION OF SALARY SCHEDULE PLACEMENT

- A. Previous teaching experience in public schools shall be recognized. Each year shall consist of at least one hundred twenty (120) days under a teacher's contract up to a maximum of ten (10) years. Fractional years shall not be recognized on this schedule. (ORC §3317.13)
- B. Credit for military experience will be given for salary schedule placement up to five (5) years. A partial year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year. (ORC §3317.13)
- C. A Member who possesses an earned college degree which relates to the subject taught and a one (1) year vocational certificate will be placed on the schedule in the appropriate column. In order to receive credit for additional college credit completed following receipt of the Bachelor's Degree, courses must relate to the subject to be taught. Courses which, by title, do not appear to be relevant to the Member's teaching area, but which the Member believes to be relevant shall be reviewed by the Superintendent with the Member and if agreed to by the Superintendent, shall be termed "accepted for credit".
- D. For each ten (10) semester hours (15 quarter hours) of college course work taken successfully, a Member will be advanced to the next column, BA-BS or equivalent + ten (10) semester hours at the beginning of the next school year. Upon successful completion of each additional ten (10) semester hours of college credits, a Member will be advanced to the next column until he/she has reached the BA+30 column. In order to qualify for credit under this paragraph, the course work must be directly applicable to the employee's certification requirements, an educational degree, or a career plan approved by the Superintendent.
- E. Those Members who have earned Master's Degrees related to the subject field will be placed on the Master's Schedule. Upon successful completion of an additional ten (10) semester hours of college credits completed following receipt of the Master's Degree, and directly related to the subject being taught, a Member will be advance to the next column, MA+10, at the beginning of the next school year. Upon successful completion of each additional ten (10) semester hours (15 quarter hours) of college credits directly related to the subject being taught, a Member will be advanced to the next column until he/she has reached the MA+30 column.
- F. Credit on the schedule above the Master's Degree will be given only for college credits completed after the Master's Degree is awarded.
- G. It is the Member's responsibility to provide the school Treasurer with the official transcript of grades (copies not acceptable) prior to September 15 of the year in which additional credits are to apply for movement on the salary schedule. Upon acceptance of the credits by the Board, the Member shall receive the increased salary as of September 1 of the same year.
- H. For Members coming directly from business and industry, with at least a high school diploma or equivalent, the first five (5) years in the trade is required for certification/licensure plus a minimum one (1) year certificate/license will qualify a Member for Step 0 on the BA-BS or equivalent scale. For Members coming directly from business and industry with at least a baccalaureate degree, the first two (2) years in the trade as required for licensure plus a minimum one (1) year certificate/license will qualify a Member for Step 0 on the BA-BS or equivalent scale.

APPENDIX A

- I. Experience in the trade beyond that required for certification/licensure will be evaluated by the Superintendent at the time of employment. One (1) additional year on the schedule shall be given for each additional one (1) year appropriate experience in the trade up to ten (10) years. In unusual circumstances, additional years may be credited beyond the ten (10) years with notification to the Federation. A year of experience on this schedule shall consist of at least eight (8) months continuous employment. In determining total years of experience, eight (8) months shall be raised to the next step.

**CUYAHOGA VALLEY FEDERATION OF TEACHERS
2024-2025 SALARY SCHEDULE**

STEP	BA A	BA+10 B	BA+20 C	BA+30 D	MA E	MA+10 F	MA+20 G	MA+30 H	STEP
0	\$50,085	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	0
Stipend	\$1,152	\$1,202	\$1,252	\$1,302	\$1,351	\$1,401	\$1,451	\$1,501	Stipend
1	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	1
Stipend	\$1,202	\$1,252	\$1,302	\$1,351	\$1,401	\$1,451	\$1,501	\$1,551	Stipend
2	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	2
Stipend	\$1,252	\$1,302	\$1,351	\$1,401	\$1,451	\$1,501	\$1,551	\$1,601	Stipend
3	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	3
Stipend	\$1,302	\$1,351	\$1,401	\$1,451	\$1,501	\$1,551	\$1,601	\$1,651	Stipend
4	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	4
Stipend	\$1,351	\$1,401	\$1,451	\$1,501	\$1,551	\$1,601	\$1,651	\$1,700	Stipend
5	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	5
Stipend	\$1,401	\$1,451	\$1,501	\$1,551	\$1,601	\$1,651	\$1,700	\$1,750	Stipend
6	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	6
Stipend	\$1,451	\$1,501	\$1,551	\$1,601	\$1,651	\$1,700	\$1,750	\$1,800	Stipend
7	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	7
Stipend	\$1,501	\$1,551	\$1,601	\$1,651	\$1,700	\$1,750	\$1,800	\$1,850	Stipend
8	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	8
Stipend	\$1,551	\$1,601	\$1,651	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	Stipend
9	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	9
Stipend	\$1,601	\$1,651	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	Stipend
10	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	10
Stipend	\$1,651	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000	Stipend
11	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	11
Stipend	\$1,700	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000	\$2,049	Stipend
12	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	12
Stipend	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000	\$2,049	\$2,099	Stipend
13	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	13
Stipend	\$1,800	\$1,850	\$1,900	\$1,950	\$2,000	\$2,049	\$2,099	\$2,149	Stipend
14	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	14
Stipend	\$1,850	\$1,900	\$1,950	\$2,000	\$2,049	\$2,099	\$2,149	\$2,199	Stipend
15	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	\$97,780	15
Stipend	\$1,900	\$1,950	\$2,000	\$2,049	\$2,099	\$2,149	\$2,199	\$2,249	Stipend
16	\$83,825	\$86,026	\$88,225	\$90,191	\$92,358	\$94,528	\$96,693	\$98,863	16
Stipend	\$1,928	\$1,979	\$2,029	\$2,074	\$2,124	\$2,174	\$2,224	\$2,274	Stipend
17	\$85,064	\$87,297	\$89,530	\$91,277	\$93,443	\$95,608	\$97,780	\$99,949	17
Stipend	\$1,956	\$2,008	\$2,059	\$2,099	\$2,149	\$2,199	\$2,249	\$2,299	Stipend
18	\$86,321	\$88,588	\$90,854	\$92,359	\$94,529	\$96,693	\$98,863	\$101,030	18
Stipend	\$1,985	\$2,038	\$2,090	\$2,124	\$2,174	\$2,224	\$2,274	\$2,324	Stipend
19	\$87,597	\$89,898	\$92,198	\$93,447	\$95,609	\$97,780	\$99,949	\$102,115	19
Stipend	\$2,015	\$2,068	\$2,121	\$2,149	\$2,199	\$2,249	\$2,299	\$2,349	Stipend
20	\$88,892	\$91,228	\$93,562	\$94,531	\$96,693	\$98,863	\$101,030	\$103,204	20
Stipend	\$2,045	\$2,098	\$2,152	\$2,174	\$2,224	\$2,274	\$2,324	\$2,374	Stipend
21	\$90,207	\$92,577	\$94,947	\$95,609	\$97,780	\$99,949	\$102,115	\$104,283	21
Stipend	\$2,075	\$2,129	\$2,184	\$2,199	\$2,249	\$2,299	\$2,349	\$2,399	Stipend
22	\$91,541	\$93,947	\$96,352	\$97,501	\$99,712	\$101,921	\$104,133	\$106,345	22
Stipend	\$2,105	\$2,161	\$2,216	\$2,243	\$2,293	\$2,344	\$2,395	\$2,446	Stipend
22+	\$94,693	\$97,099	\$99,504	\$100,653	\$102,864	\$105,073	\$107,285	\$109,497	22+
Stipend	\$2,178	\$2,233	\$2,289	\$2,315	\$2,366	\$2,417	\$2,468	\$2,518	Stipend

APPENDIX A-1

**CUYAHOGA VALLEY FEDERATION OF TEACHERS
2025-2026 SALARY SCHEDULE**

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	STEP
	A	B	C	D	E	F	G	H	
0	\$50,085	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	0
Stipend	\$2,304	\$2,404	\$2,504	\$2,604	\$2,702	\$2,802	\$2,902	\$3,002	Stipend
1	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	1
Stipend	\$2,404	\$2,504	\$2,604	\$2,702	\$2,802	\$2,902	\$3,002	\$3,102	Stipend
2	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	2
Stipend	\$2,504	\$2,604	\$2,702	\$2,802	\$2,902	\$3,002	\$3,102	\$3,202	Stipend
3	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	3
Stipend	\$2,604	\$2,702	\$2,802	\$2,902	\$3,002	\$3,102	\$3,202	\$3,302	Stipend
4	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	4
Stipend	\$2,702	\$2,802	\$2,902	\$3,002	\$3,102	\$3,202	\$3,302	\$3,400	Stipend
5	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	5
Stipend	\$2,802	\$2,902	\$3,002	\$3,102	\$3,202	\$3,302	\$3,400	\$3,500	Stipend
6	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	6
Stipend	\$2,902	\$3,002	\$3,102	\$3,202	\$3,302	\$3,400	\$3,500	\$3,600	Stipend
7	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	7
Stipend	\$3,002	\$3,102	\$3,202	\$3,302	\$3,400	\$3,500	\$3,600	\$3,700	Stipend
8	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	8
Stipend	\$3,102	\$3,202	\$3,302	\$3,400	\$3,500	\$3,600	\$3,700	\$3,800	Stipend
9	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	9
Stipend	\$3,202	\$3,302	\$3,400	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900	Stipend
10	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	10
Stipend	\$3,302	\$3,400	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900	\$4,000	Stipend
11	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	11
Stipend	\$3,400	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900	\$4,000	\$4,098	Stipend
12	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	12
Stipend	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900	\$4,000	\$4,098	\$4,198	Stipend
13	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	13
Stipend	\$3,600	\$3,700	\$3,800	\$3,900	\$4,000	\$4,098	\$4,198	\$4,298	Stipend
14	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	14
Stipend	\$3,700	\$3,800	\$3,900	\$4,000	\$4,098	\$4,198	\$4,298	\$4,398	Stipend
15	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	\$97,780	15
Stipend	\$3,800	\$3,900	\$4,000	\$4,098	\$4,198	\$4,298	\$4,398	\$4,498	Stipend
16	\$83,825	\$86,026	\$88,225	\$90,191	\$92,358	\$94,528	\$96,693	\$98,863	16
Stipend	\$3,856	\$3,958	\$4,058	\$4,148	\$4,248	\$4,348	\$4,448	\$4,548	Stipend
17	\$85,064	\$87,297	\$89,530	\$91,277	\$93,443	\$95,608	\$97,780	\$99,949	17
Stipend	\$3,912	\$4,016	\$4,118	\$4,198	\$4,298	\$4,398	\$4,498	\$4,598	Stipend
18	\$86,321	\$88,588	\$90,854	\$92,359	\$94,529	\$96,693	\$98,863	\$101,030	18
Stipend	\$3,970	\$4,076	\$4,180	\$4,248	\$4,348	\$4,448	\$4,548	\$4,648	Stipend
19	\$87,597	\$89,898	\$92,198	\$93,447	\$95,609	\$97,780	\$99,949	\$102,115	19
Stipend	\$4,030	\$4,136	\$4,242	\$4,298	\$4,398	\$4,498	\$4,598	\$4,698	Stipend
20	\$88,892	\$91,228	\$93,562	\$94,531	\$96,693	\$98,863	\$101,030	\$103,204	20
Stipend	\$4,090	\$4,196	\$4,304	\$4,348	\$4,448	\$4,548	\$4,648	\$4,748	Stipend
21	\$90,207	\$92,577	\$94,947	\$95,609	\$97,780	\$99,949	\$102,115	\$104,283	21
Stipend	\$4,150	\$4,258	\$4,368	\$4,398	\$4,498	\$4,598	\$4,698	\$4,798	Stipend
22	\$91,541	\$93,947	\$96,352	\$97,501	\$99,712	\$101,921	\$104,133	\$106,345	22
Stipend	\$4,210	\$4,322	\$4,432	\$4,486	\$4,586	\$4,688	\$4,790	\$4,892	Stipend
22+	\$94,693	\$97,099	\$99,504	\$100,653	\$102,864	\$105,073	\$107,285	\$109,497	22+
Stipend	\$4,356	\$4,466	\$4,578	\$4,630	\$4,732	\$4,834	\$4,936	\$5,036	Stipend

APPENDIX A-2

**CUYAHOGA VALLEY FEDERATION OF TEACHERS
2026-2027 SALARY SCHEDULE**

STEP	BA A	BA+10 B	BA+20 C	BA+30 D	MA E	MA+10 F	MA+20 G	MA+30 H	STEP
0	\$50,085	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	0
Stipend	\$3,456	\$3,606	\$3,756	\$3,906	\$4,053	\$4,203	\$4,353	\$4,503	Stipend
1	\$52,253	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	1
Stipend	\$3,606	\$3,756	\$3,906	\$4,053	\$4,203	\$4,353	\$4,503	\$4,653	Stipend
2	\$54,422	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	2
Stipend	\$3,756	\$3,906	\$4,053	\$4,203	\$4,353	\$4,503	\$4,653	\$4,803	Stipend
3	\$56,588	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	3
Stipend	\$3,906	\$4,053	\$4,203	\$4,353	\$4,503	\$4,653	\$4,803	\$4,953	Stipend
4	\$58,757	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	4
Stipend	\$4,053	\$4,203	\$4,353	\$4,503	\$4,653	\$4,803	\$4,953	\$5,100	Stipend
5	\$60,923	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	5
Stipend	\$4,203	\$4,353	\$4,503	\$4,653	\$4,803	\$4,953	\$5,100	\$5,250	Stipend
6	\$63,095	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	6
Stipend	\$4,353	\$4,503	\$4,653	\$4,803	\$4,953	\$5,100	\$5,250	\$5,400	Stipend
7	\$65,264	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	7
Stipend	\$4,503	\$4,653	\$4,803	\$4,953	\$5,100	\$5,250	\$5,400	\$5,550	Stipend
8	\$67,428	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	8
Stipend	\$4,653	\$4,803	\$4,953	\$5,100	\$5,250	\$5,400	\$5,550	\$5,700	Stipend
9	\$69,595	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	9
Stipend	\$4,803	\$4,953	\$5,100	\$5,250	\$5,400	\$5,550	\$5,700	\$5,850	Stipend
10	\$71,763	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	10
Stipend	\$4,953	\$5,100	\$5,250	\$5,400	\$5,550	\$5,700	\$5,850	\$6,000	Stipend
11	\$73,933	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	11
Stipend	\$5,100	\$5,250	\$5,400	\$5,550	\$5,700	\$5,850	\$6,000	\$6,147	Stipend
12	\$76,101	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	12
Stipend	\$5,250	\$5,400	\$5,550	\$5,700	\$5,850	\$6,000	\$6,147	\$6,297	Stipend
13	\$78,272	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	13
Stipend	\$5,400	\$5,550	\$5,700	\$5,850	\$6,000	\$6,147	\$6,297	\$6,447	Stipend
14	\$80,436	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	14
Stipend	\$5,550	\$5,700	\$5,850	\$6,000	\$6,147	\$6,297	\$6,447	\$6,597	Stipend
15	\$82,605	\$84,773	\$86,940	\$89,108	\$91,277	\$93,443	\$95,608	\$97,780	15
Stipend	\$5,700	\$5,850	\$6,000	\$6,147	\$6,297	\$6,447	\$6,597	\$6,747	Stipend
16	\$83,825	\$86,026	\$88,225	\$90,191	\$92,358	\$94,528	\$96,693	\$98,863	16
Stipend	\$5,784	\$5,937	\$6,087	\$6,222	\$6,372	\$6,522	\$6,672	\$6,822	Stipend
17	\$85,064	\$87,297	\$89,530	\$91,277	\$93,443	\$95,608	\$97,780	\$99,949	17
Stipend	\$5,868	\$6,024	\$6,177	\$6,297	\$6,447	\$6,597	\$6,747	\$6,897	Stipend
18	\$86,321	\$88,588	\$90,854	\$92,359	\$94,529	\$96,693	\$98,863	\$101,030	18
Stipend	\$5,955	\$6,114	\$6,270	\$6,372	\$6,522	\$6,672	\$6,822	\$6,972	Stipend
19	\$87,597	\$89,898	\$92,198	\$93,447	\$95,609	\$97,780	\$99,949	\$102,115	19
Stipend	\$6,045	\$6,204	\$6,363	\$6,447	\$6,597	\$6,747	\$6,897	\$7,047	Stipend
20	\$88,892	\$91,228	\$93,562	\$94,531	\$96,693	\$98,863	\$101,030	\$103,204	20
Stipend	\$6,135	\$6,294	\$6,456	\$6,522	\$6,672	\$6,822	\$6,972	\$7,122	Stipend
21	\$90,207	\$92,577	\$94,947	\$95,609	\$97,780	\$99,949	\$102,115	\$104,283	21
Stipend	\$6,225	\$6,387	\$6,552	\$6,597	\$6,747	\$6,897	\$7,047	\$7,197	Stipend
22	\$91,541	\$93,947	\$96,352	\$97,501	\$99,712	\$101,921	\$104,133	\$106,345	22
Stipend	\$6,315	\$6,483	\$6,648	\$6,729	\$6,879	\$7,032	\$7,185	\$7,338	Stipend
22+	\$94,693	\$97,099	\$99,504	\$100,653	\$102,864	\$105,073	\$107,285	\$109,497	22+
Stipend	\$6,534	\$6,699	\$6,867	\$6,945	\$7,098	\$7,251	\$7,404	\$7,554	Stipend

**CUYAHOGA VALLEY CAREER CENTER
CVFT GRIEVANCE PROCEDURE FORM**

STEP I – TO SUPERVISOR

Aggrieved Person, Persons, and/or Federation: _____

Address: _____ Phone: _____

Date Grievance Occurred: _____ Date of Formal Filing: _____

Person or Persons to whom grievance is directed: _____

Initiated on Step: _____

Statement of Grievance: _____

State the exact Negotiated Agreement Article Number and Subsection thereof which you believe is being violated: _____

Action Requested: _____

Date you have discussed this with your immediate Supervisor: _____

Date: _____ Signature: _____

Grievant

STEP II – TO SUPERINTENDENT

Reason for appeal by Grievant: _____

Date: _____ Signature: _____

Grievant

REQUEST FOR BINDING ARBITRATION – TO SUPERINTENDENT

Date: _____ Signature: _____

CVFT Representative

APPENDIX B

**CUYAHOGA VALLEY CAREER CENTER
CVFT GRIEVANCE DECISION FORM**

STEP I – (FORMAL) DECISION

Date: _____ Signature: _____
Administrative Representative (Immediate Supervisor)

Date: _____ Received By: _____
Aggrieved and/or Federation Representative

STEP II – (FORMAL) DECISION

Date: _____ Signature: _____
Superintendent

Date: _____ Received By: _____
Aggrieved and/or Federation Representative

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