



Cuyahoga Valley Career Center

April 2025 Board Meeting

**April 24, 2025, 6:00 pm - 7:00 pm
Conference Room A**

DOCUMENTS

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Curriculum Committee Meeting Minutes

Date: March 20, 2025

Location: Conference Room 670

Start Time: 3:04 p.m.

End Time: 3:34 p.m.

Attendees: Chairperson Jacquelyn Arendt; Board Members Rachel Malec, Linda O'Neill, and Eva O'Mara; Superintendent David Mangas; Assistant Superintendent Dr. Marcy Green; Principal Mike Hall; Assistant Principal(s) Josh Hayes and Ashlee Ward; Adult Education Director Terri Lynn Brosseau; Adult Education Coordinator Joe Lupia; and Instructors Paul Yuravak, Patrick Ruebensaal, and C. Bernie Van Tilburg.

Absent: Instructor Melissa Munro

Reports

The Curriculum Committee met on Thursday March 20, 2025 to review and discuss each of the Courses of Study listed for review at this time. Each of the following Courses of Study and textbooks were presented by the instructors or administrators for discussion and review: Construction Trades, Digital Design, Graphic Imaging Technology, Media Arts, Adult Education Fiber Optics Technician, Adult Education Telecommunication Tower Technician, and Adult Education Certified Production Technician.

It was determined that these courses of study meet the State of Ohio guidelines and will meet academic and employment needs of students. Therefore, the Committee recommends the adoption of these courses of study.

Additionally, the Committee reviewed recommended textbook changes and the Course of Study Revision Schedules for 2022-2026 and 2027-2031.

Approved

Attested

Date



Policy Committee Meeting Minutes

Date: March 20, 2025

Location: Conference Room 670

Start Time: 4:00 p.m.

End Time: 4:52 p.m.

Attendees: Chairperson Jennifer Burke; Board Members Jacqueline Arendt, Rachel Malec, Eva O'Mara, and Linda O'Neill; Superintendent David Mangas and Assistant Superintendent Dr. Marcy Green

Reports

The Policy Review Committee met on Thursday, March 20, 2025 to review and discuss each of the policies listed for review at this time. The modifications in the policies are a result of legislation during this past year, as well as other recommendations to update or complete existing policy. The Committee recommended that these policies be prepared for First Reading during the March 20, 2025 Board Meeting.

Policy Review

The following policy updates were reviewed and discussed by the Policy Review Committee:

po0100	Bylaw
po0142.1	Oath
po0151	Organizational Meeting
po0152	Officers
po0155	Committees
po0163	Presiding Officer
po0164	Notice of Meetings
po0165	Board Meetings
po0165.1	Regular Meetings (rescind)
po0165.2	Special Meetings (rescind)
po0166	Agendas
po0167.2	Executive Session (renumbered)
po0167.7	Use of Personal Communication Devices
po0173	Board Officers (rescind)
po1130	Conflict of Interest
po2265	Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology
po3113	Conflict of Interest
po4113	Conflict of Interest
po4120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
po4121	Criminal History Record Check
po5136	Wireless Communication Devices
po5200	Attendance
po5780	Student/Parent Rights

po6110	Grant Funds
po6111	Internal Controls
po6112	Cash Management of Grants
po6114	Cost Principles – Spending Federal Funds
po6320	Purchasing and Bidding
po6325	Procurement – Federal Grants/Funds
po6460	Vendor Relations
po6550	Travel Payment & Reimbursement/Relocation Costs
po7310	Disposition of Surplus Property
po7450	Property Inventory
po7530.01V1	Cellular Telephone Allowance
po7540.03	Student Technology Acceptable Use and Safety
po7540.04	Staff Technology Acceptable Use and Safety
po8310	Public Records
po9160	Public Attendance at School Events

Approved

Attested

Date



Cuyahoga Valley Career Center

March 2025 Board Meeting

**March 20, 2025, 6:00 pm - 7:00 pm
Conference Room A**

MINUTES

MINUTES

Cuyahoga Valley Career Center

Board/Admin Team

March 2025 Board Meeting

Thursday, March 20, 2025, 6:00 pm - 7:00 pm

Conference Room A

In Attendance

Eva O'Mara; Gary Suchocki; Jacquelyn Arendt; James Virost;
Jennifer Burke; Linda O'Neill; Rachel Malec; Robert Felber

Not In Attendance

Ashley Thomas

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. Burke called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

III. ROLL CALL:

Mrs. Arendt____ Mrs. Burke____ Mr. Felber____
Mrs. Malec____ Ms. O'Mara____ Mrs. O'Neill____
Mr. Suchocki____ Ms. Thomas____ Mr. Virost____

IV. APPROVAL OF AGENDA

Motion to approve the agenda as presented.

- ROLL CALL:

Mrs. Burke Y Mr. Felber Y Mrs. Malec Y
Ms. O'Mara Y Mrs. O'Neill Y Mr. Suchocki Y
Ms. Thomas - Mr. Virost Y Mrs. Arendt Y

Move: Jacquelyn Arendt Second: Gary Suchocki Status: Passed

V. PRESIDENT'S REPORT

* National Technical Honor Society

VI. SUPERINTENDENT'S REPORT

- * Program Presentation: Information Technology
- * News Flash | Student Connections | Alumni Spotlight

VII. BOARD COMMENTS

VIII. COMMITTEE REPORTS

* Curriculum, Jacquelyn Arendt, Chairperson: Thursday, March 20, 2025 at 3:00 p.m., Conference Room 670.

* Policy, Jennifer Burke, Chairperson: Thursday, March 20, 2025 at 4:00 p.m., Conference Room 670.

Conduct the first reading of the following policies: (no Board action required)

Bylaws/Policies

Policy # Policy Title

0100	Bylaw
0142.1	Oath
0151	Organizational Meeting
0152	Officers
0155	Committees
0163	Presiding Officer
0164	Notice of Meetings
0165	Board Meetings
0165.1	Regular Meetings (rescind)
0165.2	Special Meetings (rescind)
0166	Agendas
0167.2	Executive Session (renumbered)
0167.7	Use of Personal Communication Devices
0173	Board Officers (rescind)
1130	Conflict of Interest
2265	Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology
3113	Conflict of Interest
4113	Conflict of Interest
4120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
4121	Criminal History Record Check
5136	Wireless Communication Devices
5200	Attendance
5780	Student/Parent Rights
6110	Grant Funds
6111	Internal Controls

6112	Cash Management of Grants
6114	Cost Principles - Spending of Federal Funds
6320	Purchasing and Bidding
6325	Procurement - Federal Grants/Funds
6460	Vendor Relations
6550	Travel Payment & Reimbursement/Relocation Costs
7310	Disposition of Surplus Property
7450	Property Inventory
7530.01V1	Cellular Telephone Allowance
7540.03	Student Technology Acceptable Use and Safety
7540.04	Staff technology Acceptable Use and Safety
8310	Public Records
9160	Public Attendance at School Events

IX. APROVAL OF MINUTES

* Regular Meeting of February 27, 2025.

- ROLL CALL:

Mr. Felber Y Mrs. Malec Y Ms. O'Mara Y
 Mrs. O'Neill Y Mr. Suchocki Y Ms. Thomas -
 Mr. Virost Y Mrs. Arendt Y Mrs. Burke Y

Move: Eva O'Mara Second: Rachel Malec Status: Passed

X. 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.

XI. FINANCES

Resolution **#2025-3 11** 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 February 2025.

2025-3 11 (1)

- Transfer of Funds:

Approve transferring the following:

* \$120,623.00 from General Fund (001) to Permanent Improvement Fund-Facilities (003-0000)

2025-3 11 (2)

- 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, 2026; 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:

2025-3 11 (3)

- ROLL CALL:

Mrs. Malec Y Ms. O'Mara Y Mrs. O'Neill Y

Mr. Suchocki Y Ms. Thomas - Mr. Virost Y

Mrs. Arendt Y Mrs. Burke Y Mr. Felber Y

XII. NEW BUSINESS - Personnel

Resolution **#2025-3 12** Personnel Items Recommended (may be handled as one motion).

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

A. ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT

- Resignation/Retirement:

Accept the resignation of Delbra Pace, School of Nursing Instructor, effective March 6, 2025.

2025-3 12 (1)

- Replacement:

Approve the replacement of Nursing Instructor.

2025-3 12 (2)

B. CERTIFICATED

- Adult Education Instructors' List 2024-25 School Year:

Approve the addition of Pamela Calautti to the part-time Adult Education Instructors' List for the 2024-25 school year.

2025-3 12 (3)

- 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.

2025-3 12 (4)

- Payment for Courses of Study Revision:

Approve payment for Course of Study development according to the terms of Article 12, Item A of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

\$ 1,200.00 Melissa Munro, Digital Design

\$ 1,200.00 Patrick Ruebensaal, Graphic Imaging Technology

\$ 1,200.00 Cary Van Tilburg, Media Arts

\$ 1,200.00 Paul Yuravak, Construction Trades

2025-3 12 (5)

C. CLASSIFIED

- Resignation/Retirement:

Accept the resignation of Nathan Janka, Computer Technician, effective March 21, 2025.

2025-3 12 (6)

- Replacement:

Approve the replacement of Computer Technician.

2025-3 12 (7)

- ROLL CALL:

Ms. O'Mara Y Mrs. O'Neill Y Mr. Suchocki Y

Ms. Thomas - Mr. Virost Y Mrs. Arendt Y

Mrs. Burke Y Mr. Felber Y Mrs. Malec Y

Move: Gary Suchocki Second: Linda O'Neill Status: Passed

XIII. NEW BUSINESS - Non-personnel

Resolution **#2025-3 13** 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.

2025-3 13 (1)

- Donations:

Accept donations as per resolution #1976-167.

2025-3 13 (2)

- 2025-26 CVCC School Calendar:

Authorize the adoption of the Cuyahoga Valley Career Center calendar for the 2025-26 school year.

2025-3 13 (3)

- Professional Meeting Days:

Approve Carol Gileot, Administrative Assistant to Assistant Superintendent, to attend the 2025 National Association for Career Technical Education Information (NACTEi) National Conference in Tucson, AZ, May 5-8, 2025. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-3 13 (4)

- Professional Meeting Days:

Approve Claudette Knestrick, Student Support Services, to attend AVECO Veterans Annual Conference in St. Louis, MO, July 13-17, 2025. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-3 13 (5)

- Courses of Study Revision Development:

Authorize the development of courses of study for the 2025-26 school year for payment for the following programs: 8 quarters each for Auto Body Repair and Refinishing, Auto Service Technology, Cosmetology, Medical Administrative Specialist, and Power Equipment Technology; and 4 quarters each for Anatomy & Physiology, English 10, Success Academy, and World History in accordance with the terms of Article 12, Item A, of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

2025-3 13 (6)

- Courses of Study:

Approve the High School Courses of Study for Construction Trades, Digital Design, Graphic Imaging Technology, and Media Arts, as recommended by the Assistant Superintendent and the Superintendent.

2025-3 13 (7)

- Course of Study Revision Schedule:

Approve the revised Course of Study Revision Schedule for January 2022 through January 2026.

2025-3 13 (8)

- Course of Study Revision Schedule:

Approve the new Course of Study Revision Schedule for January 2027 through January 2031.

2025-3 13 (9)

- Textbooks:

Approve the following textbook(s) for use during FY26 as recommended by the Assistant Superintendent and Superintendent.

Construction Trades

Title: Career Connections Project Book 1, 2, 3
 Author: Carpenters International Training Center
 Publisher: Carpenters International Training Center
 Date of Publication: January 2010

Title: Print Reading for Residential Construction
 Author: Leonard P. Toenjes
 Publisher: American Technical Publishers
 Date of Publication: 2016

Graphic Imaging Technology

Title: Introduction to Graphic Communication
 Author: Harvey Levenson and John Parsons
 Publisher: Intuideas LLC
 Date of Publication: 2022

Title: Flexography in the Classroom - Digital File
 Author: Phoenix Challenge Foundation Instructors
 Publisher: Phoenix Challenge Foundation
 Date of Publication: 2024

AE Fiber Optics Technician

Title: FOA Reference Guide to Fiber Optics, 2nd Edition
 Author: Jim Hayes
 Publisher: The Fiber Optic Association, Inc.
 Date of Publication: 2024

2025-3 13 (10)

- Approve Subaward Amendment #6:

Approve Youngstown State University Subaward Amendment #6 with Cuyahoga Valley Career Center for the Quest Broadband and 5G Regional Node Structure Grant.

2025-3 13 (11)

- Approve Amendment to Memorandum of Understanding:

Approve Amendment to Memorandum of Understanding between Cuyahoga Valley Career Center and the Ohio Department of Higher Education to support the Center for Training Excellence (CTX)

Customized Training.

2025-3 13 (12)

- Approve Second Amendment:

Approve Second Amendment to Agreement between Cuyahoga Valley Career Center and University Hospitals to provide clinical experiences for practical nursing students.

2025-3 13 (13)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and the Educational Service Center of Lorain County (ESCLC) for them to provide professional development through NORT2H on job-embedded technology coaching for the 2025-26 school year, for a total cost of \$29,750.

2025-3 13 (14)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Mayfield Heights Fire Department.

2025-3 13 (15)

- Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Bedford Heights Fire Department.

2025-3 13 (16)

- Approve Agreement:

Approve Module 2 Machine Fundamentals Agreement between Cuyahoga Valley Career Center and NSL Analytical.

2025-3 13 (17)

- Approve Agreement:

Approve Module 1 Machine Fundamentals Agreement between Cuyahoga Valley Career Center and NSL Analytical.

2025-3 13 (18)

- Authorize the Execution and Delivery of a Master Electric Energy Sales Agreement:

WHEREAS, the Ohio Schools Council, Ohio School Boards Association, Ohio Association of School Business Officials, and the Buckeye Association of School Administrators (the "Associations") each carries

out cooperative purchase programs and promotes cooperative arrangements and agreements among its member school districts and government agencies or private persons; and

WHEREAS, the Associations collectively do business under the trade name "Power4Schools" ("P4S") for the purpose of endorsing competitive retail electric service ("CRES") providers to supply retail electric energy services to the Associations' members; and

WHEREAS, the members of, and other participating public schools associated with, the Associations desire to purchase retail electric energy services from the CRES provider that has received the endorsement of P4S, ENGIE Resources LLC ("ENGIE"); and

WHEREAS, the Board of Education (the "Board") of this School District (the "District"), as a member of one of the Associations, pursuant to this resolution desires to authorize the execution and delivery or extension by the District of a Master Electric Energy Sales Agreement and Sales Confirmation between the District and ENGIE (the "Power Sales Agreement"), pursuant to which the District, will purchase electricity generation for its school facilities; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CUYAHOGA VALLEY CAREER CENTER, COUNTY of CUYAHOGA, STATE OF OHIO, as follows:

Section 1. The Board authorizes and directs the Treasurer to execute and deliver, in the name of the District and on its behalf, the Power Sales Agreement, substantially in the form now on file with this Board, with any changes that are not inconsistent with this resolution and that may be acceptable to the Treasurer whose acceptance shall be conclusively evidenced by the execution of such document by the Treasurer.

Section 2. Monies adequate to pay amounts due under the Power Sales Agreement for the current fiscal year are hereby appropriated for that purpose.

Section 3. It is hereby found and determined that all formal actions of the Board concerning and relating to the adoption of this resolution were adopted in an open meeting of the Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

2025-3 13 (19)

- ROLL CALL:
Mrs. O'Neill Y Mr. Suchocki Y Ms. Thomas -
Mr. Virost Y Mrs. Arendt Y Mrs. Burke Y
Mr. Felber Y Mrs. Malec Y Ms. O'Mara Y

Move: Rachel Malec Second: Jacquelyn Arendt Status: Passed

XIV. ADJOURN

6:33 PM

- ROLL CALL:
Mr. Suchocki Y Ms. Thomas - Mr. Virost Y
Mrs. Arendt Y Mrs. Burke Y Mr. Felber Y
Mrs. Malec Y Ms. O'Mara Y Mrs. O'Neill Y

Move: Robert Felber Second: Linda O'Neill Status: Passed

Next Meetings:

Regular Meeting: Thursday, April 24, 2025 at 6:00 PM in Conference Room A.

*APPROVED: _____

*ATTESTED: _____

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

March, 2025

Richard A. Berdine, Treasurer





2024-25



Forecast Comparison - General Operating Fund - March 2025



					
	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)	\$ 4,695,805	\$ 4,368,274	\$ 4,335,046	\$ (327,531)	timing of tax advances compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ -	\$ 245,800	\$ 233,451	\$ 245,800	timing of Summit County tax settlement compared to forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 108,000	\$ 109,393	\$ 102,546	\$ 1,393	
1.040 - Restricted Grants-in-Aid	\$ 60,000	\$ 126,941	\$ 49,528	\$ 66,941	increase in CTE associated services and career awareness/exploration funding retroactive to start of FY25,
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 67,416	\$ 210,233	\$ 132,849	\$ 142,817	timing of interest payments and increased amounts due to construction grant funds compared to prior fiscal years, timing of PILOT payments for TIF agreements compared to forecast estimate
1.070 - Total Revenue	\$ 4,931,221	\$ 5,060,641	\$ 4,853,420	\$ 129,420	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ 100	\$ -	\$ -	\$ (100)	
2.080 Total Revenue and Other Financing Sources	\$ 4,931,321	\$ 5,060,641	\$ 4,853,420	\$ 129,320	
Expenditures:					
3.010 - Personnel Services	\$ 641,107	\$ 640,666	\$ 620,552	\$ 441	
3.020 - Employees' Retirement/Insur. Benefits	\$ 256,060	\$ 212,494	\$ 246,790	\$ 43,566	insurance premiums from HDHP less than forecast estimates
3.030 - Purchased Services	\$ 110,000	\$ 92,497	\$ 88,464	\$ 17,503	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	\$ 42,500	\$ 46,519	\$ 36,617	\$ (4,019)	
3.050 - Capital Outlay	\$ 6,500	\$ -	\$ 326	\$ 6,500	
3.060 - Intergovernmental	\$ 30,000	\$ -	\$ -	\$ 30,000	timing of CTE funds to associate districts
4.300 - Other Objects	\$ 53,820	\$ 79,124	\$ 69,132	\$ (25,304)	timing of payments compared to prior fiscal years due to Summit County tax settlement occurring earlier than forecast estimate
4.500 - Total Expenditures	\$ 1,139,987	\$ 1,071,300	\$ 1,061,881	\$ 68,687	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 2,991,281	\$ 120,623	\$ -	\$ 2,870,658	budgets for transfers estimated for March and May occurred earlier in fiscal year
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 4,131,268	\$ 1,191,923	\$ 1,061,881	\$ 2,939,345	
Surplus/(Deficit) for Month	\$ 800,053	\$ 3,868,718	\$ 3,791,539	\$ 3,068,665	
rb040425					

Cuyahoga Valley Career Center





CUYAHOGA VALLEY
CAREER CENTER

Forecast Comparison - General Operating Fund - March 2025



CUYAHOGA VALLEY
CAREER CENTER

	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)	\$ 14,508,775	\$ 14,144,733	\$ 13,223,369	\$ (364,042)	timing of tax advances/settlements compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 326,099	\$ 571,899	\$ 545,183	\$ 245,800	timing of Summit County tax settlement compared to forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 1,033,617	\$ 1,047,222	\$ 999,903	\$ 13,605	increase in State foundation special education funding
1.040 - Restricted Grants-in-Aid	\$ 541,821	\$ 661,635	\$ 410,185	\$ 119,814	increase in CTE associated services and career awareness/exploration funding retroactive to start of FY25, receipt of science of reading professional development stipend reimbursement from State
1.050 - Property Tax Allocation	\$ 854,478	\$ 854,478	\$ 765,855	\$ -	
1.060 - All Other Operating Revenues	\$ 1,035,972	\$ 1,259,383	\$ 711,848	\$ 223,411	timing of interest payments and increased amounts due to construction grant funds compared to prior fiscal years, timing of PILOT payments for TIF agreements compared to forecast estimate
1.070 - Total Revenue	\$ 18,300,762	\$ 18,539,350	\$ 16,656,343	\$ 238,588	
Other Financing Sources:					
2.050 - Advances In	\$ 157,000	\$ 157,000	\$ 222,000	\$ -	
2.060 - All Other Financing Sources	\$ 700	\$ 50	\$ 19,825	\$ (650)	
2.080 Total Revenue and Other Financing Sources	\$ 18,458,462	\$ 18,696,400	\$ 16,898,168	\$ 237,938	
Expenditures:					
3.010 - Personnel Services	\$ 6,151,768	\$ 6,097,736	\$ 5,425,680	\$ 54,032	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 2,903,828	\$ 2,718,148	\$ 2,035,012	\$ 185,680	overestimate for SHC premium and HSA employer contribution cost for HDHP insurance plan implemented January 2025
3.030 - Purchased Services	\$ 1,145,307	\$ 1,144,542	\$ 846,413	\$ 765	
3.040 - Supplies and Materials	\$ 582,491	\$ 566,375	\$ 477,438	\$ 16,116	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 26,000	\$ 14,057	\$ 13,453	\$ 11,943	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	\$ 90,000	\$ 60,000	\$ 60,000	\$ 30,000	timing of CTE funds to associate districts
4.300 - Other Objects	\$ 361,255	\$ 393,144	\$ 354,632	\$ (31,889)	timing of payments compared to prior fiscal years due to Summit County tax settlement occurring earlier than forecast estimate
4.500 - Total Expenditures	\$ 11,260,649	\$ 10,994,002	\$ 9,212,628	\$ 266,647	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 3,739,880	\$ 4,248,961	\$ 3,060,240	\$ (509,081)	budgets for transfers estimated for May occurred earlier in fiscal year
5.020 - Advances Out	\$ 157,000	\$ 157,000	\$ 157,000	\$ -	
5.030 - All Other Financing Uses	\$ 300	\$ 300	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 15,157,829	\$ 15,400,263	\$ 12,429,868	\$ (242,434)	
Surplus/(Deficit) FYTD	\$ 3,300,633	\$ 3,296,137	\$ 4,468,300	\$ (4,496)	
rb040425					

Cuyahoga Valley Career Center									
		Revenue Analysis Report - General Operating Fund Only - FY25							
	Local Revenue				State Revenue				
	Taxes				Unrestricted	Property	Restricted		
	Real Estate	Personal Property	Interest	Other Local	Grants-in-Aid	Tax Allocation	Grants-in-Aid	Non-Operating*	Total Revenue
July	3,096,478	-	83,013	(14)	108,417	-	60,908	-	3,348,802
August	3,165,741	197,250	79,174	173,562	136,820	-	60,912	157,050	3,970,510
September	323,424	128,849	147,803	41,477	108,415	-	60,903	-	810,871
October	-	-	107,255	29,470	108,393	854,478	58,310	-	1,157,906
November	-	-	94,062	10,965	112,572	-	60,788	-	278,387
December	-	-	109,053	(686)	114,119	-	57,636	-	280,122
January	144,000	-	87,789	1,680	139,564	-	100,832	-	473,865
February	3,046,816	-	84,542	4	109,529	-	74,405	-	3,315,296
March	4,368,274	245,800	107,157	103,076	109,393	-	126,941	-	5,060,641
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$14,144,732	\$571,899	\$899,849	\$359,534	\$1,047,222	\$854,478	\$661,635	\$157,050	\$18,696,399
% of Total	75.65%	3.06%	4.81%	1.92%	5.60%	4.57%	3.54%	0.84%	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									rbl Page 21 of 127

Cuyahoga Valley Career Center



Expenditure Analysis Report - General Operating Fund - FY25



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other- Dues/Fees	Non- Operating*	Total Expenses
July	633,851	251,065	115,302	39,085	136,027	-	-	300	1,175,630
August	638,528	263,825	154,606	151,226	-	-	50,674	884,599	2,143,457
September	677,686	269,413	198,712	99,029	-	-	60,876	-	1,305,715
October	648,446	266,825	146,468	86,185	-	-	5,568	-	1,153,492
November	945,473	324,099	166,219	35,334	-	-	13,065	-	1,484,191
December	636,591	276,436	82,360	39,425	6,175	-	3,250	-	1,044,237
January	639,566	641,333	93,584	30,330	-	30,000	36,907	2,080	1,473,799
February	636,929	212,658	94,794	39,242	7,882	30,000	7,653	3,398,659	4,427,818
March	640,666	212,494	92,497	46,519	-	-	79,124	120,623	1,191,923
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$6,097,736	\$2,718,147	\$1,144,543	\$566,374	\$150,084	\$60,000	\$257,116	\$4,406,262	\$15,400,262
% of Total	39.60%	17.65%	7.43%	3.68%	0.97%	0.39%	1.67%	28.61%	
*Non-Operating expenses include advances and transfers out.									
Operating Fund includes General Fund (001) only									rb0 Page 22 of 127

Cuyahoga Valley Career Center





CUYAHOGA VALLEY
CAREER CENTER

February 2025

FINSUMM Financial Summary

rb040425

Fund	Fund Name	Beginning Balance 7/1/2024	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	\$19,741,565.61	\$5,060,640.98	\$18,696,398.82	\$1,191,922.95	\$15,400,262.05	\$23,037,702.38	\$703,886.16	\$22,333,816.22
003	Permanent Improvement	\$5,898,952.49	\$120,623.00	\$4,169,282.16	\$56,580.52	\$3,023,937.62	7,044,297.03	\$5,996,822.55	1,047,474.48
006	Food Service	\$32,199.72	\$10,860.17	\$170,614.47	\$12,099.63	\$188,187.38	14,626.81	\$20,311.04	(5,684.23)
008	Endowment	\$54,358.21	\$171.02	\$1,885.71	\$0.00	\$4,000.00	52,243.92	\$0.00	52,243.92
009	Uniform School Supplies	\$15,200.94	\$40.00	\$107,709.56	\$3,155.56	\$95,241.81	27,668.69	\$18,219.69	9,449.00
011	Rotary-Special Services	\$111,629.16	\$737.66	\$25,001.97	\$1,482.62	\$15,469.70	121,161.43	\$4,514.11	116,647.32
012	Adult Education	\$830,768.04	\$238,662.33	\$1,423,542.21	\$136,109.80	\$1,127,275.23	1,127,035.02	\$75,510.47	1,051,524.55
018	Public School Support	\$192,353.27	\$6,826.87	\$75,813.06	\$8,778.44	\$55,945.18	212,221.15	\$8,557.91	203,663.24
019	Other Grants	\$73,698.78	\$45,000.00	\$45,000.00	\$5,183.94	\$45,872.42	72,826.36	\$2,922.91	69,903.45
022	District Agency	\$31,938.99	\$1,256.88	\$515,529.23	\$1,102.63	\$525,242.53	22,225.69	\$0.00	22,225.69
200	Student Managed Activity	\$52,220.49	\$1,874.77	\$44,694.81	\$753.49	\$25,468.07	71,447.23	\$10,863.19	60,584.04
451	Data Communications	\$0.00	\$991.15	\$1,991.15	\$0.00	\$1,000.00	991.15	\$0.00	991.15
495	CTE Construction Grant	\$1,909,085.80	\$0.00	\$6,788,238.00	\$450,442.77	\$2,425,440.93	6,271,882.87	\$6,271,882.87	0.00
499	Miscellaneous State Grants	\$389,923.80	\$6,545.00	\$155,136.40	\$800.00	\$323,817.29	221,242.91	\$43,961.64	177,281.27
524	Carl Perkins Grants	(\$15,119.00)	\$16,252.46	\$303,512.64	\$34,680.26	\$316,704.22	(28,310.58)	\$126,333.35	(154,643.93)
	Grand Totals (ALL Funds)	\$29,318,776.30	\$5,510,482.29	\$32,524,350.19	\$1,903,092.61	\$23,573,864.43	\$38,269,262.06	\$13,283,785.89	24,985,476.17

Cuyahoga Valley Career Center			
	Cash Reconciliation		
CUYAHOGA VALLEY CAREER CENTER	March 31, 2025		CUYAHOGA VALLEY CAREER CENTER
Cash Summary Report Balance			\$ 38,269,262.06
Bank Balance:			
PNC - Main Checking	1,433,995.21		
PNC - Merchant Svcs.	8,676.29		
PNC - Payroll Holding	40,000.00		
		\$ 1,482,671.50	
Investments:			
U.S. Bank: Meeder Investment Managers			
Managed Portfolio	25,114,682.05		
STAR Ohio	11,673,614.02		
		\$ 36,788,296.07	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (5,527.01)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	-		
Deposit in Transit	2,321.50		
Payroll in Transit	-		
	-		
		\$ 2,321.50	
Bank Balance			\$ 38,269,262.06
Variance			\$ -
rb040425			

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

March 2025

Appropriation Summary

rb040425

		FYTD	Prior FY	FYTD	FYTD	MTD		FYTD	FYTD
		Appropriated	Carryover	Expendable	Actual	Actual	Current	Unencumbered	Percent
Fund			Encumbrances		Expenditures	Expenditures	Encumbrances	Balance	Exp/Enc
001	General Fund	\$19,881,336.00	\$251,594.62	\$20,132,930.62	\$15,400,262.05	\$1,191,922.95	\$703,886.16	4,028,782.41	79.99%
003	Permanent Improvement	\$7,544,863.21	\$2,381,256.34	\$9,926,119.55	\$3,023,937.62	\$56,580.52	\$0.00	6,902,181.93	30.46%
006	Food Service	\$186,375.00	\$105.00	\$186,480.00	\$188,187.38	\$12,099.63	\$20,311.04	(22,018.42)	111.81%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$4,000.00	\$0.00	\$0.00	11,000.00	26.67%
009	Uniform School Supplies	\$85,800.00	\$7,583.35	\$93,383.35	\$95,241.81	\$3,155.56	\$18,219.69	(20,078.15)	121.50%
011	Rotary-Special Services	\$47,800.00	\$158.36	\$47,958.36	\$15,469.70	\$1,482.62	\$4,514.11	27,974.55	41.67%
012	Adult Education	\$1,561,570.00	\$39,285.46	\$1,600,855.46	\$1,127,275.23	\$136,109.80	\$75,510.47	398,069.76	75.13%
018	Public School Support	\$121,278.48	\$1,076.80	\$122,355.28	\$55,945.18	\$8,778.44	\$8,557.91	57,852.19	52.72%
019	Other Grants	\$43,857.59	\$29,841.19	\$73,698.78	\$45,872.42	\$5,183.94	\$2,922.91	24,903.45	66.21%
022	District Agency	\$700,000.00	\$0.00	\$700,000.00	\$525,242.53	\$1,102.63	\$0.00	174,757.47	75.03%
200	Student Managed Activity	\$96,508.41	\$1,000.00	\$97,508.41	\$25,468.07	\$753.49	\$10,863.19	61,177.15	37.26%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$1,000.00	\$0.00	\$0.00	800.00	55.56%
495	CTE Construction Grant	\$9,000,000.00	\$1,403,535.80	\$10,403,535.80	\$323,817.29	\$800.00	\$0.00	10,079,718.51	3.11%
499	Miscellaneous State Grants	\$346,130.04	\$191,153.16	\$537,283.20	\$323,817.29	\$800.00	\$43,961.64	169,504.27	68.45%
524	Carl Perkins Grants	\$476,685.46	\$17,470.77	\$494,156.23	\$316,704.22	\$34,680.26	\$126,333.35	51,118.66	89.66%
Totals		\$40,109,004.19	\$4,324,060.85	\$44,433,065.04	\$21,472,240.79	\$1,453,449.84	\$1,015,080.47	\$21,945,743.78	50.61%

Cuyahoga Valley Career Center



Check Register for Checks > \$9,999.99

March 2025



Vendor	Amount	Fund	Description
Boiler Specialists, Inc.	\$ 11,486.07	001	Boiler repairs
CDW-G	\$ 12,386.03	003/001	Replacement computers, software license
GPD Group	\$ 24,660.30	003	Architect/engineering services
NEOnet	\$ 17,982.45	003/001	Replacement switch and installation, phone, W-2's
Panzica Construction	\$ 450,442.77	495	Building addition
Patterson Dental Supply Inc.	\$ 17,713.37	524/001	Dental assistant program equipment and supplies
PNC	\$ 11,601.99	various	Medicare contributions
SERS	\$ 34,455.87	various	Classified retirement contributions
STRS	\$ 82,038.00	various	Certified retirement contributions
PNC Bank	\$ 12,974.04	various	Advertising, staff travel, technology supplies, staff meetings, student testing, subscriptions, instructional supplies, food for events, work permits
Suburban Health Consortium	\$ 111,268.15	various	Employee benefits insurance premiums
rb040425			

CUYAHOGA VALLEY
CAREER CENTER

CVCC Adult Education Monthly and FYTD Estimates vs Actuals

CUYAHOGA VALLEY
CAREER CENTER

FY2025--March 2025	Enrollment:	286					
<u>Receipts</u>	<u>Mo. Estimate</u>	<u>Mo. Actual</u>	<u>Variance</u>	<u>FYTD Estimate</u>	<u>FYTD Actual</u>	<u>Variance</u>	<u>Explanation of Variance</u>
1214-Tuition	88,961	130,332	41,370	933,476	963,306	29,830	timing of program offerings thus receipts compared to prior fiscal years used as basis for estimates
1730-Sale of Materials	1,136	0	(1,136)	59,543	63,014	3,471	
1790-Other Classroom Fees	668	280	(388)	13,256	9,480	(3,777)	
1833-Services to Patrons	155	266	111	900	2,065	1,165	
1890-Miscellaneous	1,821	3,561	1,740	20,644	30,977	10,333	increased participation in adult diploma program
3110-State Foundation	38,914	104,224	65,310	331,383	354,701	23,318	received Talent Ready Grant (\$47K) in March
5100-Transfers In	0	0	0	0	0	0	
5300-Red.of Prior Year Expend.	0	0	0	0	0	0	
Total Receipts	131,655	238,662	107,007	1,359,202	1,423,542	64,340	
<u>Expenditures</u>							
100-Salaries	86,718	95,076	(8,358)	676,539	721,454	(44,916)	severance payments to retirees made in January
200-Fringe Benefits	27,028	23,114	3,914	245,738	217,533	28,204	changes in administrative staffing reduced insurance benefits costs
400-Purchased Services	6,516	7,785	(1,269)	77,596	86,516	(8,920)	
500-Supplies	10,126	9,670	457	92,470	94,428	(1,957)	
600-Equipment	0	0	0	35,550	0	35,550	budget not needed for use to date, timing of program offerings thus expenditures compared to prior fiscal years used as basis for estimates
800-Other	212	466	(254)	8,075	7,344	732	
930-Refunds of Prior Yr. Rceipts	0	0	0	0	0	0	
Total Expenditures	130,600	136,110	(5,509)	1,135,968	1,127,275	8,693	
Surplus/(Deficit) for Month & FYTD	1,055	102,553	101,498	223,234	296,267	73,033	

CVCC Adult Education Forecast Monthly Cash Flow Data Entry																
Advance In Current FY	\$0.00															
FY2025	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	\$63,493.26	\$46,427.35	\$102,153.14	\$250,081.97	\$28,159.01	\$73,265.70	\$185,800.98	\$83,592.96	\$130,331.54	\$0.00	\$0.00	\$0.00	\$963,305.91	\$1,125,000.00	85.63%	\$161,694.09
1730-Sale of Materials	\$0.00	\$0.00	\$494.00	\$215.00	\$2,560.50	\$48,099.00	\$2,989.00	\$8,656.50	\$0.00	\$0.00	\$0.00	\$0.00	\$63,014.00	\$80,000.00	78.77%	\$16,986.00
1790-Other Classroom Fees	\$3,170.00	\$2,910.00	\$2,530.00	\$0.00	\$113.50	\$310.00	\$65.00	\$101.00	\$280.00	\$0.00	\$0.00	\$0.00	\$9,479.50	\$18,249.00	51.95%	\$8,769.50
1833-Services to Patrons	\$495.00	\$180.00	\$295.00	\$185.00	\$359.00	\$0.00	\$35.00	\$250.00	\$266.00	\$0.00	\$0.00	\$0.00	\$2,065.00	\$1,470.00	140.48%	-\$595.00
1890-Miscellaneous	\$1,507.00	\$608.00	\$527.00	\$1,525.00	\$16,320.00	\$5,089.01	\$1,305.00	\$535.00	\$3,561.00	\$0.00	\$0.00	\$0.00	\$30,977.01	\$25,000.00	123.91%	-\$5,977.01
3110-State Foundation	\$0.00	\$66,091.00	\$52,204.00	\$0.00	\$66,091.00	\$0.00	\$0.00	\$66,091.00	\$104,223.79	\$0.00	\$0.00	\$0.00	\$354,700.79	\$400,000.00	88.68%	\$45,299.21
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	\$68,665.26	\$116,216.35	\$158,203.14	\$252,006.97	\$113,603.01	\$126,763.71	\$190,194.98	\$159,226.46	\$238,662.33	\$0.00	\$0.00	\$0.00	\$1,423,542.21	\$1,649,719.00	86.29%	\$226,176.79
Expenditures																
100-Salaries	\$63,910.36	\$56,822.78	\$61,370.49	\$67,745.70	\$116,099.35	\$80,473.08	\$95,011.97	\$84,944.49	\$95,075.97	\$0.00	\$0.00	\$0.00	\$721,454.19	\$975,000.00	74.00%	\$253,545.81
200-Fringe Benefits	\$14,998.78	\$16,206.59	\$21,077.30	\$17,940.66	\$26,276.51	\$23,028.15	\$53,406.50	\$21,485.28	\$23,113.65	\$0.00	\$0.00	\$0.00	\$217,533.42	\$326,560.00	66.61%	\$109,026.58
400-Purchased Services	\$9,903.59	\$2,277.77	\$26,136.10	\$6,858.86	\$13,734.58	\$15,835.02	\$1,080.41	\$2,905.32	\$7,784.64	\$0.00	\$0.00	\$0.00	\$86,516.29	\$125,000.00	69.21%	\$38,483.71
500-Supplies	\$2,224.41	\$9,010.31	\$17,543.08	\$17,006.17	\$10,098.51	\$8,835.64	\$6,051.85	\$13,987.68	\$9,669.95	\$0.00	\$0.00	\$0.00	\$94,427.60	\$108,842.00	86.76%	\$14,414.40
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	\$54,550.00	0.00%	\$54,550.00
800-Other	\$1,176.44	\$317.88	\$2,359.32	\$486.92	\$463.90	\$732.30	\$588.44	\$752.94	\$465.59	\$0.00	\$0.00	\$0.00	\$7,343.73	\$10,332.00	71.08%	\$2,988.27
920-Advances Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
930-Refunds of Prior Year Receipts	\$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
Total Expenditures	\$92,213.58	\$84,635.33	\$128,486.29	\$110,038.31	\$166,672.85	\$128,904.19	\$156,139.17	\$124,075.71	\$136,109.80	\$0.00	\$0.00	\$0.00	\$1,127,275.23	\$1,600,284.00	70.44%	\$473,008.77
Receipts Over/(Under) Expends.	-\$23,548.32	\$31,581.02	\$29,716.85	\$141,968.66	-\$53,069.84	-\$2,140.48	\$34,055.81	\$35,150.75	\$102,552.53	\$0.00	\$0.00	\$0.00	\$296,266.98	\$49,435.00		
Beg. Cash Bal. incl. Advance Across FY-end	\$830,768.04	\$807,219.72	\$838,800.74	\$868,517.59	\$1,010,486.25	\$957,416.41	\$955,275.93	\$989,331.74	\$1,024,482.49	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$830,768.04	\$830,768.04		
End. Cash Bal. incl. Advance Across FY-end	\$807,219.72	\$838,800.74	\$868,517.59	\$1,010,486.25	\$957,416.41	\$955,275.93	\$989,331.74	\$1,024,482.49	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$880,203.04		
End. Cash Bal. without Advances	\$807,219.72	\$838,800.74	\$868,517.59	\$1,010,486.25	\$957,416.41	\$955,275.93	\$989,331.74	\$1,024,482.49	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$880,203.04		
Encumbrances	\$109,982.96	\$113,376.66	\$103,821.73	\$108,465.45	\$103,888.69	\$77,581.06	\$61,752.55	\$73,847.44	\$75,510.47	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00		
Ending Unenc. Bal.	\$697,236.76	\$725,424.08	\$764,695.86	\$902,020.80	\$853,527.72	\$877,694.87	\$927,579.19	\$950,635.05	\$1,051,524.55	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$1,127,035.02	\$855,203.04		Page 28 of 127

CUYAHOGA VALLEY CAREER CENTER

2024-2027

Administrative, Support and Classified Exempt Employees

Compensation and Fringe Benefit Plan (ASCE Plan)

**Adopted: April 25, 2024
Revised: September 26, 2024
Revised: April 24, 2025**

Effective July 1, 2024

Ashley Thomas, Board President

Jennifer Burke, Board Vice President

David Mangas, Superintendent

Richard Berdine, Treasurer

Date

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ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT EMPLOYEES

COMPENSATION AND FRINGE BENEFIT PLAN

CLASSIFICATION OF TITLES

(Revised 4/24/25)

Administration: Assistant Superintendent, Principal, Director/Manager, Assistant Principal, Supervisor, Coordinator 220

Support: Specialist 260, Public Relations Officer, Teacher/Coordinator, Network Engineer, Liaison

Classified Exempt (non-bargaining member): Executive Assistant, Administrative Assistant, Treasurer's Assistant, Accounts Payable, Coordinator 185, Student Support Services, Intern, Specialist 185

SCOPE OF PLAN

- A. This Compensation and Fringe Benefit Plan (hereinafter referred to as the Plan) is designed for the Administrative, Support and Classified Exempt employees of the Cuyahoga Valley Career Center. Those governed by a collective bargaining agreement are not covered by this Plan. To the extent that an employee's individual contract with the District contains a provision contrary to the terms of this Plan, then the contract provision will prevail. For purposes of this Plan, an employee is full-time if the employee is on at least a one hundred eighty (180)-day contract and scheduled to work at least twenty-eight (28) hours per week. This Plan replaces and supersedes the Compensation and Fringe Benefit Plan for Non-collective Bargaining Groups. In accordance with Policy 3410.01 this Plan will be reviewed by the Superintendent on an annual basis and presented to the Board of Education for approval.

ARTICLE 1

Purpose

- A. The Plan is designed to attract and retain highly qualified employees and to provide them with an equitable compensation commensurate with the level of their education, skills, training, experience, job performance and the responsibilities of the position. The Plan advances the District's Mission Statement and implements many of the goals and objectives of the Strategic Plan and Management Reorganization.

ARTICLE 2

Employee Insurance / Health Care

Life Insurance

- A. For all Administrative, Support and Classified Exempt employees, life insurance shall be provided at two and one-half (2½) times the employee's annual salary. In lieu of life insurance, the employee shall have the option of directing the Board to pay into an annuity an amount equal to the premium it otherwise would have paid for the employee's life insurance.

Hospitalization/Major Medical Insurance
(Revised 9/26/24, 4/24/25)

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 Section (A)(1)(a) above does not apply.

2. Option not to Participate. Any employee 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 of month/days the employee was eligible for a district offered health insurance plan.

3. Hospitalization, Major Medical and Prescription Drug Insurance Plan Offering.

- a. All employee contributions shall be through payroll deduction to the extent authorized by law.
- b. 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)

- c. Employee Premium Contributions:

Plan	Contribution Percent
High Deductible	16%
Minimum Value	0%

- d. Effective January 1, 2025 employees 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 employee's Health Savings Account the contribution level as outlined below on the first payroll date in January for each of the calendar years covered under this plan.

- e. Board Health Savings Account Contribution Table:

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

- f. In addition to the Board contribution in the table above, the following provision exists:

- (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 employee's Health Savings Account.
- g. The Board contribution to the Health Savings Account will be prorated for eligible employees based on the number of months/days the employee 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 employee becomes eligible.
4. Enrollment. Each employee will be able to enroll in a district offered health insurance 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.

6. Additional Options for Medicare Enrolled Full-Time Employees.

Option 1. Employees hired prior to September 1, 2024 and enrolled in Medicare prior to September 26, 2024 who elect not to secure Board offered health insurance as outlined under:

ARTICLE 2. EMPLOYEE INSURANCE / HEALTH CARE, HOSPITALIZATION / MAJOR MEDICAL INSURANCE, A. Group Health Insurance, 2. Option not to Participate,

Shall receive their qualifying deposit in lieu of health insurance on the first payroll date of January. Employees electing Option 1. Will also be eligible for employer offered Dental and Vision Insurance at the same benefit and premium levels as offered to members electing employer offered health insurance.

Option 2. Employees hired prior to September 1, 2024 and enrolled in Medicare prior to September 26, 2024 will have the option to purchase a Board offered

Health Insurance Preferred Provider Organization "PPO" Plan comparable to PPO-250 Plan 2A.

- a. Employee Share of PPO-250 Premium will be established as fourteen percent (14%) of the total plan premium cost for each year of the ASCE Plan.

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 employee 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 employee. The Board shall also pay administration fees for these accounts.
 - b. Dependent Care Reimbursement Account (DCRA). When participating in the DCRA, the Board shall not match employee contributions but will pay administration fees.
2. Employees 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. If an employee's spouse is an employee of Cuyahoga Valley Career Center and eligible for benefits described above, and either the employee 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 Section (A)(2).

Insurance Study Committee

A. 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), two (2) CVFT representatives (appointed by the CVFT

President), one (1) support representative, one (1) classified exempt representative and one (1) OAPSE representative (selected by represented employees) and shall meet as needed.

Wellness Program Committee

- A. A wellness program committee shall be formed. This committee shall serve as advisory to the administration. The purpose of this committee is to establish a wellness program for the employees of Cuyahoga Valley Career Center. The committee would solicit and obtain programs from outside health sources to be implemented on site at CVCC for the benefit of the employees, such as a weight reduction program (e.g. Weight Watchers), smoking cessation program, exercise program (e.g. Jazzercise, Aerobics), screening programs (e.g. blood pressure, cholesterol), and informational programs regarding current health issues. Cost of such programs to be determined by an annual appropriation amount. The committee shall be comprised of two (2) administrative representatives (appointed by the Superintendent), one (1) support representative, one (1) classified exempt representative, one (1) OAPSE representative, one (1) part-time employee representative (the support, exempt, and part-time representatives to be selected by represented employee groups) and two (2) vacant seats to be available for CVFT participation.

ARTICLE 3

Vacation and Holidays

Vacation

- A. The Board of Education shall establish by contract the work year of each employee covered by this Plan. A maximum of five (5) days unused vacation may be carried over to the next year. Carry over days expire at the end of the next contract year. Additional carry-over days may be granted with Superintendent approval when unusual circumstances exist.
- B. All two hundred sixty (260)-day employees will be granted twenty (20) vacation days per contract year.
- C. All two hundred sixty (260)-day employees will be granted one (1) additional day of vacation after the first two (2) years of uninterrupted service with the District and one (1) additional day of vacation for every two (2) years following the second year, up to a maximum of five (5) additional days.

Holidays

- A. The District recognizes the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Good Friday	The day before or after Christmas day (which
Memorial Day	day will be designated by the Administration
Juneteenth	at the beginning of the school year)
Independence Day	Christmas Day

- B. When a holiday falls on a Saturday, it shall be observed on the Friday before. If it falls on

a Sunday, it shall be observed on the following Monday.

- C. If a Classified Exempt employee is required to work on a holiday, the employee will be paid an additional one and one-half (1½) times the hourly rate, or have the option of taking compensatory time equal to time and one-half (1½) of hours actually worked.
- D. In addition to the holidays listed above, two hundred sixty (260)-day Support and Classified Exempt employees will receive one (1) "floating holiday" per year to be scheduled with the Supervisor.

ARTICLE 4

Leaves

Sick Leave

- A. Sick leave shall be accumulated at the rate of one and one-fourth (1¼) days per month with an unlimited total. First year employees or employees 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 who is absent from work and using sick leave for six (6) or more consecutive 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 an employee 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 employee's family. The term "family" shall mean spouse, father, mother, brother, sister, child or anyone who clearly stands in the same relationship with the employee. In the event of the death of a close relative (other than "family") or friend, the employee may elect to take up to a total of three (3) days in any contract year as sick leave.
- D. If an employee is currently absent for thirty (30) consecutive days or more due to a documented catastrophic or long-term illness or accident of the employee, his/her spouse or minor child, and has exhausted all of his/her accumulated sick leave, another employee may donate up to five (5) days of his/her accumulated sick leave to the absent employee. The requirement of thirty (30) consecutive days absence may be waived in extraordinary circumstances at the discretion of the Superintendent.
- E. An employee who fails to comply with above Section (B) and Section 3319.141 of Ohio Revised Code, shall not be allowed to use sick leave for time absent from work. 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.
- F. Sick leave may be used in one-half (½) hour increments.

Assault Leave

- A. Any employee covered by this Plan 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 employee 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 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 employee 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; and any medical costs not met by Worker's Compensation will be paid by the Board of Education or its agents.
 - 4. If an employee becomes permanently disabled due to an assault, (s)he shall apply for disability retirement; if disability retirement is granted, assault leave benefits shall end on the effective date of the first retirement check.
- C. In the event the employee is unable to complete the reports in a timely manner as a result of the assault, the employee shall receive assistance from his/her administrative supervisor to complete the required documents.
- D. Pursuant to 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 twenty (20) days of assault leave.

Professional Leave

Administrative and Support Employees:

- A. Upon the recommendation of the Superintendent, the Board may initiate a leave of absence for an employee to receive additional training as may benefit him/her.
- B. Professional leave may be granted to any employee 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), employees may continue to participate in the district's collateral employee benefits (insurance) subject to the carrier's rules and regulations by remitting in advance monthly the costs of such programs for the employee on leave and his/her dependents if so covered, or as otherwise approved by the Superintendent.
- E. Upon return to duty, the employee 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 employee.
- 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 employee will be required to spend at least one (1) year following the leave of absence in employment of the school district unless the employee has completed ten (10) years in the district.
- J. No more than five percent (5%) of the employees covered by this Plan may be on sabbatical leave at one time, nor shall this leave be granted to the same employee more than once in a three (3)-year period.

Personal Leave

- A. Each employee covered by this Plan will be entitled annually to a total of three (3) personal leave days. The reason for the personal leave is unrestricted; however, the use of the days requires supervisor approval. A maximum of two (2) days unused personal leave may be carried over to the next year. Carry over days expire at the end of the next contract year.
 - 1. 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 or his/her designee may waive the advance notice when reasons warrant such action.
 - 2. 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.
 - 3. All requests for personal leave will receive prompt attention.
 - 4. Personal leave may be used in one-half (½) hour increments.

Jury Duty Leave

- A. Any employee who serves as a juror shall continue to be paid his or her salary while serving as a juror. The employee may retain the remuneration received in connection with jury service but shall present to the Treasurer or designee the check or other evidence of receipt of the remuneration in order to verify the leave.

Maternity Leave

- A. An employee 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 employee plans to take a maternity leave of absence or not.
- B. If the employee 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 employee.
- C. Maternity leave shall be subject to the following provisions and conditions:
 - 1. The employee 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 employee chooses not to use accumulated sick leave, or if accumulated sick leave expires during the maternity leave, the employee shall be permitted to continue health insurance coverage at the employee'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 employee 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 employee, for an additional school year.
 - 5. Employees on maternity leave shall notify the Superintendent by letter of plans for the coming school year by April 1 preceding that school year.
 - 6. On returning to service from maternity leave, the employee shall be returned to the same or similar position the employee occupied prior to the leave if said position has not been abolished.
 - 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 employee, except such leave will not be included for the purposes of seniority and placement on the salary schedule.

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 a child.
- 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 employee's grandchildren. The number of days will be determined by the Superintendent or his/her designee.

ARTICLE 5

Working Conditions (Revised 4/24/25)

Workday

- A. Prior to each school year, the Superintendent will announce non-workdays for the upcoming contract year. In the event there are more than two hundred sixty (260) workdays in any contract year, the additional days will be considered non-workdays for two hundred sixty (260)-day employees.
- B. The workday for all employees covered by this Plan shall be eight (8) hours unless otherwise indicated. The Superintendent shall have the authority to establish and modify the specific work schedules for each of the employees covered by this agreement. During non-school days, the Superintendent may revise the workday to meet the workload of the School District. The schedules may vary from department to department, but the number of hours shall be uniform.
- C. Administrative and Support employees may be required to work during times other than the normal working hours. Administrative and Support employees are not entitled to additional compensation or overtime for any additional time they may be required to work.
- D. Full-time Career Specialists are contracted for one hundred eighty-five (185) days and follow the schedule of the partner district to which they are assigned. If the partner district contracts their typical teaching staff members for more than 185 days, the Career Specialist is expected to work the additional days and will be compensated at the Career Specialist's per diem rate. The normal workday shall be seven and one-half (7 ½) hours.

Duty Free Lunch Period

- A. For Administrative and Support employees, reasonable accommodations will be made for lunch.
- B. Classified Exempt employees working two hundred sixty (260)-day contracts shall have a one (1) hour duty-free lunch period each day of which half (½) an hour is unpaid. During non-school days, all Classified Exempt employees shall have a one (1) hour duty-free lunch period each day, unless an approved adjusted schedule is in effect, then the duty-free lunch shall be consistent with the adjusted schedule as approved by the Superintendent or designee.
- C. For Career Specialists working one hundred eighty-five (185) day contracts, reasonable accommodations will be made for a thirty-minute unpaid, duty-free lunch period each day.

Increased Responsibilities

- A. At any time, the Superintendent or designee may recommend to the Board a change in job classification due to increase in individual job responsibilities.

Employee Assignment

- A. Employees covered by this Plan shall work under a job description. The Board of Education will maintain a record of all job descriptions as developed or revised for all

employees covered by this Plan. The Board expects the Superintendent to assign all employees covered by this Plan in a manner consistent with accomplishing the goals established for the District by the Board and within the guidelines as established by the Ohio Revised Code.

Employee Evaluation

- A. Employees covered by this Plan will be evaluated under the evaluation Plan as established by the Board of Education.
- B. Employees on limited contracts shall have yearly evaluations which will include interim evaluations. Employees on continuing contracts shall have an evaluation every three (3) years, unless the employee and/or supervisor deem a more frequent schedule is necessary.

Mileage

- A. All mileage accumulated for authorized District business by an employee covered by this Plan shall be reimbursed at the current rate established by the Internal Revenue Service.

ARTICLE 6

Salary and Additional Compensation (Revised 4/24/25)

Salary

- A. The salary of each employee shall be stated in the employee's contract with the District. The amount of the employee's salary and the amount of any increase in salary shall be established pursuant to the Salary Schedules adopted by the Board. The Superintendent will review employees' salaries annually and if the Superintendent recommends increases beyond the salary steps, the increases will require Board approval.
- B. For Administrative, supervisory Support and Classified Exempt Central Office employees who began work prior to August 1, 2018, the Board will establish procedures for the automatic pick-up of the employee's portion of the Retirement System contribution and Medicare tax from the employee's salary. With the implementation of these procedures and the acceptance of said procedures by the Retirement System, the Board will not deduct state or federal taxes on the amount of the employee's total required contribution to the Retirement System or to Medicare, with appropriate notations made on the employee's W-2 forms. The Board's pick-up of the employee's portion of the Retirement System contribution shall be treated as additional compensation for the purpose of determining the contribution.
- C. The Board will continue to issue salary stipends to employees 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 employee works a partial year, stipend will be prorated per number of days/hours worked divided by contracted days/hours.
3. Stipend is considered part of base salary and added to all daily/hourly rate calculations (i.e. overtime, holiday pay, severance pay).
4. Stipend is included in the salary amount reported to SERS/STRS.
5. Yearly stipends are non-cumulative.

Longevity Stipend

- A. Beginning with the fifteenth year of continuous service with Cuyahoga Valley Career Center, classified exempt employees will be entitled to an annual longevity payment as follows:

15 th year:	\$600	21 st year:	\$1,500
17 th year:	\$900	25 th year:	\$2,000
19 th year:	\$1,200	30 th year:	\$2,500
		35 th year:	\$3,000

- B. Classified Exempt Employees who began work prior to July 1, 2018, will continue to receive their current level of longevity stipend until they reach a higher stipend level on the current ASCE Plan.

Tax Sheltered Annuity

- A. For Administrators who began work prior to August 1, 2018, the Board shall provide each Administrative employee with a tax-sheltered annuity in the amount of Two Thousand Dollars (\$2,000.00) annually, in addition to the base salary.

Overtime

- A. With prior approval by the Superintendent or designee, Classified Exempt employees with more than forty (40) hours worked in a week will be paid at time and one-half (1½) their hourly rate or have the option of taking compensatory time equal to time and one-half (1½) for those hours worked over forty (40). Hours worked means actual hours on the job and does not include sick, personal, holidays, vacation, calamity, etc.

Calamity Days

- A. The Superintendent or designee will announce to Administrative and Support employees who must report to work during a calamity day.
- B. Upon official notification of a calamity day, all employees scheduled to work shall be paid for the calamity day. Those Classified Exempt employees required by their Supervisor to report to work, shall be paid at their hourly rate in addition to receiving their regular rate of pay, or have the option of taking compensatory time equal to the number of hours actually worked.
- C. For Career Development employees, a calamity day is defined as a day when an official calamity day has been called for the district/building to which a Career Development employee has been assigned on the day the calamity has been called.

- D. Any employee who has requested and has been granted sick leave, personal leave or vacation on a day which has been declared a calamity day will not be charged with sick leave, personal leave or vacation on that date.

ARTICLE 7

Continuing Career Development

Adult Education

- A. All full-time employees covered by the ASCE Plan are eligible for fee waivers for Adult Education courses, per Board Policy 2450 and Administrative Guidelines 6150AE.

Tuition Reimbursement

- A. The Board agrees to set aside the following amounts per year to a tuition reimbursement pool. At the conclusion of each year, all employees covered by this Plan successfully completing approved course work will share in this pool according to the following guidelines:

Administrative Employees:	\$10,000.00
Support Employees:	\$10,000.00
Classified Exempt Employees:	\$10,000.00

- B. An employee's share may not exceed the cost of the tuition for the year.
- C. If the number of employees taking a course during the year exceeds the amount of monies in the pool, then the employees will share equally by dividing the monies available by the number of employees having completed a course.
- D. If the total cost of tuition by the employees does not exceed the pool amount, the monies left may be used to reimburse a second course by an employee or employees. If insufficient funds exist to fully fund this second course, the money shall be shared by the employees completing the second course. This procedure will continue for a third or larger number of courses taken until the money is exhausted.
- E. Advance written notice of intended course work will be provided to the Superintendent or his designee for approval at least two (2) weeks prior to the start of the course. All credit submitted for reimbursement must be directly applicable to the employee's certificate requirements, an educational degree, or a career plan approved by the Superintendent.
- F. 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 employee must submit a voucher validating the tuition payment. The cut-off date for reimbursement will be September 15.
- G. A letter of authorization verifying completion of each of the doctoral dissertation hours for doctoral candidates/students will be required due to the issuance of "In Progress" ("IP") grade on grade report until final oral defense and approval of dissertation. (In some cases this can be up to, but not limited to, ten (10) semester hours of coursework.)
- H. The tuition reimbursement year is September 16 through September 15. All required

paperwork must be submitted by September 15 of the tuition year the course is completed.

Seminars

- A. Administrative employees may, with prior approval of the Superintendent, attend either the Legal Update for School Heads through Kent State University or the Ashland Leadership Academy through Ashland University. Tuition expenses shall be paid per the *Tuition Reimbursement* section of this article. All other approved expenses shall be paid by the Board of Education per professional meeting and travel reimbursement guidelines. Credits for certification/licensure renewal must be submitted to the LPDC for approval prior to attending the seminar.

ARTICLE 8

Retirement Benefits

Retirement Stipend – Support & Classified Exempt Employees

- A. For employees who began work prior to July 1, 2015, the Board will offer a retirement stipend equal to twenty-five percent (25%) of the employee's annual base salary to those employees who retire on or before June 30 of the contract year in which they are first eligible to retire.
- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
 - 1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement stating his/her retirement date.
 - 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of STRS/SERS during the first year of eligibility. Retirement must be taken during the employee's individual contract year in which he/she first becomes eligible (e.g. if the employee is first eligible on February 1 and the employee's contract year ends June 30, the employee must retire by June 30).
 - 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 - 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 - 5. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid six (6) months following the employee's retirement provided proof of the employee's retirement is supplied.

Retirement Stipend – Administrative Employees

- A. For employees who began work prior to July 1, 2015, the Board will offer a retirement stipend of Thirty Thousand Dollars (\$30,000.00) to those administrative employees who retire on or before July 31 of the contract year in which they are first eligible to retire.

- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement.
 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS).
 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 5. The employee must retire at a time other than during the school year unless on a disability retirement or approved by the Superintendent.
 6. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid the January following the employee's retirement provided proof of the employee's retirement is supplied.

Severance Pay

- A. Severance pay shall be a one (1)-time, lump-sum payment to eligible employees according to the following:
1. Eligibility: An employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:
 - a. The employee 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. Ten (10) years of continuous service with Cuyahoga Valley Career Center to be eligible. A minimum of one hundred twenty (120) days must be worked to constitute one (1) year.
 2. Benefit calculation: the amount of the benefit due an employee shall be calculated by:
 - a. Multiplying the employee's accrued but unused sick leave by twenty-five percent (25%).
 - b. Multiplying the product times the base per diem rate of pay (including longevity) appropriate for that employee's placement on the salary schedule. For those employees on a two hundred sixty (260)-day contract, vacation days (up to a maximum of twenty (20) days) and holidays (as listed in ARTICLE 3, *Holidays*, A.) shall not be included when calculating the per

diem rate of pay.

- c. The amount of the benefit calculated in steps (2.a.) and (2.b.) directly above shall not exceed the value of seventy-five (75) days of accrued but unused sick leave.
 - d. During the employee's final two (2) years prior to severance, he/she shall earn 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.
 - e. Severance pay will be paid in January of the year following retirement. In the case of death, severance will be paid to a named beneficiary. In the absence of a named beneficiary, severance will be paid to the estate.
- B. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

ARTICLE 9

Payroll Practices

- A. Tax Sheltered Annuities. Employees may elect to purchase tax sheltered annuities bi-weekly through payroll deductions choosing from not less than two (2) Board approved plans. Employees may change plans or the amount of deduction or both, by making arrangements with the Treasurer.
- B. Accumulated and used sick days are to be on all pay stubs.

SALARY SCHEDULE PLACEMENT

- A. Salary schedule placement is to be determined by the Superintendent as noted in Management Guidelines.

PLAN MODIFICATIONS

- A. While this Plan is in effect, these provisions may be adjusted as recommended by the Superintendent and approved by the Board of Education.

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ADMINISTRATIVE SALARY SCHEDULE

ASSISTANT SUPERINTENDENT

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$106,620 \$2,377	\$106,620 \$4,754	\$106,620 \$7,131	0 Stipend
1 Stipend	\$108,761 \$2,425	\$108,761 \$4,850	\$108,761 \$7,275	1 Stipend
2 Stipend	\$110,946 \$2,473	\$110,946 \$4,946	\$110,946 \$7,419	2 Stipend
3 Stipend	\$113,175 \$2,523	\$113,175 \$5,046	\$113,175 \$7,569	3 Stipend
4 Stipend	\$115,450 \$2,575	\$115,450 \$5,150	\$115,450 \$7,725	4 Stipend
5 Stipend	\$117,771 \$2,625	\$117,771 \$5,250	\$117,771 \$7,875	5 Stipend
6 Stipend	\$120,140 \$2,680	\$120,140 \$5,360	\$120,140 \$8,040	6 Stipend
7 Stipend	\$122,557 \$2,733	\$122,557 \$5,466	\$122,557 \$8,199	7 Stipend
8 Stipend	\$124,974 \$2,787	\$124,974 \$5,574	\$124,974 \$8,361	8 Stipend
9 Stipend	\$127,439 \$2,843	\$127,439 \$5,686	\$127,439 \$8,529	9 Stipend
10 Stipend	\$129,954 \$2,897	\$129,954 \$5,794	\$129,954 \$8,691	10 Stipend
*10+ Stipend	\$135,060 \$3,013	\$135,060 \$6,026	\$135,060 \$9,039	*10+ Stipend

*10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE

PRINCIPAL

228 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$91,756 \$2,045	\$91,756 \$4,090	\$91,756 \$6,135	0 Stipend
1 Stipend	\$94,470 \$2,107	\$94,470 \$4,214	\$94,470 \$6,321	1 Stipend
2 Stipend	\$97,267 \$2,170	\$97,267 \$4,340	\$97,267 \$6,510	2 Stipend
3 Stipend	\$100,148 \$2,233	\$100,148 \$4,466	\$100,148 \$6,699	3 Stipend
4 Stipend	\$103,114 \$2,300	\$103,114 \$4,600	\$103,114 \$6,900	4 Stipend
5 Stipend	\$106,169 \$2,367	\$106,169 \$4,734	\$106,169 \$7,101	5 Stipend
6 Stipend	\$109,315 \$2,437	\$109,315 \$4,874	\$109,315 \$7,311	6 Stipend
7 Stipend	\$112,556 \$2,510	\$112,556 \$5,020	\$112,556 \$7,530	7 Stipend
8 Stipend	\$115,894 \$2,583	\$115,894 \$5,166	\$115,894 \$7,749	8 Stipend
9 Stipend	\$119,055 \$2,655	\$119,055 \$5,310	\$119,055 \$7,965	9 Stipend
10 Stipend	\$122,875 \$2,740	\$122,875 \$5,480	\$122,875 \$8,220	10 Stipend
*10+ Stipend	\$126,706 \$2,825	\$126,706 \$5,650	\$126,706 \$8,475	*10+ Stipend

*10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE

DIRECTOR/MANAGER

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$92,182 \$2,055	\$92,182 \$4,110	\$92,182 \$6,165	0 Stipend
1 Stipend	\$94,896 \$2,115	\$94,896 \$4,230	\$94,896 \$6,345	1 Stipend
2 Stipend	\$97,693 \$2,180	\$97,693 \$4,360	\$97,693 \$6,540	2 Stipend
3 Stipend	\$100,574 \$2,243	\$100,574 \$4,486	\$100,574 \$6,729	3 Stipend
4 Stipend	\$103,540 \$2,310	\$103,540 \$4,620	\$103,540 \$6,930	4 Stipend
5 Stipend	\$106,595 \$2,377	\$106,595 \$4,754	\$106,595 \$7,131	5 Stipend
6 Stipend	\$109,741 \$2,447	\$109,741 \$4,894	\$109,741 \$7,341	6 Stipend
7 Stipend	\$112,982 \$2,520	\$112,982 \$5,040	\$112,982 \$7,560	7 Stipend
8 Stipend	\$116,320 \$2,593	\$116,320 \$5,186	\$116,320 \$7,779	8 Stipend
9 Stipend	\$119,759 \$2,670	\$119,759 \$5,340	\$119,759 \$8,010	9 Stipend
10 Stipend	\$123,301 \$2,750	\$123,301 \$5,500	\$123,301 \$8,250	10 Stipend
*10+ Stipend	\$128,407 \$2,863	\$128,407 \$5,726	\$128,407 \$8,589	*10+ Stipend

*10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE

ASSISTANT PRINCIPAL

228DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$85,725 \$1,913	\$85,725 \$3,826	\$85,725 \$5,739	0 Stipend
1 Stipend	\$88,257 \$1,967	\$88,257 \$3,934	\$88,257 \$5,901	1 Stipend
2 Stipend	\$90,867 \$2,025	\$90,867 \$4,050	\$90,867 \$6,075	2 Stipend
3 Stipend	\$93,555 \$2,085	\$93,555 \$4,170	\$93,555 \$6,255	3 Stipend
4 Stipend	\$96,324 \$2,147	\$96,324 \$4,294	\$96,324 \$6,441	4 Stipend
5 Stipend	\$99,176 \$2,213	\$99,176 \$4,426	\$99,176 \$6,639	5 Stipend
6 Stipend	\$102,112 \$2,277	\$102,112 \$4,554	\$102,112 \$6,831	6 Stipend
7 Stipend	\$105,138 \$2,345	\$105,138 \$4,690	\$105,138 \$7,035	7 Stipend
8 Stipend	\$108,254 \$2,413	\$108,254 \$4,826	\$108,254 \$7,239	8 Stipend
9 Stipend	\$111,464 \$2,485	\$111,464 \$4,970	\$111,464 \$7,455	9 Stipend
10 Stipend	\$114,769 \$2,560	\$114,769 \$5,120	\$114,769 \$7,680	10 Stipend
*10+ Stipend	\$118,600 \$2,645	\$118,600 \$5,290	\$118,600 \$7,935	*10+ Stipend

*10+ Employee is stepped-out (did not receive a step increase for the current year)

ADMINISTRATIVE SALARY SCHEDULE

SUPERVISOR

228 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$89,797 \$2,003	\$89,797 \$4,006	\$89,797 \$6,009	0 Stipend
1 Stipend	\$91,578 \$2,043	\$91,578 \$4,086	\$91,578 \$6,129	1 Stipend
2 Stipend	\$93,393 \$2,083	\$93,393 \$4,166	\$93,393 \$6,249	2 Stipend
3 Stipend	\$95,245 \$2,123	\$95,245 \$4,246	\$95,245 \$6,369	3 Stipend
4 Stipend	\$97,134 \$2,165	\$97,134 \$4,330	\$97,134 \$6,495	4 Stipend
5 Stipend	\$99,061 \$2,210	\$99,061 \$4,420	\$99,061 \$6,630	5 Stipend
6 Stipend	\$101,027 \$2,253	\$101,027 \$4,506	\$101,027 \$6,759	6 Stipend
7 Stipend	\$103,030 \$2,297	\$103,030 \$4,594	\$103,030 \$6,891	7 Stipend
8 Stipend	\$105,074 \$2,343	\$105,074 \$4,686	\$105,074 \$7,029	8 Stipend
9 Stipend	\$107,159 \$2,390	\$107,159 \$4,780	\$107,159 \$7,170	9 Stipend
10 Stipend	\$109,286 \$2,437	\$109,286 \$4,874	\$109,286 \$7,311	10 Stipend
*10+ Stipend	\$111,692 \$2,490	\$111,692 \$4,980	\$111,692 \$7,470	*10+ Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

ADMINISTRATIVE SALARY SCHEDULE

COORDINATOR

220 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0	\$62,813	\$62,813	\$62,813	0
Stipend	\$1,400	\$2,800	\$4,200	Stipend
1	\$65,093	\$65,093	\$65,093	1
Stipend	\$1,453	\$2,906	\$4,359	Stipend
2	\$67,368	\$67,368	\$67,368	2
Stipend	\$1,503	\$3,006	\$4,509	Stipend
3	\$69,644	\$69,644	\$69,644	3
Stipend	\$1,553	\$3,106	\$4,659	Stipend
4	\$71,920	\$71,920	\$71,920	4
Stipend	\$1,603	\$3,206	\$4,809	Stipend
5	\$74,195	\$74,195	\$74,195	5
Stipend	\$1,655	\$3,310	\$4,965	Stipend
6	\$76,472	\$76,472	\$76,472	6
Stipend	\$1,705	\$3,410	\$5,115	Stipend
7	\$78,747	\$78,747	\$78,747	7
Stipend	\$1,755	\$3,510	\$5,265	Stipend
8	\$81,024	\$81,024	\$81,024	8
Stipend	\$1,807	\$3,614	\$5,421	Stipend
9	\$83,300	\$83,300	\$83,300	9
Stipend	\$1,857	\$3,714	\$5,571	Stipend
10	\$85,578	\$85,578	\$85,578	10
Stipend	\$1,907	\$3,814	\$5,721	Stipend
*10+	\$87,984	\$87,984	\$87,984	*10+
Stipend	\$1,963	\$3,926	\$5,889	Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

SUPPORT SALARY SCHEDULE

SPECIALIST

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$76,713 \$1,710	\$76,713 \$3,420	\$76,713 \$5,130	0 Stipend
1 Stipend	\$79,113 \$1,763	\$79,113 \$3,526	\$79,113 \$5,289	1 Stipend
2 Stipend	\$81,511 \$1,817	\$81,511 \$3,634	\$81,511 \$5,451	2 Stipend
3 Stipend	\$83,913 \$1,870	\$83,913 \$3,740	\$83,913 \$5,610	3 Stipend
4 Stipend	\$86,314 \$1,925	\$86,314 \$3,850	\$86,314 \$5,775	4 Stipend
5 Stipend	\$88,716 \$1,977	\$88,716 \$3,954	\$88,716 \$5,931	5 Stipend
6 Stipend	\$91,114 \$2,033	\$91,114 \$4,066	\$91,114 \$6,099	6 Stipend
7 Stipend	\$93,514 \$2,085	\$93,514 \$4,170	\$93,514 \$6,255	7 Stipend
8 Stipend	\$95,915 \$2,140	\$95,915 \$4,280	\$95,915 \$6,420	8 Stipend
9 Stipend	\$98,316 \$2,193	\$98,316 \$4,386	\$98,316 \$6,579	9 Stipend
10 Stipend	\$100,714 \$2,245	\$100,714 \$4,490	\$100,714 \$6,735	10 Stipend
*10+ Stipend	\$103,921 \$2,317	\$103,921 \$4,634	\$103,921 \$6,951	*10+ Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

SUPPORT SALARY SCHEDULE

PUBLIC RELATIONS OFFICER

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$62,500 \$1,393	\$62,500 \$2,786	\$62,500 \$4,179	0 Stipend
1 Stipend	\$64,281 \$1,433	\$64,281 \$2,866	\$64,281 \$4,299	1 Stipend
2 Stipend	\$66,113 \$1,473	\$66,113 \$2,946	\$66,113 \$4,419	2 Stipend
3 Stipend	\$67,997 \$1,515	\$67,997 \$3,030	\$67,997 \$4,545	3 Stipend
4 Stipend	\$69,935 \$1,560	\$69,935 \$3,120	\$69,935 \$4,680	4 Stipend
5 Stipend	\$71,929 \$1,603	\$71,929 \$3,206	\$71,929 \$4,809	5 Stipend
6 Stipend	\$73,979 \$1,650	\$73,979 \$3,300	\$73,979 \$4,950	6 Stipend
7 Stipend	\$76,087 \$1,697	\$76,087 \$3,394	\$76,087 \$5,091	7 Stipend
8 Stipend	\$78,255 \$1,745	\$78,255 \$3,490	\$78,255 \$5,235	8 Stipend
9 Stipend	\$80,486 \$1,795	\$80,486 \$3,590	\$80,486 \$5,385	9 Stipend
10 Stipend	\$82,780 \$1,845	\$82,780 \$3,690	\$82,780 \$5,535	10 Stipend
*10+ Stipend	\$85,139 \$1,900	\$85,139 \$3,800	\$85,139 \$5,700	*10+ Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

SUPPORT SALARY SCHEDULE

TEACHER/COORDINATOR

185 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0	\$52,948	\$52,948	\$52,948	0
Stipend	\$1,180	\$2,360	\$3,540	Stipend
1	\$54,865	\$54,865	\$54,865	1
Stipend	\$1,223	\$2,446	\$3,669	Stipend
2	\$56,778	\$56,778	\$56,778	2
Stipend	\$1,265	\$2,530	\$3,795	Stipend
3	\$58,692	\$58,692	\$58,692	3
Stipend	\$1,310	\$2,620	\$3,930	Stipend
4	\$60,606	\$60,606	\$60,606	4
Stipend	\$1,353	\$2,706	\$4,059	Stipend
5	\$62,519	\$62,519	\$62,519	5
Stipend	\$1,393	\$2,786	\$4,179	Stipend
6	\$64,434	\$64,434	\$64,434	6
Stipend	\$1,437	\$2,874	\$4,311	Stipend
7	\$66,347	\$66,347	\$66,347	7
Stipend	\$1,480	\$2,960	\$4,440	Stipend
8	\$68,262	\$68,262	\$68,262	8
Stipend	\$1,523	\$3,046	\$4,569	Stipend
9	\$70,176	\$70,176	\$70,176	9
Stipend	\$1,565	\$3,130	\$4,695	Stipend
10	\$72,091	\$72,091	\$72,091	10
Stipend	\$1,607	\$3,214	\$4,821	Stipend
*10+	\$74,497	\$74,497	\$74,497	*10+
Stipend	\$1,660	\$3,320	\$4,980	Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

SUPPORT SALARY SCHEDULE

NETWORK ENGINEER

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$63,080 \$1,407	\$63,080 \$2,814	\$63,080 \$4,221	0 Stipend
1 Stipend	\$65,360 \$1,457	\$65,360 \$2,914	\$65,360 \$4,371	1 Stipend
2 Stipend	\$67,635 \$1,507	\$67,635 \$3,014	\$67,635 \$4,521	2 Stipend
3 Stipend	\$69,911 \$1,560	\$69,911 \$3,120	\$69,911 \$4,680	3 Stipend
4 Stipend	\$72,187 \$1,610	\$72,187 \$3,220	\$72,187 \$4,830	4 Stipend
5 Stipend	\$74,462 \$1,660	\$74,462 \$3,320	\$74,462 \$4,980	5 Stipend
6 Stipend	\$76,739 \$1,710	\$76,739 \$3,420	\$76,739 \$5,130	6 Stipend
7 Stipend	\$79,014 \$1,763	\$79,014 \$3,526	\$79,014 \$5,289	7 Stipend
8 Stipend	\$81,291 \$1,813	\$81,291 \$3,626	\$81,291 \$5,439	8 Stipend
9 Stipend	\$83,567 \$1,863	\$83,567 \$3,726	\$83,567 \$5,589	9 Stipend
10 Stipend	\$85,845 \$1,913	\$85,845 \$3,826	\$85,845 \$5,739	10 Stipend
*10+ Stipend	\$89,052 \$1,985	\$89,052 \$3,970	\$89,052 \$5,955	*10+ Stipend

**10+ Employee is stepped-out (did not receive a step increase for the current year)*

SUPPORT SALARY SCHEDULE

LIAISON

220 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$48,696 \$1,085	\$48,696 \$2,170	\$48,696 \$3,255	0 Stipend
1 Stipend	\$49,673 \$1,107	\$49,673 \$2,214	\$49,673 \$3,321	1 Stipend
2 Stipend	\$50,671 \$1,130	\$50,671 \$2,260	\$50,671 \$3,390	2 Stipend
3 Stipend	\$51,688 \$1,153	\$51,688 \$2,306	\$51,688 \$3,459	3 Stipend
4 Stipend	\$52,727 \$1,175	\$52,727 \$2,350	\$52,727 \$3,525	4 Stipend
5 Stipend	\$53,786 \$1,200	\$53,786 \$2,400	\$53,786 \$3,600	5 Stipend
6 Stipend	\$54,868 \$1,223	\$54,868 \$2,446	\$54,868 \$3,669	6 Stipend
7 Stipend	\$55,971 \$1,247	\$55,971 \$2,494	\$55,971 \$3,741	7 Stipend
8 Stipend	\$57,097 \$1,273	\$57,097 \$2,546	\$57,097 \$3,819	8 Stipend
9 Stipend	\$58,246 \$1,300	\$58,246 \$2,600	\$58,246 \$3,900	9 Stipend
10 Stipend	\$59,418 \$1,325	\$59,418 \$2,650	\$59,418 \$3,975	10 Stipend
*10+ Stipend	\$61,824 \$1,380	\$61,824 \$2,760	\$61,824 \$4,140	*10+ Stipend

*10+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE

EXECUTIVE ASSISTANT

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$46,500 \$1,037	\$46,500 \$2,074	\$46,500 \$3,111	0 Stipend
1 Stipend	\$47,825 \$1,067	\$47,825 \$2,134	\$47,825 \$3,201	1 Stipend
2 Stipend	\$49,188 \$1,097	\$49,188 \$2,194	\$49,188 \$3,291	2 Stipend
3 Stipend	\$50,590 \$1,127	\$50,590 \$2,254	\$50,590 \$3,381	3 Stipend
4 Stipend	\$52,032 \$1,160	\$52,032 \$2,320	\$52,032 \$3,480	4 Stipend
5 Stipend	\$53,515 \$1,193	\$53,515 \$2,386	\$53,515 \$3,579	5 Stipend
6 Stipend	\$55,040 \$1,227	\$55,040 \$2,454	\$55,040 \$3,681	6 Stipend
7 Stipend	\$56,609 \$1,263	\$56,609 \$2,526	\$56,609 \$3,789	7 Stipend
8 Stipend	\$58,222 \$1,297	\$58,222 \$2,594	\$58,222 \$3,891	8 Stipend
9 Stipend	\$59,881 \$1,335	\$59,881 \$2,670	\$59,881 \$4,005	9 Stipend
10 Stipend	\$61,588 \$1,373	\$61,588 \$2,746	\$61,588 \$4,119	10 Stipend
11 Stipend	\$63,343 \$1,413	\$63,343 \$2,826	\$63,343 \$4,239	11 Stipend
12 Stipend	\$65,149 \$1,453	\$65,149 \$2,906	\$65,149 \$4,359	12 Stipend
13 Stipend	\$67,005 \$1,493	\$67,005 \$2,986	\$67,005 \$4,479	13 Stipend
14 Stipend	\$68,915 \$1,537	\$68,915 \$3,074	\$68,915 \$4,611	14 Stipend
*14+ Stipend	\$70,879 \$1,580	\$70,879 \$3,160	\$70,879 \$4,740	*14+ Stipend

*14+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE

ADMINISTRATIVE ASSISTANT

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$44,240 \$987	\$44,240 \$1,974	\$44,240 \$2,961	0 Stipend
1 Stipend	\$45,501 \$1,015	\$45,501 \$2,030	\$45,501 \$3,045	1 Stipend
2 Stipend	\$46,798 \$1,043	\$46,798 \$2,086	\$46,798 \$3,129	2 Stipend
3 Stipend	\$48,131 \$1,073	\$48,131 \$2,146	\$48,131 \$3,219	3 Stipend
4 Stipend	\$49,503 \$1,103	\$49,503 \$2,206	\$49,503 \$3,309	4 Stipend
5 Stipend	\$50,914 \$1,135	\$50,914 \$2,270	\$50,914 \$3,405	5 Stipend
6 Stipend	\$52,365 \$1,167	\$52,365 \$2,334	\$52,365 \$3,501	6 Stipend
7 Stipend	\$53,857 \$1,200	\$53,857 \$2,400	\$53,857 \$3,600	7 Stipend
8 Stipend	\$55,392 \$1,235	\$55,392 \$2,470	\$55,392 \$3,705	8 Stipend
9 Stipend	\$56,971 \$1,270	\$56,971 \$2,540	\$56,971 \$3,810	9 Stipend
10 Stipend	\$58,595 \$1,307	\$58,595 \$2,614	\$58,595 \$3,921	10 Stipend
11 Stipend	\$60,265 \$1,343	\$60,265 \$2,686	\$60,265 \$4,029	11 Stipend
12 Stipend	\$61,982 \$1,383	\$61,982 \$2,766	\$61,982 \$4,149	12 Stipend
13 Stipend	\$63,749 \$1,423	\$63,749 \$2,846	\$63,749 \$4,269	13 Stipend
14 Stipend	\$65,565 \$1,463	\$65,565 \$2,926	\$65,565 \$4,389	14 Stipend
*14+ Stipend	\$67,434 \$1,503	\$67,434 \$3,006	\$67,434 \$4,509	*14+ Stipend

*14+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE

TREASURER'S ASSISTANT

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$41,981 \$935	\$41,981 \$1,870	\$41,981 \$2,805	0 Stipend
1 Stipend	\$43,212 \$963	\$43,212 \$1,926	\$43,212 \$2,889	1 Stipend
2 Stipend	\$44,480 \$993	\$44,480 \$1,986	\$44,480 \$2,979	2 Stipend
3 Stipend	\$45,785 \$1,020	\$45,785 \$2,040	\$45,785 \$3,060	3 Stipend
4 Stipend	\$47,132 \$1,050	\$47,132 \$2,100	\$47,132 \$3,150	4 Stipend
5 Stipend	\$48,518 \$1,083	\$48,518 \$2,166	\$48,518 \$3,249	5 Stipend
6 Stipend	\$49,945 \$1,113	\$49,945 \$2,226	\$49,945 \$3,339	6 Stipend
7 Stipend	\$51,415 \$1,147	\$51,415 \$2,294	\$51,415 \$3,441	7 Stipend
8 Stipend	\$52,931 \$1,180	\$52,931 \$2,360	\$52,931 \$3,540	8 Stipend
9 Stipend	\$54,490 \$1,215	\$54,490 \$2,430	\$54,490 \$3,645	9 Stipend
10 Stipend	\$56,097 \$1,250	\$56,097 \$2,500	\$56,097 \$3,750	10 Stipend
11 Stipend	\$57,751 \$1,287	\$57,751 \$2,574	\$57,751 \$3,861	11 Stipend
12 Stipend	\$59,456 \$1,325	\$59,456 \$2,650	\$59,456 \$3,975	12 Stipend
13 Stipend	\$61,211 \$1,365	\$61,211 \$2,730	\$61,211 \$4,095	13 Stipend
14 Stipend	\$63,019 \$1,405	\$63,019 \$2,810	\$63,019 \$4,215	14 Stipend
*14+ Stipend	\$65,812 \$1,467	\$65,812 \$2,934	\$65,812 \$4,401	*14+ Stipend

**14+ Employee is stepped-out (did not receive a step increase for the current year)*

CLASSIFIED EXEMPT SALARY SCHEDULE

ACCOUNTS PAYABLE

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$38,678 \$863	\$38,678 \$1,726	\$38,678 \$2,589	0 Stipend
1 Stipend	\$39,810 \$887	\$39,810 \$1,774	\$39,810 \$2,661	1 Stipend
2 Stipend	\$40,977 \$913	\$40,977 \$1,826	\$40,977 \$2,739	2 Stipend
3 Stipend	\$42,178 \$940	\$42,178 \$1,880	\$42,178 \$2,820	3 Stipend
4 Stipend	\$43,416 \$967	\$43,416 \$1,934	\$43,416 \$2,901	4 Stipend
5 Stipend	\$44,690 \$997	\$44,690 \$1,994	\$44,690 \$2,991	5 Stipend
6 Stipend	\$46,002 \$1,025	\$46,002 \$2,050	\$46,002 \$3,075	6 Stipend
7 Stipend	\$47,354 \$1,055	\$47,354 \$2,110	\$47,354 \$3,165	7 Stipend
8 Stipend	\$48,747 \$1,087	\$48,747 \$2,174	\$48,747 \$3,261	8 Stipend
9 Stipend	\$50,182 \$1,120	\$50,182 \$2,240	\$50,182 \$3,360	9 Stipend
10 Stipend	\$51,659 \$1,153	\$51,659 \$2,306	\$51,659 \$3,459	10 Stipend
11 Stipend	\$53,180 \$1,185	\$53,180 \$2,370	\$53,180 \$3,555	11 Stipend
12 Stipend	\$54,748 \$1,220	\$54,748 \$2,440	\$54,748 \$3,660	12 Stipend
13 Stipend	\$56,363 \$1,257	\$56,363 \$2,514	\$56,363 \$3,771	13 Stipend
14 Stipend	\$58,025 \$1,293	\$58,025 \$2,586	\$58,025 \$3,879	14 Stipend
*14+ Stipend	\$60,818 \$1,380	\$60,818 \$2,760	\$60,818 \$4,140	*14+ Stipend

**14+ Employee is stepped-out (did not receive a step increase for the current year)*

CLASSIFIED EXEMPT SALARY SCHEDULE

COORDINATOR

185 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$31,635 \$705	\$31,635 \$1,410	\$31,635 \$2,115	0 Stipend
1 Stipend	\$32,409 \$723	\$32,409 \$1,446	\$32,409 \$2,169	1 Stipend
2 Stipend	\$33,200 \$740	\$33,200 \$1,480	\$33,200 \$2,220	2 Stipend
3 Stipend	\$34,012 \$757	\$34,012 \$1,514	\$34,012 \$2,271	3 Stipend
4 Stipend	\$34,846 \$777	\$34,846 \$1,554	\$34,846 \$2,331	4 Stipend
5 Stipend	\$35,699 \$795	\$35,699 \$1,590	\$35,699 \$2,385	5 Stipend
6 Stipend	\$36,574 \$815	\$36,574 \$1,630	\$36,574 \$2,445	6 Stipend
7 Stipend	\$37,471 \$835	\$37,471 \$1,670	\$37,471 \$2,505	7 Stipend
8 Stipend	\$38,391 \$855	\$38,391 \$1,710	\$38,391 \$2,565	8 Stipend
9 Stipend	\$39,333 \$877	\$39,333 \$1,754	\$39,333 \$2,631	9 Stipend
10 Stipend	\$40,297 \$900	\$40,297 \$1,800	\$40,297 \$2,700	10 Stipend
11 Stipend	\$41,288 \$920	\$41,288 \$1,840	\$41,288 \$2,760	11 Stipend
12 Stipend	\$42,304 \$943	\$42,304 \$1,886	\$42,304 \$2,829	12 Stipend
13 Stipend	\$43,400 \$967	\$43,400 \$1,934	\$43,400 \$2,901	13 Stipend
14 Stipend	\$44,409 \$990	\$44,409 \$1,980	\$44,409 \$2,970	14 Stipend
*14+ Stipend	\$46,506 \$1,037	\$46,506 \$2,074	\$46,506 \$3,111	*14+ Stipend

*14+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE

STUDENT SUPPORT SERVICES

260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$53,833 \$1,200	\$53,833 \$2,400	\$53,833 \$3,600	0 Stipend
1 Stipend	\$54,913 \$1,225	\$54,913 \$2,450	\$54,913 \$3,675	1 Stipend
2 Stipend	\$56,014 \$1,250	\$56,014 \$2,500	\$56,014 \$3,750	2 Stipend
3 Stipend	\$57,138 \$1,273	\$57,138 \$2,546	\$57,138 \$3,819	3 Stipend
4 Stipend	\$58,286 \$1,300	\$58,286 \$2,600	\$58,286 \$3,900	4 Stipend
5 Stipend	\$59,456 \$1,325	\$59,456 \$2,650	\$59,456 \$3,975	5 Stipend
6 Stipend	\$60,626 \$1,353	\$60,626 \$2,706	\$60,626 \$4,059	6 Stipend
7 Stipend	\$61,820 \$1,380	\$61,820 \$2,760	\$61,820 \$4,140	7 Stipend
8 Stipend	\$63,038 \$1,405	\$63,038 \$2,810	\$63,038 \$4,215	8 Stipend
9 Stipend	\$64,280 \$1,433	\$64,280 \$2,866	\$64,280 \$4,299	9 Stipend
10 Stipend	\$65,547 \$1,463	\$65,547 \$2,926	\$65,547 \$4,389	10 Stipend
11 Stipend	\$66,839 \$1,490	\$66,839 \$2,980	\$66,839 \$4,470	11 Stipend
12 Stipend	\$68,158 \$1,520	\$68,158 \$3,040	\$68,158 \$4,560	12 Stipend
13 Stipend	\$69,502 \$1,550	\$69,502 \$3,100	\$69,502 \$4,650	13 Stipend
14 Stipend	\$70,873 \$1,580	\$70,873 \$3,160	\$70,873 \$4,740	14 Stipend
*14+ Stipend	\$71,339 \$1,590	\$71,339 \$3,180	\$71,339 \$4,770	*14+ Stipend

*14+ Employee is stepped-out (did not receive a step increase for the current year)

CLASSIFIED EXEMPT SALARY SCHEDULE

Intern 260 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend		\$36,357 \$1,454	\$36,357 \$2,181	0 Stipend
1 Stipend		\$37,084 \$1,483	\$37,084 \$2,225	1 Stipend
2 Stipend		\$37,826 \$1,513	\$37,826 \$2,270	2 Stipend
3 Stipend		\$38,582 \$1,543	\$38,582 \$2,315	3 Stipend
4 Stipend		\$39,354 \$1,574	\$39,354 \$2,361	4 Stipend
5 Stipend		\$40,141 \$1,606	\$40,141 \$2,408	5 Stipend
6 Stipend		\$40,944 \$1,638	\$40,944 \$2,457	6 Stipend
7 Stipend		\$41,763 \$1,671	\$41,763 \$2,506	7 Stipend
8 Stipend		\$42,598 \$1,704	\$42,598 \$1,704	8 Stipend
9 Stipend		\$43,450 \$1,738	\$43,450 \$2,607	9 Stipend
10 Stipend		\$44,319 \$1,773	\$44,319 \$2,659	10 Stipend
11 Stipend		\$45,205 \$1,808	\$45,205 \$2,712	11 Stipend
12 Stipend		\$46,109 \$1,844	\$46,109 \$2,767	12 Stipend
13 Stipend		\$47,032 \$1,881	\$47,032 \$2,822	13 Stipend
14 Stipend		\$47,972 \$1,919	\$47,972 \$2,878	14 Stipend
14+ Stipend		\$48,932 \$1,957	\$48,932 \$2,936	14+ Stipend

**14+ Employee is stepped-out (did not receive a step increase for the current year)*

CLASSIFIED EXEMPT SALARY SCHEDULE
SPECIALIST
185 DAY

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend		\$40,949 \$1,638	\$40,949 \$2,457	0 Stipend
1 Stipend		\$41,768 \$1,671	\$41,768 \$2,506	1 Stipend
2 Stipend		\$42,603 \$1,704	\$42,603 \$2,556	2 Stipend
3 Stipend		\$43,455 \$1,738	\$43,455 \$2,607	3 Stipend
4 Stipend		\$44,325 \$1,773	\$44,325 \$2,659	4 Stipend
5 Stipend		\$45,211 \$1,808	\$45,211 \$2,713	5 Stipend
6 Stipend		\$46,115 \$1,845	\$46,115 \$2,767	6 Stipend
7 Stipend		\$47,038 \$1,882	\$47,038 \$2,822	7 Stipend
8 Stipend		\$47,978 \$1,919	\$47,978 \$1,919	8 Stipend
9 Stipend		\$48,938 \$1,958	\$48,938 \$2,936	9 Stipend
10 Stipend		\$49,917 \$1,997	\$49,917 \$2,995	10 Stipend
11 Stipend		\$50,915 \$2,037	\$50,915 \$3,055	11 Stipend
12 Stipend		\$51,933 \$2,077	\$51,933 \$3,116	12 Stipend
13 Stipend		\$52,972 \$2,119	\$52,972 \$3,178	13 Stipend
14 Stipend		\$54,031 \$2,161	\$54,031 \$3,242	14 Stipend
14+ Stipend		\$55,112 \$2,204	\$55,112 \$3,307	14+ Stipend

**14+ Employee is stepped-out (did not receive a step increase for the current year)*

CUYAHOGA VALLEY CAREER CENTER

2024-2027

APPENDIX B

Part-Time Support and Classified Exempt Employees

Compensation and Fringe Benefit Plan (ASCE Plan)

Adopted: April 25, 2024

Effective July 1, 2024

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This complete document attached as Appendix B to the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan

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**ADDENDUM
TO THE
ADMINISTRATIVE, SUPPORT AND CLASSIFIED EXEMPT EMPLOYEES
COMPENSATION AND FRINGE BENEFIT PLAN
FOR
PART-TIME SUPPORT AND PART-TIME CLASSIFIED EXEMPT EMPLOYEES**

CLASSIFICATION OF TITLES

Administrative Part-Time: None

Classified Exempt Part-time (non-bargaining member): Specialist, Liaison

SCOPE OF ADDENDUM

- A. This Addendum is designed for the regular part-time Support and Classified Exempt employees of the Cuyahoga Valley Career Center (hereinafter referred to as the employee). Those governed by a collective bargaining agreement are not covered by this Addendum. To the extent that an employee's individual contract with the District contains a provision contrary to the terms of this Addendum, then the contract provision will prevail. For purposes of this Addendum, an employee is regular part-time if the employee is on at least a one hundred eighty (180)-day contract and scheduled to work less than twenty-eight (28) hours per week. In accordance with Policy 3410.01 this Plan will be reviewed by the Superintendent on an annual basis and presented to the Board of Education for approval.

ARTICLE 1

Purpose

- A. The Addendum is designed to attract and retain highly qualified employees and to reward them with an equitable compensation commensurate with the level of their education, skills, training, experience, job performance and the responsibilities of the position. The Addendum advances the District's Mission Statement and implements many of the goals and objectives of the Strategic Plan and Management Reorganization.

ARTICLE 2

Employee Insurance / Health Care

Insurance Coverage

- A. Insurance Coverage does not apply to part-time employees. The option to purchase health insurance benefits will be provided when available through carrier and employee meets any qualifying criteria required.

B. Flexible Spending Account (FSA).

1. Employees not eligible to enroll in a district offered health care plan may elect to have a minimum of ten dollars (\$10.00) per pay deducted and placed in an FSA to be established and maintained by the Board. Monthly administrative fees for this plan are to be paid by the Board.
2. These funds will be distributed among employees by deposit to a Medical Reimbursement Account (MRA), a Dependent Care Reimbursement Account (DCRA), or both at the election of the employee and in accordance with the MRA or DCRA procedures and IRS rules.
3. Employees may carry over the maximum allowed by the plan under IRS rules to the next calendar year.
4. These funds will be distributed in accordance with the regulations which govern the administration of IRS Code Section 125.

Wellness Program Committee

- A. A wellness program committee shall be formed. This committee shall serve as advisory to the administration. The purpose of this committee is to establish a wellness program for the employees of Cuyahoga Valley Career Center. The committee would solicit and obtain programs from outside health sources to be implemented on site at CVCC for the benefit of the employees, such as a weight reduction program (e.g. Weight Watchers), smoking cessation program, exercise program (e.g. Jazzercise, Aerobics), screening programs (e.g. blood pressure, cholesterol), and informational programs regarding current health issues. Cost of such programs to be determined by an annual appropriation amount. The committee shall be comprised of two (2) administrative representatives (appointed by the Superintendent), one (1) support representative, one (1) classified exempt representative, one (1) OAPSE representative, one (1) part-time employee representative (the support, exempt, and part-time representatives to be selected by represented employee groups) and two (2) vacant seats to be available for CVFT participation.

ARTICLE 3

Holidays

- A. The District recognizes the following holidays in accordance with the employee's scheduled work year:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Good Friday	The day before or after Christmas day (which
Memorial Day	day will be designated by the Administration
Juneteenth	at the beginning of the school year)
Independence Day	Christmas Day

- B. When a holiday falls on a Saturday, it shall be observed on the Friday before. If it falls on a Sunday, it shall be observed on the following Monday.
- C. If a Classified Exempt employee is required to work on a holiday, the employee will be

paid an additional one and one-half ($1\frac{1}{2}$) times the hourly rate, or have the option of taking compensatory time equal to time and one-half ($1\frac{1}{2}$) of hours actually worked.

ARTICLE 4

Leaves

Sick Leave

- A. Sick leave shall be accumulated at the rate of one and one-fourth ($1\frac{1}{4}$) days per month, based upon the number of hours worked per day, with an unlimited total. Example: 5 hours per day x $1\frac{1}{4}$ = $6\frac{1}{4}$ hours accumulated per month. First year employees or employees 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 who is absent from work and using sick leave for six (6) or more consecutive 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 an employee 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 employee's family. The term "family" shall mean spouse, father, mother, brother, sister, child or anyone who clearly stands in the same relationship with the employee. In the event of the death of a close relative (other than "family") or friend, the employee may elect to take up to a total of three (3) days in any contract year as sick leave.
- D. If an employee is currently absent for thirty (30) consecutive days or more due to a documented catastrophic or long-term illness or accident of the employee, his/her spouse or minor child, and has exhausted all of his/her accumulated sick leave, another employee may donate up to five (5) days of his/her accumulated sick leave to the absent employee. The requirement of thirty (30) consecutive days absence may be waived in extraordinary circumstances at the discretion of the Superintendent.
- E. An employee who fails to comply with above Section (B) and sections 3319.141 of Ohio Revised Code, shall not be allowed to use sick leave for time absent from work. 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.
- F. Sick leave may be used in one-half ($\frac{1}{2}$) hour increments.

Assault Leave

- A. Any employee covered by this Addendum 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 employee 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 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 employee 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; and any medical costs not met by Worker's Compensation will be paid by the Board of Education or its agents.
4. If an employee becomes permanently disabled due to an assault, (s)he shall apply for disability retirement; if disability retirement is granted, assault leave benefits shall end on the effective date of the first retirement check.

C. In the event the employee is unable to complete the reports in a timely manner as a result of the assault, the employee shall receive assistance from his/her administrative supervisor to complete the required documents.

D. Pursuant to 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 twenty (20) days of assault leave.

Personal Leave

A. Each employee covered by this Addendum will be entitled annually to a total of three (3) days personal leave, based upon the number or hours worked per day, (such leave may be taken in part or in whole days). The reason for the personal leave is unrestricted; however, the use of the days requires supervisor approval. Example: 5 hours per day x 3 = 15 hours entitled annually. 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. 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 or his/her designee may waive the advance notice when reasons warrant such action.
2. 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.

3. All requests for personal leave will receive prompt attention.
4. Personal leave may be used in one-half ($\frac{1}{2}$) hour increments.

Jury Duty Leave

- A. Any employee who serves as a juror shall continue to be paid his or her salary while serving as a juror. The employee may retain the remuneration received in connection with jury service but shall present to the Treasurer or designee the check or other evidence of receipt of the remuneration in order to verify the leave.

Maternity Leave

- A. An employee 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 employee plans to take a maternity leave of absence or not.
- B. Upon approval of the Superintendent, if the employee 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 employee.
- C. Maternity leave shall be subject to the following provisions and conditions:
 1. The employee 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 employee chooses not to use accumulated sick leave, or if accumulated sick leave expires during the maternity leave, the employee shall be permitted to continue health insurance coverage at the employee'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 employee 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 employee, for an additional school year.
 5. Employees on maternity leave shall notify the Superintendent by letter of plans for the coming school year by April 1 preceding that school year.
 6. On returning to service from maternity leave, the employee shall be returned to the same or similar position the employee occupied prior to the leave if said position has not been abolished.
 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 employee, except such leave will not be included for the purposes of seniority and placement on the salary schedule.

Paternity and Adoption Leave

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

ARTICLE 5

Working Conditions

Workday

- A. Prior to each school year, the Superintendent and will announce non-workdays for the upcoming contract year.
- B. The workday for all employees covered by this Addendum shall be set by their supervisor. The Superintendent shall have the authority to establish and modify the specific work schedules for each of the employees covered by this agreement. With prior approval of their supervisor, any time accumulated beyond the normal work week shall be compensatory time equal to actual hours worked (1 hour for 1 hour).

Increased Responsibilities

- A. At any time, the Superintendent or designee may recommend to the Board a change in job classification due to increase in individual job responsibilities.

Employee Assignment

- A. Employees covered by this Addendum shall work under a job description. The Board of Education will maintain a record of all job descriptions as developed or revised for all employees covered by this Addendum. The Board expects the Superintendent to assign all employees covered by this Addendum in a manner consistent with accomplishing the goals established for the District by the Board and within the guidelines as established by the Ohio Revised Code.

Employee Evaluation

- A. Employees covered by this Addendum will be evaluated under the evaluation policy as established by the Board of Education.
- B. Employees on limited contracts shall have yearly evaluations which will include interim evaluations. Employees on continuing contracts shall have an evaluation every three (3) years, unless the employee and/or supervisor deem a more frequent schedule is necessary.

Mileage

- A. All mileage accumulated for authorized District business by an employee covered by this Addendum shall be reimbursed at the current rate established by the Internal Revenue Service.

ARTICLE 6

Salary and Additional Compensation

Salary

- A. The salary of each employee shall be stated in the employee's contract with the District. The amount of the employee's salary and the amount of any increase in salary shall be established pursuant to the Salary Schedules adopted by the Board. The Superintendent will review employees' salaries annually and if the Superintendent recommends increases beyond the salary steps, the increases will require Board approval.
- B. The Board will continue to issue salary stipends for current employees as outlined in the employee's 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 employee works a partial year, stipend will be prorated per number of days/hours worked divided by contracted days/hours.
3. Stipend is considered part of base salary and added to all daily/hourly rate calculations (e.g. overtime, holiday pay, severance pay).
4. Stipend is included in the salary amount reported to SERS/STRS.
5. Yearly stipends are non-cumulative.

Longevity Stipend

- A. Beginning with the fifteenth year of continuous service with Cuyahoga Valley Career Center, classified exempt employees will be entitled to an annual longevity as follows:

15 th year:	\$300	21 st year:	\$750
17 th year:	\$450	25 th year:	\$1,000
19 th year:	\$600	30 th year:	\$1,250
		35 th year:	\$1,500

- B. Classified Exempt Employees hired prior to July 1, 2018 will continue to receive their current level of longevity stipend until they discontinue employment with the district or until they reach a higher stipend level on the 2018-2021 ASCE Plan.

Calamity Days

- A. The Superintendent or designee will announce to Administrative and Support employees

who must report to work during a calamity day.

- B. Upon official notification of a calamity day, all employees scheduled to work shall be paid for the calamity day. Those Classified Exempt employees required by their Supervisor to report to work, shall be paid at their hourly rate in addition to receiving their regular rate of pay, or have the option of taking compensatory time equal to the number of hours actually worked.
- C. For Career Development employees, a calamity day is defined as a day when an official calamity day has been called for the district/building to which a Career Development employee has been assigned on the day the calamity has been called.
- D. Any employee who has requested and has been granted sick leave or personal leave on a day which has been declared a calamity day will not be charged with sick leave or personal leave on that date.

ARTICLE 7

Continuing Career Development

Adult Education

- A. All part-time employees covered by the ASCE plan are eligible for fee waivers for adult education courses per Board Policy 2450 and Administrative Guidelines 6150AE.

Tuition Reimbursement

- A. The Board sets funds aside to a tuition reimbursement pool for full-time employees each year. If funds remain in the pool after full-time employees have been reimbursed for approved course work, employees covered under this addendum are eligible for tuition reimbursement for approved course work up to one-half of the cost of the tuition, and up to the amount remaining in the original pool.
- B. Approvals for intended course work and reimbursement will follow the same procedures as required for full-time employees as stated in the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.
- C. Support employees will be reimbursed through the remaining Support pool funds and Classified Exempt employees will be reimbursed through the remaining Classified Exempt pool funds.

ARTICLE 8

Retirement Benefits

Retirement Stipend – Support & Classified Exempt Employees

- A. For employees who began work prior to July 1, 2015 the Board will offer a retirement stipend equal to twenty-five percent (25%) of the employee's annual base salary to employees who retire on or before June 30 of the contract year in which they are first eligible to retire.

- B. To be eligible for the retirement stipend the employee must meet each of the following qualifications:
1. The employee must submit a written resignation letter to the Superintendent no later than the last business day of October of the contract year of retirement stating his/her retirement date.
 2. The employee must be eligible for and take a service or disability retirement pursuant to the provisions of STRS/SERS during the first year of eligibility. Retirement must be taken during the employee's individual contract year in which he/she first becomes eligible (i.e. if the employee is first eligible on February 1 and the employee's contract year ends June 30, the employee must retire by June 30).
 3. The employee shall have completed ten (10) consecutive years of service with Cuyahoga Valley Career Center at the time of retirement.
 4. The employee must complete all applicable STRS/SERS forms and forward them to STRS/SERS and to the Board.
 5. Any employee who withdraws his or her resignation shall be ineligible for the retirement stipend.
- C. The retirement stipend shall be paid six (6) months following the employee's retirement provided proof of the employee's retirement is supplied.

Severance Pay

- A. Severance pay shall be a one (1)-time, lump-sum payment to eligible employees according to the following:
1. Eligibility: An employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:
 - a. The employee 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. Ten (10) years of continuous service with Cuyahoga Valley Career Center to be eligible. A minimum of one hundred twenty (120) days must be worked to constitute one year.
 2. Benefit calculation: the amount of the benefit due an employee shall be calculated by:
 - a. Multiplying the employee'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 employee'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 the value of seventy-five (75) days of accrued but unused

sick leave.

- d. During the employee's final two (2) years prior to severance, he/she shall earn 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.
 - e. Severance pay will be paid in January of the year following retirement. In the case of death, severance will be paid to a named beneficiary. In the absence of a named beneficiary, severance will be paid to the estate.
- B. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

ARTICLE 9

Payroll Practices

- A. Tax Sheltered Annuities. Employees may elect to purchase tax sheltered annuities bi-weekly through payroll deductions choosing from not less than two (2) Board approved plans. Employees may change plans or the amount of deduction or both, by making arrangements with the Treasurer.
- B. Accumulated and used sick days are to be on all pay stubs.

SALARY SCHEDULE PLACEMENT

- A. Salary schedule placement is to be determined by the Superintendent as noted in Management Guidelines.

ADDENDUM MODIFICATIONS

- A. While this Addendum is in effect, these provisions may be adjusted as recommended by the Superintendent and approved by the Board of Education.

PART-TIME
CLASSIFIED EXEMPT SALARY SCHEDULE
SPECIALIST
1050 HOURS

STEP	2024-2025	2025-2026	2026-2027	STEP
0 Stipend	\$31,679 \$705	\$31,679 \$1,410	\$31,679 \$2,115	0 Stipend
1 Stipend	\$32,550 \$725	\$32,550 \$1,450	\$32,550 \$2,175	1 Stipend
2 Stipend	\$33,380 \$743	\$33,380 \$1,486	\$33,380 \$2,229	2 Stipend
3 Stipend	\$34,241 \$763	\$34,241 \$1,526	\$34,241 \$2,289	3 Stipend
4 Stipend	\$35,091 \$783	\$35,091 \$1,566	\$35,091 \$2,349	4 Stipend
5 Stipend	\$35,942 \$803	\$35,942 \$1,606	\$35,942 \$2,409	5 Stipend
6 Stipend	\$37,002 \$825	\$37,002 \$1,650	\$37,002 \$2,475	6 Stipend
*6+ Stipend	\$38,448 \$857	\$38,448 \$1,714	\$38,448 \$2,571	*6+ Stipend

**6+ Employee is stepped-out (did not receive a step increase for the current year)*

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CVCC Board of Education
Thursday, April 24, 2025

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
Melissa	Fox	3 Hours	4/27/2025	4/28/2025	Spring OCCTA (Ohio Cosmetology Career Teacher Association)	In-person	Columbus, OH
Mike	Reinhard	1.5 Hours	4/28/2025	6/30/2025	Secondary Transition: Helping Students with Disabilities Plan for Postsecondary Settings	Virtual	
Mike	Reinhard	4.75 Hours	4/28/2025	6/30/2025	Special Education: Beyond the Essentials	Virtual	
Mike	Reinhard	6 hours	4/28/2025	6/30/2025	Secondary Transition for Students with Disabilities: Office for Exceptional Children	Virtual	
Tim	Moore	6 hours	5/13/2025	5/15/2025	Introduction to Data Science - Online Cisco Academy	Virtual	
April	Mone	2 Days	6/10/2025	6/11/2025	Milestones National Autism Conference	In-person	University Hts., OH
Erin	Bugarcic	3 Days	6/16/2025	6/18/2025	Canva Master Course 2025	Virtual	
Jason	Hance	5 Days	6/16/2025	6/20/2025	Job Shadow at Bancroft Construction (June 16 & 17) Masters Electric (June 18 & 19) and Coblentz Plumbing (June 20)	In-person	Northeast Ohio

Erin	Bugarcic	2 Days	6/19/2025	6/20/2025	Google Certified Educator Level 1 & 2 Masterclass	Virtual	
Lynn	Vincent	6.25 Hours	7/1/2025	8/15/2025	Public School Works: Leadership & Influence; Managing Students with Seizures; Self Regulation - Helping Students Stay on Task; Service Animals in Schools	Virtual	
Lynn	Vincent	2 Hours	7/1/2025	8/15/2025	Public School Works: Food Safety for Food Handlers; Food Serving Receiving, Storage, and Protecting Food; Hand Safety; Customer Service Excellence	Virtual	
Lynn	Vincent	5 Hours	7/1/2025	8/15/2025	Public School Works: Shooter Response Options; Appearance and Performance Enhancing Drugs; The Role of Schools and Transportation in Combating Sex Trafficking; Building Safe and Supportive School Environments	Virtual	

					Public School Works: Homeless Education - Local Liaison Authority to Determine HUD Homeless Assistance Eligibility; Homeless Education - Serving Student Under McKinney-Venta; Implicit Bias and Cultural Responsiveness; Depression in Students; Trauma Informed Care and Response		
Lynn	Vincent	3.25 Hours	7/1/2025	8/15/2025		Virtual	
Amy	Chapman	5 Days	7/12/2025	8/15/2025	2025 ASCA American School Counselor Association Conference	Virtual	
Jami	Little	1 Day	7/14/2025	8/15/2025	Computer Science Teachers Association (CTSA) Online Courses	Virtual	
Rick	Pinkava	3 Days	7/21/2025	7/23/2025	2025 All Ohio ACTE Conference	In-person	Columbus, OH
*Rick	Pinkava	1 Day	11/7/2025	11/9/2025	PLTW (Project Lead the Way) Masterminds Conference	In-person	Indianapolis, IN
*Indicates Out of State Conference							

April 2025

Removal of Equipment from Inventory

Program Area

Item

Maintenance Department

Lateral Filing Cabinet, Tag #3758

Adult Education Health Programs

2 Life Pak Defibrillators, Tag #5661, Tag #5662

1 Nonin, Tag #8873

1 Laerdal AED, Tag #5399

1 S-Scort Model Z100A, Tag #7981

2 Basic Buddy Manikin, Tag #5478, Tag #5311

DONATIONS April 2025

FROM	TO	ITEM(S)
The Lozick Family Foundation c/o Christopher Hitchcock, Executive Director 29425 Chagrin Blvd, Suite 201 Cleveland, OH 44122-4602	CVCC Adult Education & High School Programming	<ul style="list-style-type: none">• \$45,000 Monetary Grant for Tool Kits, Student Uniforms and Adult- student Scholarships



Cuyahoga Valley Career Center
2025-2026 Class Fees

CLASS/PROGRAM	FEE	EXPLANATION OF FEES	TOTAL
Architectural & Mechanical Design I	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Auto Body I	\$ 85.00	Uniform Rental	\$ 85.00
Auto Body II	\$ 85.00	Uniform Rental	\$ 85.00
Auto Service I	\$ 85.00	Uniform Rental	\$ 85.00
Auto Service II	\$ 85.00	Uniform Rental	\$ 85.00
Construction Trades I	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Construction Trades II	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Cosmetology I	\$ 453.00	Milady's Student Bundle (Kit) (This includes 1 additional manikin)	\$ 453.00
Cosmetology II	\$ 75.00	Manikin Fee (This includes 2 manikins)	\$ 75.00
Electrical Systems I	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Hotels & Resorts I	\$ 26.00	Uniform (Chef Coat and Cook Hat)	\$ 26.00
Power Equipment I	\$ 85.00	Uniform Rental	\$ 85.00
Power Equipment II	\$ 85.00	Uniform Rental	\$ 85.00
Success Academy I	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Success Academy II	\$ 40.00	Two (2) Uniform Shirts*	\$ 40.00
Transportation Systems I	\$ 85.00	Uniform Rental	\$ 85.00
Transportation Systems II	\$ 85.00	Uniform Rental	\$ 85.00

The Following Programs are required to purchase a CVCC Polo:
Computer Networking Academy, Digital Design, Education Professions, Engineering Technology, Graphic Imaging, Hotels & Resorts, Media Arts, Programming & Software Development, Sales & Service, Transition to Work**.**

Cost: 1 for \$20.00
 3 for \$55.00

2XL Additional \$1.00 per shirt
 3XL Additional \$2.00 per shirt

*Receive in class

** Embroidery – (Sales & Service and Transition to Work only) \$5 per shirt



**CUYAHOGA VALLEY
CAREER CENTER**

**CONTRACT AGREEMENT BETWEEN
THE CUYAHOGA VALLEY CAREER CENTER
AND OFF CAMPUS TRAINING SITES**

This agreement, entered into on March, 2025, is made between the Cuyahoga Valley Career Center (CVCC) for the Electrical Systems, Building and Property Maintenance, Construction Trades, Power Equipment Technology, Digital Design, Graphic Imaging, Hotels and Resorts and HVAC Programs and Richfield Joint Recreation District (RJRD) at 4374 Broadview Road Richfield, Ohio 44286, provider of the Site for said program.

CVCC agrees to send 2-30 students for on-the-job, non-paid training at the Site, together with one or more Instructors who are employees of CVCC. These students, Instructors and CVCC educational aides will work along with the employees of RJRD in specified areas determined to be appropriate for purposes of the program by the Instructor, subject to the approval of the RJRD Site administrator, who shall be the Park Director.

RJRD agrees to allow its employees to work with CVCC students, which students shall be subject to the supervision of the Instructor, with the goal of helping student learn the fundamentals of their jobs. RJRD agrees that such employees will complete a daily evaluation of the students' performance, in accordance with criteria provided by CVCC, on a form supplied by CVCC. Instruction will take place at RJRD according to the curriculum established by the Cuyahoga Valley Career Center. Student performance will be supervised and cooperatively assessed by the Cuyahoga Valley Career Center personnel and selected supervisory staff at RJRD, as provided above. Assistance to Instructors on curriculum implementation will be provided by Cuyahoga Valley Career Center staff.

The Instructor and educational aides of the Cuyahoga Valley Career Center's program will supervise the students, their work and activities when on RJRD property. No RJRD employee shall be responsible for or authorized to discipline any student, which shall remain the sole responsibility of CVCC. Should the RJRD Site administrator determine that the presence of any student poses a threat to the health or safety of its employees, other persons present at the Park, or the good order of the site, RJRD may request that such student be removed from the site until such threat is eliminated. RJRD and CVCC agree that neither entity will discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or disability in connection with activities covered by this Agreement.

CVCC shall be responsible for providing round trip transportation to and from the work site for students, provided, however, that students with a driver's license, valid CVCC parking permit, and parental permission will be permitted to commute directly to the work site from their home district. The students will be at the work site between approximately 7:45 a.m. and 2:30pm. RJRD agrees to provide a place for students' belongings and access to a telephone for the Instructor and educational aide as needed.

The Cuyahoga Valley Career Center agrees to enforce for its students all policies and Park rules of RJRD. Student participation in the program will be permitted only with signed parent/guardian permission, a copy of which will be provided to RJRD prior to commencement of program activities. CVCC and RJRD agree that RJRD is not the employer of any student pursuant to this agreement and that the work of the students as directed by the Instructors and educational aides of CVCC is for the benefit of CVCC and its students.

Prior to commencement of activities under this Agreement CVCC shall provide RJRD with a certificate of insurance in a form acceptable to RJRD, evidencing general liability insurance in the amount of one million dollars (\$1,000,000) each occurrence and two million (\$2,000,000) general aggregate, with RJRD listed as an additional insured. CVCC releases RJRD from all liability for injury, loss or damage arising out of the activities carried out pursuant to this Agreement except for damage caused by the negligence of RJRD or its employees.

This Agreement shall be in force for the training period of March 20, 2025 to May 30, 2026.

In witness whereof, the agents for the Cuyahoga Valley Career Center Board of Education and RJRD have affixed their signatures below:


Park Director

Date

3.19.25


Park Board Chair

Date

3/17/25


WBE Coordinator

Date

2/26/25

Treasurer

Date

Board of Education President

Date

JOBSONIO TALENT DELIVERY MASTER SERVICES AGREEMENT

This Master Services Agreement, effective as of March 13, 2025 (the “**Effective Date**”), is made and entered into by and between JobsOhio, an Ohio nonprofit corporation having its principal place of business at 41 S. High Street, Suite 1500, Columbus, Ohio 43215 (“**JobsOhio**”) and Cuyahoga Valley Career Center, an institution of higher education organized pursuant to Ohio Revised Code Chapter 3354, 3357 or 3358 having its principal place of business at 8001 Brecksville Rd Brecksville, OH 44141 (“**Service Provider**”). This Master Services Agreement and each Statement of Work (as defined below) are sometimes referred to collectively as the “**Agreement**.” JobsOhio and Service Provider are sometimes collectively referred to as “**parties**”, or separately as a “**party**.”

Whereas, JobsOhio’s mission is to drive job creation and new capital investment in Ohio through business attraction, retention and expansion efforts; and

Whereas, JobsOhio desires to contract and collaborate with various talent and workforce development delivery entities to leverage their expertise in support of JobsOhio-designated client companies (its “**Client**” or “**Clients**”) in the areas of candidate assessments, customized learning and development solutions, talent sourcing, pre-screening talent and marketing efforts in order to both attract and retain a skilled workforce for these Clients; now therefore

In consideration of the mutual covenants and agreements set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Services; Deliverables.

(a) JobsOhio hereby engages Service Provider, and Service Provider accepts such engagement, on the terms and conditions set forth in this Agreement to provide talent attraction, talent sourcing, pre-screening and other candidate assessments, and customized learning and development solutions services (collectively, the “**Services**”) and related work product and materials (collectively, the “**Deliverables**”) that are identified in detailed written statements of work executed by authorized representatives of the Parties (each, a “**Statement of Work**” or “**SOW**”).

(b) Each SOW must include, at a minimum: (i) a complete description of Services to be performed, deliverables or other materials to be produced; (ii) the applicable prices to be charged for the Services; and (iii) any additional terms the Parties mutually agree to include, all in the format attached hereto as Exhibit A.

(c) A SOW may designate certain personnel as “Key Personnel.” In that case, Service Provider will perform the Services using only the Key Personnel. Service Provider must promptly notify JobsOhio if a Key Personnel leaves the Service Provider’s employment or control, or cannot perform the Services for reasons beyond Service Provider’s reasonable control.

(d) Individual SOWs are hereby incorporated by reference within this Agreement as if fully rewritten herein, and can only be modified by written agreement of both parties. No change will be effective unless both parties have agreed to the change(s) in writing. The parties agree that the Services and Deliverables include the functions, responsibilities, activities, tasks and projects not specifically described in the applicable SOW but that are required for the proper performance and provision of the Services and Deliverables or are an inherent part of, or necessary subpart included within, the Services and Deliverables.

(e) Service Provider must prepare, hold and maintain all Deliverables in a confidential manner and shall treat such Deliverables and the content thereof as confidential information as described in and subject to the provisions of Section 4 of this Agreement. When prepared, all such Deliverables shall be delivered solely to an authorized representative of JobsOhio, for JobsOhio's use.

(f) In the event of a conflict between the terms of this Agreement and any individual SOW, the terms of this Agreement shall govern.

(g) Service Provider will provide proper instruction to its officers, directors, employees, agents, subcontractors or consultants ("**Representatives**") to perform the Services, and will be solely responsible for directing and supervising its Representatives in performing the Services and for assuring that they comply fully with the provisions of the Agreement.

(h) Subcontracting. JobsOhio recognizes that it may be necessary for the Service Provider to use one or more subcontractors to perform a portion of the work under this Agreement. Service Provider shall limit the combined participation of all subcontractors in an amount specified in the project SOW. Service Provider must provide to JobsOhio, and maintain throughout the Term of this Agreement, a list of each such subcontractor and a copy of the accompanying contractual agreement. Each of Service Provider's subcontracts in excess of two thousand five hundred dollars (\$2,500.00) entered into specifically to assist in the performance of the Services on behalf of JobsOhio must include an agreement to be bound by all the terms of this Agreement.

2. Term, Renewal, Termination.

(a) The term of this Agreement commences on the Effective Date and continues in effect for a period of three (3) years (the "**Initial Term**"). Upon the expiration of the Initial Term, this Agreement will automatically renew for consecutive one (1) year terms (each a "**Renewal Term**"), unless the Agreement is earlier terminated pursuant to Section 2(b) below. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "**Term**." The term of each SOW shall be as indicated therein, which term may be extended upon the parties' mutual written agreement.

(b) This Agreement may be terminated by either party for any reason by giving the other party written notice at least thirty (30) days in advance of the desired termination. *Notwithstanding the foregoing*, JobsOhio will have the right to immediately terminate this Agreement, effective on the date of delivery of written notice of termination by a party to the other party, in the event of: (i) a material breach by Service Provider of the terms and conditions of this Agreement, including but not limited to the provisions in Section 4 hereof regarding Confidentiality; or (ii) the happening of any act or failure to act by Service Provider involving unethical, unprofessional or illegal conduct, intentional acts, recklessness or negligence which causes harm of any type to any person.

(c) Any active SOW still in effect at the date of termination of this Agreement will (i) remain in full force and effect until the expiration date set forth in the SOW, if any, or until the SOW is terminated by mutual agreement of the parties; and (ii) will continue to be governed by the terms of this Agreement.

(d) Suspension. JobsOhio will have the right to decide whether the Services or Deliverables provided under this Agreement are satisfactory. If at any time JobsOhio is not satisfied it may provide a written request that Service Provider cure the situation within thirty (30) days following receipt of the request. At any time during such cure period, however, JobsOhio may suspend its performance under this Agreement or declare a material breach and immediately terminate this Agreement pursuant to Section 2(c) above.

3. Compensation; Invoices.

(a) Compensation. In consideration of Service Provider's performance of the Services and delivery of the Deliverables to JobsOhio or its designees, JobsOhio will pay Service Provider such fees and expenses as are set forth in the applicable SOW (the "**Fees**"). In the event this Agreement is terminated, and subject to Service Provider's compliance with the terms hereof, JobsOhio will pay all unpaid earned compensation to Service Provider on a pro-rated basis through and as of the date of termination. In such event, JobsOhio will have no further payment obligations to Service Provider.

(b) Invoice Procedures. Prior to commencing the performance of any Services under this Agreement, Service Provider will supply JobsOhio with a fully completed and executed IRS Form W-9. Thereafter, all invoices must be submitted by Service Provider to the following email address after approval of the applicable Purchase Order: jobsohioinvoice@concursolutions.com. Unless otherwise provided in an individual SOW, payment of each invoice will be made by JobsOhio within thirty (30) days of JobsOhio's receipt of the invoice and acceptance of the related Services and Deliverables.

(c) Status Reports. Service Provider may be required, either as part of an individual SOW or otherwise, to submit to JobsOhio status reports in the form and with such frequency as agreed to by the Parties. In such event, the status report will describe the Services performed during the applicable prior period, list the Deliverables being worked on by the Service Provider and the status thereof, and contain such other information as may be reasonably requested by JobsOhio.

(d) Records. Service Provider will keep and maintain reasonable and customary records relating to the provision of Services hereunder during the Term of this Agreement, and the term of all SOWs, and for at least one (1) year thereafter. JobsOhio may review such records, and make copies of the same, all at its cost upon reasonable advance notice and during normal business hours. *Notwithstanding the foregoing*, it is understood and agreed that Service Provider will not share with or release to JobsOhio any personally identifiable information, including without limitation individual records of jobseekers or information specific to individual businesses.

4. Confidential Information.

(a) Acknowledgements and Agreements. Service Provider agrees that the trade secrets and confidential information, more fully described below, of JobsOhio and its Clients gained, obtained, or reviewed by Service Provider during Service Provider's association with JobsOhio, have been developed through substantial expenditures of time, effort and money and constitute valuable and unique property of JobsOhio.

(b) Confidentiality.

(i) Service Provider will keep in strict confidence, and will not, directly or indirectly, at any time, disclose, furnish, disseminate, make available or, except in the course of its performance of Services for JobsOhio and its Clients, use any trade secrets or other information designated by JobsOhio as confidential business or technical information of JobsOhio or its Clients, customers, network partners, or other vendors, without limitation as to when or how Service Provider may have acquired such information. Service Provider will provide access to confidential information only to those of its Representatives who have a "need to know" such information. Service Provider shall inform each of its Representatives who have access to JobsOhio's confidential information of its confidential nature, and will cause its Representatives to observe the applicable terms of this Agreement. Service Provider hereby agrees to be responsible for any breach of the confidentiality provisions of this Agreement by any of its Representatives.

(ii) As used herein, “**confidential information**” includes, without limitation, JobsOhio’s methods of doing business and business techniques, training, service and business manuals, promotional materials, training courses and other training and instructional materials and processes, vendor and product information, customer and prospective customer lists, other customer and prospective customer information and other business information, as well as all non-public trade secret and commercial and financial information of any person, company or entity provided to JobsOhio, whether or not under the terms of a duly executed non-disclosure agreement.

(iii) Service Provider agrees that in the event Service Provider’s engagement under this Agreement is terminated for any reason, Service Provider will return to JobsOhio, in good condition, all records created or received by JobsOhio as described in the Ohio Revised Code section 187.04(C) that Service Provider reasonably knows to be in Service Provider’s possession, including without limitation, the originals and all copies of any such records. Service Provider may, however, retain one (1) copy of such confidential information for document retention and dispute resolution purposes, provided that the provisions of Section 4(b)(i) shall continue to apply to such retained information.

(iv) Public Records Law. The parties acknowledge that nothing herein shall be construed to be inconsistent with Ohio’s Public Records Act, Ohio Revised Code sections 149.43, *et seq.*, including Ohio Revised Code sections 149.43(A)(1)(m), (A)(1)(v), (A)(1)(bb), and 187.04(C).

(v) Legally Compelled Disclosures. Service Provider agrees not to disclose any records that JobsOhio has previously identified as confidential information, without giving prior notice to JobsOhio. In the event that Service Provider or any of its Representatives receive a public records request under Ohio’s Public Records Act or a request pursuant to applicable law, regulation or legal process to disclose any of JobsOhio’s confidential information, Service Provider will notify JobsOhio promptly so that JobsOhio may seek a protective order, injunctive relief, or other appropriate remedy or, in its sole discretion, waive compliance with the terms of this Agreement. In the event that no such protective order or other remedy is obtained, or that JobsOhio waives compliance with the terms of this Agreement, Service Provider will furnish only that portion of JobsOhio’s confidential information which Service Provider is advised by counsel is legally required, and Service Provider will exercise all reasonable efforts to obtain reliable assurance that confidential treatment will be accorded to JobsOhio’s confidential information following such compelled disclosure. *Notwithstanding* the above or any other provision of this Agreement, the release of public records in compliance with Ohio law will not be deemed a breach of this Agreement.

(vi) Confidential Education Records. JobsOhio understands that it may generate or otherwise be in possession of confidential education records regarding Service Provider’s students, and that these records are protected by federal law including the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. 1232g. JobsOhio further understands that it may not share or disclose these education records with any party other than the Service Provider, without both the Service Provider’s and the student’s consent.

(c) Relief. Service Provider acknowledges and agrees that any remedy at law available to JobsOhio for breach of any of Service Provider’s obligations of confidentiality under this Agreement would be inadequate. Service Provider therefore agrees that, in addition to any other rights or remedies that JobsOhio may have at law or in equity, temporary and permanent injunctive relief may be granted in any proceeding which may be brought to enforce any provision contained in this Section 4, without the necessity of proof of actual damage.

(d) Reasonableness. Service Provider acknowledges that Service Provider’s obligations under this Section 4 are reasonable in the context of the nature of JobsOhio’s business and purpose and the competitive injuries likely to be sustained by JobsOhio if Service Provider were to violate such obligations. Service Provider further acknowledges that this Agreement is made in consideration of, and is adequately

supported by the agreement of JobsOhio to perform its obligations under this Agreement and by other consideration, which Service Provider acknowledges constitutes good, valuable and sufficient consideration.

5. No gifts or conflict of interest. Service Provider acknowledges that, to the extent applicable under this Agreement, it is subject to the Ohio Ethics Laws relating to gifts and conflicts of interest.

6. Intellectual Property Rights.

(a) All content, including, but not limited to, photographs, videos, data, PowerPoint presentations, or other written or digital content provided by JobsOhio to Service Provider in connection with this Agreement ("***JobsOhio Content***") is and will remain the property of JobsOhio and any of its third party clients or vendors, as applicable, and all right, title, and interest in and to such items, including, without limitation, all patents, copyrights, trademarks, trade secrets, and all other intellectual property rights, whether in the United States or abroad, in any medium known now or in the future, remain only with JobsOhio or its third party clients or vendors, as applicable. JobsOhio grants Service Provider a limited, non-exclusive license to use the JobsOhio Content only as necessary to provide the Services.

(b) Service Provider shall own all right, title and interest in and to all Deliverables created in connection with the Services, including all copyrights and all other intellectual property rights, whether in the United States or abroad, in any medium known now or in the future.

(c) Service Provider may use materials and general know-how developed prior to the effective date of the SOW ("Vendor Materials") to perform the Services and/or prepare the Deliverables. Service Provider will identify in the applicable SOW any Vendor Materials or third party materials to be included in any Deliverables.

(d) Service Provider hereby grants to JobsOhio a nonexclusive, royalty-free license to reproduce, perform, display, distribute, prepare derivative works therefrom or otherwise use the Deliverables ("Deliverables Grant"). Service Provider hereby grants to JobsOhio a limited, nonexclusive, royalty-free license to reproduce, perform, display, distribute, prepare derivative works therefrom or otherwise use Vendor Materials only to the extent necessary to practice the rights specified in the Deliverables Grant.

7. Representations and Warranties; Insurance.

(a) Service Provider represents and warrants to JobsOhio that there exists no employment contracts or other contractual obligations to which Service Provider is subject which prevents Service Provider from entering into this Agreement or from fully performing the agreed upon Services contemplated by this Agreement.

(b) Compliance with Laws. Service Provider will perform its obligations under this Agreement in compliance with all applicable federal, state, and local laws and regulations.

(c) Insurance. Service Provider represents and warrants that it has, will maintain, keep in full force and effect during the term of this Agreement the following insurance coverage, and will furnish copies, certifications, and other evidence of same to JobsOhio upon request:

- (i) Workers' Compensation and Employer's Liability, and similar insurance in amounts sufficient to satisfy all claims that might arise from Service Provider's acts or those of its Representatives and as required by Ohio law, covering all persons utilized by Service Provider in the performance of the Services; and

- (ii) Commercial general liability insurance with at least three million dollars (\$3,000,000) annual aggregate and one million dollars (\$1,000,000) per occurrence limit for bodily injury, personal injury, wrongful death and property damage; and
- (iii) Automobile liability insurance, one million dollars (\$1,000,000) minimum, in accord with state and federal laws.

Service Provider's policies of insurance referred to above shall not be cancelable or reduced in coverage amount without at least thirty (30) days prior notice to JobsOhio, and shall name JobsOhio, its agents and employees, as additional insureds on a primary and non-contributory basis. Service Provider will provide written notice to JobsOhio no less than thirty (30) days prior to a cancellation, non-renewal, expiration or material alteration of such insurance coverage, and shall provide JobsOhio with evidence of continuing coverage of any required policy no less than thirty (30) days following request by JobsOhio.

8. Limitation of Liability. IN NO EVENT SHALL EITHER PARTY, ITS AFFILIATES OR SUBSIDIARIES, OR ITS OR THEIR DIRECTORS, OFFICERS, EMPLOYEES AND OTHER PERSONNEL BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, PUNITIVE OR SPECIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS, ARISING OUT OF THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. For the avoidance of doubt, any fines or penalties assessed on a party under applicable law arising out of the other party's breach of the Agreement are direct damages.

9. Independent Contractor.

(a) Service Provider represents, acknowledges and agrees that it is and will at all times be and remain an independent contractor with respect to all Services provided under and during the term of this Agreement, and nothing herein shall or shall be deemed to create a partnership, joint venture, franchise, representative/agency or employment relationship between the Parties. Service Provider will be free to exercise its own judgment as to the manner and method of providing the Services to JobsOhio, subject to applicable laws and requirements reasonably imposed by JobsOhio.

(b) Service Provider acknowledges and agrees that during the term of this Agreement, Service Provider and its employees will not be, and will not be treated as, employees of JobsOhio or any of its affiliates, including, without limitation, for purposes of federal, state, local or foreign income tax, the Federal Insurance Contributions Act, the Social Security Act, the Federal Unemployment Tax Act or any Worker's Compensation law of any state or country or for purposes of benefits provided to employees of JobsOhio or any of its affiliates under any employee benefit plan. Service Provider is solely responsible for all tax and other liabilities (including, without limitation, reasonable fees and expenses of attorneys and other professionals) arising out of or relating to Service Provider's failure to report and pay all employment income taxes or other taxes due on amounts paid to or on behalf of Service Provider by JobsOhio.

(c) Service Provider further acknowledges and agrees that the foregoing provisions of this paragraph are not premised upon the status of the Service Provider as an independent contractor under any law, and that such provisions will apply notwithstanding any subsequent determination by any court, governmental agency, or any other person that Service Provider or its Representatives are appropriately classified as an employee of JobsOhio, any affiliate of JobsOhio, or any other person.

10. Publicity. Neither party shall use the name, proprietary marks, product names or otherwise refer to or identify the other party, its divisions and/or subsidiaries in any advertising, publicity releases or promotional or marketing correspondence without securing the prior written consent of such other party.

11. Survival. Subject to any limits on applicability contained therein, the provisions of Sections 3(c), 3(d), 4, 6 and 7 will survive and continue in full force in accordance with its terms notwithstanding any termination of this Agreement.

12. Severability. Each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable Ohio law. If, however, any provision of this Agreement is held to be invalid or unenforceable in any respect under any applicable law, such invalidity or unenforceability will not affect any other provision, but instead this Agreement will be reformed, construed and enforced as if such invalid or unenforceable provision had never been contained herein.

13. Complete Agreement. This Agreement embodies the complete agreement and understanding between the parties hereto with respect to the subject matter hereof, and supersedes and preempts any prior understandings, agreements or representations by or between the parties hereto, written or oral, which may have related to the subject matter hereof in any way.

14. Counterparts. This Agreement may be executed in separate counterparts, each of which will be deemed to be an original and both of which taken together will constitute one and the same agreement. Delivery of an executed signature page to this Agreement by electronic transmission (including in Adobe PDF format) will be effective as delivery of a manually executed counterpart to this Agreement.

15. Successors and Assigns. This Agreement will bind and inure to the benefit of and be enforceable by Service Provider, JobsOhio and their respective heirs, executors, personal representatives, successors and assigns, except that neither party hereto may assign any rights or delegate any obligations hereunder without the prior written consent of the other party hereto. Service Provider hereby consents to the assignment by JobsOhio of all of its rights and obligations hereunder to any successor to JobsOhio by merger or consolidation or purchase of all or substantially all of JobsOhio's assets or to any affiliate of JobsOhio, provided such transferee or successor assumes the liabilities of JobsOhio hereunder.

16. Choice of Law. This Agreement, and all matters arising out of or relating to this Agreement, will be governed by, and construed in accordance with, the laws of the State of Ohio. All actions regarding this Agreement shall be brought in a court of competent subject matter jurisdiction located in the State of Ohio.

17. Notices. All notices, consents, demands, requests and other communications which may or are required to be given hereunder will be in writing and will be deemed duly given if personally delivered or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the addresses set forth on the first page of this Agreement and to the attention of the individual executing this Agreement below, or to such other address or person as a party may designate in written notice transmitted in accordance with this provision.

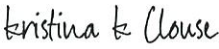
18. Amendment and Waiver. The provisions of this Agreement may be amended or waived only in a writing executed by both JobsOhio and Service Provider, and no course of conduct or failure or delay in enforcing the provisions of this Agreement will affect the validity, binding effect or enforceability of this Agreement

19. Signature Authority. The signatories below represent that each has the full authority of their respective named organizations to legally bind them to the terms of this Agreement.


IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

JOBSOHIO, an Ohio nonprofit corporation

Cuyahoga Valley Career Center,
An Ohio institution of higher learning

Signed by:

73883A0B108848A...

Kristina K. Clouse
Sr. Managing Director, Talent

Signed by:

DE785556D784E8...

By: Dr. Marcy R. Green
Title: Assistant Superintendent

DS
DG

EXHIBIT A – STATEMENT OF WORK (SAMPLE ONLY – DO NOT EXECUTE)

Statement of Work # _____

JobsOhio NPA # _____

This Exhibit A – Statement of Work (“**SOW**”) and its attachments accompanies, are governed by, and are incorporated by reference as if fully rewritten in that certain Master Services Agreement entered into by and between JobsOhio and Cuyahoga Valley Career Center (“**Service Provider**”), dated March 13, 2025 (the “**Agreement**”). Capitalized words not otherwise defined herein will have the meanings ascribed to them in the Agreement. Any conflict between the terms of this SOW and the Agreement will be resolved in favor of the Agreement.

Subcontracting. Service Provider shall limit the combined participation of all subcontractors to no more than _____%.

Service Provider will provide the following Services and Deliverable(s) to JobsOhio:

I. Services

<<As applicable, add a description and the specifics of the project here, and/or state:>>

- See the attached the Proposal dated _____.

II. Project Timeline

<<If applicable, add timetable and project dates here>>

III. Deliverable Materials

<<Describe specific materials to be provided here:>>

- Reports
- Materials
- Other

IV. Budget and Fees

<<Include at least the following key items: >>

- a detailed, descriptive budget
- total fees to be paid (e.g., fixed amount, T&M with hourly rates, etc.)
- whether travel or other out-of-pocket expenses will be covered at cost

- whether any other costs outside of normal operations will be covered
- timing of payments (*e.g.*, monthly, at project gate acceptance, one-time, etc.)

*

*

*

Contact Information:

JobsOhio: _____ - (____) _____

Service Provider: _____ - (____) _____

IN WITNESS WHEREOF, the parties have executed this Statement of Work as of the last date and year written below.

JOBSONIO, an Ohio nonprofit corporation

Cuyahoga Valley Career Center,
An Ohio institution of higher learning

Kristina K. Clouse
Sr. Managing Director, Talent
Date: _____

By: _____
Title: _____
Date: _____



Policy: Standards of Conduct
Effective Date: September 26, 2014
Policy No. Board - 5

1. Purpose

The purpose of this policy is to ensure JobsOhio employees perform their duties with the highest ethical conduct.

2. Scope

This policy applies to Directors, Officers and all full- and part-time employees, interns and contractors of JobsOhio.

3. Related Documents

Code of Regulations
Conflict of Interest Policy
Gift Policy
Political Activity Policy
Outside Employment Policy
Computer and Technology Use Policy

4. Policy

- A. **Ethical Conduct Required.** In performing his or her duties for the Corporation, each of the Corporation's Directors, Officers and employees shall strive for the highest ethical conduct and fundamental honesty. In this regards, each Director, Officer, and employee must perform his or her duties for the Corporation at all times in good faith, in a manner the individual reasonably believes to be in or not opposed to the best interests of the Corporation, and with the care that any ordinarily prudent person in a like position would use under similar circumstances.
- B. **Confidentiality.** All Directors, Officers, and employees are required to maintain the confidentiality of all information regarding the activities of the Corporation unless the disclosure of the information has been authorized, the information has been disclosed to the public or otherwise becomes public knowledge, the disclosure is required by a valid subpoena or court order, or the disclosure is otherwise required by applicable law or governmental regulation. No Director, Officer, or employee is permitted to disclose confidential information other than as permitted in the preceding sentence.



- C. **Annual Certification.** Annually, each Director, Officer, and employee must sign the acknowledgement provided in Section 7.4 of the Code of Regulations, regarding Standards of Conduct. These acknowledgements will be kept on file with the corporate governance records of the Corporation.
- D. **Form of Acknowledgement.** The annual Acknowledgment Regarding Required Standards of Conduct shall read substantially as set for below or as required by any subsequent form of acknowledgement adopted by the Board:

Acknowledgment Regarding Required Standards of Conduct

I understand that it is my responsibility to perform my duties for JobsOhio at all times, including the duties as a member of a committee on which I serve, in good faith, in accordance with the highest ethical conduct and fundamental honesty, in a manner I reasonably believe to be in or not opposed to the best interests in JobsOhio, and with the care that an ordinarily prudent person in a like position would use under similar circumstances. As a part of the foregoing, I will not:

1. Deceive, defraud, or mislead JobsOhio board members, officers, staff members, managers, supervisors, or other associates, or those with whom JobsOhio has business or other relationships.
2. Misrepresent JobsOhio in any negotiations, dealings, contracts, or agreements.
3. Divulge or release any information of a confidential or proprietary nature relating to JobsOhio's plan, mission, or operational activities without appropriate approval.
4. Obtain, or seek to obtain, a personal advantage or benefit due to relationships established by my position with JobsOhio or by any use of the JobsOhio name.
5. Withhold my best efforts to perform my duties to acceptable standards.
6. Engage in unethical business practices of any type.
7. Use JobsOhio property, financial resources, or services of JobsOhio personnel for my personal benefit.
8. Violate any applicable law or ordinances.

I acknowledge that any violation of the foregoing Standards of Conduct may be grounds for dismissal from my position for Misconduct as defined in Section 5.5 of the Corporation's Articles of Incorporation.



5. Procedures

None.

6. Questions and Suggestions

Questions concerning the interpretation and application of this Policy should be submitted to General Counsel or the Director of Compliance.

7. History of Updates

Author	Nature of Change	Date
C. Herrington	Minor edit – changed “an” to “a”	02/15/17



EXHIBIT A

Description of Services to be Performed by Laura Icardi/ACT Test Prep

- Laura Icardi/ACT Test Prep will conduct the class in a Cuyahoga Valley Career Center classroom as scheduled by ACT Test Prep and Cuyahoga Valley Career Center.
- Cuyahoga Valley Career Center will submit payment to Laura Icardi/ACT Test Prep within 14 days of the first class of the “multi-session ACT Prep Course” and within 14 days of the “1-Day” class.


Expectations:

- Cuyahoga Valley Career Center will market the classes to the partner schools and on the Cuyahoga Valley Career Center website.
- Laura Icardi/ACT Test Prep will manage external marketing of the classes.
- Laura Icardi/ACT Test Prep will market the classes on the ACT Prep website with a link to the registration page on the Cuyahoga Valley Career Center website.
- Cuyahoga Valley Career Center will manage student registration and payment.
- The classroom will be available 30 minutes prior to the start of class.
- Classes will begin and end as scheduled.
- Laura Icardi/ACT Test Prep will communicate as required with Cuyahoga Valley Career Center staff via email and/or phone.
- Cuyahoga Valley Career Center will notify Laura Icardi/ACT Test Prep 4 days in advance if class is cancelled due to insufficient registration.

Class Dates:

1-Day Intensive ACT Prep	June 5, 2025	8am-1:30pm	ACT
1-Day Intensive ACT Prep	July 24, 2025	8am-1:30pm	ACT

By signing below, I agree to the terms of this Contracted Services Agreement.


Marcy R. Green
Assistant Superintendent

3/25/25
Date


Laura Icardi/ACT Test Prep

3/20/2025
Date

Contracted Services Agreement

Cuyahoga Valley Career Center and Laura Icardi/ACT Test Prep ("Contractor") enter into this contracted services agreement, as of the latter of the dates listed below.

IN CONSIDERATION OF THE TERMS BELOW, THE PARTIES AGREE AS FOLLOWS:

1. RELATIONSHIP. This is a contracted services agreement between independent contractors, neither of whom shall be considered to be an employee, agent, or joint-venture of the other. Contractor cannot assign the contract or delegate his/her duties under it. Contractor is not entitled to any compensation or benefits, including (but not limited to) any right to file a claim for workers' compensation or unemployment benefits.
11. POSITION/SERVICES. Cuyahoga Valley Career Center shall provide a classroom(s) for Contractor to conduct the ACT Prep Courses. Contractor shall perform those services set forth on the attached Exhibit A.
111. PAYMENT FOR SERVICES. Cuyahoga Valley Career Center shall pay Laura Icardi/ACT Test Prep \$100. per registered participant in the "1-Day ACT/SAT Prep Course" (Minimum 10 students).
- IV. TERM. This contract becomes effective when signed and shall continue from day to day. It is terminable at will by either party, with or without cause, immediately upon written notice to the terminated party.
- V. INSURANCE. Contractor must carry General Liability coverage.
- VI. ENTIRE AGREEMENT. This contract represents the entire agreement between the parties. It may not be changed or amended, unless the change or amendment is in writing and signed by both parties. If any term is deemed illegal or unenforceable, that term will be considered null and void, and the contract shall continue in a manner consistent with the intent of the parties and to the extent the law permits.

EDUCATIONAL AFFILIATION AGREEMENT

This EDUCATIONAL AFFILIATION AGREEMENT (this “Agreement”) is entered into on 4/1/2025 (“Effective Date”) between The MetroHealth System, a county hospital system established and operated under Chapter 339 of the Ohio Revised Code, and located at 2500 MetroHealth Drive, Cleveland, Ohio 44109 (“MetroHealth”) and Cuyahoga Valley Career Center, located at 8001 Brecksville Rd, Brecksville, Oh 44141 (“School”), through its Adult Education Department.

MetroHealth and School wish to collaborate to provide learning opportunities at MetroHealth for the benefit of a certain student or students (“Trainee(s)”) enrolled in the School’s **Phlebotomy** (the “Program”).

MetroHealth is willing to allow such Trainee(s) to participate in learning opportunities on its premises (the “Educational Experience”) as set forth in the terms and conditions under this Agreement.

Accordingly, MetroHealth and School agree as follows:

I. Term and Termination:

- A. This Agreement will begin on the Effective Date and will remain in effect indefinitely unless sooner terminated as described below.
- B. Either party may terminate this Agreement with ninety (90) days’ written notice to the other. If so requested by the School, MetroHealth will, if reasonably possible, allow any Trainee(s) participating in an active placement at MetroHealth at the time of termination the opportunity to complete their scheduled Educational Experience.

II. Responsibilities of the Parties:

- A. School Faculty. The School will designate its own faculty qualified by training and experience to plan, oversee, and evaluate the Trainee(s)’ education (“School Faculty”). The School retains full responsibility for the planning, implementation, and execution of the Program.
- B. Trainee(s) Placement. At least thirty (30) days prior to the start of any academic term in which the School wishes to place Trainee(s) at MetroHealth, the School shall provide a written request to the MetroHealth staff member responsible for coordinating the Trainee(s) education (the “MetroHealth Program Manager”). The request must include the number of Trainee(s) who wish to have an educational experience at MetroHealth, the duration and requirements of the training, and any other information reasonably requested by MetroHealth. MetroHealth agrees to consider such requests, assess availability of the appropriate resources and personnel for teaching and supervision, and may limit the number of accepted Trainee(s) accordingly. MetroHealth’s acceptance of such placement(s) must be confirmed to School in writing before the start of the term.

- C. Program Details. Additional details relevant to the Program may be established within an addendum (“Addendum”), which shall be attached to this Agreement and incorporated by reference.
- D. Compensation. No stipend or other remuneration will be exchanged between the parties unless otherwise agreed. Any such remuneration will be governed by an Addendum to be attached to this Agreement and incorporated by reference.
- E. Trainee(s) Eligibility and Performance. The School must require Trainee(s) participating in a placement at MetroHealth to have satisfactorily completed all prerequisite coursework and/or training and to have any necessary certifications or licenses to train in the Program in Ohio. The School shall keep MetroHealth informed of the level of training Trainee(s) have received outside of MetroHealth. MetroHealth shall keep the School informed regarding the level of education the Trainee(s) receives while at MetroHealth and his/her level of performance. The School will retain ultimate responsibility for the Trainee(s)’ grades, evaluations, and discipline.
- F. Trainee(s) Removal. MetroHealth will inform School when a Trainee is not performing satisfactorily, attempt in good faith to resolve the issues, and determine if remedial action would permit such Trainee’s continued participation with MetroHealth. MetroHealth may immediately remove a Trainee from the Educational Experience, if MetroHealth determines that the presence of such Trainee poses an imminent threat to patient or employee safety or welfare or is otherwise disruptive to operations. In such event, removal of Trainee need not be preceded by written notice but will be provided to School as soon as possible.
- G. Trainee(s) Care and Benefits. Each party acknowledges that Trainee(s) are not employees of MetroHealth. MetroHealth will not cover Trainee(s) under any benefit program including, but not limited to, health insurance, retirement benefits, unemployment compensation, or workers’ compensation coverage. Trainee(s) are responsible for their own medical and dental care. MetroHealth will offer Trainee(s) access to emergency treatment for injuries or illnesses that occur on MetroHealth property and require immediate attention; however, any such care will be provided at the Trainee’s expense.

III. MetroHealth Policies and Procedures:

- A. Trainee(s) Onboarding. Trainee(s) must satisfy MetroHealth’s background check and health requirements and other MetroHealth onboarding requirements under any relevant MetroHealth policy or procedure in effect at the time of placement. While at MetroHealth, Trainee(s) must abide by all MetroHealth rules, regulations, policies, and procedures including, but not limited to, matters relating to: (i) conduct, (ii) dress code, (iii) confidentiality and privacy (HIPAA), and (iv) rules directly related to training.
- B. School Faculty Onboarding. School Faculty will be responsible for disseminating MetroHealth’s communicated policies, procedures, and rules to Trainee(s). If a placement at MetroHealth involves the onsite presence of School Faculty, such

School Faculty will be subject to MetroHealth's policies, procedures, and rules, including health and background check requirements and other onboarding requirements.

- C. Patient Care. MetroHealth, at all times and in all situations, maintains the ultimate responsibility and authority regarding patient care.

IV. Insurance: Each party will obtain and maintain at all times, either commercially or through a program of self-insurance or captive insurance, general liability insurance and professional liability insurance, with limits of One Million Dollars (\$1,000,000) per occurrence or per claim and Two Million Dollars (\$2,000,000) in annual aggregate, to include all functions and obligations within the scope of the Agreement. The School will extend the professional liability coverage to its Trainee(s) and School Faculty or require its Trainee(s) and School Faculty to obtain such coverage while they are placed at MetroHealth. If requested by a party, the other party will provide a certificate of insurance demonstrating the requisite coverage.

V. Third Party Liabilities:

- A. **Except as provided in paragraph B of this section, and to the extent permitted by law, each party** (the "Indemnifying party") shall indemnify and hold harmless the other party (the "Indemnified party"), its officers, directors, employees, and agents, from and against, and, at the Indemnified party's request, defend the Indemnified party against, any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or resulting from the negligence or the willful misconduct of the Indemnifying party, its employees, and its agents participating in the Program. Each Indemnified party shall fully cooperate with the Indemnifying party in all matters within the scope of this section.
- B. **If either party is a public entity entitled to protections of governmental immunity under applicable law,** it is specifically understood and agreed that (i) nothing contained in paragraph A of this section or elsewhere in this Agreement will be construed as: an express or implied waiver of such party's governmental immunity or of its state governmental immunity; an express or implied acceptance by such party of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the applicable governmental immunity laws; or a pledge of the full faith and credit of a debtor contract; or as the assumption by such party of a debt, contract, or liability of the other party; (ii) each party will be liable for the acts and omissions of its own officers and employees engaged in the scope of their employment arising under this Agreement, and (iii) neither party shall indemnify the other party and each party agrees to be responsible for its own defense.
- C. In no event will either party be liable (whether in an action in negligence, contract or tort or based on a warranty or otherwise) for any indirect, incidental, special or consequential damages incurred by the other party or any third party, even if the party has been advised of the possibility of such damages.

- VI. Notices: Any notice provided for in this Agreement must be in writing, delivered by certified mail (return receipt requested) or air courier to the recipients as listed below. Notices are effective upon receipt or attempted delivery (if receipt is refused) at the following addresses:

When to MetroHealth:	When to School:
2500 MetroHealth Drive Cleveland, Ohio 44109 Attn: Chief Clinical Officer	Dr. Marcy R. Green, Assistant Superintendent Cuyahoga Valley Career Center 8001 Brecksville Rd Brecksville, Oh 44141
With a copy to:	With a copy to (if applicable):
2500 MetroHealth Drive Cleveland, Ohio 44109 Attn: Chief Legal Officer	Not Applicable

VII. Compliance:


- A. Each party will at all times maintain compliance with all applicable state and federal laws, and provide its employees and agents with all necessary orientation, education, and training as such laws may require.
- B. The Trainee(s) participating in any Educational Experience at MetroHealth are deemed members of the workforce of MetroHealth for purposes of the Health Insurance Portability and Accountability Act ("HIPAA") and such training is deemed to fall within the definition of "health care operations" under HIPAA. Trainee(s) therefore may have the necessary and appropriate access to protected health information provided in the Privacy Rule under HIPAA and will comply with all applicable federal, state, and MetroHealth rules, regulations, and policies governing the same.
- C. MetroHealth acknowledges that it may generate or possess confidential educational records regarding the School's Trainee(s) as a result of its participation in the Program, and that these records are protected by federal law including, inter alia, the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C.A. 1232g. MetroHealth further acknowledges that it may not share or disclose these educational records with any party other than the School, without both the School's and the Trainee's consent.
- D. Neither party will illegally discriminate against any student on the basis of age, sex, race, creed, color, citizenship, national origin, religion, disability, veteran status, or any other protected category. Both parties will, in the performance of this Agreement, comply with all applicable laws, rules, regulations, and orders regarding equal employment opportunity, immigration, and nondiscrimination.

VIII. Miscellaneous:

- A. This Agreement reflects the entire agreement between the parties with regard its subject matter and supersedes all prior agreements and understandings, written or otherwise, regarding the same. This Agreement may be amended in a writing signed by both parties.
- B. Neither party may assign or transfer the Agreement, or any part thereof, without the other party's prior written consent, which will not be unreasonably withheld.
- C. The relationship between MetroHealth and School is that of independent contractors. Nothing in this Agreement is intended to create any agency relationship, joint venture, or other representative capacity.
- D. Unless the Agreement expressly provides otherwise, nothing in the Agreement will be construed to create any third-party beneficiaries of or to the Agreement.
- E. This Agreement and all claims relating to this Agreement is governed by the laws of the State of Ohio without regard to conflicts-of-laws principles.

Accepted by:

Cuyahoga Valley Career Center

By: 

Name/Title: Dr. Marcy R. Green, Assistant Superintendent

Additional Approvals (if applicable):

Not Applicable

The MetroHealth System

By: 
00000570FE0449B

Name: John Chae, MD

Title: EVP/Chief Academic Officer

Approved as to Form
The MetroHealth System
Office of General Counsel
By: AR/jla
Date: 3/25/2025



ConnectedHR
AND
CUYAHOGA VALLEY CAREER CENTER

AI for HR

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide an instructor to teach a one 2-hour training program to ConnectedHR., hereinafter referred to as “the Customer,” to take place on April 3, 2025 from 3:45pm to 5:45pm.

The customer will provide classroom space and computers for training. CVCC will provide the instructor, the link to the curriculum and administrative support which includes payment of instructor’s wages.

The cost of training to be provided by CVCC is \$5,900 for up to 20 students. CVCC will invoice the customer for the amount of \$5,900 on April 1, 2025 which is due within 30 (thirty days).

Mark D'Agostino

President

2025-03-18

(Signature)

Title

Date

Dr. Marcy R. Green

3-25-2025

Dr. Marcy R. Green,

Assistant Superintendent

Date

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CERTIFICATE *of* SIGNATURE

REF. NUMBER
EKWDT-CNV3Y-U42XM-55ZTS

DOCUMENT COMPLETED BY ALL PARTIES ON
18 MAR 2025 20:17:28 UTC

SIGNER

MARK D'AGOSTINO

EMAIL
MARK@CONNECTED-HR.COM

TIMESTAMP

SENT
18 MAR 2025 20:14:42 UTC

VIEWED
18 MAR 2025 20:16:50 UTC

SIGNED
18 MAR 2025 20:17:28 UTC

SIGNATURE

Mark D'Agostino

IP ADDRESS
104.28.76.92

LOCATION
CHICAGO, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
18 MAR 2025 20:16:50 UTC



PCCO #002

PCO #008	RFI #18	\$4,015.00
PCO #009	Bulletin #3	\$47,943.00
PCO #011	Bulletin #4	\$267,975.00
PCO #013	ASI-002	\$641.00
PCO #015	RFI #35	\$1,743.00
PCO #016	Data Switch	-\$26,412.00
PCO #018	Bulletin #5	\$11,555.00
PCO #019	CAT6A	\$5,877.00
PCO #022	Parking Light	\$4,865.00

\$318,202.00



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

Page 1

DATE: 11/25/2024
PCO#: 008

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

Potential Change Order 008: RFI #18 Floor Drains/ Cleanouts in Restrooms 105 and 106

Panzica Construction Company has completed pricing for Potential Change Order #008: RFI #18 Floor Drains/ Cleanouts in Restrooms 105 and 106.

A cost breakdown for this work is as follows:

Description	Amount
Plumbing - Add cleanouts and drains, jetting and camera of existing to be reused	\$3,975.00
PCC Markup	\$40.00
Grand Total:	\$4,015.00

The total cost for this work is \$4,015.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

Page 1

DATE: 12/05/2024
PCO#: 009

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

Potential Change Order 009: Bulletin #3 Changes

Panzica Construction Company has completed pricing for Potential Change Order #009: Bulletin #3 Changes. Proposed scope of work includes changes to metal panel, framing, per Bulletin #3 drawing updates.

A cost breakdown for this work is as follows:

Description	Amount
Metal Panel - Supply and install additional 2" insulated metal panels	\$6,145.00
Demolition - sawcutting and removal of existing footer per revised plan	\$6,380.00
Carpentry - Added blocking per new wall section detail	\$2,650.00
Metal Stud and Drywall - Added subframing for metal panels	\$4,900.00
Technology - Added data locations to classrooms	\$6,109.00
Concrete - Additional slab on grade patches and window sill curb	\$19,350.00
PCC Mark Up	\$2,409.00
Grand Total:	\$47,943.00

The total cost for this work is \$47,943.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

Page 1

DATE: 2/26/2025
PCO#: 011

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

Potential Change Order 011: Bulletin #4 Changes - Revised

Panzica Construction Company has completed pricing for Potential Change Order #011: Bulletin #4 Changes - Revised.

Proposed scope of work includes changes per Bulletin #4 drawing updates as noted below. Electrical pricing includes the net difference between estimated values from earlier tables to final equipment selection. An allowance was included for steel reinforcing at the roof for the new roof top unit at this time until final sizing can be confirmed.

A cost breakdown for this work is as follows:

Description	Amount
HVAC - Add make up air unit and fan	\$95,810.00
Electrical - Upgraded panels and breaker sizes	\$66,067.00
Roofing - Flashing and penetrations for added power and HVAC units (allowance)	\$5,000.00
Carpentry - Added blocking per A4 and C4/A306	\$300.00
Plumbing - Added drains, relocated door location, compressed air, natural gas piping.	\$72,442.00
Concrete - slab on grade patches, stair pan infill, frost slab foundations, thickened slabs at ramp	\$10,595.00
Structural Steel - Added channels for RTU support (allowance)	\$5,000.00
PCC Mark Up	\$12,761.00
Grand Total:	\$267,975.00

The total cost for this work is \$267,975.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

DATE: 01/16/2025
PCO#: 013

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

Potential Change Order 013: ASI-002 Changes

Panzica Construction Company has completed pricing for Potential Change Order #013: ASI-002 Changes.

Proposed scope of work includes additional blocking required per ASI 2 drawings updates

A cost breakdown for this work is as follows:

Description	Amount
Carpentry - Added blocking and plywood sheathing at parapet	\$610.00
PCC Markup	\$31.00
Grand Total:	\$641.00

The total cost for this work is \$641.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

Page 1

DATE: 02/03/2025
PCO#: 015

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

Potential Change Order 015: RFI #35 Stair 1 Foundation Supporting Bearing Walls

Panzica Construction Company has completed pricing for Potential Change Order #015: RFI #35 Stair 1 Foundation Supporting Bearing Walls.

Proposed scope of work includes thickened slab and structural steel modifications per RFI response modifying how the CMU walls on the north side of the elevator are to bear on the foundation and the second floor slab.

A cost breakdown for this work is as follows:

Description	Amount
Steel - Replace the loose lintel over the door 200A with a beam spanning between the elevator shaft and the outside wall.	\$1,060.00
Concrete - Add thickened slab at door 135B, interior walls per detail A5/S-501.	\$600.00
PCC Markup	\$83.00
Grand Total:	\$1,743.00

The total cost for this work is \$1,743.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

DATE: 02/03/2025
PCO#: 016

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

Potential Change Order 016: Data Switches

Panzica Construction Company has completed pricing for Potential Change Order #016: Data Switches.

Proposed scope includes a credit for the data switches, CVCC will provide and install in house instead. This covers the switches only, AP and phones will still be by Speelman.

A cost breakdown for this work is as follows:

Description	Amount
Electrical - Credit to not provide Extreme data switches	\$-26,412.00
Grand Total:	\$-26,412.00

The total cost for this work is \$-26,412.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare

Bill O'Hare



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

DATE: 02/10/2025
PCO#: 018

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

Potential Change Order 018: Bulletin #5 Changes

Panzica Construction Company has completed pricing for Potential Change Order #018: Bulletin #5 Changes. Proposed scope of work includes revised specifications and drawings for fire alarm system and structural modifications to stair 1 per Bulletin #5 drawing updates.

A cost breakdown for this work is as follows:

Description	Amount
Steel - provide revised lintel	\$1,060.00
Electrical - updates to fire alarm specification per Bulletin #5	\$9,945.00
PCC Markup	\$550.00
Grand Total:	\$11,555.00

The total cost for this work is \$11,555.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare

A handwritten signature in black ink that reads "Bill O'Hare".



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

DATE: 02/13/2025
PCO#: 019

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

Potential Change Order 019: Cat6A Cable

Panzica Construction Company has completed pricing for Potential Change Order #019: Cat6A Cable.

Wireless access points are currently supplied by Cat6A cable. Proposed scope of work for this change includes changing all other data wiring to be Cat6A in lieu of Cat6 as specified.

A cost breakdown for this work is as follows:

Description	Amount
Teledata - change all data cabling from Cat6 to Cat6A	\$5,597.00
PCC Markup	\$280.00
Grand Total:	\$5,877.00

The total cost for this work is \$5,877.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare

A handwritten signature in black ink that reads "Bill O'Hare".



POTENTIAL CHANGE ORDER

Panzica Construction Co.
24-0006 - Cuyahoga Valley Career Center

DATE: 03/06/2025
PCO#: 022

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

Potential Change Order 022: Parking Lot Light Repair

Panzica Construction Company has completed pricing for Potential Change Order #022: Parking Lot Light Repair.

Proposed scope of work includes running new conduit and wire from existing light pole to box, includes cutting and patching asphalt where needed across driveway

A cost breakdown for this work is as follows:

Description	Amount
Electrical - Repair existing parking lot lights	\$4,633.00
PCC Markup	\$232.00
Grand Total:	\$4,865.00

The total cost for this work is \$4,865.00 and is based on the attached quotations. Please review and respond if this pricing is approved. If you have any questions regarding this PCO, please call me at your earliest convenience.

Respectfully,

Bill O'Hare

April 14, 2025

GMP Estimate Summary

Bid Package		Amount	Subcontractor
BP-2A	Selective Demolition	\$ 38,700	
BP-3A	Concrete	\$ -	N/A
BP-4A	Masonry	\$ -	N/A
BP-5A	Structural and Miscellaneous Steel	\$ -	N/A
BP-6A	Carpentry	\$ 70,622	
BP-6B	Architectural Woodwork	\$ 83,000	
BP-7A	Joint Sealants	\$ 1,972	
BP-8A	Doors, Frames & Hardware	\$ 23,000	
BP-8B	Glass & Glazing	\$ 5,500	
BP-9A	Drywall Assemblies & Acoustical Ceilings	\$ 184,995	
BP-9B	Flooring (Resilient/Carpet)	\$ 52,774	Allowance
BP-9C	Tiling	\$ 12,300	
BP-9D	Painting	\$ 31,640	
BP-10A	Signage	\$ 6,500	
BP-11A	Residential Appliances	\$ 16,050	
BP-12A	Curtain Track	\$ 8,585	
BP-12B	Furniture and Equipment	\$ 186,229	
BP-21A	Fire Suppression	\$ 27,650	
BP-22A	Plumbing	\$ 90,000	
BP-23A	HVAC	\$ 96,600	
BP-26A	Electrical	\$ 185,115	
BP-31A	Sitework	\$ -	NIC
BP-32A	Asphalt Paving	\$ -	NIC
BP-32B	Landscaping	\$ -	NIC
	Misc. Bid Packages/Allowances	\$ 1,319	
	PCC General Requirements	\$ 48,590	
Total Direct Construction Cost		\$ 1,171,141	
	General Conditions	\$ 5,000	
	Building Permit Fee	\$ 3,000	Allowance
	Project Management and Supervision	\$ 39,930	
	Payment and Performance Bond	\$ 9,789	
	Construction Contingency	\$ 32,760	2.50%
	CM Fee	\$ 37,850	3.00%
Total Construction Cost		\$ 1,299,470	

Qualifications & Clarifications

General Project Clarifications

- The GMP estimate is based on the following design documents:
 Bid Documents Drawing Set dated 3/26/2025
 Project Manual dated March 26, 2025
 Addendum #1 was received on 4/11/2025, but has not been incorporated into this GMP
- The GMP estimate is based on the assumption that a tax-exempt certificate will be issued for the project and all materials incorporated into the project will be exempt from sales tax.

Estimate Qualifications

Division 010000 - General Requirements

010000-01	Our estimate includes the additional general conditions/general requirements for the buildout of the interiors, which was not originally included in the RFP fees.
010000-02	Our estimate includes a temporary utilities consumption allowance for the usage of electric, water and gas throughout the project.
012000-01	The GMP estimate includes the following allowances: \$52,774 for LVT Flooring \$2,250 for Fire Extinguishers and cabinets

Division 020000 - Existing Conditions

024113-01	This estimate excludes any hazardous material abatement
024113-02	This estimate assumes all demolition work will take place during normal business hours

Division 030000 - Concrete

Division 040000 - Masonry

Division 050000 - Metals

051200-01	No structural steel or misc. Metals have been included in this proposal
-----------	---

Division 060000 - Wood, Plastics, and Composites

062023-01	The GMP estimate is based on the accepted criteria that all architectural woodwork will be fabricated to meet or exceed AWI Custom Grade standards, and AWI Certification will not be required.
-----------	---

Division 070000 - Thermal and Moisture Protection

Division 080000 - Openings

081000-01	This proposal includes the use of Plain sliced Red oak Standard manufacturer pre-finish machined doors. If White oak is required, an additional cost will be incurred.
-----------	--

Division 090000 - Finishes

092900-01	This proposal has an allowance of \$52,774 for LVT flooring
-----------	---

Division 100000 - Specialties

Division 130000 - Special Construction

Division 120000 - Furnishings

122000-01	The estimate excludes the cost of any window treatments or window shades
-----------	--

Qualifications & Clarifications

General Project Clarifications

Division 140000 • Conveying Equipment

Division 210000 • Fire Suppression

- | | |
|-----------|--|
| 210000-01 | This proposal includes rework of the existing fire suppression system for proper coverage. |
| 210000-01 | This proposal includes Chrome, semi-recessed heads at areas of new heads |

Division 220000 • Plumbing

- | | |
|-----------|--|
| 220000-01 | This proposal excludes jetting/cleaning of existing piping |
|-----------|--|

Division 230000 • Heating, Ventilating, and Air Conditioning (HVAC)

- | | |
|-----------|---|
| 230000-01 | This proposal assumes that the existing RTU's are in good, fully functioning condition and will not need any repairs. |
| 230000-02 | This proposal includes the use of fiberglass acoustical duct liner |

Division 260000 • Electrical

- | | |
|-----------|---|
| 260000-01 | This proposal includes using MC cable for concealed branch circuit wiring |
|-----------|---|

Division 270000 • Communications

Division 310000 • Earthwork

Division 320000 • Exterior Improvements

Division 330000 • Utilities

Exclusions

Costs related to the following items are not included in the GMP estimate; however, the items may be required as part of the overall project development cost:

1. Architectural/engineering fee(s)
2. CM preconstruction services fee(s)
3. Plan review fee(s)
4. Builder's risk insurance (including deductibles)
5. Independent testing and inspections
6. Independent commissioning
7. Final site survey
8. All utility company costs/ fees
9. Utility company connection charges/fees
10. Utility company charges/fees for removal and/or relocation of existing utilities
11. Temporary/ permanent utility consumption costs
12. Handling or remediation of hazardous materials
13. Moisture testing/ mitigation
14. Excessive floor prep/ floor leveling
15. Exterior building-mounted signage

April 14, 2025

General Requirements Detail

CSI Code			Description of Work	Unit of			Extended
A	PH	BP		Quantity	Measure	Unit Cost	Total
Division 010000 - General Requirements							\$ 48,590
013000			Administrative Requirements				\$ 16,771
All	All	PCC	subcontractor default insurance (SDI)	1	lpsm	\$ 13,470.61	\$ 13,471
All	All	PCC	general liability insurance	1	lpsm	\$ -	\$ -
All	All	PCC	CAT tax	1	lpsm	\$ 300.00	\$ 300
All	All	PCC	project management software licensing fee(s)	1	lpsm	\$ 3,000.00	\$ 3,000
014000			Quality Requirements				\$ -
Bldg	PH1	All	temporary mock-ups (by responsible trade)	1	lpsm	\$ -	\$ -
015100			Temporary Utilities				\$ -
Bldg	PH1	PCC	temporary utility consumption allowance	1	lpsm	\$ -	\$ -
015200			Construction Facilities				\$ 1,350
All	All	PCC	sanitary facilities	5	month	\$ 270.00	\$ 1,350
015600			Temporary Barriers and Enclosures				\$ 3,000
Bldg	PH1	PCC	temporary safety (misc. labor/material/equip.)	1	lpsm	\$ 1,500.00	\$ 1,500
Bldg	PH1	PCC	temporay construction doors	1	lpsm	\$ 1,500.00	\$ 1,500
015800			Project Identification				\$ 3,472
All	All	PCC	project sign(s)	0	lpsm	\$ 3,500.00	\$ -
All	All	PCC	temporary construction signage	1	lpsm	\$ 1,500.00	\$ 1,500
All	All	PCC	temporary protection of new finishes	7,889	sqft	\$ 0.25	\$ 1,972
017100			Examination and Preparation				\$ 2,000
Site	All	PCC	Job photos and documentation	1	lpsm	\$ 500.00	\$ 500
Bldg	PH1	PCC	Tools, Equipment, and delivery	1	lpsm	\$ 1,500.00	\$ 1,500
017419			Construction Waste Management and Disposal				\$ 18,727
Bldg	PH1	PCC	miscellaneous labor/progress cleaning	139	hour	\$ 69.30	\$ 9,602
Site	All	PCC	street sweeping	1	lpsm	\$ -	\$ -
Bldg	PH1	PCC	final cleaning (building)	7,889	sqft	\$ 0.65	\$ 5,100
All	All	PCC	final cleaning (site)	1	lpsm	\$ -	\$ -
All	All	PCC	dumpsters	7	each	\$ 575.00	\$ 4,025
017700			Closeout Procedures				\$ 3,270
All	All	PCC	misc labor for closeout	40	hour	\$ 75.50	\$ 3,020
All	All	All	Project record documents	1	lpsm	\$ 250.00	\$ 250
All	All	PCC	project record documents (by PCC staff)	1	lpsm	\$ -	\$ -

April 14, 2025

General Conditions and Project Administration

Description of Work		Unit	Unit Cost	Extended Total
General Conditions for ___ Months				
001	field office (setup/breakdown)	1 lpsm	\$ -	\$ -
002	field office (monthly rental)	4 month	\$ -	\$ -
003	field office equipment	1 lpsm	\$ -	\$ -
004	field office supplies	4 month	\$ -	\$ -
005	document reproduction and misc. reproduction costs	1 lpsm	\$ -	\$ -
006	temporary electric service (field office)	1 lpsm	\$ -	\$ -
007	temporary electric consumption (field office)	4 month	\$ -	\$ -
008	temporary voice/data service (field office)	1 lpsm	\$ -	\$ -
009	temporary voice/data consumption (field office)	4 month	\$ -	\$ -
Total General Conditions				\$ -
Project Management and Supervision				
001	project executive	64 hour	\$ 125.00	w/fee
003	project manager	40 hour	\$ 93.50	\$ 3,740
004	project engineer	220 hour	\$ 73.50	\$ 16,170
005	superintendent	308 hour	\$ 65.00	\$ 20,020
006	safety manager	0 hour	\$ -	\$ -
007	QA/QC	0 hour	\$ -	\$ -
Total Project Management and Supervision				\$ 39,930