



Cuyahoga Valley Career Center

May 2025 Board Meeting

**May 22, 2025, 6:00 pm - 7:00 pm
CVCC Commons**

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Cuyahoga Valley Career Center

April 2025 Board Meeting

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

MINUTES

MINUTES

Cuyahoga Valley Career Center

Board/Admin Team

April 2025 Board Meeting

Thursday, April 24, 2025, 6:00 pm - 7:00 pm

Conference Room A

In Attendance

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

Not In Attendance

Rachel Malec

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

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

Move: Gary Suchocki Second: Jacquelyn Arendt Status: Passed

V. PRESIDENT'S REPORT

May Events Reminder

VI. SUPERINTENDENT'S REPORT

- * Signing Day
- * Program Presentation: Sales & Service | Transition to Work
- * News Flash | The Student Connection | Alumni Spotlight

VII. BOARD COMMENTS

VIII. COMMITTEE REPORTS

- * Buildings & Grounds, Gary Suchocki, Chairperson: Thursday, April 24, 2025 at 5:40 p.m. in Conference Room B.

IX. APPROVAL OF MINUTES

- * Curriculum Committee, March 20, 2025
- * Policy Committee, March 20, 2025
- * Regular Board of Education Meeting, March 20, 2025

- ROLL CALL:

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

Move: Robert Felber Second: Jennifer Burke 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 **#2025-4 14** Routine Items recommended (may be handled as one motion).

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

- Treasurer's Report:

Acceptance of the Financial Report for the month of March 2025.

2025-4 14 (1)

- Transfer of Funds:

Approve transferring the following:

* \$86,150.00 from General Fund (001) to Permanent Improvement Fund-Facilities [003-0000 (Professional Services)]

* \$1,299,470 from General Fund (001) to Permanent Improvement Fund-Facilities [003-0000 (Cosmetology Remodeling Project)]

2025-4 14 (2)

- ROLL CALL:

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

Mr. Suchocki Ms. Thomas Mr. Virost Mrs. Arendt Mrs. Burke

Mr. Felber

Mr. Suchocki departed at 7:01 PM.

Move: Linda O'Neill Second: Jacquelyn Arendt Status: Passed

XII. NEW BUSINESS - Personnel

Resolution **#2025-4 15** Personnel Items Recommended (may be handled as one motion).

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

A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

- Approve ASCE Plan:

Approve the Administrative, Support and Classified Exempt Employee Compensation and Fringe Benefit Plan reviewed annually, per Policy #3410.01.

2025-4 15 (1)

- Amend Contract:

Amend Employment Contract of Randi Borosh to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 15, 2025 with continuing contract status, at Specialist 185, Step 10 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (2)

- Amend Contract:

Amend Employment Contract of Michelle Hasman to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 19, 2025 for the remainder of the current two-year, limited contract, at Specialist 185, Step 3 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (3)

- Amend Contract:

Amend Employment Contract of Jill Larson to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 18, 2025 with continuing contract status, at Specialist 185, Step 13 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (4)

- Amend Contract:

Amend Employment Contract of Debra Monaco to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 18, 2025 with continuing contract status, at Specialist 185, Step 12 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (5)

- Amend Contract:

Amend Employment Contract of Julie Regula to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 18, 2025 with continuing contract status, at Specialist 185, Step 13 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (6)

- Amend Contract:

Amend Employment Contract of Nancy Vondrak to reflect expansion of duties as Career Specialist from part-time to full-time, 185 days annual, effective August 21, 2025 for the remainder of the current two-year limited contract, at Specialist 185, Step 6 plus applicable holidays, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2025-4 15 (7)

- Renew Part-Time Supervisor Contract:

Reemploy David Foley as Part-Time School of Nursing Supervisor from August 1, 2025-July 31, 2026 on a one-year, part-time limited contract for up to 20 hours per week, at \$63.75 per hour payable by timesheet.

2025-4 15 (8)

- Administrative/Support/Classified Exempt 2025-26 Contracts:

Reemploy administrative/support/classified exempt personnel, per the Administrative, Support, and Classified Exempt Employees' Compensation and Fringe Benefit Plan, for the 2025-26 contract year.

ADMINISTRATIVE

Terri Lynn Brosseau
Hannah Dougherty
Joseph Lupia
Maurice Taylor

SUPPORT

Tracy Adanich
Jeffrey Gordon

CLASSIFIED EXEMPT

Claudette Knestrick
Tonya Stephens-Cluse

2025-4 15 (9)

B. CERTIFICATED

- Approve Career Technical Student Organization (CTSO) Coordinators:

In accordance with Article 12, "Additional Compensation" Item F, "Student Activities" of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers, approve the following instructors to be CTSO Coordinators for

the 2024-25 school year.

- * Josephine Everhart, Educators Rising
- * Julie Jakubczak, SkillsUSA
- * Jami Little, Business Professionals of America (BPA)
- * Laura Robusto, Health Occupations Students of America (HOSA)
- * Paul Yuravak, SkillsUSA

2025-4 15 (10)

- Non-Renew 2024-25 Teacher Contracts:

Non-renew the following 2024-25 Teacher Contracts at the end of the 2024-25 contract year.

- * Nancy Muscatello
- * Lynn Vincent

2025-4 15 (11)

- Teacher 2025-26 Contracts:

Reemploy, per salary schedule and contingent upon certification and enrollment, the following instructors for the 2025-26 school year, as assigned.

Erin Bugarcic
Stephanie Duttry - Continuing
Shawn Fahey
Melissa Fox
Matthew Harding
Michael Kapis
Joseph McNamee
Heather Nelligan
Michael Reinhard - Continuing
Patrick Ruebensaal
Matthew Schoeffler
Lynn Vincent
Jamie Yax
Paul Yuravak
Michael Zana

2025-4 15 (12)

- Non-Renew Teacher 2024-25 Extended Service/Supplemental Contracts:

Non-renew extended service/supplemental contracts at the end of the 2024-25 contract year.

EXTENDED SERVICE

Bernadette Bodnar
Kelli Casini
Amy Chapman
Lisa Clements
Leonardo DeGirolamo
Stephanie Duttry
Josephine Everhart
Shawn Fahey
Melissa Fox
Jason Hance
Matthew Harding
Michael Kapis
Jami Little
Michael Marcinko
Stacey McNamara
Joseph McNamee
April Mone
Tim Moore
Kim Morton
Melissa Munro
Heather Nelligan
Richard Parrott
Richard Pinkava
Michael Reinhard
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Lisa Theodore
Patricia Valukievic
Cary Bernard Van Tilburg
Lynn Vincent
Erik Ward
Melinda Wracher
Jamie Yax
Paul Yuravak
Michael Zana

WORKLOAD

Josephine Everhart
Melissa Fox
Jason Hance
Matthew Harding

Michael Kapis
Jami Little
Joseph McNamee
April Mone
Tim Moore
Kim Morton
Melissa Munro
Richard Parrott
Richard Pinkava
Patrick Ruebensaal
Charles Russo
Matthew Schoeffler
Cary Bernard Van Tilburg
Lynn Vincent
Melinda Wracher
Jamie Yax
Paul Yuravak

SUPPLEMENTAL

Erin Bugarcic
Melissa Fox
Joseph McNamee
Melissa Munro
Heather Nelligan (2)
Patrick Ruebensaal
John Spano
Lisa Theodore
Victoria Vachon
Patricia Valukievic

2025-4 15 (13)

- Teacher 2025-26 Extended Service/Supplemental Contracts:

Approve extended service/supplemental contracts for the 2025-26 school year, contingent upon certification and enrollment, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

EXTENDED SERVICE

Bernadette Bodnar
Kelli Casini
Amy Chapman
Lisa Clements
Leonardo DeGirolamo

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

WORKLOAD

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

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

SUPPLEMENTAL

Kelli Casini
Melissa Fox
Heather Nelligan
Patrick Ruebensaal
Lisa Theodore
Patricia Valukievic

2025-4 15 (14)

- Summer Work for Teachers:

In accordance with Article 12, "Additional Compensation," Item B, "Summer Work/School Task" of the agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve up to five (5) days of summer work to be performed between June 5 and August 17, 2025 for a maximum of six (6) hours per day, up to 30 hours, per contract provisions.

2025-4 15 (15)

- Non-Renew High School 2024-25 Substitute Teachers' List:

Non-renew the following list of High School Substitutes at the end of the 2024-25 contract year.

Michele Brindza
Rosanne Cermak
Michelle Hasman
Daniel Hughes
Nancy Muscatello
Diane Nemec
Jennifer Osborne
Maureen Paulett
Shawna Polimene
Kylie Putka

Stephanie Ryan
James Scanlon
Suzanne Shaw
Thomas Snitzky
Alice Symons
Diane Turk
Robert Yuravak

2025-4 15 (16)

- High School 2025-26 Substitute Teachers' List:

Approve the High School 2025-26 Substitute Teachers' List as assigned and approved.

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

2025-4 15 (17)

- Professional Growth Days:

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

2025-4 15 (18)

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

Approve the addition of Craig Kotnik, Barbara Davila, and Tim Moore to the part-time Adult Education Instructors' List for the 2024-25 school year.

2025-4 15 (19)

- Non-Renew Adult Education 2024-25 Instructors' List:

Non-renew part-time Adult Education Instructors' List at the end of the 2024-25 school year.

Christine Abate
Tiffani Allen
Kathleen Alred
Ronald Bohnert
Pamela Calautti
Brian Collister
Barbara Davila
Matthew Duplaga
Tharon Eulinberg
Katherine Farley
Lewis Fletcher
Melissa Fox
James Franko
Jared Gepperth
Jacob Giesy
Patrick Gnuschke
Lisa Green
Liam Guiney
Calvinia Hall-Walker
Jason Hance
Matthew Harding
Jessica Harris
Drew Hladky
Daniel Hunter
Allison Jouriles
Michael Kapis
Stacey Kaufman
Betsy Klos
Mary Kopczynski
Craig Kotnik
Daniel Krystosik
Thomas Laskowski
Philip Lindeman
Robert Lundholm
James Martin
April Mone
Tim Moore
Melissa Morgan
Brianna Moss

Nancy Muscatello
Carolyn Myhal
Delbra Pace
Richard Parrott
Remington Phillips
Robert Ponstingle
George Ponti
Candice Price
Kylie Putka
Charles Randolph
Roberta Ritter
Laura Robusto
Patrick Ruebensaal
Matthew Schoeffler
Bradley Seastrand
Carri Simon
Jeffrey Smith
Gerald Steele
Lisa Theodore
Cary Bernard Van Tilburg
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Joshawa Wines
Howard Workman
Dan Zezena

2025-4 15 (20)

- Adult Education 2025-26 Instructors' List:

Approve the part-time Adult Education 2025-26 Instructors' List, effective July 1, 2025 through June 30, 2026, as assigned and approved at a rate established by the Superintendent.

Pamela Calautti
Barbara Davila
Matthew Duplaga
Katherine Farley
Lewis Fletcher
James Franko
Jared Gepperth
Jacob Giesy
Patrick Gnuschke
Lisa Green

Liam Guiney
Calvinia Hall-Walker
Jason Hance
Matthew Harding
Drew Hladky
Allison Jouriles
Stacey Kaufman
Betsy Klos
Mary Kopczynski
Craig Kotnik
Daniel Krystosik
Thomas Laskowski
Philip Lindeman
Robert Lundholm
April Mone
Tim Moore
Melissa Morgan
Briana Moss
Nancy Muscatello
Carolyn Myhal
Richard Parrott
Remington Phillips
Robert Ponstingle
Candice Price
Kylie Putka
Roberta Ritter
Patrick Ruebensaal
Matthew Schoeffler
Lisa Theodore
Larry Walters
Sylvia Warren-Hankins
Jennifer Wester
Lee Wester
Howard Workman
Dan Zezena

2025-4 15 (21)

C. CLASSIFIED

- Employment:

Per **Resolution #2025-3 12 (7)**, employ Damon Hoody as Computer Technician, effective March 31, 2025 through June 30, 2025, on a one year, limited contract, at Computer Technician, Step 1 per the agreement between the Cuyahoga Valley Career Center Board of Education and the

Ohio Association of Public School Employees Local 597 (OAPSE).

2025-4 15 (22)

- Resignation/Retirement:

Accept the retirement of Kathleen McCafferty, Administrative Assistant II, effective May 31, 2025.

2025-4 15 (23)

- Replacement:

Approve the replacement of Administrative Assistant II.

2025-4 15 (24)

- Employment:

Approve Peter France as a dual employee to monitor vending machine inventory, effective June 4, 2025 through August 15, 2025, for up to 4 hours per week, at Cafeteria, Step 14, payable by timesheet per Section 11 "Filling Vacancies, Transfers, Promotions" Paragraph I. "Dual Employment" of the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees Local 597 (OAPSE).

2025-4 15 (25)

- Classified 2025-26 Contracts:

Reemploy and/or affirm classified personnel, per schedule and as assigned for the 2025-26 contract year. Unless otherwise noted, all classified personnel will be provided the benefits as outlined in the agreement between Cuyahoga Valley Career Center Board of Education and Ohio Association of Public School Employees Local 597 (OAPSE).

CLASSIFIED

Theresa Antal
Laurie Eadelis
Louise Glinka
Robert Guilfoyle
Lynn Haddad
Sarah Hayman
John Hetkey
Damon Hoody
Kelly Hudson
Thomas Laskowski
Ronald Summers
Chad Tokie
Joseph Varga

2025-4 15 (26)

- Classified 2025-26 Substitutes' List:

Approve the Classified Substitutes' List for the 2025-26 school year.

Joy Fejes
Kathleen Klik
Diane Nemec
Diane Turk
Julie Wheeler
David Zipay

2025-4 15 (27)

- Student Employment:

Approve the employment of Jackson Philips to perform services on an as needed basis at the current Student Employment Rate effective for the 2024-25 school year through the 2025-26 school year.

2025-4 15 (28)

- ROLL CALL:

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

Move: Robert Felber Second: Eva O'Mara Status: Passed

XIII. NEW BUSINESS - Non-personnel

Resolution **#2025-4 16** New Business-Non-personnel Items Recommended (may be handled as one motion).

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

- Disposal of Inventory Items:

Approve the disposal of varied inventory items as listed.

2025-4 16 (1)

- Donations:

Accept donations as per resolution #1976-167.

2025-4 16 (2)

- Student Fees for the 2025-26 School Year:

Accept Cuyahoga Valley Career Center's student fee structure for the

2025-26 school year.

2025-4 16 (3)

- Off-Site Campus Training:

Approve the addition of Richfield Joint Recreation District (RJRD) to the list of approved Off-Site Campus Training Locations for the 2024-25 school year.

2025-4 16 (4)

- Policies:

Conduct the second reading and adoption of policies reviewed and recommended by the Policy Committee as presented at the March 20, 2025 Board of Education Meeting and as recommended by the Superintendent.

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

2025-4 16 (5)

- Professional Meeting Days:

Approve Superintendent David Mangas to attend SkillsUSA (June 23-26, 2025 in Atlanta, GA) and Educators Rising (June 27-29, 2025 in Orlando, FL) National Conferences as "Administrator on Duty." Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-4 16 (6)

- Professional Meeting Days:

Approve Marcy Green, Assistant Superintendent, to participate as Accreditation Team member for the Council on Occupational Education at the Academy of Interactive Entertainment in Seattle, Washington, October 13-16, 2025. All expenses to be paid by the Council on Occupational Education. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-4 16 (7)

- Approve Agreement:

Approve Master Services Agreement between Cuyahoga Valley Career Center and JobsOhio Talent Delivery for CVCC to provide Customized Training Opportunities to local companies.

2025-4 16 (8)

- Approve Agreement:

Approve Contracted Services Agreement between Cuyahoga Valley

Career Center and Laura Icardi/ACT Test Prep for ACT/SAT Test Prep Courses between June, 2025 and August, 2025.

2025-4 16 (9)

- Approve Agreement:
Approve Educational Affiliation Agreement between Cuyahoga Valley Career Center and The MetroHealth System to provide clinical opportunities for Phlebotomy students.

2025-4 16 (10)

- Approve Agreement:
Approve agreement between Cuyahoga Valley Career Center and ConnectedHR to provide an instructor to teach one 2-hour training program..

2025-4 16 (11)

- Authorize Change Order:
Authorize a change order in an amount not to exceed \$164,068.00 for Panzica Construction Company for the replacement of three roll up doors.

WHEREAS, the District has previously contracted for construction manager at risk services with Panzica Construction Company; and

WHEREAS, the replacement of three roll up doors was not in the original scope of Panzica's contract; and

WHEREAS, Panzica has solicited bids for the replacement of the existing doors and the work associated with the replacement of the doors; and

WHEREAS, Panzica has submitted a change order for \$164,068 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the replacement of three roll up doors in an amount not to exceed \$164,068.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

2025-4 16 (12)

- Authorize Change Order:

Authorize a change order in an amount not to exceed \$11,999.00 for Panzica Construction Company for a change to the elevator wall panels and change to the color of a curtain wall finish.

WHEREAS, the District has previously contracted for construction manager at risk services with Panzica Construction Company; and

WHEREAS, the change to the elevator panels and change to the curtain wall finish were not listed in the original scope of Panzica's contract; and

WHEREAS, Panzica has solicited bids for the replacement of the existing doors and the work associated with the replacement of the doors; and

WHEREAS, Panzica has submitted a change order for \$11,999 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. the Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order to change the elevator panels and the curtain wall finish in an amount not to exceed \$11,999.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

2025-4 16 (13)

- Authorize Change Order:

Authorize a change order in an amount not to exceed \$318,202.00 for Panzica Construction Company for the addition of items not in the original scope and the deduction of an item.

WHEREAS, the District has previously contracted for construction manager at risk services with Panzica Construction Company; and

WHEREAS, the items listed on an attached document were not in the original scope of Panzica's contract; and

WHEREAS, Panzica has solicited bids for the items listed on the attached document and the work associated; and

WHEREAS, Panzica has submitted a change order for \$318,202 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the items listed on the attached document in an amount not to exceed \$318,202.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

2025-4 16 (14)

- Authorize a Guaranteed Maximum Price Amendment to Contract for Construction Manager at Risk Services:

WHEREAS, Cuyahoga Valley Career Center Board of Education approved Panzica Construction on February 27, 2025 as the Construction Manager at Risk (CMR) for the Cosmetology Renovation Project; and

WHEREAS, the Project Architect has completed the plans and specifications, and the Construction Manager at Risk and the Administration are developing the Guaranteed Maximum Price Amendment; and

WHEREAS, it is anticipated that the work will begin in June of 2025 and has the estimated completion date of December 31, 2025.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Board authorizes the Treasurer of this Board to sign a Guaranteed Maximum Price Amendment, to the CMR contract for the Cosmetology Renovation Project in an amount not to exceed \$1,299,470.00.

Section 2. This Board finds and determines that all formal actions of this

Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

2025-4 16 (15)

- ROLL CALL:

Mrs. O'Neill Y Mr. Suchocki _ Ms. Thomas Y

Mr. Virost Y Mrs. Arendt Y Mrs. Burke Y

Mr. Felber Y Mrs. Malec _ Ms. O'Mara Y

Move: Linda O'Neill Second: Jacquelyn Arendt Status: Passed

XIV. ADJOURN

7:24 PM

- ROLL CALL:

Mr. Suchocki _ Ms. Thomas Y Mr. Virost Y

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

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

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

Next Board of Education Meeting: Thursday, May 22, 2025 at 6:00 PM in the Commons.

*APPROVED: _____

*ATTESTED: _____

*DATE: _____



Buildings & Grounds Committee Meeting Minutes

Date: April 24, 2025

Location: Conference Room B

Start Time: 5:40 p.m.

End Time: 5:59 p.m.

Attendees: Chairperson Gary Suchocki; Board Members Eva O'Mara and Ashley Thomas; Superintendent David Mangas and Business Manager Michael McDade

Reports

The Buildings & Grounds Committee met at 5:40 p.m. on April 24, 2025. The Committee reviewed current and upcoming projects that were scheduled to take place over the summer.

Mr. McDade gave a brief update on the projects and answered questions regarding the projects from Committee members.

Approved

Attested

Date

CUYAHOGA VALLEY CAREER CENTER

April, 2025

Richard A. Berdine, Treasurer



2024-25



Forecast Comparison - General Operating Fund - April 2025

CUYAHOGA VALLEY
CAREER CENTERCUYAHOGA VALLEY
CAREER CENTER

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 355,080	\$ 727,515	\$ -	\$ 372,435	timing of tax advances/settlements compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	\$ 244,981	\$ 134,858	\$ -	\$ (110,123)	timing of tax settlements and distribution of homestead/rollback payments from State compared to forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 108,000	\$ 110,522	\$ 105,212	\$ 2,522	
1.040 - Restricted Grants-in-Aid	\$ 60,000	\$ 236,181	\$ 65,943	\$ 176,181	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	\$ 67,816	\$ 142,920	\$ 104,623	\$ 75,104	timing of interest payments and increased amounts due to construction grant funds compared to prior fiscal years, timing of and increase in PILOT payments for TIF agreements compared to forecast estimate
1.070 - Total Revenue	\$ 835,877	\$ 1,351,996	\$ 275,778	\$ 516,119	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ 100	\$ -	\$ 1,460	\$ (100)	
2.080 Total Revenue and Other Financing Sources	\$ 835,977	\$ 1,351,996	\$ 277,238	\$ 516,019	
Expenditures:					
3.010 - Personnel Services	\$ 637,775	\$ 658,569	\$ 614,518	\$ (20,794)	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 255,859	\$ 214,608	\$ 245,905	\$ 41,251	insurance premiums from HDHP less than forecast estimates
3.030 - Purchased Services	\$ 120,000	\$ 118,685	\$ 95,256	\$ 1,315	
3.040 - Supplies and Materials	\$ 65,668	\$ 24,727	\$ 67,853	\$ 40,941	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 6,500	\$ -	\$ 2,773	\$ 6,500	
3.060 - Intergovernmental	\$ 59,700	\$ -	\$ 30,000	\$ 59,700	timing of CTE funds to associate districts
4.300 - Other Objects	\$ 75,996	\$ 98,399	\$ 8,389	\$ (22,403)	timing of payments compared to prior fiscal years due to tax settlement dates compared to forecast estimate
4.500 - Total Expenditures	\$ 1,221,498	\$ 1,114,988	\$ 1,064,693	\$ 106,510	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ 1,385,620	\$ -	\$ (1,385,620)	budgets for transfers to permanent improvement fund for facility improvements occurring at different times than forecast estimate but within the fiscal year budgeted amount
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 1,221,498	\$ 2,500,608	\$ 1,064,693	\$ (1,279,110)	
Surplus/(Deficit) for Month	\$ (385,521)	\$ (1,148,612)	\$ (787,455)	\$ (763,091)	
rb050625					

CUYAHOGA VALLEY
CAREER CENTER

Forecast Comparison - General Operating Fund - April 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)	\$ 14,863,855	\$ 14,872,248	\$ 13,223,369	\$ 8,393	
1.020 - Public Utility Personal Property Tax	\$ 571,080	\$ 706,757	\$ 545,183	\$ 135,677	increased tax collections compared to forecast estimate
1.035 - Unrestricted Grants-in-Aid	\$ 1,141,617	\$ 1,157,744	\$ 1,105,115	\$ 16,127	increase in State foundation special education funding
1.040 - Restricted Grants-in-Aid	\$ 601,821	\$ 897,816	\$ 476,128	\$ 295,995	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	\$ 1,103,788	\$ 1,402,303	\$ 816,471	\$ 298,515	timing of interest payments and increased amounts due to construction grant funds compared to prior fiscal years, timing of and increase in PILOT payments for TIF agreements compared to forecast estimate
1.070 - Total Revenue	\$ 19,136,639	\$ 19,891,346	\$ 16,932,121	\$ 754,707	
Other Financing Sources:					
2.050 - Advances In	\$ 157,000	\$ 157,000	\$ 222,000	\$ -	
2.060 - All Other Financing Sources	\$ 800	\$ 50	\$ 21,285	\$ (750)	
2.080 Total Revenue and Other Financing Sources	\$ 19,294,439	\$ 20,048,396	\$ 17,175,406	\$ 753,957	
Expenditures:					
3.010 - Personnel Services	\$ 6,789,543	\$ 6,756,305	\$ 6,040,198	\$ 33,238	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 3,159,687	\$ 2,932,756	\$ 2,280,917	\$ 226,931	overestimate for SHC premium and HSA employer contribution cost for HDHP insurance plan implemented January 2025
3.030 - Purchased Services	\$ 1,265,307	\$ 1,263,227	\$ 941,669	\$ 2,080	
3.040 - Supplies and Materials	\$ 648,159	\$ 591,102	\$ 545,291	\$ 57,057	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 32,500	\$ 14,057	\$ 16,226	\$ 18,443	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	\$ 149,700	\$ 60,000	\$ 90,000	\$ 89,700	timing of CTE funds to associate districts
4.300 - Other Objects	\$ 437,251	\$ 491,543	\$ 363,021	\$ (54,292)	timing of payments compared to prior fiscal years
4.500 - Total Expenditures	\$ 12,482,147	\$ 12,108,990	\$ 10,277,322	\$ 373,157	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 3,739,880	\$ 5,634,581	\$ 3,060,240	\$ (1,894,701)	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	\$ 16,379,327	\$ 17,900,871	\$ 13,494,562	\$ (1,521,544)	
Surplus/(Deficit) FYTD	\$ 2,915,112	\$ 2,147,525	\$ 3,680,844	\$ (767,587)	
rb050625					

Cuyahoga Valley Career Center

Revenue Analysis Report - General Operating Fund Only - FY25									
	Local Revenue				State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property							
July	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	727,515	134,858	112,505	30,415	110,522	-	236,181	-	1,351,996
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$14,872,247	\$706,757	\$1,012,354	\$389,950	\$1,157,743	\$854,478	\$897,816	\$157,050	\$20,048,394
% of Total	74.18%	3.53%	5.05%	1.95%	5.77%	4.26%	4.48%	0.78%	
*Non-Operating Revenue includes advances in, and refund of prior year expenditures.									rb Page 32 of 148

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	658,569	214,608	118,685	24,727	-	-	98,399	1,385,620	2,500,608
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$6,756,305	\$2,932,755	\$1,263,228	\$591,101	\$150,084	\$60,000	\$355,515	\$5,791,882	\$17,900,870
% of Total	37.74%	16.38%	7.06%	3.30%	0.84%	0.34%	1.99%	32.36%	

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

Operating Fund includes General Fund (001) only

Cuyahoga Valley Career Center



**CUYAHOGA VALLEY
CAREER CENTER**

April 2025

FINSUMM Financial Summary

rb050625

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	\$1,351,995.51	\$20,048,394.33	\$2,500,607.99	\$17,900,870.04	\$21,889,089.90	\$685,682.67	\$21,203,407.23
003	Permanent Improvement	\$5,898,952.49	\$1,385,620.00	\$5,554,902.16	\$41,591.04	\$3,065,528.66	8,388,325.99	\$6,346,634.06	2,041,691.93
006	Food Service	\$32,199.72	\$7,084.02	\$177,698.49	\$12,577.26	\$200,764.64	9,133.57	\$13,654.20	(4,520.63)
008	Endowment	\$54,358.21	\$189.44	\$2,075.15	\$4,000.00	\$8,000.00	48,433.36	\$0.00	48,433.36
009	Uniform School Supplies	\$15,200.94	\$872.00	\$108,581.56	\$4,131.55	\$99,373.36	24,409.14	\$24,518.25	(109.11)
011	Rotary-Special Services	\$111,629.16	\$1,958.80	\$26,960.77	\$1,600.64	\$17,070.34	121,519.59	\$5,332.29	116,187.30
012	Adult Education	\$830,768.04	\$34,770.95	\$1,458,313.16	\$136,957.54	\$1,264,232.77	1,024,848.43	\$49,299.75	975,548.68
018	Public School Support	\$192,353.27	\$7,875.06	\$83,688.12	\$2,350.70	\$58,295.88	217,745.51	\$12,162.12	205,583.39
019	Other Grants	\$73,698.78	\$31,393.00	\$76,393.00	\$1,261.73	\$47,134.15	102,957.63	\$36,442.82	66,514.81
022	District Agency	\$31,938.99	\$61,358.88	\$576,888.11	\$63,552.58	\$588,795.11	20,031.99	\$0.00	20,031.99
200	Student Managed Activity	\$52,220.49	\$4,461.26	\$49,156.07	\$5,858.14	\$31,326.21	70,050.35	\$19,748.62	50,301.73
451	Data Communications	\$0.00	\$0.00	\$1,991.15	(\$991.15)	\$8.85	1,982.30	\$0.00	1,982.30
495	CTE Construction Grant	\$1,909,085.80	\$0.00	\$6,788,238.00	\$574,589.58	\$3,000,030.51	5,697,293.29	\$5,697,293.29	0.00
499	Miscellaneous State Grants	\$389,923.80	\$0.00	\$155,136.40	\$21,268.00	\$345,085.29	199,974.91	\$147,811.39	52,163.52
524	Carl Perkins Grants	(\$15,119.00)	\$33,722.14	\$337,234.78	\$16,975.38	\$333,679.60	(11,563.82)	\$121,231.79	(132,795.61)
	Grand Totals (ALL Funds)	\$29,318,776.30	\$2,921,301.06	\$35,445,651.25	\$3,386,330.98	\$26,960,195.41	\$37,804,232.14	\$13,159,811.25	24,644,420.89

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Cash Reconciliation

April 30, 2025



CUYAHOGA VALLEY
CAREER CENTER

Cash Summary Report Balance			\$ 37,804,232.14
Bank Balance:			
PNC - Main Checking	1,395,278.42		
PNC - Merchant Svcs.	2,585.67		
PNC - Payroll Holding	40,000.00		
		\$ 1,437,864.09	
Investments:			
U.S. Bank: Meeder Investment Managers			
Managed Portfolio	25,183,816.19		
STAR Ohio	10,715,690.66		
		\$ 35,899,506.85	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (70,848.54)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	370.20		
Deposit in Transit	-		
Payroll in Transit	535,839.54		
	-		
		\$ 536,209.74	
Bank Balance			\$ 37,804,232.14
Variance			\$ -
rb050625			

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

April 2025

Appropriation Summary

rb050625

		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	\$17,900,870.04	\$2,500,607.99	\$685,682.67	1,546,377.91	92.32%
003	Permanent Improvement	\$7,544,863.21	\$2,381,256.34	\$9,926,119.55	\$3,065,528.66	\$41,591.04	\$0.00	6,860,590.89	30.88%
006	Food Service	\$186,375.00	\$105.00	\$186,480.00	\$200,764.64	\$12,577.26	\$13,654.20	(27,938.84)	114.98%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$8,000.00	\$4,000.00	\$0.00	7,000.00	53.33%
009	Uniform School Supplies	\$85,800.00	\$7,583.35	\$93,383.35	\$99,373.36	\$4,131.55	\$24,518.25	(30,508.26)	132.67%
011	Rotary-Special Services	\$47,800.00	\$158.36	\$47,958.36	\$17,070.34	\$1,600.64	\$5,332.29	25,555.73	46.71%
012	Adult Education	\$1,561,570.00	\$39,285.46	\$1,600,855.46	\$1,264,232.77	\$136,957.54	\$49,299.75	287,322.94	82.05%
018	Public School Support	\$122,078.48	\$1,076.80	\$123,155.28	\$58,295.88	\$2,350.70	\$12,162.12	52,697.28	57.21%
019	Other Grants	\$75,250.59	\$29,841.19	\$105,091.78	\$47,134.15	\$1,261.73	\$36,442.82	21,514.81	79.53%
022	District Agency	\$700,000.00	\$0.00	\$700,000.00	\$588,795.11	\$63,552.58	\$0.00	111,204.89	84.11%
200	Student Managed Activity	\$98,850.91	\$1,000.00	\$99,850.91	\$31,326.21	\$5,858.14	\$19,748.62	48,776.08	51.15%
451	Data Communications	\$1,800.00	\$0.00	\$1,800.00	\$8.85	(\$991.15)	\$0.00	1,791.15	0.49%
495	CTE Construction Grant	\$9,000,000.00	\$1,403,535.80	\$10,403,535.80	\$345,085.29	\$21,268.00	\$0.00	10,058,450.51	3.32%
499	Miscellaneous State Grants	\$346,130.04	\$191,153.16	\$537,283.20	\$345,085.29	\$21,268.00	\$147,811.39	44,386.52	91.74%
524	Carl Perkins Grants	\$476,685.46	\$17,470.77	\$494,156.23	\$333,679.60	\$16,975.38	\$121,231.79	39,244.84	92.06%
Totals		\$40,143,539.69	\$4,324,060.85	\$44,467,600.54	\$24,305,250.19	\$2,833,009.40	\$1,115,883.90	\$19,046,466.45	57.17%

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Check Register for Checks > \$9,999.99

April 2025



CUYAHOGA VALLEY
CAREER CENTER

Vendor	Amount	Fund	Description
Assessment Tech Institute, LLC	\$ 34,562.50	012	Adult Education student assessments
ASK Tower Supply, LLC	\$ 19,270.00	499/012	Tower Tech program supplies
Brecksville Road Transit	\$ 10,000.00	001/200	Student competition/conference transportation
CVCC-AE Federal Disburse	\$ 32,891.02	022	Adult Education tuition/fees from federal grants/loans
Human Solution/Uplift Desk	\$ 12,566.00	003	Desk and 20 chairs
Illuminating Co.	\$ 19,214.99	001	Electricity
Panzica Construction	\$ 574,589.58	495	Building addition
PNC Bank	\$ 11,563.40	various	Medicare
SERS	\$ 34,407.39	various	Classified retirement
STRS	\$ 81,622.57	various	Certified retirement
PNC Bank	\$ 38,586.83	various	Advertising, staff travel, technology supplies, staff meetings, student competition/conference travel, student testing, subscriptions, instructional supplies, food for events, membership dues
Suburban Health Consortium	\$ 110,541.82	various	Employee benefits insurance premiums
rb050625			



CVCC Adult Education Monthly and FYTD Estimates vs Actuals



FY2025--April 2025	Enrollment:	154					
Receipts	Mo. Estimate	Mo. Actual	Variance	FYTD Estimate	FYTD Actual	Variance	Explanation of Variance
1214-Tuition	139,429	31,400	(108,029)	1,072,905	994,706	(78,199)	timing of program offerings thus receipts compared to prior fiscal years used as basis for estimates
1730-Sale of Materials	16,137	224	(15,914)	75,680	63,238	(12,442)	timing of program offerings thus receipts compared to prior fiscal years used as basis for estimates
1790-Other Classroom Fees	642	1,000	358	13,899	10,480	(3,419)	
1833-Services to Patrons	115	451	336	1,015	2,516	1,501	
1890-Miscellaneous	187	1,696	1,509	20,831	32,673	11,842	increased participation in adult diploma program
3110-State Foundation	0	0	0	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 Expends.	0	0	0	0	0	0	
Total Receipts	156,510	34,771	(121,739)	1,515,712	1,458,313	(57,399)	
Expenditures							
100-Salaries	87,367	74,111	13,256	763,906	795,565	(31,659)	severance payments to retirees made in January
200-Fringe Benefits	24,115	19,928	4,187	269,853	237,461	32,391	changes in administrative staffing reduced insurance benefits costs
400-Purchased Services	41,958	36,276	5,682	119,554	122,792	(3,238)	
500-Supplies	5,560	5,868	(308)	98,030	100,296	(2,266)	
600-Equipment	9,500	0	9,500	45,050	0	45,050	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	1,312	774	537	9,387	8,118	1,269	
930-Refunds of Prior Yr. Rceipts	0	0	0	0	0	0	
Total Expenditures	169,812	136,958	32,854	1,305,780	1,264,233	41,547	
Surplus/(Deficit) for Month & FYTD	(13,302)	(102,187)	(88,885)	209,932	194,080	(15,852)	



Cuyahoga Valley Career Center

Fiscal Year
2025
May

Five Year
Forecast
Report



Prepared By:

David Mangas, Superintendent & Richard Berdine, Treasurer

Cuyahoga Valley Career Center

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Forecast Purpose/Objectives

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

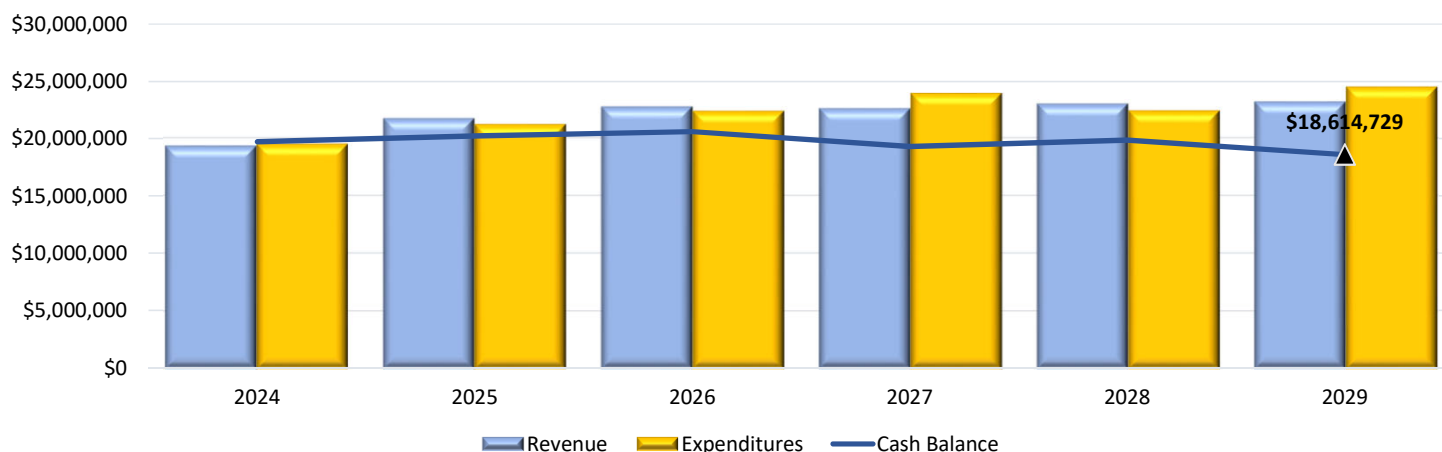
1. To engage the local board of education and the community in the long range planning and discussions of financial issues facing the school district.
2. To serve as a basis for determining the school district's ability to sign the certificate required by O.R.C. §5705.412, commonly known as the "412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

Forecast Methodology

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

Forecast Summary

Projected Revenue, Expenditures, and Cash Balance



Financial Forecast Summary

	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029
Beginning Balance (Line 7.010)	19,741,566	20,245,682	20,613,188	19,301,976	19,884,402
+ Renewal/New Levies Modeled					
+ Revenue	21,713,996	22,720,631	22,585,204	22,962,863	23,179,074
- Expenditures	(21,209,879)	(22,353,125)	(23,896,416)	(22,380,437)	(24,448,747)
= Revenue Surplus or Deficit	504,117	367,506	(1,311,212)	582,426	(1,269,673)
Line 7.020 Ending Balance with Renewal/New Levies	20,245,682	20,613,188	19,301,976	19,884,402	18,614,729

Financial Summary Notes

The projected cash balance of \$18.3 million at June 30, 2029 is unchanged from the November 2024 forecast projected balance of \$18.3 million. While there are numerous changes within the document for savings from the newly implemented high-deductible health plan with health savings account (HDPP with HAS), tax receipts from the Cuyahoga County tax reappraisal and payment timing, interest earnings, and increased transfers to permanent improvement fund for facility improvements, the overall change from the last forecast is negligible. Additional details about these changes are included in the appropriate revenue and expenditure areas of this forecast document.

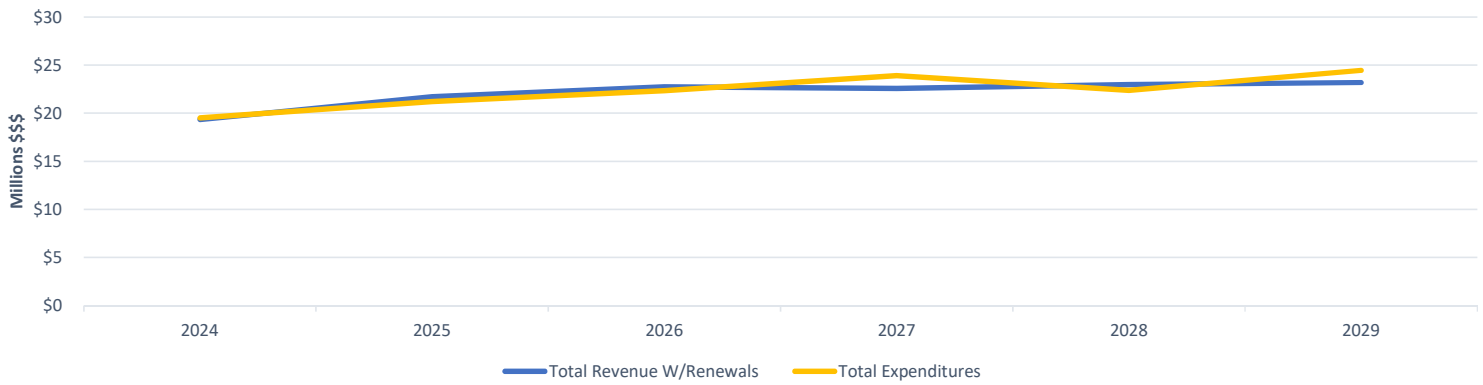
This forecast utilizes tax year 2024 (collection year 2025) property valuations, and the District's total valuation increased to \$9.4 billion from \$8.4 billion in 2023, \$7.4 billion in 2022, \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 10% growth in property valuation in 2023 was estimated in the November 2023 forecast, and the District actually realized a gain of 12.3%. For 2024 when Cuyahoga County conducted its valuation update, valuations were estimated to increase 8.4% for reappraisal and new construction, and the District actually realized a gain of 12.0%. The District's valuation is comprised of Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) property. Our district has been very fortunate to have an average tax collection rate of 100% of currently billed taxes being collected and distributed to us annually for the past three-year average. This forecast assumes that collection rates will continue at this level for all years of this forecast.

Disclosure Items:	2025	2026	2027	2028	2029
Modeled Renewal Levies - Annual Amount	-	-	-	-	-
Modeled New Levies - Annual Amount	-	-	-	-	-
Encumbrances (not subtracted from Cash Balance)	300,000	300,000	300,000	300,000	300,000

Forecast Analysis

Cuyahoga Valley Career Center

Revenue Compared to Expenditures

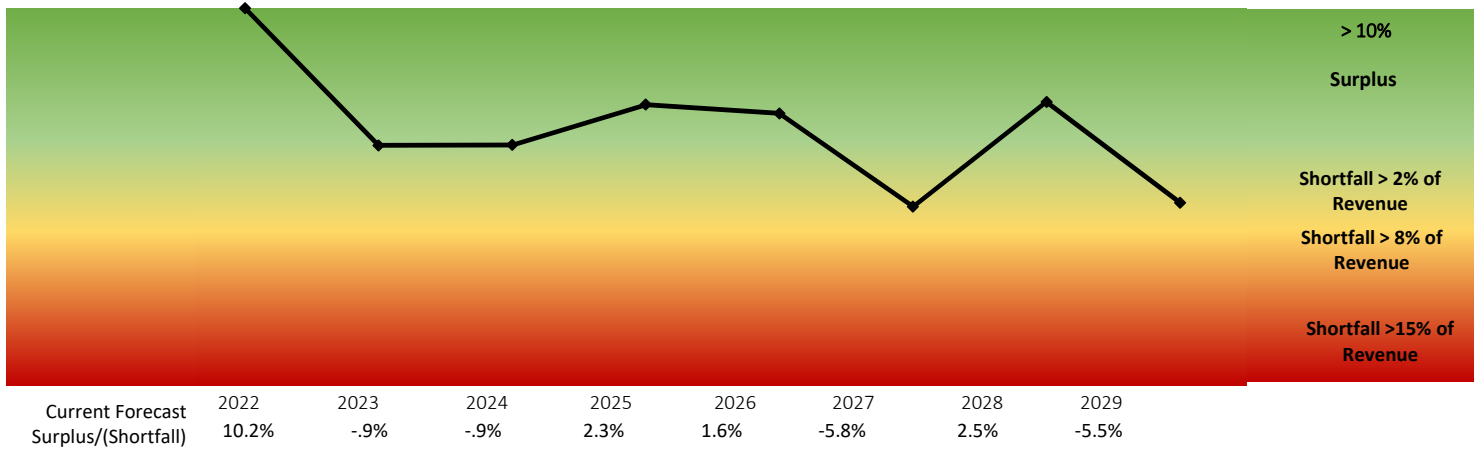


From 2025 to 2029, total revenues are projected to change by 3.79%

Expenditure change is expected to outpace revenue change.

From 2025 to 2029, total expenses are projected to change by 4.78%

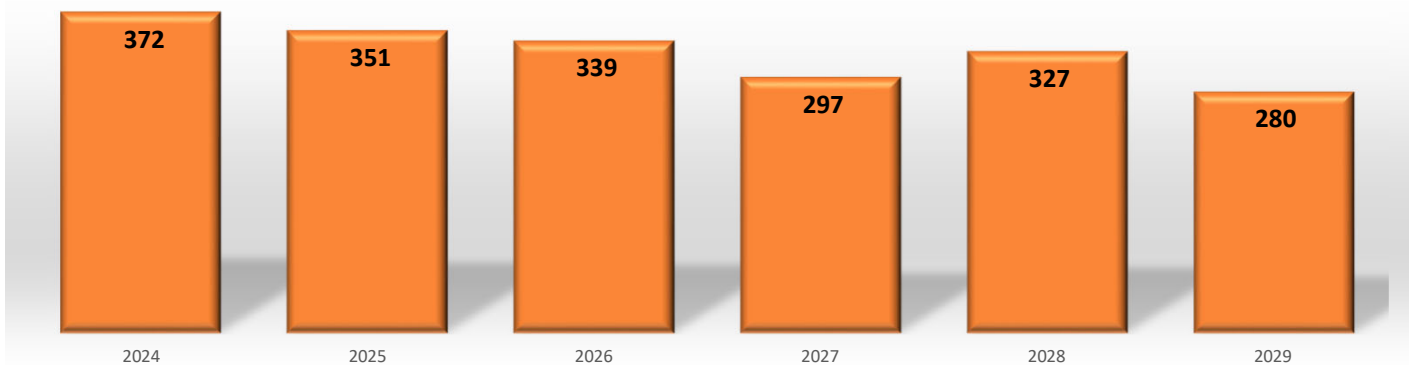
Revenue Surplus/(Shortfall) as a Percentage of Revenue



The district is trending toward revenue shortfall with the expenditures growing faster than revenue.
 A revenue increase of 5.48% is needed to balance the budget, or a \$1,269,673 reduction in expenditures.

- The largest contributor to the projected revenue trend is the change in All Othr Op Rev.
- The expenditure most impacting the changing trend is Other Uses.

Days Cash on Hand at Fiscal Year-end

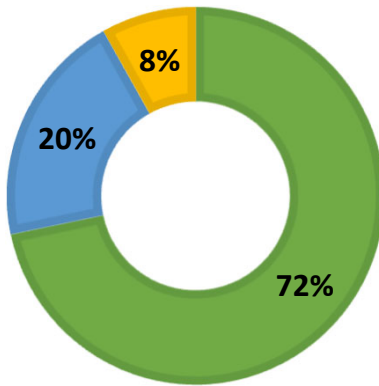


*based on 365 days

Revenue Overview

Cuyahoga Valley Career Center

Revenue Sources



Local Taxes

Real Estate Tax	68.49%
Public Utility Tax	3.25%
Income Tax	0.00%

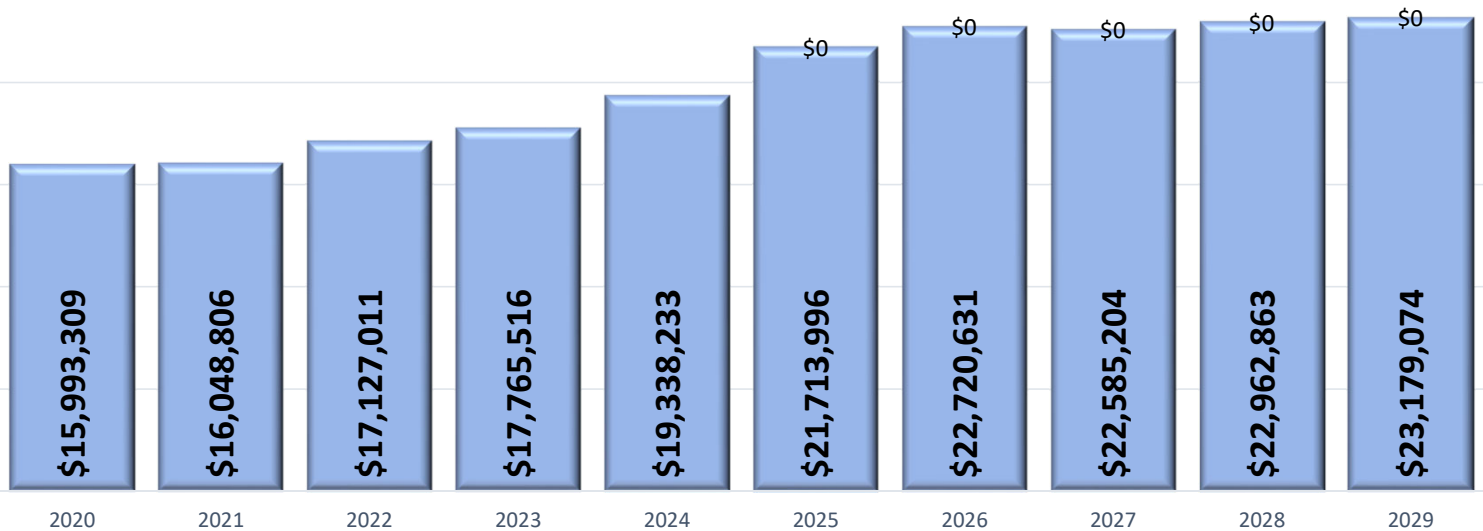
State Sources

State Funding	6.48%
Restricted Aid	5.24%
State Share of Local Tax	8.42%

All Other Revenue

Other Revenue	7.39%
Other Sources	0.73%

Annual Revenue Actual + Projected



■ Renewal Levy Revenue

Historic Revenue Change versus Projected Revenue Change

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total revenues are expected to increase in FY25 from FY24 primarily due to increased State funding for CTE associated services and career awareness and exploration, as well as increased interest earnings from continuing higher investment rates and additional funds from the construction grant to invest. Future forecast years include increased estimated tax revenues from increased property valuation growth from new construction and reappraisals, as well as stable collection rates, as outlined in the Executive Summary to this forecast. Additionally, property taxes are forecast to increase somewhat significantly in FY26 over FY25 due to timing of distribution of taxes in FY25 from the increased Cuyahoga County valuation, with a portion of these revenues deferred to FY26. State funding remains flat for FY26 and all out years of this forecast, except for the anticipated loss of career awareness and exploration State funding beginning in FY26 due to possible State budget revisions. The Notes and Assumptions page for each revenue category provides more detailed considerations used in the development of this forecast.
Real Estate	\$623,839	\$648,760	\$24,921	
Public Utility	\$33,249	\$30,835	(\$2,414)	
Income Tax	\$0	\$0	\$0	
State Funding	\$85,357	\$16,187	(\$69,170)	
State Share of Property Tax	\$56,249	\$85,013	\$28,764	
All Othr Op Rev	\$91,626	\$5,516	(\$86,110)	
Other Sources	(\$18,705)	(\$18,142)	\$563	
Total Average Annual Change	\$871,615 5.28%	\$768,168 3.79%	(\$103,447) -1.49%	

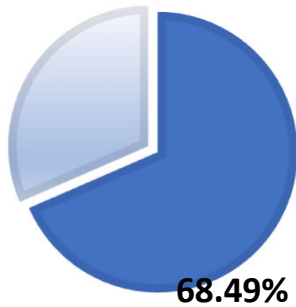
For Comparison:

Expenditure average annual change is projected to be >

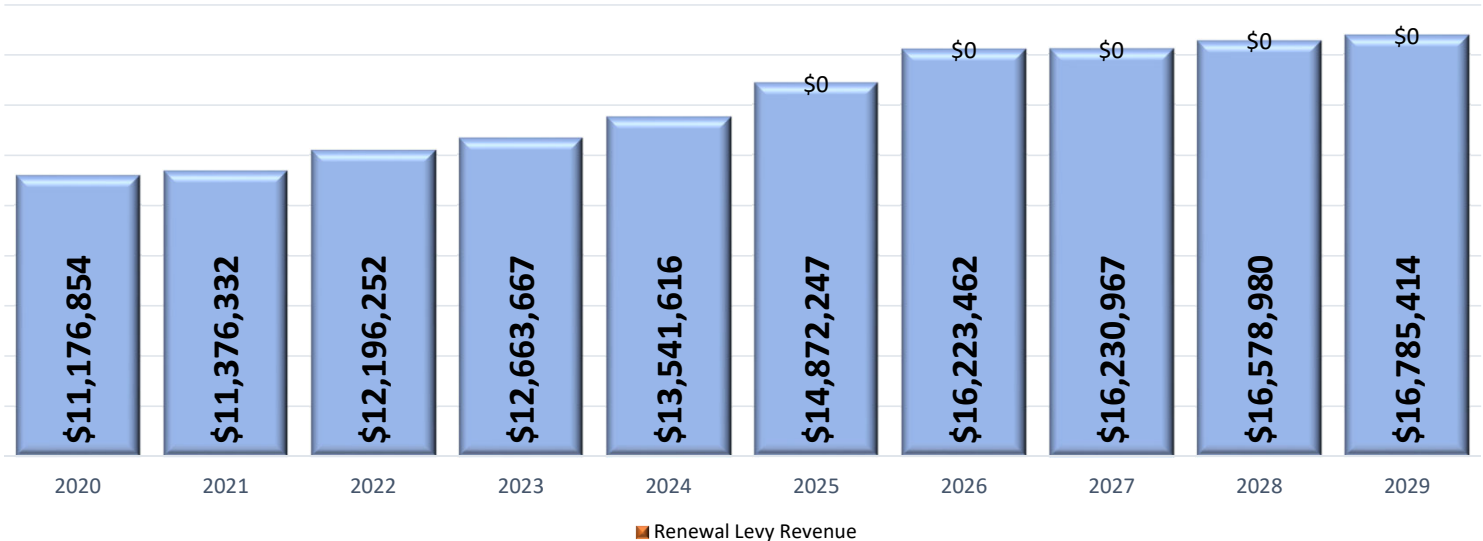
\$987,860 On an annual average basis, expenditures are projected to grow faster than revenue.

1.010 - General Property Tax (Real Estate)

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



Real estate property tax revenue accounts for 68.49% of total district general fund revenue.



Key Assumptions & Notes

Values, Tax Rates and Gross Collections							Gross Collection Rate Including Delinquencies
Tax Yr	Valuation	Value Change	Class I Rate	Change	Class 2 Rate	Change	
2023	8,012,338,850	896,369,630	2.00	-	2.00	-	99.9%
2024	8,995,039,480	982,700,630	2.00	-	2.00	-	99.4%
2025	9,039,139,480	44,100,000	2.00	-	2.00	-	99.5%
2026	9,236,139,480	197,000,000	2.00	-	2.00	-	99.5%
2027	9,438,189,480	202,050,000	2.00	-	2.00	-	99.5%
2028	9,482,289,480	44,100,000	2.00	-	2.00	-	99.5%

General Property Tax (Real Estate) accounts for 68.49% of District revenues.

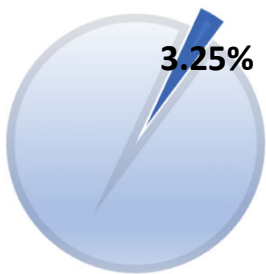
This forecast utilizes tax year 2024 (collection year 2025) property valuations, and the District's total valuation increased to \$9.4 billion from \$8.4 billion in 2023, \$7.4 billion in 2022, \$7.3 billion in 2021, \$6.9 billion in 2020, \$6.6 billion in 2019, \$6.5 billion in 2018 and \$6.1 billion in 2017. 10% growth in property valuation in 2023 was estimated in the November 2023 forecast, and the District actually realized a gain of 12.3%. For 2024 when Cuyahoga County conducted its valuation update, valuations were estimated to increase 8.4% for reappraisal and new construction, and the District actually realized a gain of 12.0%. The District's valuation is comprised of Summit County (46% of total valuation) and Cuyahoga County (54% of total valuation) property.

Property taxes are forecast to increase somewhat significantly in FY26 over FY25 due to timing of distribution of taxes in FY25 from the increased Cuyahoga County valuation, with a portion of these revenues deferred to FY26.

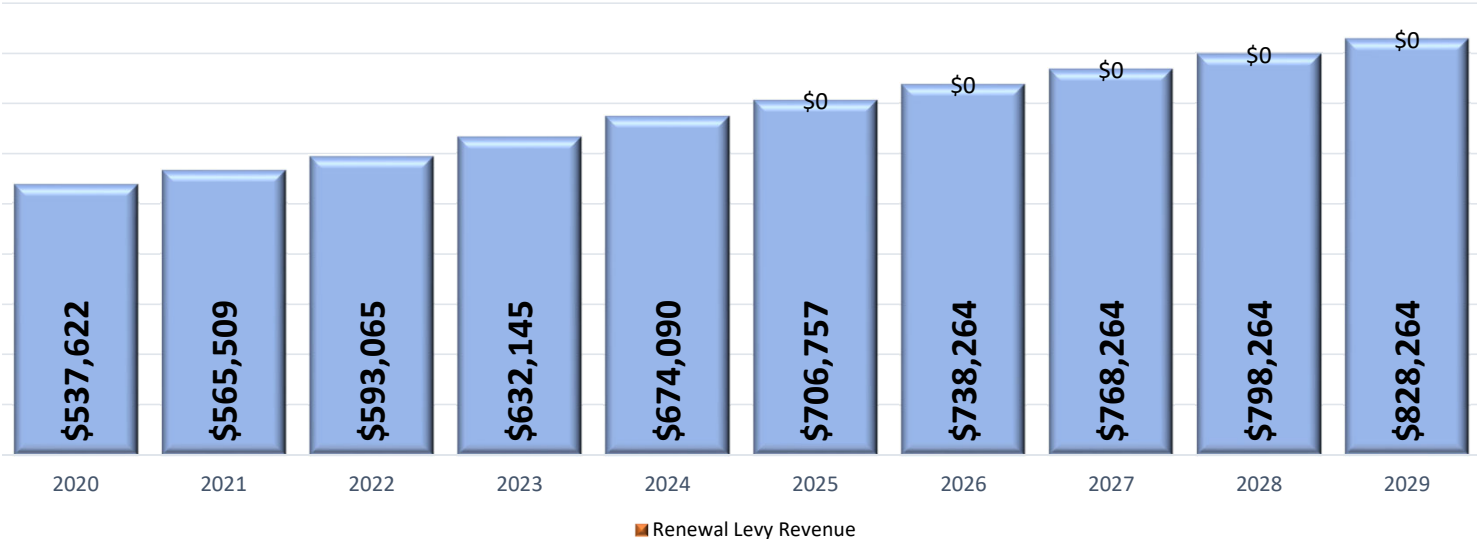
District is fortunate to have an average tax collection rate of 100% of currently billed taxes being collected and distributed to us annually for the past three-year average. This forecast assumes that collection rates will continue at this level for all years of this forecast.

1.020 - Public Utility Personal Property

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



Public Utility Personal Property tax revenue accounts for 3.25% of total district general fund revenue.



Key Assumptions & Notes

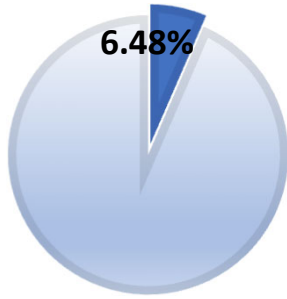
Values and Tax Rates					Gross Collection Rate Including Delinquencies
Tax Year	Valuation	Value Change	Full Voted Rate	Change	
2023	344,228,070	16,102,270	2.00	-	100.0%
2024	361,228,070	17,000,000	2.00	-	100.0%
2025	376,228,070	15,000,000	2.00	-	100.0%
2026	391,228,070	15,000,000	2.00	-	100.0%
2027	406,228,070	15,000,000	2.00	-	100.0%
2028	421,228,070	15,000,000	2.00	-	100.0%

Public Utility Personal Property tax accounts for 3.25% of District revenues.

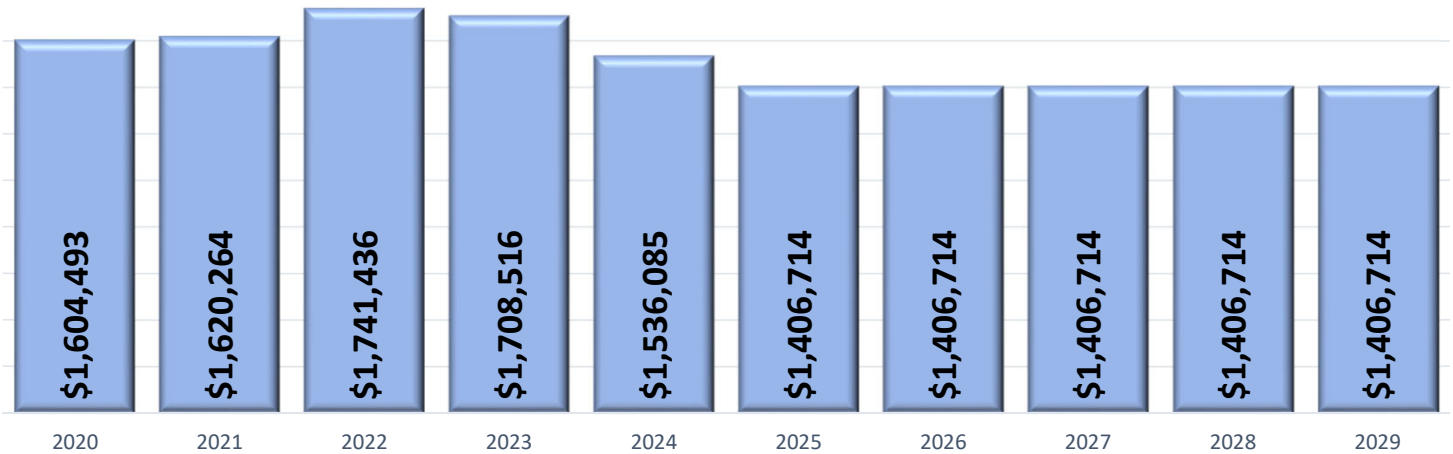
Revenues are projected to increase slightly in FY25 and out years due to the assumed valuation growth reported by public utility companies.

1.035 - Unrestricted Grants-in-Aid

Funds received through the State Foundation Program with no restriction.

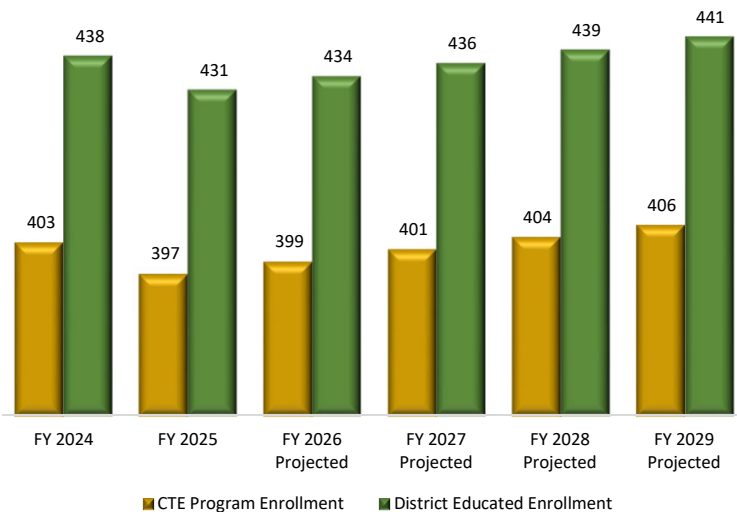


Unrestricted State Aid revenue accounts for 6.48% of total district general fund revenue.



Key Assumptions & Notes

Total District Educated Enrollment Compared to CTE Program Enrollment



Unrestricted Grants-in-Aid accounts for 6.48% of District revenues.

This is based on the April 2025 foundation payment from the Ohio Department of Education.

Unrestricted and Restricted Grants-In-Aid utilize the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22 and updated for the current FY24/25 State biennial budget. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY26 and out years, after a slight increase in FY25 due to increased CTE associated services and career awareness and exploration funding (restricted grants-in-aid). This forecast assumes that the career awareness and exploration funding will be eliminated by the State in its FY26/26 biennial budget.

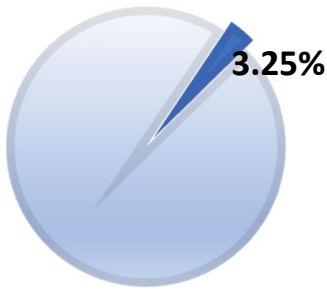
Industry Recognized Credential and Innovative Workforce funding totaling \$119K from the State is assumed to continue for all years of this forecast.

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

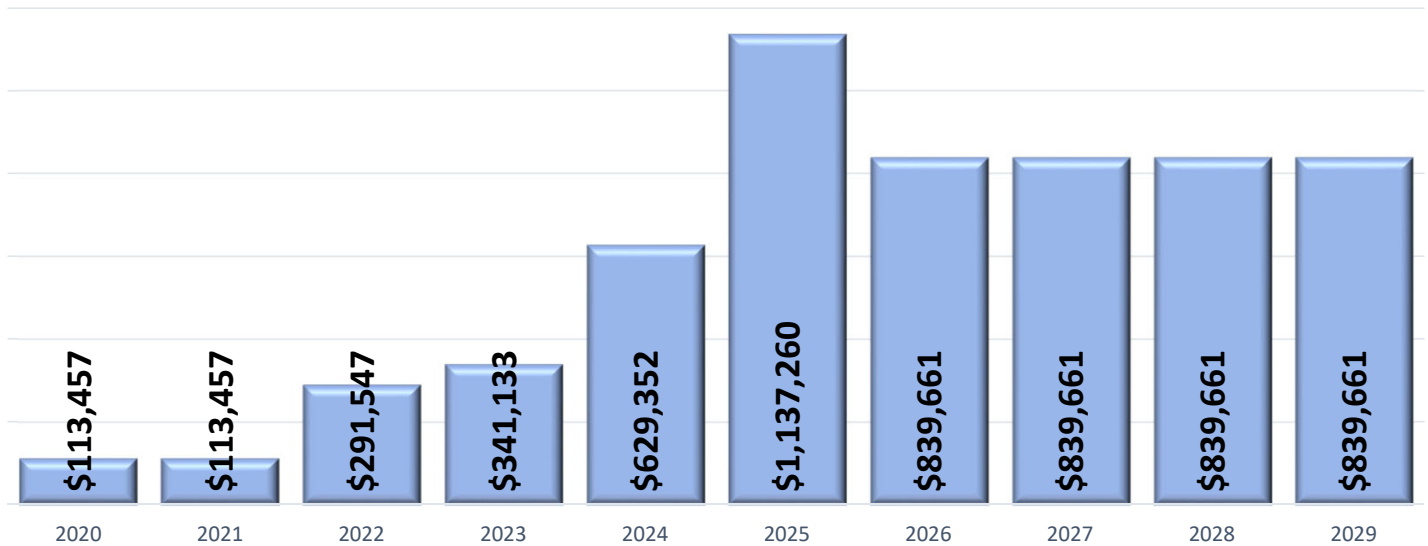
Casino revenues are included in this category.

1.040 & 1.045 - Restricted Grants-in-Aid

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

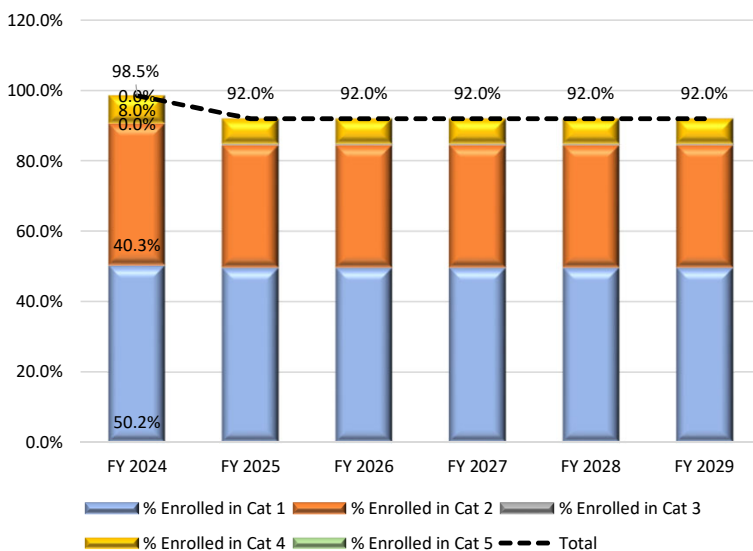


Restricted State Aid revenue accounts for 3.25% of total district general fund revenue.



Key Assumptions & Notes

Percentage of District Enrolled in CTE Category 1 through 5 Programs



Restricted Grants-in-Aid accounts for 5.24% of District revenues.

This is based on the April 2025 foundation payment from the Ohio Department of Education.

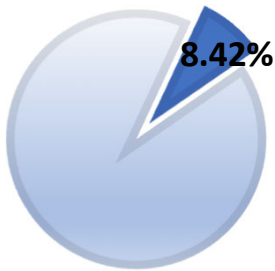
Unrestricted and Restricted Grants-In-Aid utilize the new State funding components in the Fair School Funding Plan (FSFP) enacted for FY22 and updated for the current FY24/25 State biennial budget. Overall State foundation (Unrestricted and Restricted) funding remains relatively flat for FY26 and out years, after a slight increase in FY25 due to increased CTE associated services and career awareness and exploration funding (restricted grants-in-aid).

Career awareness and exploration funding from the State increased from September 2023 (\$110K) for the November 2023 forecast to April 2024 (\$163K) for the May 2024 forecast. This amount was funded by the State at \$298K in the April 2025 foundation statement, but is anticipated to be lost from State funding in the upcoming FY26/27 biennial budget.

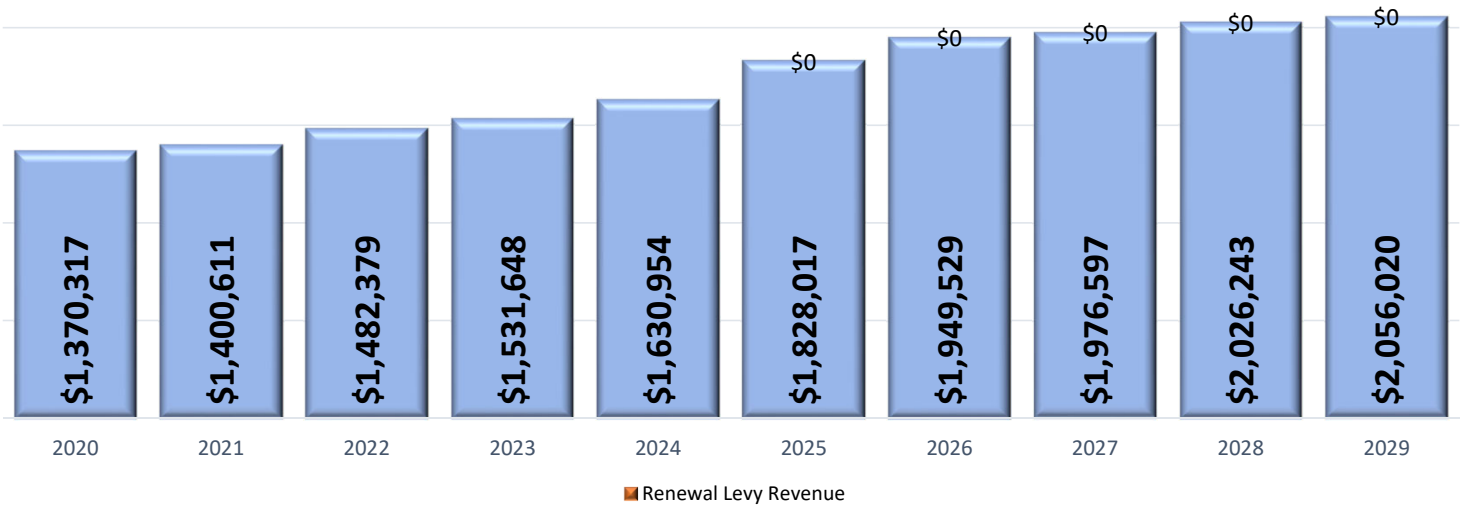
This category accounts for career-technical associated services, career awareness and exploration, and economically disadvantaged student funding from the State.

1.050 - State Share of Local Property Taxes

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



State Share of Local Property tax revenue accounts for 8.42% of total district general fund revenue.



Key Assumptions & Notes

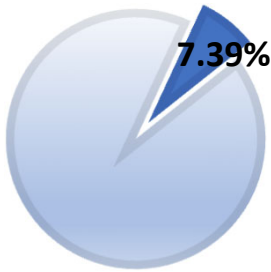
Property Tax Allocation accounts for 8.42% of District revenues.

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

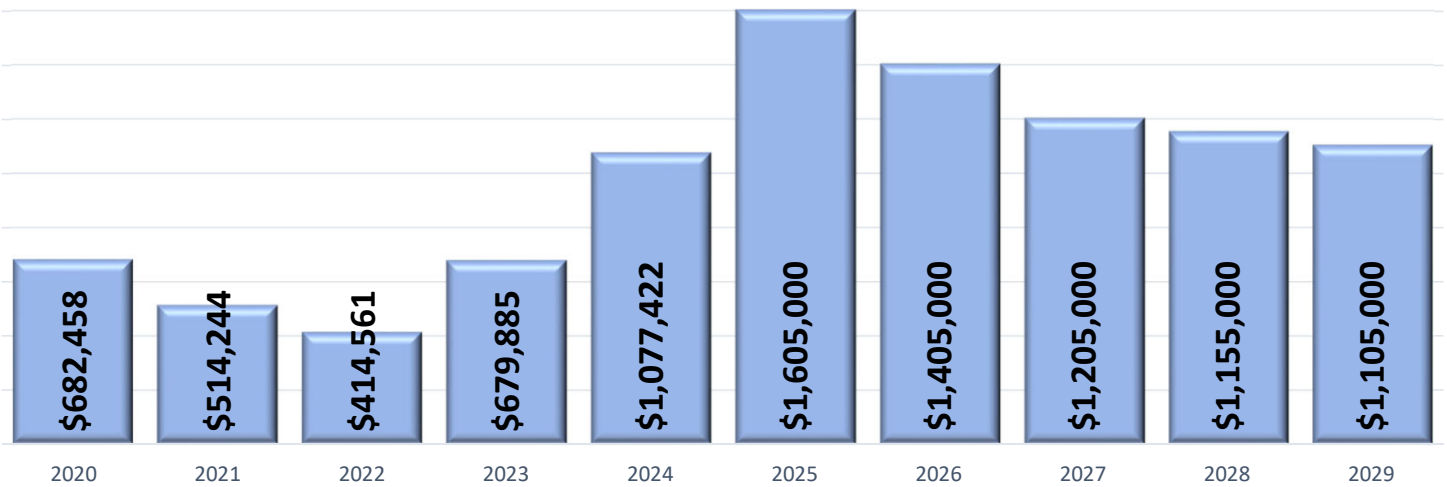
Revenues are projected to increase in all forecast years due to increased property valuations, as indicated in the notes for 1.010 General Property Tax (Real Estate).

1.060 - All Other Operating Revenues

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



All Other Revenue accounts for 7.39% of total district general fund revenue.



Key Assumptions & Notes

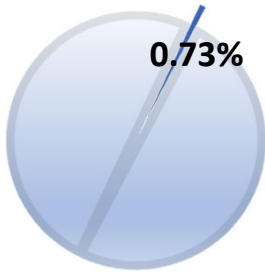
All Other Operating Revenues accounts for 7.39% of District revenues.

The increase in revenues for FY23 to FY25 is due to increased interest earnings from rising investment rates and additional funds from the construction grant to invest, as well as increased payments in lieu of taxes from Tax Increment Financing (TIF) agreements enacted in municipalities of our associate school districts. Reductions in interest earnings are incorporated for FY26 to FY29 in anticipation of a future decline in interest rates and available cash to invest as the construction grant funds and general fund cash balance are reduced.

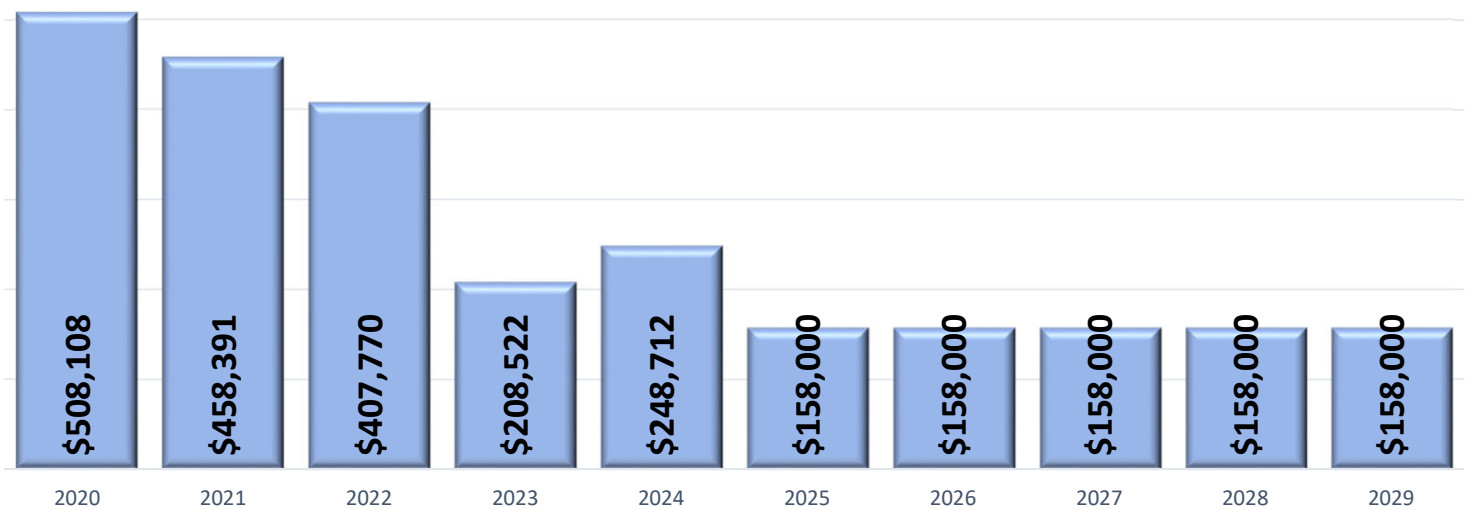
This category is comprised of tuition, student fees, investment earnings, open enrollment, and payments in lieu of taxes for various development agreements in some of our municipalities.

2.070 - Total Other Financing Sources

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



Other Sources of revenue accounts for 0.73% of total district general fund revenue.



Key Assumptions & Notes

	FORECASTED					
	2024	2025	2026	2027	2028	2029
Transfers In	-	-	-	-	-	-
Advances In	222,000	157,000	157,000	157,000	157,000	157,000
All Other Financing Sources	26,712	1,000	1,000	1,000	1,000	1,000

Total Other Financing Sources accounts for 0.73% of District revenues.

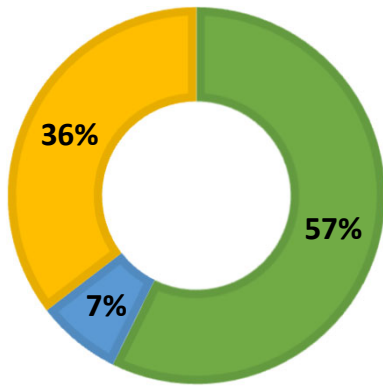
This revenue source primarily accounts for the return of advances to other funds of the District. These revenues are simply a return of temporary "loans" for cash flow purposes to these other funds, thus there is an offsetting expense in the prior or current fiscal year, resulting in no gain or loss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

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

Expenditure Overview

Cuyahoga Valley Career Center

Expenditure Categories



Personnel Costs

Salaries	40.96%
Benefits	16.35%

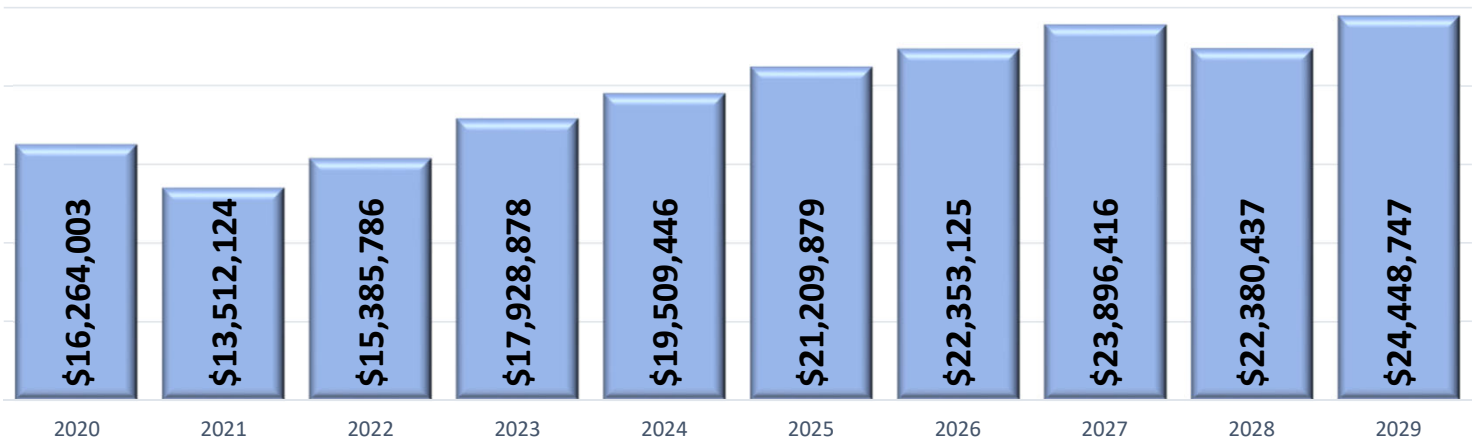
Purchased Services

7.28%

All Other Expenditures

Supplies, Capital, Debt, Other Obj	6.20%
Other Uses	29.21%

Annual Expenditures Actual + Projected



Historic Expenditures Change versus Projected Expenditures Change

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total expenditures are expected to increase in FY25 from FY24 primarily due the transfers to the permanent improvement fund for facility projects as presented to the Board at its September 2024 regular meeting as part of the five-year facilities improvement plan, and, increased Personnel Services and Employees Retirement/Ins. Benefits due to normal salary and fringe benefits increases. For FY25, insurance premiums for medical and prescription are anticipated to remain flat to FY24. This is due to implementation of the high deductible health plan with employer funded health savings account (HDHP with HSA), at a substantially reduced monthly premium amount, on January 1, 2025 for all employees. The traditional PPO insurance plan premium increased 12.5% on October 1, 2024. Stipend system for salary increases negotiated with two unions in Spring 2021, and renegotiated in Spring 2024 to continue through 2027 for both unions is included for FY22 and out years. The OAPSE and CVFT settlements, and ASCE Plan, as approved by the Board are incorporated into this forecast.
Salaries	\$163,998	\$475,704	\$311,707	
Benefits	\$71,374	\$291,512	\$220,139	
Purchased Services	(\$14,760)	\$81,133	\$95,893	
Supplies & Materials	\$39,089	\$19,595	(\$19,494)	
Capital Outlay	(\$3,160)	\$9,182	\$12,342	
Intergov & Debt	\$0	\$0	\$0	
Other Objects	\$30,565	\$22,884	(\$7,680)	
Other Uses	\$477,874	\$87,849	(\$390,024)	
Total Average Annual Change	\$764,978 5.20%	\$987,860 4.78%	\$222,882 -0.42%	

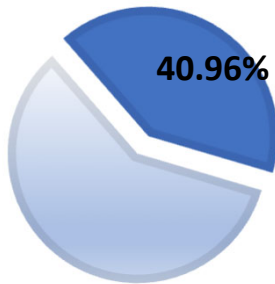
For Comparison:

Revenue average annual change is projected to be >

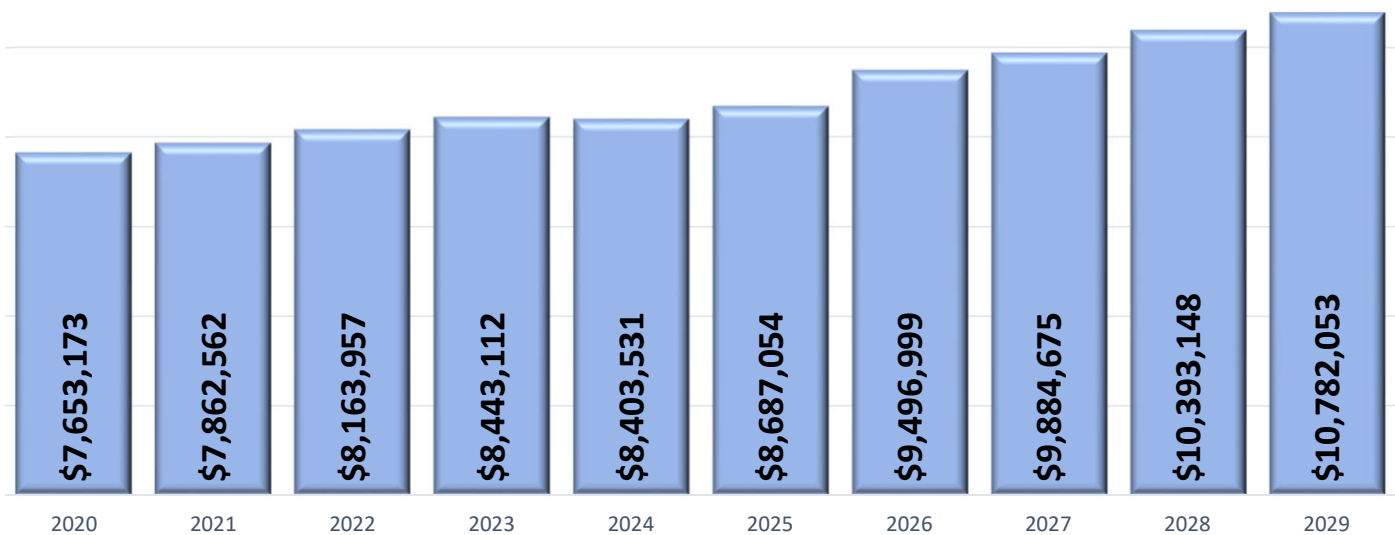
\$768,168 On an annual average basis, revenues are projected to grow slower than expenditures.

3.010 - Personnel Services

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



Salaries account for 40.96% of the district's total general fund spending.



Key Assumptions & Notes

Personnel Services accounts for 40.96% of District expenditures.

2024/2025 school year staffing counts as of April 2025 are used as the basis for this forecast.

All provisions of current negotiated agreements are included. The stipend compensation system for all employees negotiated in Spring 2021 and renegotiated in Spring 2024 is included for FY22 and out years.

Base and step/education increases of 2.35% and 2.0% (eligible staff only) respectively for certified staff are included for FY25 to FY27, followed by a 2.0% projected base pay increases in FY28 and out years. Base increases for classified staff of 2.5%, are included for FY25 to FY27 respectively, followed by a 2.0% projected base pay increase in FY28 and out years. Step increases of 1.5% are included for eligible staff only. ASCE (administrative, support and classified exempt) base increases of 2.25% for FY25 to FY27 are included, plus a 1.0% step increase for eligible staff only, followed by 2.0% projected base pay increases in FY28 and out years.

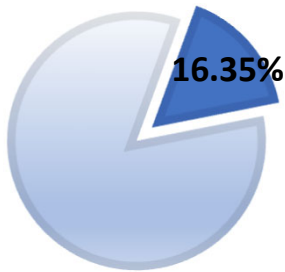
Severance pay for FY24 was increased by \$110K from FY23 amount paid due to additional retirees at end of 2022/2023 school year. This amount is reduced in FY25 due to less retirees at the end of the 2023/2024 school year.

A 27th bi-weekly payroll occurred in FY23, which is offset in FY25 when a three-week pay gap or similar adjustment occurs to correct this payment ahead of schedule based on days worked in the contract year. Full-time assistant superintendent and administrative assistant to the assistant superintendent, are both increased from .5 fte to 1.0 fte for FY25 and out years.

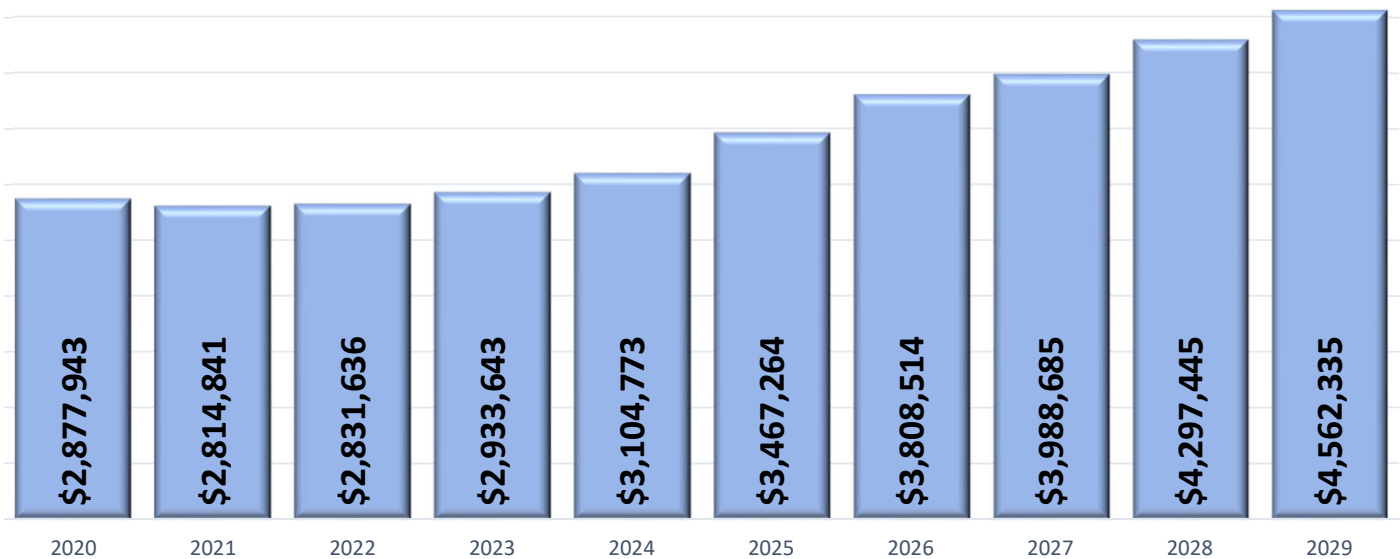
increased staffing costs for eight full-time (currently part-time) career specialists (FY26), two additional program instructors (FY26 and FY28), two additional educational aides (FY25 and FY26), an additional custodian (FY26), an office intern (FY26), and a public information officer (FY28) are included.

3.020 - Employees' Benefits

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



Benefits account for 16.35% of the district's total general fund spending.



Key Assumptions & Notes

Employees' Benefits accounts for 16.35% of District expenditures.

Insurance counts and premiums for April 2025 are used for the base cost calculations, as well as the 2024/2025 salaries which drive the retirement/medicare/workers' compensation costs.

Insurance premium increases of 8% blended rate are included for FY27 and out years. Premiums increased 12.50% for FY25, preceded by increases of 13.00%, 6.70%, 2.25%, 0%, 4.18%, 8.66%, 11.68%, 9.17%, and 4.55% respectively in FY24, FY23, FY22, FY21, FY20, FY19, FY18, FY17, and FY16. Employee premium share is 16% for all staff, except 20% for administrative and supervisory employees.

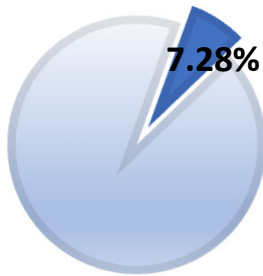
For FY25, insurance premiums for medical and prescription are anticipated to remain flat to FY24. This is due to implementation of the HDHP with HSA, at a substantially reduced monthly premium amount, on January 1, 2025 for all employees. FY26 insurance costs are projected to decrease slightly in FY26 due to 12 months of all employees being covered by the HDHP with HSA, rather than only six months of coverage under this plan as occurs in FY25.

Additional insurance packages and other benefit costs related to new positions identified in Section 3.010 Personnel Services are included.

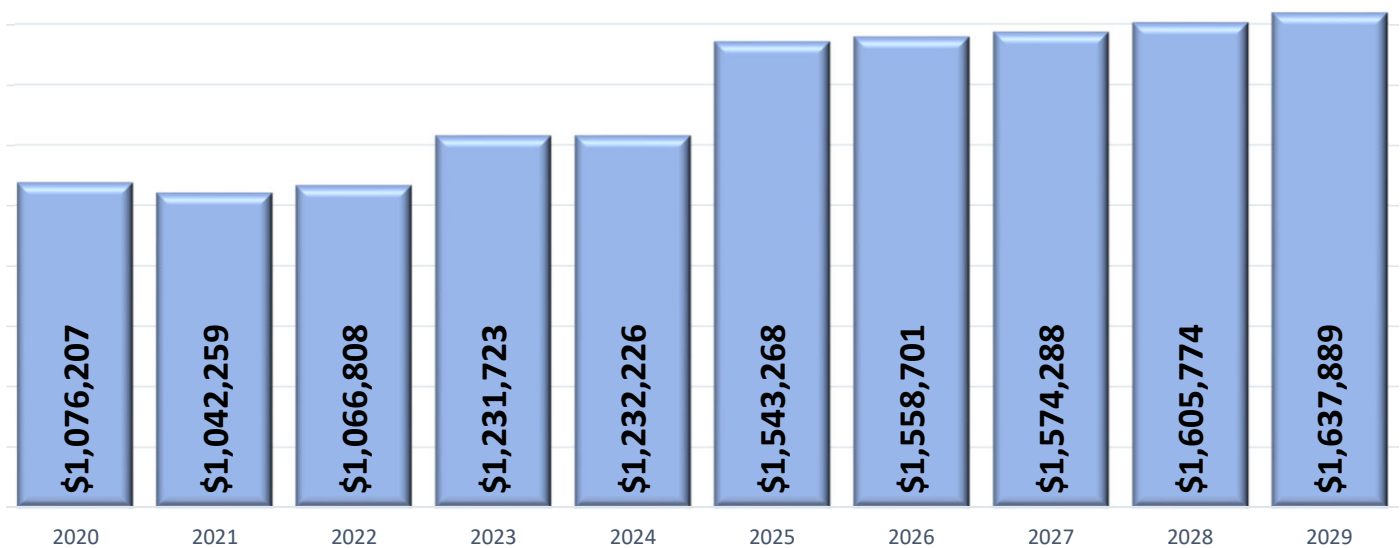
All provisions of current negotiated agreements are included.

3.030 - Purchased Services

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



Purchased Services account for 7.28% of the district's total general fund spending.



Key Assumptions & Notes

Purchased Services accounts for 7.28% of District expenditures.

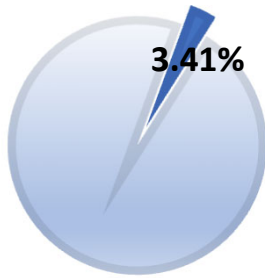
Utilities, property and fleet insurance, copier leases/costs, technology services and repairs, building maintenance and repairs, legal and other professional services, and staff professional development comprise the majority of these expenditures.

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

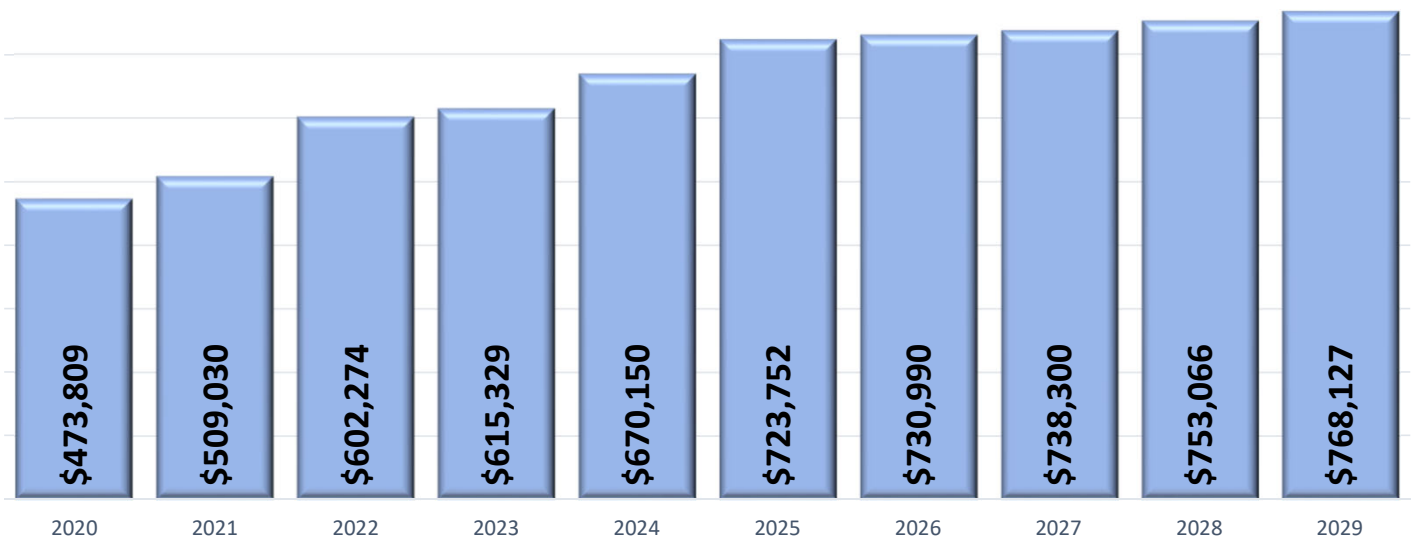
FY25 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 85% of authorized budgets being expended. 2% overall inflationary growth is generally applied to purchased services items for FY26 and out years.

3.040 - Supplies & Materials

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



Supplies and Materials account for 3.41% of the district's total general fund spending.



Key Assumptions & Notes

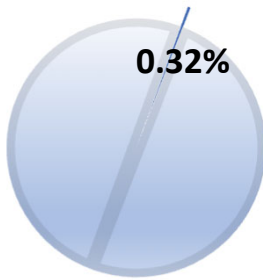
Supplies & Materials accounts for 3.41% of District expenditures.

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

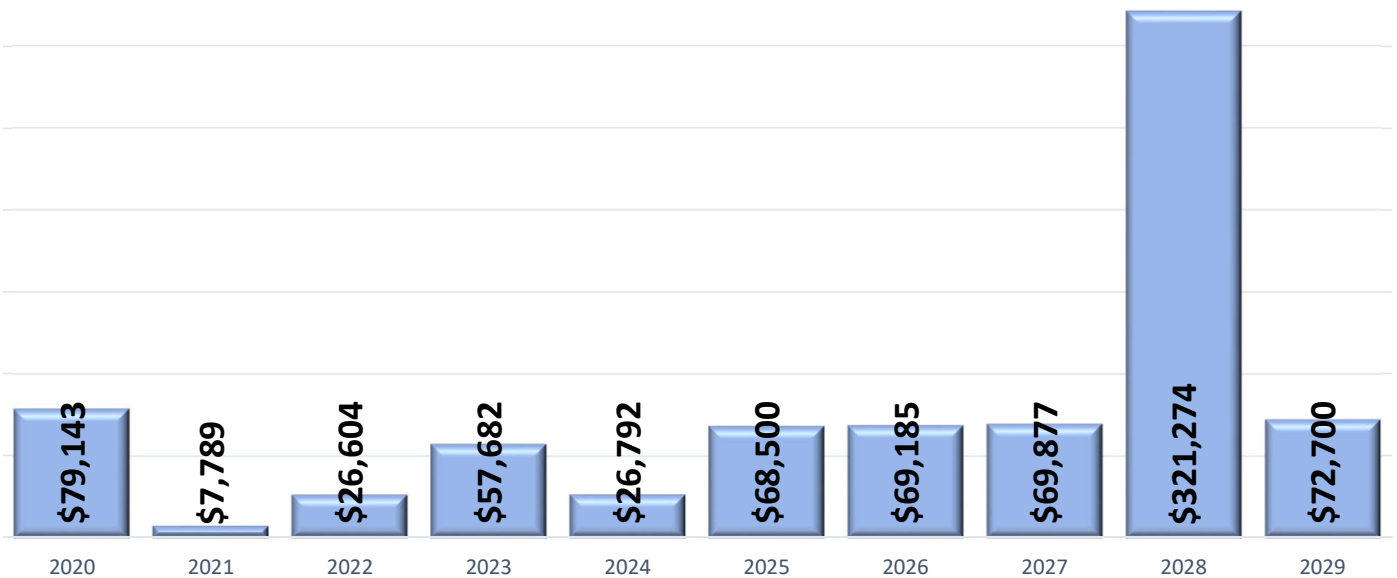
FY25 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 87% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all supplies and materials items for FY26 and out years.

3.050 - Capital Outlay

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



Capital Outlay account for 0.32% of the district's total general fund spending.



Key Assumptions & Notes

Capital Outlay accounts for 0.32% of District expenditures.

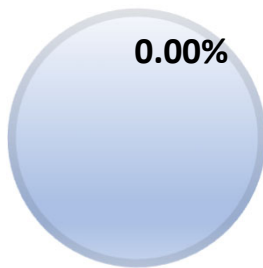
Equipment for office and custodial/maintenance comprises the majority of these expenditures as equipment purchases are planned for procurement from Permanent Improvement Funds and other grant funds.

FY25 includes an increase of \$50K to high school operating budget for replacement equipment needed for various instructional program areas. FY28 includes \$250K for new student instructional program equipment.

FY25 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 100% of authorized budgets being expended based upon historical review of budgets being utilized. This amount was reduced in FY21 and FY22 due to availability of covid-19 pandemic grant funds to assist with technology purchases for virtual learning circumstances. 2% inflationary growth is generally applied to all capital outlay items for FY26 and out years.

3.060-4.060 - Intergovernmental & Debt

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



Intergovernmental and Debt account for 0.00% of the district's total general fund spending.

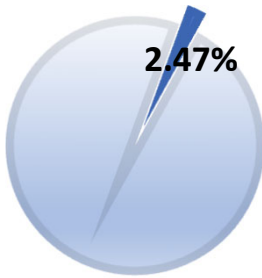
The chart is a blank template for a line graph. The vertical axis (y-axis) is labeled 'Revenue' and has a scale from \$0 to \$100 in increments of \$20. The horizontal axis (x-axis) is labeled 'Year' and has a scale from 2020 to 2029. There are 10 horizontal grid lines corresponding to the revenue values. The chart area is currently empty, with no data series plotted.

Key Assumptions & Notes

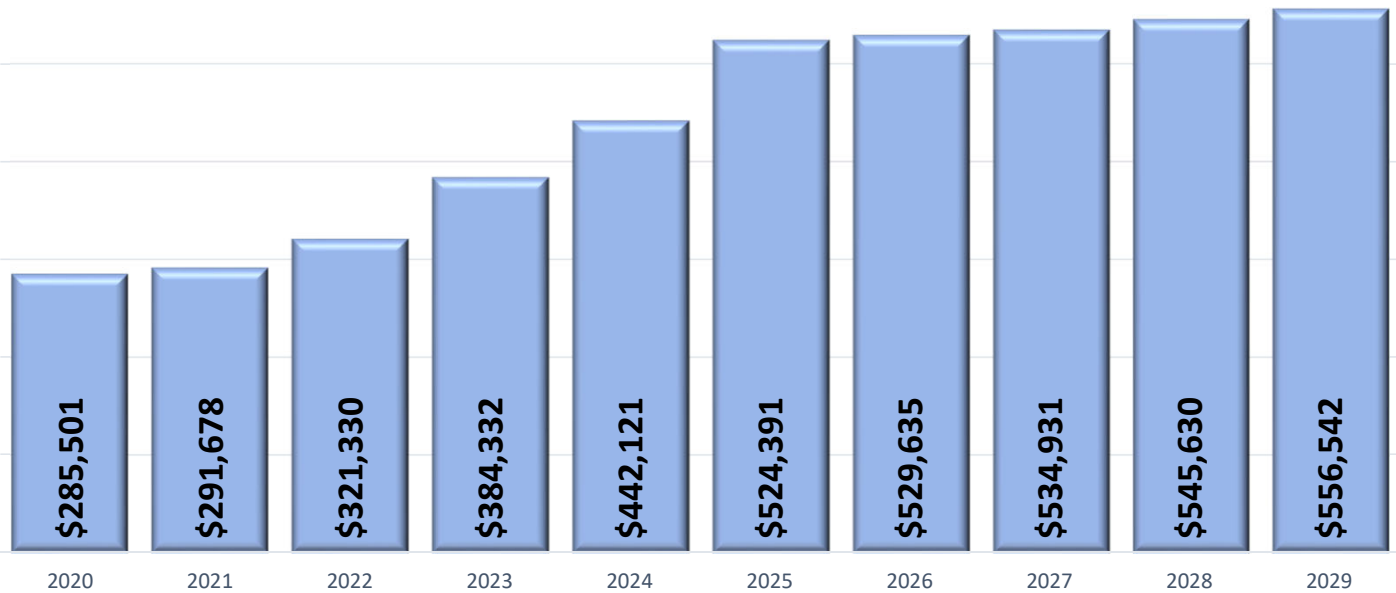
The Intergovernmental/Debt expenditure category details general fund debt issued by the District.

4.300 - Other Objects

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



Other Objects account for 2.47% of the district's total general fund spending.



Key Assumptions & Notes

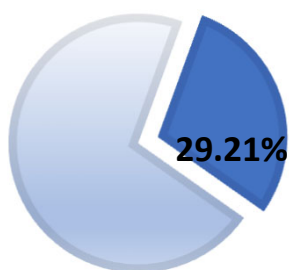
Other Objects accounts for 2.47% of District expenditures.

FY25 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 98% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all other objects items for FY26 and out years.

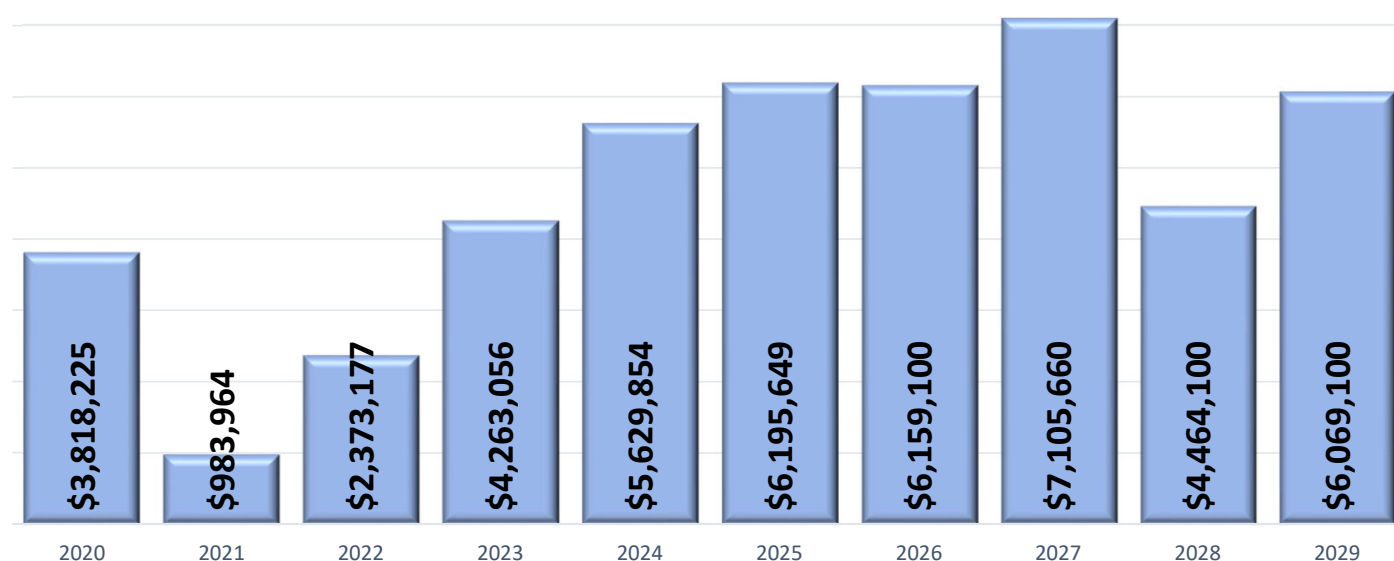
Tax collection fees charged by Summit County, liability insurance, and memberships comprise the majority of these expenditures.

5.040 - Total Other Financing Uses

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



Other Uses account for 29.21% of the district's total general fund spending.



Key Assumptions & Notes

	FORECASTED					
	2024	2025	2026	2027	2028	2029
Transfers Out	5,264,696	5,798,649	5,762,100	6,708,660	4,067,100	5,672,100
Advances Out	157,000	157,000	157,000	157,000	157,000	157,000
Other Financing Uses	208,158	240,000	240,000	240,000	240,000	240,000

Total Other Financing Uses accounts for 29.21% of District expenditures.

Advances and transfers to other funds are recorded in this category. Advances are simply a temporary "loan" for cash flow purposes to these other funds, thus there is offsetting revenue in the current or subsequent fiscal year, resulting in no gain or loss to the District. Advances to Food Services, Uniform School Supplies, Section 125, and Student Leadership funds totaling \$222,000 are included for FY23 with this amount reduced by \$65K in FY24 and all out years due to these expenses for Student Leadership becoming part of the high school operating budget in purchased services. Transfers are permanent allocations of resources to the receiving funds, used to help offset operating costs. Transfers to funds other than Permanent Improvement Building Maintenance, Permanent Improvement Technology, and Section 125 are made in the next fiscal year to only provide funding for the actual operating deficit from the prior fiscal year. These funds can include Food Services, Uniform School Supplies, and Student Leadership. Section 125 receives an annual transfer of approximately \$21,000 for \$10 per employee per month contribution provisions in negotiated agreements. The planned transfers to Permanent Improvement Building Maintenance in FY25 and out years for building improvements identified in the five-year facilities improvement plan presented in September 2024 are included, as well as \$1M for equipment refresh throughout the District in FY26. Annual transfers to Permanent Improvement Technology fund of \$300,000 are included for FY25 and out years.

\$30,000 annual allocation to each associate district for CTE programming is included.

Cuyahoga Valley Career Center

Five Year Forecast

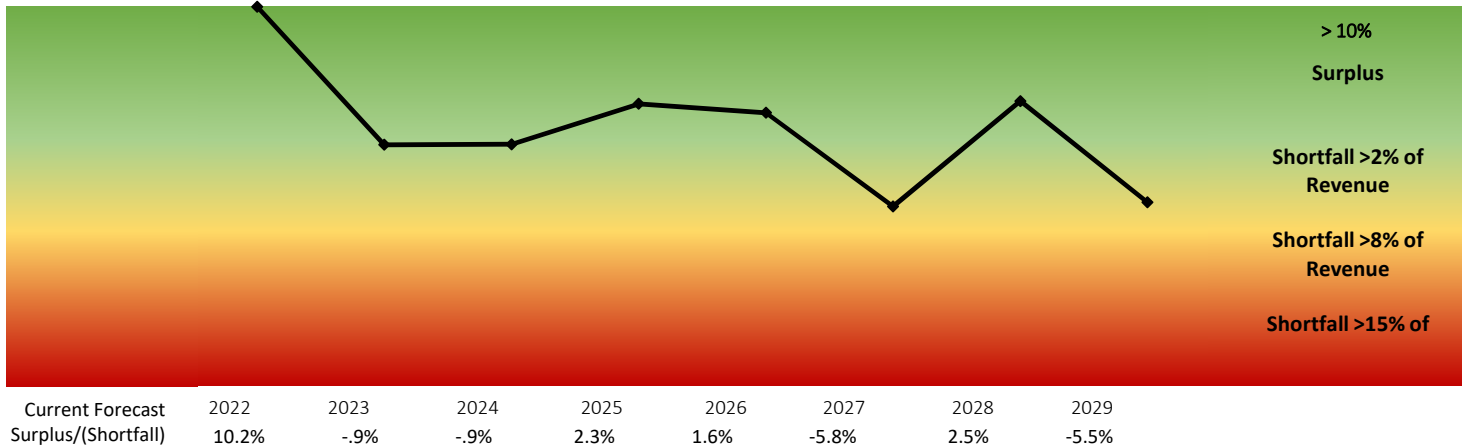
May Fiscal Year 2025

Fiscal Year:	Actual	FORECASTED				
	2024	2025	2026	2027	2028	2029
Revenue:						
1.010 - General Property Tax (Real Estate)	13,541,616	14,872,247	16,223,462	16,230,967	16,578,980	16,785,414
1.020 - Public Utility Personal Property	674,090	706,757	738,264	768,264	798,264	828,264
1.030 - Income Tax	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	1,536,085	1,406,714	1,406,714	1,406,714	1,406,714	1,406,714
1.040 - Restricted Grants-in-Aid	629,352	1,137,260	839,661	839,661	839,661	839,661
1.050 - State Share-Local Property Taxes	1,630,954	1,828,017	1,949,529	1,976,597	2,026,243	2,056,020
1.060 - All Other Operating Revenues	1,077,422	1,605,000	1,405,000	1,205,000	1,155,000	1,105,000
1.070 - Total Revenue	19,089,521	21,555,995	22,562,630	22,427,203	22,804,862	23,021,073
Other Financing Sources:						
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-
2.020 - State Emergency Loans and Adv	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-
2.050 - Advances-In	222,000	157,000	157,000	157,000	157,000	157,000
2.060 - All Other Financing Sources	26,712	1,000	1,000	1,000	1,000	1,000
2.070 - Total Other Financing Sources	248,712	158,000	158,000	158,000	158,000	158,000
2.080 - Total Rev & Other Sources	19,338,233	21,713,996	22,720,631	22,585,204	22,962,863	23,179,074
Expenditures:						
3.010 - Personnel Services	8,403,531	8,687,054	9,496,999	9,884,675	10,393,148	10,782,053
3.020 - Employee Benefits	3,104,773	3,467,264	3,808,514	3,988,685	4,297,445	4,562,335
3.030 - Purchased Services	1,232,226	1,543,268	1,558,701	1,574,288	1,605,774	1,637,889
3.040 - Supplies and Materials	670,150	723,752	730,990	738,300	753,066	768,127
3.050 - Capital Outlay	26,792	68,500	69,185	69,877	321,274	72,700
Intergovernmental & Debt Service	-	-	-	-	-	-
4.300 - Other Objects	442,121	524,391	529,635	534,931	545,630	556,542
4.500 - Total Expenditures	13,879,592	15,014,230	16,194,024	16,790,756	17,916,337	18,379,646
Other Financing Uses						
5.010 - Operating Transfers-Out	5,264,696	5,798,649	5,762,100	6,708,660	4,067,100	5,672,100
5.020 - Advances-Out	157,000	157,000	157,000	157,000	157,000	157,000
5.030 - All Other Financing Uses	208,158	240,000	240,000	240,000	240,000	240,000
5.040 - Total Other Financing Uses	5,629,854	6,195,649	6,159,100	7,105,660	4,464,100	6,069,100
5.050 - Total Exp and Other Financing Uses	19,509,446	21,209,879	22,353,125	23,896,416	22,380,437	24,448,747
6.010 - Excess of Rev Over/(Under) Exp	(171,213)	504,117	367,506	(1,311,212)	582,426	(1,269,673)
7.010 - Cash Balance July 1 (No Levies)	19,912,779	19,741,566	20,245,682	20,613,188	19,301,976	19,884,402
7.020 - Cash Balance June 30 (No Levies)	19,741,566	20,245,682	20,613,188	19,301,976	19,884,402	18,614,729
		Reservations				
8.010 - Estimated Encumbrances June 30	251,595	300,000	300,000	300,000	300,000	300,000
9.080 - Reservations Subtotal	-	-	-	-	-	-
10.010 - Fund Bal June 30 for Cert of App	19,489,971	19,945,682	20,313,188	19,001,976	19,584,402	18,314,729
Rev from Replacement/Renewal Levies						
11.010 & 11.020 - Renewal Levies	-	-	-	-	-	-
11.030 - Cumulative Balance of Levies	-	-	-	-	-	-
12.010 - Fund Bal June 30 for Cert of Obligations	19,489,971	19,945,682	20,313,188	19,001,976	19,584,402	18,314,729
Revenue from New Levies						
13.010 & 13.020 - New Levies	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	19,489,971	19,945,682	20,313,188	19,001,976	19,584,402	18,314,729

Financial Health Indicators

Cuyahoga Valley Career Center

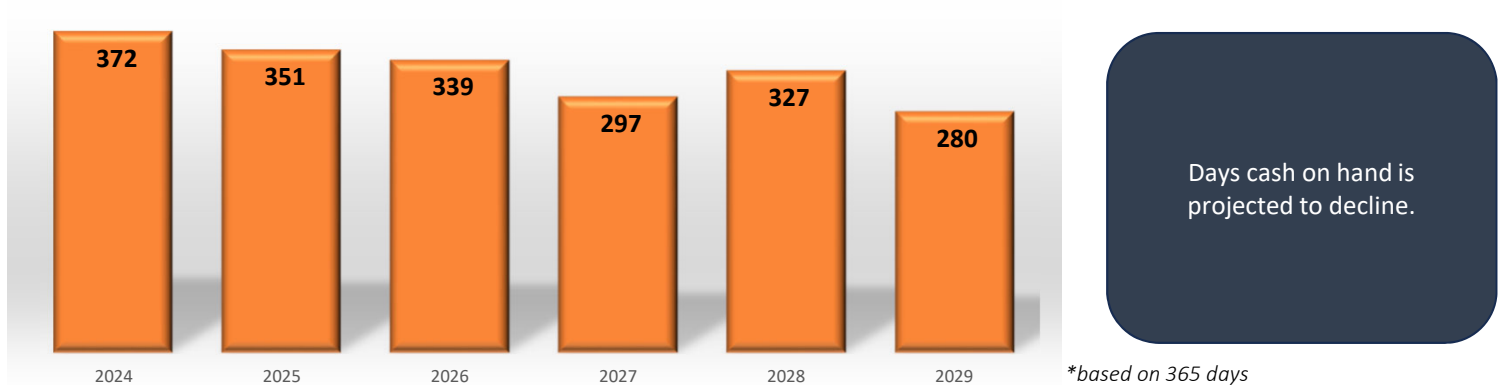
Revenue Surplus/(Shortfall) - Current Forecast



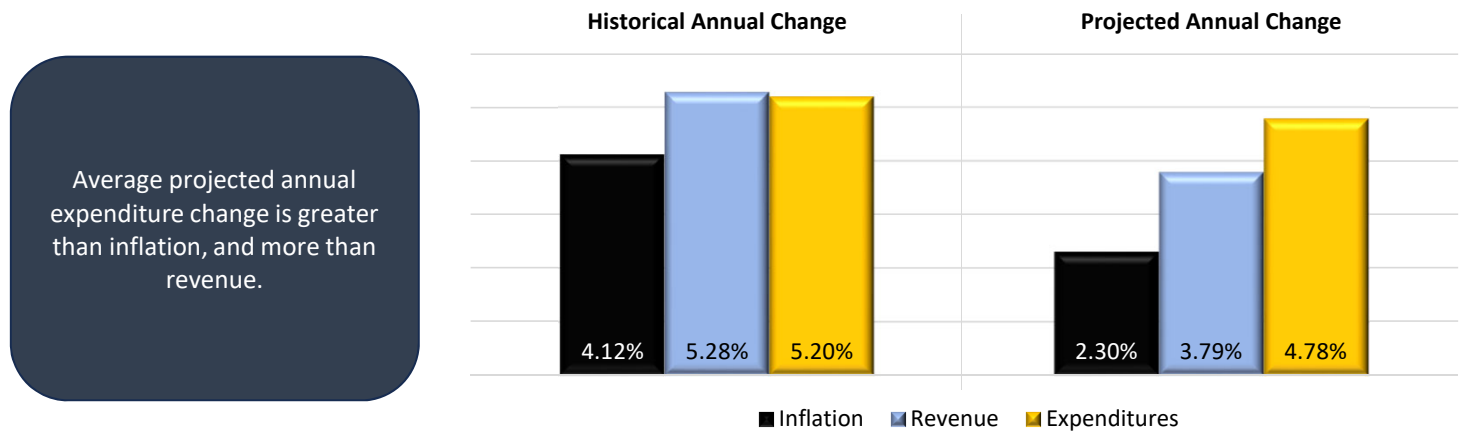
The district is trending toward revenue shortfall with the expenditures growing faster than revenue.
 A revenue increase of 5.48% is needed to balance the budget, or a \$1,269,673 reduction in expenditures.

- The largest contributor to the projected revenue trend is the change in All Othr Op Rev.
- The expenditure most impacting the changing trend is Other Uses.

Days Cash on Hand - Current Forecast



5-Year Average Annual Change - Inflation, Revenue and Expenditures

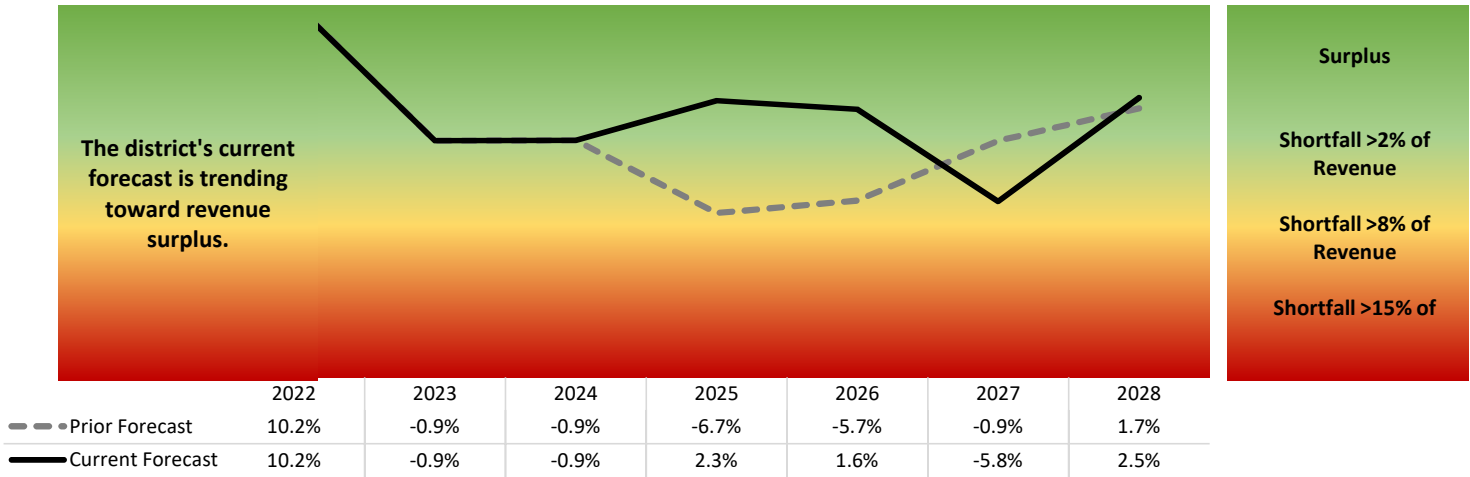


CPI (Inflation) Source: Federal Reserve Bank of St. Louis (September 23, 2024)
<https://alfred.stlouisfed.org>

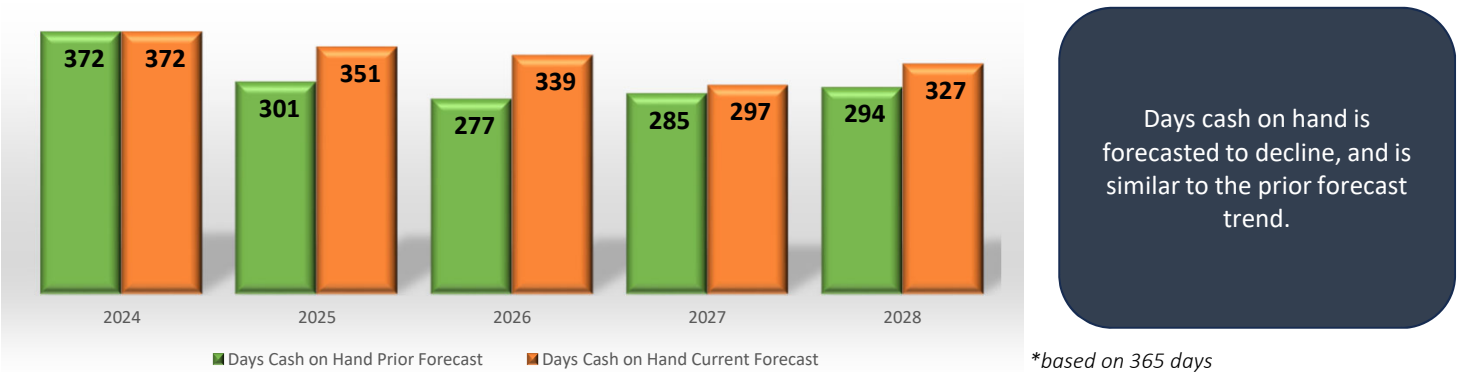
Current to Prior Forecast Comparison

Cuyahoga Valley Career Center

Revenue Surplus/(Shortfall) - Current Compared to Prior Forecast



Days Cash on Hand - Current Compared to Prior Forecast



Revenue and Expenditure Variances - Current Compared to Prior Forecast

Revenue Variance		
Cumulative Favorable Revenue Variance	4.47%	\$4,840,080
Largest Revenue Variances		
1.01 Real Estate	5.99%	\$2,411,942
1.060 All Other	3.41%	\$1,375,002
1.035,1.040 State	2.05%	\$824,142
All Other Revenue Categories	0.57%	\$228,994

The current revenue forecast is up by 4.47% compared to the prior forecast.

NET cumulative forecast impact for the forecast period FY 2025 - 2029 of Revenue and Expense variances is 0.00% (-\$7,624).

The current forecast for expenditures is up by 4.43% compared to the prior forecast.

Expenditure Variance		
Cumulative Unfavorable Expenditure Variance	4.43%	\$4,847,704
Largest Expenditure Variances		
18.86%	\$7,896,611	Intergov + Debt + Other
-4.24%	(\$1,773,863)	3.02 Benefits
-2.40%	(\$1,004,941)	3.05 Capital
-0.65%	(\$270,103)	All Other Expenditure Categories



Cuyahoga Valley Career Center

2025-2026

Principal's Liaison Representatives

Vicki Vachon	Academics
Melissa Munro	Art & Communication
Lisa Clements	Business & Administrative Services, Information Technology
Jason Hance	Construction Technologies
Shawn Fahey	Health Science Law & Public Safety
Kim Morton	Hospitality & Tourism Human Services Education & Training
Rich Parrott	Manufacturing Technologies
Stacey McNamara	Special Services
Chuck Russo	Transportation

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
Tim	Averre	30 Hours	6/9/2025	6/13/2025	Adobe Professional Development Seminars	Virtual	
Lisa	Clements	1 Day	7/13/2025	8/16/2025	Ohio Department of Education, Assessment Literacy for OTES 2.0	Virtual	
Lisa	Clements	1 Day	7/14/2025	8/16/2025	Ohio Department of Education, Exploring Teacher Leadership	Virtual	
Dino	DeGirolamo	3 Days	7/2/2025	8/17/2025	Milestones Conference	Virtual	
Stephanie	Dutry	18 Hours	7/1/2025	8/17/2025	Milestones Conference	Virtual	
Matt	Harding	1 Day	6/5/2025	6/5/2025	Ohio Cat Summer Camp for Students and Teachers	In-person	Broadview Hts, OH
Matt	Harding	2 Days	6/17/2025	6/20/2025	Cat Training	In-Person	Edwards, IL*
Matt	Harding	3 Days	7/9/2025	7/11/2025	Forklift and Mobile Work Platform Train the Trainer	In-Person	Independence, OH
Julie	Jakubczak	2 Days	6/17/2025	6/18/2025	Civic Education & Democracy Workshop	In-person	Columbus, OH
Julie	Jakubczak	2 Days	7/15/2025	7/17/2025	Teaching Democracy and Freedom 2025 Summer Seminar	Virtual	
Julie	Jakubczak	3 Days	7/28/2025	7/30/2025	Milestones Conference	Virtual	
Stacey	McNamara	18 Hours	7/1/2025	8/15/2025	Milestones Conference	Virtual	
Stacey	McNamara	12 Hours	7/1/2025	8/15/2025	ODEW Professional Development Series	Virtual	

Joe	McNamee	1 Day	7/15/2025	7/15/2025	Pre-Apprenticeship Coordination Akron JATC	In-person	Akron, OH
Joe	McNamee	1 Day	7/17/2025	7/17/2025	Cleveland Clinic Main Campus Site Visit	In-person	Cleveland, OH
Joe	McNamee	1 Day	7/22/2025	7/22/2025	Jade Learning Code Updates NEC 2023 Parts 1 & 2	Virtual	
Joe	McNamee	1 Day	7/30/2025	7/30/2025	Zenith Systems Work-Based Learning Outreach and Fabrication Shop Tour	In- person	Bedford Hts, OH
Joe	McNamee	1 Day	8/4/2025	8/4/2025	Cleveland JATC Pre-Apprenticeship and SkillsUSA Meeting	In-person	Cleveland, OH
April	Mone	18 Hours	7/1/2025	8/23/2025	Milestones Conference	Virtual	
April	Mone	12 Hours	7/1/2025	8/23/2025	IRIS Center Courses	Virtual	
Kim	Morton	18 Hours	7/1/2025	8/15/2025	Milestones Conference	Virtual	
Melissa	Munro	1 Day	7/2/2025	7/2/2025	Adobe Higher Ed, Generative AI, App & Experience	Virtual	
Melissa	Munro	1 Day	7/9/2025	7/9/2025	Adobe On Demand & Lightening Learning	Virtual	
Melissa	Munro	1 Day	7/16/2025	7/16/2025	CBLH Design, Inc., Job Shadow	In-person	Middleburg Heights, OH
Angela	Nonno	3 Days	7/2/2025	8/17/2025	Milestones Conference	Virtual	
Rich	Parrott	5 Days	8/4/2025	8/8/2025	MasterCam Teacher Training	In-person	Owens College, Findlay, OH
Kim	Rechner	18.5 Hours	7/1/2025	8/17/2025	Milestones Conference	Virtual	
Mike	Reinhard	18 Hours	7/1/2025	8/15/2025	Milestones Conference	Virtual	
Chuck	Russo	3 Days	6/10/2025	6/12/2025	Automotive Instructors Workshop	In-person	Stark State College Automotive Center, North Canton, OH
Joan	Schentur	3 Days	7/1/2025	7/3/2025	Teaching the Critical Verbs: Closing the Vocabulary Gap	Virtual	

Joan	Schentur	2 Days	7/7/2025	7/8/2025	Literacy Strategies: Special Needs	Virtual	
Shelly	Schultz	18 Hours	6/23/2025	6/30/2025	Milestones Conference	Virtual	
Jennifer	Standley	18 Hours	6/23/2025	6/30/2025	Milestones Conference	Virtual	
Lisa	Theodore	1 Day	7/14/2025	8/14/2025	Ohio Department of Education, Coaching for Self Reflection and Instruction Change: Course 1: Educator Effectiveness	Virtual	
Lisa	Theodore	1 Day	7/23/2025	7/24/2025	American Dental Assistants Association (ADAA) Annual Meeting	In-person	Pittsburgh, PA*
Lynn	Vincent	13.5 Hours	7/1/2025	8/15/2025	Milestones Conference	Virtual	
Lauren	Visnick	3 Days	7/1/2025	7/3/2025	The Brain: Memory & Learning Strategies	Virtual	
Lauren	Visnick	2 Days	7/7/2025	7/8/2025	Grading Smarter, Not Harder	Virtual	
Erik	Ward	4 Days	6/23/2025	6/30/2025	Milestones Conference	Virtual	
Erik	Ward	4 Hours	7/1/2025	8/15/2025	OTES 2.0 Recalibration	Virtual	
Mindy	Wracher	12 Hours	6/5/2025	6/30/2025	American Sign Language Classes	Virtual	
Mindy	Wracher	18 Hours	7/1/2025	8/17/2025	Milestones Conference	Virtual	
Paul	Yuravak	2 Days	6/17/2025	6/20/2025	Cat Training	In-Person	Edwards, IL*
Mike	Zana	4 Days	6/9/2025	6/12/2025	NetCE Continuing Education Updates - RN, CNA and Health Careers	Virutal	
*Denotes out-of-state trip							

May 2025

Removal of Equipment from Inventory

Program Area

Item

Adult Education
EMT and CPR Programs

1 Life Pak CR-T AED Trainer

Adult Education
Phlebotomy Program

1 Textbook I
The Complete Textbook of Phlebotomy, 5th Edition
ISBN 978-1-337-28424-0

DONATIONS May 2025

FROM	TO	ITEM(S)
Gene Haas Foundation 2800 Sturgis Rd Oxnard, CA 93030	High School Machine Technology	<ul style="list-style-type: none"> \$18,000 Monetary Grant (to be used for student scholarships, tuition, competitions, Tooling/Toolboxes, GH promotional items)
Solara Sunrise, LLC 9730 Charles Dr Valley View, OH 44125	Sports Medicine Exercise Science Reagan Syllaba (Nordonia) Molly Dubitsky (Independence)	<ul style="list-style-type: none"> \$2,000 Monetary Scholarship
Al Marcinek 207 Jacob Rd Carlton, PA 16311	High School Machine Technology	<ul style="list-style-type: none"> \$25 Monetary Donation
Aidan Tuskan 8976 Pointe Dr Broadview Hts, OH 44147	Power Equipment Technology	<ul style="list-style-type: none"> Complete DPF/SCR System from 2022 Chevrolet 2500 (Used)
Diane VanNostran 3975 West 212 th St Fairview Park, OH 44126	Power Equipment Technology Oliver Lechner (Nordonia) James Mitter (Revere) Sarah Modrak (North Royalton)	<ul style="list-style-type: none"> \$1500 Monetary Scholarship

CVCC Off-Campus Training Sites 2025-26
May 22, 2025 Board Meeting

Transition to Work	Sales and Service	Hotels and Resorts
Burlington Coat Factory, Macedonia	Burlington Coat Factory,	Richfield Joint Recreation District (RJRD), Richfield
Heinen's, Brecksville	CVS, Cleveland	The Inn at Apple Ridge Richfield
Wild Republic, Independence	Vitalia, North Royalton	Innovation Foods and On-Call Meal Solutions Twinsburg
Innovation Food Services, Twinsburg	Innovation Food Services, Twinsburg	Lobster & Pho, Independence
Chippewa Place Independent Living, Brecksville	L'Nique Specialty Linens, Valley View	The Honey Baked Ham Company, Independence
The Winking Lizard, Macedonia	The Winking Lizard, Macedonia	Holiday Inn, Independence
MedWish Medworks, Cleveland		
The Inn at Apple Ridge, Richfield		
The Wet Nose, Solon		
Building & Property Maintenance	Electrical Systems Construction Trades Power Equipment Technology Digital Design Graphic Imaging Heating & Air Conditioning	
Richfield Joint Recreation District (RJRD), Richfield	Richfield Joint Recreation District (RJRD), Richfield	

WELCOME

Dear CVCC Student:

Welcome to the Cuyahoga Valley Career Center! We are excited to have you here. The CVCC staff has worked diligently to prepare for your arrival and to ensure the 2025-2026 school year is a successful one.

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

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

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

Sincerely,



Michael W. Hall
Principal

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

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



CUYAHOGA VALLEY CAREER CENTER

2025-2026

School Calendar

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

7/4 - Independence Day

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

8/18-8/19-Teacher In-Service -NO STUDENTS

8/20- FIRST DAY OF SCHOOL

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

9/1- Labor Day - NO SCHOOL

9/19-Teacher In-Service -NO STUDENTS

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

10/8-10/9-Evening Conferences

10/10-Non-Calendar Day/NEOE-NO SCHOOL

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

11/4 Teacher In-Service-NO STUDENTS

11/26-Non-Calendar Day -NO SCHOOL

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

12/22-1/2-Winter Break-NO SCHOOL

January 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/22-1/2-Winter Break-NO SCHOOL

1/16 Teacher In-Service-NO STUDENTS

1/19-Martin Luther King Day-NO SCHOOL

February 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2/16-Presidents' Day-NO SCHOOL

2/27-SkillsUSA Regionals@CVCC-NO STUDENTS

March 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/30-4/6 Spring Break-NO SCHOOL

April 2026						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3/30-4/6 Spring Break-NO SCHOOL

May 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/5 Teacher In-Service-NO STUDENTS

5/25-Memorial Day-NO SCHOOL

June 2026						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6/2-Last Day for Students

6/3-Last Day for Teachers

6/19-June 19th

- Teacher Inservice Day - NO STUDENTS
- Non-Calendar Day - NO SCHOOL
- End of Grading Period - School in Session
- SkillsUSA Regionals at CVCC - NO STUDENTS

- Holiday - NO SCHOOL
- Return to School
- Evening Conferences

GRADING PERIODS	
1st	45
2nd	45
3rd	42
4th	44
period. Additional	176 days

Cosmetology make-up will also occur at this

Note: Ohio Revised Code requires 177 days of student contact. When CVCC must be closed for more than 3 days of student instruction, the days missed will be made up in June, beginning with the first day after the end of the grading

LOCATION OF PROGRAMS/CLASSROOMS/OFFICES

Level 1

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

Level 3

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

Level 5

Building & Property Maintenance
E-Library/Media Center
Electrical Systems
Heating & Air Conditioning
Technology

Lower Level 6

Adult Education Computer Labs
Adult Education Offices
Cafeteria/Commons
Cosmetology
Culinary Arts
Hotels & Resort
Valley Inn Restaurant

Level 2

Academic Classrooms
Career Assessment
Computer Networking Academy
Digital Design
Engineering Technology
Graphic Imaging Technology
STAR
Success Academy

Level 4

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

Level 6

Main Lobby-Reception Area and Attendance

Upper Level 6

Adult Ed. Classrooms
Health Careers
School of Nursing at CVCC

ADMINISTRATOR PROGRAM RESPONSIBILITIES

Mr. Hall, Principal

E-Library
Enrollment
Guidance
Health Clinic

Mr. Hayes, Assistant Principal

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

Mr. Taylor, Assistant Principal

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

Mrs. Ward, Assistant Principal

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

GUIDANCE

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

Ms. Chapman, Counselor

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

Mr. Marcinko, Counselor

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

SPECIAL EDUCATION

The Board of Education is committed to providing a free and appropriate public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. The Board of Education works collaboratively with our associate districts, legally responsible for FAPE (Free Appropriate Public Education), who have adopted the narrative version of the Model Policies and Procedures for the Education of Children with Disabilities. Copies of the Model Policies and Procedures are available on the Ohio Department of Education website. Questions regarding special education services may be directed to: Maurice Taylor, Assistant Principal/Special Needs at (440) 746-8244.

RECORDING OF IEP AND 504 TEAM MEETINGS

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

SCHOOL DAY

TIME SCHEDULE:

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

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

SCHOOL CLOSINGS

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

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

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

ATTENDANCE

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

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

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

ATTENDANCE ENDORSEMENT FOR CERTIFICATE OF CAREER PREPARATION

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

100% CLUB

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

ABSENCE

EXCUSABLE ABSENCES

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

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

UNEXCUSED ABSENCES

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

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

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

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

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

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

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

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

LEAVING DURING THE SCHOOL DAY

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

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

ASSEMBLIES AT ASSOCIATE SCHOOLS

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

REVOCATION OF DRIVER'S LICENSE

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

NOTIFICATION OF ABSENCE

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

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

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

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

EIGHTEEN-YEAR OLD POLICY

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

TARDINESS

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

Tardiness to school is handled as follows:

3 Unexcused Tardies in one grading period may result in driving permits being revoked or a Saturday Detention.

6 Unexcused Tardies may result in 1 day In-School Restriction

10 Unexcused Tardies may result in 3 days In-School Restriction.

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

PLANNED ABSENCES

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

The following criteria apply to all requests for Planned Absences:

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

MAKEUP WORK

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

MAKE-UP OF TESTS, QUIZZES AND OTHER SCHOOL WORK

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

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

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

TRANSPORTATION

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

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

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

PARKING

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

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

FIVE-MINUTE EARLY OUT

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

CVCC PARKING FEES

There is no charge for a CVCC student parking permit for the 2025-2026 school year.

RULES AND REGULATIONS FOR STUDENT DRIVERS

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

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

ACCIDENTS/ILLNESS

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

EMERGENCY MEDICAL FORMS

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

ALLERGIES/CHRONIC HEALTH CONDITIONS

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

CLINIC/MEDICATION

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

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

CLOSED CAMPUS

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

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

VISITORS

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

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

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

LOST AND FOUND

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

SAFETY

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

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

SAFETY GLASSES

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

JOB SHADOW CRITERIA

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

Senior year -- up to 3 days, may be consecutive

SHADOWING CRITERIA:

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

JOB SHADOW FORMS:

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

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

SENIOR EARLY PLACEMENT GUIDELINES

Release Date	Grade Requirements Senior Year Only	Attendance Requirements
Oct. 28, 2025	Advanced Placement	7 or fewer total absences during 1st and 2nd years at CVCC 10 or fewer tardies
Jan. 21, 2026	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	9 or fewer total absences during 1st and 2nd years at CVCC 12 or fewer tardies
Feb. 18, 2026	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	11 or fewer total absences during 1st and 2nd years at CVCC 13 or few tardies
March 24, 2026 and Later	Instructor Recommendation Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	Instructor Recommendation 13 or fewer total absences during 1st and 2nd years at CVCC 14 or few tardies

ELIGIBILITY:

- Student must meet grade and attendance requirements, and must also have instructor recommendation to be considered for early placement.
- The student shall have satisfactorily completed requirements of his/her technical program as determined by the instructor. The student shall also complete technical program requirements specified by the instructor while on early placement.
- The job must be directly related to the technical program for all release dates prior to March 24, 2026. Program supervisor must approve all non-pathway placements after March 24, 2026.
- If a student qualifies for Early Placement, but does not have a job at the release date, he/she may be released between the above dates if a job is obtained. Students must attend CVCC until a job is obtained; otherwise, absences continue to accrue until the student finds a job. Excessive absences will move the early placement date to a later release date.
- The student must attend and maintain passing grades in all classes required for graduation at the associate school and/or in CVCC's academic classes (including online instruction) to qualify for Early Placement and while on Early Placement.
- The student shall have no financial obligations to CVCC for tools, fees, books, and/or equipment. Students are also urged to check with their associate school counselor regarding outstanding financial obligations that may have a negative effect on their ability to graduate.
- CVCC parking passes may be obtained via the Student Parking Permit link on the High School page of the CVCC website.
- Student learners must submit a completed CVCC Weekly Report through Jobready WBL each week. This form must be signed in Jobready WBL by the student's supervisor verifying hours worked, skills used on the job & performance rating indicated.
- Student's eligibility is subject to review of prior disciplinary records.
- Non-compliance in filing timely weekly reports will result in termination of training plan agreement and student will return to CVCC for daily attendance.

Note:

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

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

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

WORK PERMITS CAN BE OBTAINED FROM YOUR ASSOCIATE SCHOOL.

GRADING GUIDELINES

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

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

GRADING SYSTEM FOR SEMESTER COURSES

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

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

GRADING SYSTEM FOR FULL YEAR COURSES

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

FINAL GRADE

Semester 1	Semester 2
50%	50%

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

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

within a three-week period.

PROGRESS BOOK

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

You may access ProgressBook through the link on the CVCC Webpage at www.cvccworks.edu.

CERTIFICATE OF CAREER PREPARATION

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

FEES, FINES AND CHARGES

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

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

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

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

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

CAREER TECHNICAL STUDENT ORGANIZATIONS

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

NATIONAL TECHNICAL HONOR SOCIETY

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

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

EXTRA CURRICULAR ELIGIBILITY

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

FOOD AND BEVERAGE POLICY

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

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

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

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

CAFETERIA

Time Schedule:

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

Electronic devices may be used in this area.

Please observe the following cafeteria regulations:

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

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

DRESS CODE

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

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

A. General Dress Code Requirements:

THESE REQUIREMENTS ARE TO BE MET AT ALL TIMES:

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

B. Program Wear:

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

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

C. Rentals:

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

LOCKDOWN, FIRE AND TORNADO DRILLS

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

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

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

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

GUIDELINES FOR STUDENT CONDUCT

Students are expected to:

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

RIGHTS AND RESPONSIBILITIES

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

SCOPE OF JURISDICTION

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

ACADEMIC INTEGRITY/CHEATING

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

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

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

STUDENT LOCKERS

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

ELECTRONIC OR WIRELESS COMMUNICATION DEVICES (POLICY 5136)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SURVEILLANCE

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

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

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

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

PUBLICATIONS

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

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

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

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

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

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

Evening adult students are prohibited from smoking in the building.

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

CIVIL DAMAGES AND CRIMINAL CHARGES

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

DISCIPLINE

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

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

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

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

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

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

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

SATURDAY DETENTION

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

SEARCH AND SEIZURE

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

EMERGENCY REMOVAL

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

ZERO TOLERANCE

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

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

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

SUSPENSION-EXPULSION

Cuyahoga Valley Career Center School

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

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

during the suspension or expulsion.

The Superintendent, director, assistant director, or any other administrator may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.*

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

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

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

CODE OF STUDENT CONDUCT/STUDENT DISCIPLINE CODE

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

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

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

The CVCC Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

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

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

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

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

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

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

Each use of restraint or seclusion shall be:

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

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

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

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

HARASSMENT

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

ANTI-HARASSMENT POLICY

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

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

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

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

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community

and third parties who seek support or abide when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the member of the School District community or third party.

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

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

SEXUAL HARASSMENT

A. Verbal:

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

B. Nonverbal:

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

C. Physical Contact:

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

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

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

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

DATING VIOLENCE AND SEXUAL VIOLENCE

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

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

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

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

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

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

SEXTING

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

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

A. Verbal:

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

B. Nonverbal:

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

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

C. Physical:

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

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

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

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

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

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

The purpose of this provision is to:

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

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

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

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

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

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

Michael McDade
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Brecksville, Ohio 44141
440-838-8909
Email: mmcdade@cvcworks.edu
Investigator

BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR (POLICY 5517.01)

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

Education and Training

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

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

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

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

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

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy

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

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

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

HAZING

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

PUBLIC NOTICE

NON-DISCRIMINATION

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

Michael McDade

Business Manager

Title VI, Title IX, and Section 504 Coordinator

Cuyahoga Valley Career Center

8001 Brecksville Rd. Brecksville, Ohio 44141

440- 838-8909

Email: mmcdade@cvccworks.edu

STUDENT RECORDS

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

FERPA AND DIRECTORY INFORMATION

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

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

PHOTO/IMAGE RELEASE

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

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

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

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

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

law; and

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

TOXIC AND ASBESTOS HAZARDS MANAGEMENT

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

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

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

LITERACY LOG

NAME: _____ PROGRAM: _____

Date	What did you read? (list title and type of material)	Number of Pages

To: Mr. Michael Hall, Principal Cuyahoga Valley Career Center

From: Dr. Brian E. Harper, Esquire

Re: Consultant Contract

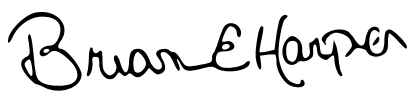
Description: Dr. Harper will serve as a consultant for Cuyahoga Valley Career Center acting in the capacity of a trainer and as an independent contractor. In that role, Dr. Harper will provide pedagogical support to the Administrative team at the Career Center. As the training consultant, Dr. Harper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

Performance Terms: Dr. Harper will be available for 10.0 days for the 2025-2026 school year. The effective dates of the contract will be August 10, 2025 through May 31, 2026. Unlimited phone consultation for the Administrative team will be in effect for the same contract period.

Cost: \$9450.00

Terms: \$2300.00 August 10, 2025
\$1,250.00 September 1, 2025
\$1,250.00 November 1, 2025
\$2000.00 December 1, 2025
\$1000.00 January 1, 2026
\$1650.00 May 1, 2026

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

Signed 

Cuyahoga Valley Career Center 8001 Brecksville Road



Assembly Tool Specialists, Inc.
AND
CUYAHOGA VALLEY CAREER CENTER
Multi-Craft Maintenance Program

Cuyahoga Valley Career Center, herein after referred to as "CVCC", will provide instructor(s) to teach a training program to 2 students from Assembly Tool Specialists, Inc. hereinafter referred to as "The Customer" for up to 10 months hands-on training.

CVCC will provide classroom space with training equipment and the usual teaching aids such as dry-erase boards and computers with applicable software. The lab will include Amatrol training equipment and software for each module, where applicable.

Cuyahoga Valley Career Center will provide administrative support which includes payment of instructor's wages. The instructors are required to be state certified to teach at CVCC.

The class will start June 10, 2025 and will run Tuesdays and Thursdays from 8:00am to noon. The students have up to 10 months to complete the 6 modules. Cost is \$9,850 per student.

CVCC will invoice Assembly Tool Specialist, Inc. for amount of \$9,850 per student to be paid within 30 days of program start date.

Jackie Ahrens

Jackie Ahrens (Apr 29, 2025 14:34 EDT)

C.E.O.

4/29/25

(Signature)

Title

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

Date

4/30/25

Customer Information

Contact name, email and phone: Charli Trentanelli charli@assytool.com

Invoice Address: 9002 Dutton Drive Twinsburg, Ohio 44087

Invoice email Address: charli@assytool.com

CVCC Agreement to Assembly Tool Specialists, Inc.for Multi-Craft Maintenance class start 6.10.25 2 seats

Final Audit Report

2025-04-29

Created:	2025-04-29
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJxgL RymkZUgT0BZN7jJsEiphG7Inh_Jd

"CVCC Agreement to Assembly Tool Specialists, Inc.for Multi-Craft Maintenance class start 6.10.25 2 seats" History



Document created by Diane Duryea (dduryea@cvccworks.edu)

2025-04-29 - 6:09:27 PM GMT



Document emailed to jackie@assytool.com for signature

2025-04-29 - 6:10:17 PM GMT



Email viewed by jackie@assytool.com

2025-04-29 - 6:29:51 PM GMT



Signer jackie@assytool.com entered name at signing as Jackie Ahrens

2025-04-29 - 6:34:02 PM GMT



Document e-signed by Jackie Ahrens (jackie@assytool.com)

Signature Date: 2025-04-29 - 6:34:04 PM GMT - Time Source: server

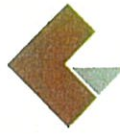


Agreement completed.

2025-04-29 - 6:34:04 PM GMT



Adobe Acrobat Sign



Worthington Steel
AND
CUYAHOGA VALLEY CAREER CENTER
Multi-Craft Maintenance Program

Cuyahoga Valley Career Center, herein after referred to as "CVCC", will provide instructor(s) to teach a training program to 2 students from Worthington Steel, hereinafter referred to as "The Customer" for up to 10 months hands-on training.

CVCC will provide classroom space with training equipment and the usual teaching aids such as dry-erase boards and computers with applicable software. The lab will include Amatrol training equipment and software for each module, where applicable.

Cuyahoga Valley Career Center will provide administrative support which includes payment of instructor's wages. The instructors are required to be state certified to teach at CVCC.

The class will start June 10, 2025 and will run Tuesdays and Thursdays from 8:00am to noon. Each student has up to 10 months to complete the 6 modules. Cost is \$9,850 per student.

CVCC will invoice Worthington Steel for amount of \$9,850 per student to be paid within 30 days of program start date.

Tim McCraw

Tim McCraw (Apr 30, 2025 12:01 EDT)

MAINTENANCE AND ANNEALING MANAGER

(Signature)

Title

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

Date

4/30/25

Customer Information

Contact name, email and phone: Tim McCraw

Invoice Address: 4310 East 49th street, Cleveland. Ohio 44125

Invoice email Address: Timothy.mccraw@worthingtonsteel.com








CVCC Agreement to Worthington Steel for Multi-Craft Maintenance class start 6.10.25 2 seats

Final Audit Report

2025-04-30

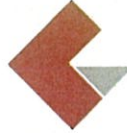
Created:	2025-04-23
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8NX12SZ2TJSrUXUbK_FC5r7mq8uGJyvp

"CVCC Agreement to Worthington Steel for Multi-Craft Maintenance class start 6.10.25 2 seats" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-23 - 7:11:51 PM GMT
-  Document emailed to timothy.mccraw@worthingtonsteel.com for signature
2025-04-23 - 7:12:26 PM GMT
-  Email viewed by timothy.mccraw@worthingtonsteel.com
2025-04-28 - 4:54:11 PM GMT
-  Email viewed by timothy.mccraw@worthingtonsteel.com
2025-04-30 - 3:53:26 PM GMT
-  Signer timothy.mccraw@worthingtonsteel.com entered name at signing as Tim McCraw
2025-04-30 - 4:01:30 PM GMT
-  Document e-signed by Tim McCraw (timothy.mccraw@worthingtonsteel.com)
Signature Date: 2025-04-30 - 4:01:32 PM GMT - Time Source: server
-  Agreement completed.
2025-04-30 - 4:01:32 PM GMT



Adobe Acrobat Sign



Interstate-McBee
AND
CUYAHOGA VALLEY CAREER CENTER
Multi-Craft Maintenance Program

Cuyahoga Valley Career Center, herein after referred to as "CVCC", will provide instructor(s) to teach a training program to 2 students from Interstate-McBee, hereinafter referred to as "The Customer" for up to 10 months hands-on training.

CVCC will provide classroom space with training equipment and the usual teaching aids such as dry-erase boards and computers with applicable software. The lab will include Amatrol training equipment and software for each module, where applicable.

Cuyahoga Valley Career Center will provide administrative support which includes payment of instructor's wages. The instructors are required to be state certified to teach at CVCC.

The class will start June 10, 2025 and will run Tuesdays and Thursdays from 8:00am to noon. Each student has up to 10 months to complete the 6 modules. Cost is \$9,850 per student.

CVCC will invoice Interstate-McBee for amount of \$9,850 per student to be paid within 30 days of program start date.

James A Krosky
James A Krosky (Apr 23, 2025 14:59 EDT)

Vice President of Human Resources

4/23/2025

(Signature)

Title

Date

Dr. Marcy R. Green
Dr. Marcy R. Green

Title

Assistant Superintendent

Date

4/28/25

Customer Information

Contact name, email and phone: James A Krosky jkrosky@interstate-mcbee.com, (216) 881-0015

Invoice Address: 7440 Oak Leaf Rd Oakwood, OH 44146

Invoice email Address: jkrosky@interterstate-mcbee.com







CVCC Agreement to Interstate-McBee for Multi-Craft Maintenance class start 6.10.25 2 seats

Final Audit Report

2025-04-23

Created:	2025-04-23
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjz9SDJ2sy_DrLkeliAXz6kK30VQaOFXI

"CVCC Agreement to Interstate-McBee for Multi-Craft Maintenance class start 6.10.25 2 seats" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-23 - 6:45:30 PM GMT
-  Document emailed to jkrosky@interstate-mcbee.com for signature
2025-04-23 - 6:46:42 PM GMT
-  Email viewed by jkrosky@interstate-mcbee.com
2025-04-23 - 6:47:08 PM GMT
-  Signer jkrosky@interstate-mcbee.com entered name at signing as James A Krosky
2025-04-23 - 6:59:30 PM GMT
-  Document e-signed by James A Krosky (jkrosky@interstate-mcbee.com)
Signature Date: 2025-04-23 - 6:59:32 PM GMT - Time Source: server
-  Agreement completed.
2025-04-23 - 6:59:32 PM GMT



Adobe Acrobat Sign



Kaufman Container
AND
CUYAHOGA VALLEY CAREER CENTER
Multi-Craft Maintenance Program

Cuyahoga Valley Career Center, herein after referred to as "CVCC", will provide instructor(s) to teach a training program to 1 student from Kaufman Container, hereinafter referred to as "The Customer" for up to 10 months hands-on training.

CVCC will provide classroom space with training equipment and the usual teaching aids such as dry-erase boards and computers with applicable software. The lab will include Amatrol training equipment and software for each module, where applicable.

Cuyahoga Valley Career Center will provide administrative support which includes payment of instructor's wages. The instructors are required to be state certified to teach at CVCC.

The class will start June 10, 2025 and will run Tuesdays and Thursdays from 8:00am to noon. The student has up to 10 months to complete the 6 modules. Cost is \$9,850 per student.

CVCC will invoice Kaufman Container for amount of \$9,850 per student to be paid within 30 days of program start date.

Cynthia Baumgartner

VP of Human Resources

April 28, 2025

(Signature)

Title

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

216.265.9732

Customer Information

Contact name, email and phone: Cynthia Baumgartner; cbaumgartner@kaufmancontainer.com

Invoice Address: 1000 Keystone Parkway, Suite 100 Cleveland, OH 44135

Invoice email Address: cbaumgartner@kaufmancontainer.com



Jergens, Inc.
AND
CUYAHOGA VALLEY CAREER CENTER
Multi-Craft Maintenance Program

Cuyahoga Valley Career Center, herein after referred to as "CVCC", will provide instructor(s) to teach a training program to 1 student from Jergens Inc., hereinafter referred to as "The Customer" for up to 10 months hands-on training.

CVCC will provide classroom space with training equipment and the usual teaching aids such as dry-erase boards and computers with applicable software. The lab will include Amatrol training equipment and software for each module, where applicable.

Cuyahoga Valley Career Center will provide administrative support which includes payment of instructor's wages. The instructors are required to be state certified to teach at CVCC.

The class will start June 10, 2025 and will run Tuesdays and Thursdays from 8:00am to noon. The student has up to 10 months to complete the 6 modules. Cost is \$9,850 per student.

CVCC will invoice Jergens Inc. for amount of \$9,850 per student to be paid within 30 days of program start date.

Emily Cessna

Talent Acquisition Manager

(Signature)

Title

Date

Dr. Marcy R. Green

(Signature)

Title

Date

Dr. Marcy R. Green

Assistant Superintendent

4/28/25

Customer Information

Contact name, email and phone: Emily Cessna, emily.cessna@jergensinc.com 216-217-6611

Invoice Address: 15700 South Waterloo Road, Cleveland, OH 44110

Invoice email Address: emily.cessna@jergensinc.com

CVCC Agreement to Jergens Inc. for Multi-Craft Maintenance class start 6.10.25 1 seat

Final Audit Report

2025-04-24

Created:	2025-04-24
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMZ_5vwUGvbk1fc-f7cDWGConZTFnQVa

"CVCC Agreement to Jergens Inc. for Multi-Craft Maintenance class start 6.10.25 1 seat" History



Document created by Diane Duryea (dduryea@cvccworks.edu)

2025-04-24 - 6:11:15 PM GMT



Document emailed to emily.cessna@jergensinc.com for signature

2025-04-24 - 6:12:18 PM GMT



Email viewed by emily.cessna@jergensinc.com

2025-04-24 - 6:12:37 PM GMT



Signer emily.cessna@jergensinc.com entered name at signing as Emily Cessna

2025-04-24 - 7:09:04 PM GMT



Document e-signed by Emily Cessna (emily.cessna@jergensinc.com)

Signature Date: 2025-04-24 - 7:09:06 PM GMT - Time Source: server



Agreement completed.

2025-04-24 - 7:09:06 PM GMT



Adobe Acrobat Sign



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Learn to Make Pickles and Butter

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2 and a half-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on May 8, 2025 from 4 pm to 6:30 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$995 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$995 which is due within thirty (30) days of the first session.

<u>Arbert Gonzalez</u> <small>Arbert Gonzalez (Apr 28, 2025 15:21 EDT)</small>	4/28/2025	ICD Coordinator
(Signature)	Title	Date
<u>Dr. Marcy R. Green</u>		4/28/25
(Signature)	Title	Date
Dr. Marcy R. Green	Assistant Superintendent	

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com

CVCC Agreement for ICD -Butter and Pickles

5.8.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIqXCix2BcjA4YdZuA2GNIsZ2ZFLtjgad

"CVCC Agreement for ICD -Butter and Pickles 5.8.25 e-signature sent 4.28.25" History



Document created by Diane Duryea (dduryea@cvccworks.edu)

2025-04-28 - 7:16:07 PM GMT



Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature

2025-04-28 - 7:16:43 PM GMT



Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

2025-04-28 - 7:16:54 PM GMT



Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

Signature Date: 2025-04-28 - 7:21:19 PM GMT - Time Source: server



Agreement completed.

2025-04-28 - 7:21:19 PM GMT



Adobe Acrobat Sign



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Learn to Make Mozzarella and Ricotta Cheese

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2 and a half-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on May 15, 2025 from 4 pm to 6:30 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$995 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$995 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:20 EDT)

(Signature)

ICD Coordinator

4/28/2025

Title

Date

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

Date

4/28/25

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com






CVCC Agreement for ICD -Mozzarella and Ricotta Cheese 5.15.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzyHU4on58Ssw3bQHUHmKnuWN11HkN-Xx

"CVCC Agreement for ICD -Mozzarella and Ricotta Cheese 5.15.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:17:45 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:18:14 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:18:33 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:20:14 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:20:14 PM GMT



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Learn to Make Mascarpone Cheese and Yogurt

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2 and a half-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on May 22, 2025 from 4 pm to 6:30 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$995 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$995 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:19 EDT)

ICD Coordinator

4/28/2025

(Signature)

Title

Date

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

Date

4/28/25

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com

CVCC Agreement for ICD - Mascarpone Cheese and Yogurt 5.22.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUMFYMnPlvSKVRS5os45PUZ8Tc0iZRjPV

"CVCC Agreement for ICD - Mascarpone Cheese and Yogurt 5.22.25 e-signature sent 4.28.25" History



Document created by Diane Duryea (dduryea@cvccworks.edu)

2025-04-28 - 7:14:52 PM GMT



Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature

2025-04-28 - 7:15:18 PM GMT



Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

2025-04-28 - 7:15:27 PM GMT



Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

Signature Date: 2025-04-28 - 7:19:01 PM GMT - Time Source: server



Agreement completed.

2025-04-28 - 7:19:01 PM GMT



Adobe Acrobat Sign



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Understanding AI and How to Get Started

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2 and a half-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on May 13, 2025 from 4 pm to 6:30 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1150 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1150 which is due within thirty (30) days of the first session.

<u>Arbert Gonzalez</u> <small>Arbert Gonzalez (Apr 20, 2025 15:16 EDT)</small> (Signature)	<u>ICD COORDINATOR</u> Title	<u>4/28/25</u> Date
<u>Dr. Marcy R. Green</u> (Signature) Dr. Marcy R. Green	<u>Assistant Superintendent</u> Title	<u>4/28/25</u> Date

Customer Information

Contact name, email and phone: ARBERT GONZALEZ
Invoice Address: 3421 INDEPENDENCE Rd, Cleveland OH 44105
Invoice email Address: ARBERT.GONZALES@CLEVELANDCLIFFS.COM






CVCC Agreement for ICD - Understanding AI and How to Get Started 5.13.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE_ySegHzROpSRxqujo9Pb7d9LrBYu7di

"CVCC Agreement for ICD - Understanding AI and How to Get Started 5.13.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:11:34 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:12:29 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:12:35 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:16:23 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:16:23 PM GMT



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Understanding AI and How to Get Started

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2 and a half-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on June 12th, 2025 from 4 pm to 6:30 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1150 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1150 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:19 EDT)

(Signature)

ICD Coordinator

Title

4/28/2025

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 INDEPENDENCE RD, CLEVELAND OH 44105

Invoice email Address: ARBERT.GONZALEZ@CLEVELANDCLIFFS.COM






CVCC Agreement for ICD - Understanding AI and How to Get Started 6.12.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdcXSbHuXwSEW79UGf0LroFATgsxVhC81

"CVCC Agreement for ICD - Understanding AI and How to Get Started 6.12.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:13:23 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:14:00 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:14:12 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:19:34 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:19:34 PM GMT



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking Class: July 14, 2025

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as “the customer,” on July 14, 2025 from Noon to 2 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:22 EDT)

(Signature)

ICD Coordinator

4/28/2025

Title

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com

CVCC Agreement for ICD -Cooking 7.14.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9sLRAS4RTO6_6C0K7C6ueMM-GbgFWjUV

"CVCC Agreement for ICD -Cooking 7.14.25 e-signature sent 4.28.25" History



Document created by Diane Duryea (dduryea@cvccworks.edu)

2025-04-28 - 7:21:44 PM GMT



Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature

2025-04-28 - 7:22:11 PM GMT



Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

2025-04-28 - 7:22:24 PM GMT



Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)

Signature Date: 2025-04-28 - 7:22:48 PM GMT - Time Source: server



Agreement completed.

2025-04-28 - 7:22:48 PM GMT



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Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking Class: July 28, 2025

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on July 28, 2025 from Noon to 2 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of the first session.

<u>Arbert Gonzalez</u> <small>Arbert Gonzalez (Apr 28, 2025 15:21 EDT)</small> (Signature)	4/28/2025 Title	ICD Coordinator Date
<u>Dr. Marcy R. Green</u> (Signature) Dr. Marcy R. Green	Title Assistant Superintendent	4/28/25 Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com






CVCC Agreement for ICD -Cooking 7.28.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAABQZdWF2deBpostshl9SolKr4WrQZG1BO

"CVCC Agreement for ICD -Cooking 7.28.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:20:28 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:21:02 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:21:09 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:21:51 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:21:51 PM GMT



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Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking Class: August 4, 2025

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on August 4, 2025 from Noon to 2 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:20 EDT)

(Signature)

ICD Coordinator

Title

4/28/2025

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com






CVCC Agreement for ICD -Cooking 8.4.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKyDjm5OzjJGjHiqjV9-JUAgafqnIWGX

"CVCC Agreement for ICD -Cooking 8.4.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:19:12 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:19:52 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:20:05 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:20:38 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:20:38 PM GMT



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Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking Class: June 23, 2025

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on June 23, 2025 from Noon to 2 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:34 EDT)
(Signature)

ICD Coordinator

4/28/2025

Title

Date

Dr. Marcy R. Green
(Signature)
Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com






CVCC Agreement for ICD -Cooking 6.23.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqrkCpXCN6OMLdK3ylh-3pl03JxbikGMw

"CVCC Agreement for ICD -Cooking 6.23.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:24:49 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:25:21 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:25:31 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:34:05 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:34:05 PM GMT



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking Class: June 30, 2025

Cuyahoga Valley Career Center, hereinafter referred to as “CVCC”, will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as “the customer,” on June 30, 2025 from Noon to 2 pm. for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of the first session.

Arbert Gonzalez

Arbert Gonzalez (Apr 28, 2025 15:25 EDT)

(Signature)

ICD Coordinator

Title

4/28/2025

Date

Dr. Marcy R. Green

(Signature)

Dr. Marcy R. Green

Title

Assistant Superintendent

4/28/25

Date

Customer Information

Contact name, email and phone: Arbert Gonzalez

Invoice Address: 3421 Independence Rd Cleveland OH, 44105

Invoice email Address: Arbert.Gonzalez@clevelandcliffs.com






CVCC Agreement for ICD -Cooking 6.30.25 e-signature sent 4.28.25

Final Audit Report

2025-04-28

Created:	2025-04-28
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR3EjAypvh5qlpGYPx9aMPp93DUhRY9yl

"CVCC Agreement for ICD -Cooking 6.30.25 e-signature sent 4.28.25" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2025-04-28 - 7:23:49 PM GMT
-  Document emailed to Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com) for signature
2025-04-28 - 7:24:17 PM GMT
-  Email viewed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
2025-04-28 - 7:24:26 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2025-04-28 - 7:25:21 PM GMT - Time Source: server
-  Agreement completed.
2025-04-28 - 7:25:21 PM GMT



Adobe Acrobat Sign

AGREEMENT

Between

BRECKSVILLE FIRE DEPARTMENT

And

CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 2ND day of April, 2025 (the "Effective Date"), by and between BRECKSVILLE FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. NONDISCRIMINATION:

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. TERM AND TERMINATION:

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. NOTICE:

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Mark Bender
Fire Chief
Brecksville Fire Department
9023 Brecksville Road
Brecksville, Ohio 44141

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44141

IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

BRECKSVILLE FIRE DEPARTMENT

A handwritten signature in blue ink, appearing to read 'D. Matty', written over a horizontal line.

David Matty
City of Brecksville Law Director

CUYAHOGA VALLEY CAREER CENTER

A handwritten signature in blue ink, appearing to read 'Dr. M. J. Green', written over a horizontal line.

Assistant Superintendent

AGREEMENT

Between

TWINSBURG FIRE DEPARTMENT

And

CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 2nd day of April, 2025 (the "Effective Date"), by and between TWINSBURG FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. NONDISCRIMINATION:

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. TERM AND TERMINATION:

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. NOTICE:

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Steven Bosso
Fire Chief
Twinsburg Fire Department
10069 Ravenna Road
Twinsburg, Ohio 44087

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44141


IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

TWINSBURG FIRE DEPARTMENT



Chief of Fire

CUYAHOGA VALLEY CAREER CENTER



Assistant Superintendent

AGREEMENT

Between

GARFIELD HEIGHTS FIRE DEPARTMENT

And

CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 2nd day of April, 2025 (the "Effective Date"), by and between GARFIELD HEIGHTS FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. **NONDISCRIMINATION:**

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. **TERM AND TERMINATION:**

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. **NOTICE:**

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Kenneth R. Strobe Jr.
Fire Chief
Garfield Heights Fire Department
5115 Turney Road
Garfield Heights, Ohio 44125

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44141

IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

GARFIELD HEIGHTS FIRE DEPARTMENT



Kenneth R Strobe
Fire Chief
City of Garfield Hts

Kenneth R Strobe

CUYAHOGA VALLEY CAREER CENTER



Assistant Superintendent

AGREEMENT
Between
NORTHFIELD VILLAGE FIRE DEPARTMENT
And
CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 2ND day of April, 2025 (the "Effective Date"), by and between NORTHFIELD VILLAGE FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. NONDISCRIMINATION:

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. TERM AND TERMINATION:

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. NOTICE:

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Jason Buss
Fire Chief
Northfield Village Fire Department
10271 Northfield Road
Northfield, Ohio 44067

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44141

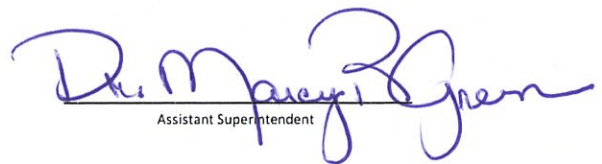
IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

NORTHFIELD VILLAGE FIRE DEPARTMENT



Chief of Fire

CUYAHOGA VALLEY CAREER CENTER



Assistant Superintendent

AGREEMENT

Between

WILLOUGHBY FIRE DEPARTMENT

And

CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 30th day of January, 2025 (the "Effective Date"), by and between WILLOUGHBY FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. NONDISCRIMINATION:

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. TERM AND TERMINATION:

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. NOTICE:

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Todd Ungar
Fire Chief
Willoughby Fire Department
37000 Euclid Avenue
Willoughby, Ohio 44094

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44147

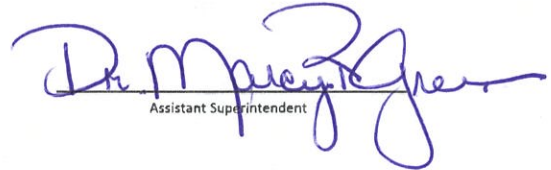
IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

WILLOUGHBY FIRE DEPARTMENT

A handwritten signature in black ink, appearing to be 'T. Ungar', written over a horizontal line.

**Chief Todd M. Ungar, OFE
Willoughby Fire Department**

CUYAHOGA VALLEY CAREER CENTER

A handwritten signature in blue ink, appearing to be 'D. M. [unclear]', written over a horizontal line. Below the signature, the text 'Assistant Superintendent' is printed.

Assistant Superintendent

AGREEMENT

Between

ROCKY RIVER FIRE DEPARTMENT

And

CUYAHOGA VALLEY CAREER CENTER

THIS AGREEMENT is made and entered onto this 6th day of February 2025 (the "Effective Date"), by and between ROCKY RIVER FIRE DEPARTMENT hereinafter referred to as "Fire Department", and CUYAHOGA VALLEY CAREER CENTER, hereinafter referred to as "School".

WHEREAS, the School conducts an Emergency Medical Technology ("EMT") Program wherein students pursue a program and course of study leading to seek certification as an EMT pursuant to State law, and;

WHEREAS, the Fire Department is willing to make available its facilities in order to provide a clinical experience to students enrolled in the School, and;

WHEREAS, the School desires to use the facilities of the Fire Department in order to obtain a clinical experience for its students.

NOW, THEREFORE, in consideration of the mutual promises and agreements as set forth herein, The Fire Department and the School agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF THE FIRE DEPARTMENT:

- A. The Fire Department will accept the School's students in numbers to be agreed upon by the Fire Department, for student clinical experience. The number of students assigned shall be such that it will not interfere with the normal conduct of the Fire Department.
- B. The Fire Department shall retain the responsibility for the care rendered to all patients. Students shall not be used in place of professional or non-professional staff of the Fire Department.
- C. The Fire Department may, at its discretion, after discussion with the EMT Program Coordinator of the School, remove any student and/or clinical faculty member from its facility whose performance or behavior at the Fire Department is unsatisfactory or harmful to the interest of the Fire Department or its patients.

2. RIGHTS AND RESPONSIBILITIES OF THE SCHOOL:

- A. The School is responsible for the total educational experience of its students while they are assigned for clinical experience at the Fire Department. The School through its designated EMT Program Coordinator may make an on-site visit and evaluate students and clinical performance when appropriate.

- B. Student shall wear appropriate attire consistent with the Fire Department's Dress Code Policy.
- C. All students while at the Fire Department will abide by the Policies and Procedures of the Fire Department. The School shall take all necessary steps to assure adherence to these Policies and Procedures. The Fire Chief/EMS Coordinator or designee shall assure that all students and clinical faculty, prior to the beginning of the experience, complete a Fire Department Orientation Checklist as appropriate to the experience. In addition, the Fire Chief/EMS coordinator or designee shall assure that all students and clinical faculty are, within the first week of the experience oriented to those Department Policies and Procedures as are appropriate to the clinical experience.
- D. The School shall have total responsibility for planning and implementing the educational program for students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior. The Fire Department will be informed as to curriculum and sequence at least three months prior to commencement of the first clinical rotation, or as agreed to by the parties.
- E. Students shall have access to patient records as is appropriate to the Department. The confidentiality of all patient communications, written or oral, shall be strictly observed by students and clinical faculty.
- F. School will provide the Fire Chief with methods for evaluation of student clinical experience and performance.
- G. Students shall be permitted the use of the Fire Department's parking areas designated for employee parking.
- H. The School hereby agrees to assume responsibility for all liabilities, costs or damages that might arise out of the negligence of School in the conduct of this training program on the Fire Department's premises, and the School will, prior to the commencement of the clinical experience, furnish the Fire Department's Legal Counsel with evidence that the School maintains professional liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
- I. The number of students assigned, the hours of duty, and days and the length of assignments will be agreed upon between the Fire Department and the School prior to the scheduled days and times will be subject to the approval of the Fire Department and shall not interfere with the normal operations of the Fire Department.

3. STATUS:

- A. Students will not be required to pay tuition to the Fire Department nor will the students receive compensation of any kind from the Fire Department. Nor will any student participating in this clinical experience be paid a stipend.
- B. Students participating in this clinical experience at the Fire Department are not employees of the Fire Department and shall not be considered as employees for purposes of coverage under Social Security, Unemployment Compensation or Workers' Compensation laws.
- C. Students are responsible for obtaining health insurance which is adequate to meet his/her personal health care needs. Any student or clinical faculty member who, during the course of an experience, becomes ill or is injured can be treated at his/her own expense.

- D. Any student who sustains an exposure to blood or body fluids shall immediately report the incident the Fire Chief.
- E. Students will be directly responsible to the Fire Chief or designee during each assignment. The EMS Director may delegate specific responsibilities for some of the clinical teaching to other qualified members of the staff without waiving her/his responsibilities for the students.
- F. School policy regarding student absences during clinical assignment will be provided.

4. NONDISCRIMINATION:

The Fire Department adheres to an employment policy which prohibits discriminatory practices or harassment. Discrimination against any individual involved in this program based on race, color, religion, sex, age, national origin, marital status, sexual orientation, physical or mental disability or status as a disabled veteran or veteran of the Vietnam era is unacceptable to the School and the Fire Department, and if practiced by either party shall be cause for termination of this Agreement.

5. TERM AND TERMINATION:

The Agreement shall commence on the Effective Date and continue for five (5) years thereafter, unless earlier terminated pursuant this Section 6. Upon expiration of such five-year period, this Agreement and the Term shall automatically renew for successive five (5) year periods unless earlier terminated pursuant to this Section 6.

This Agreement may be terminated by either party by providing ninety (90) days written notice to the other party. However, both parties may mutually agree to terminate the Agreement at any time.

6. NOTICE:

Any notice required by this Agreement shall be sufficient if in writing, upon receipt, when mailed by Certified or Registered Mail, return receipt requested to the Fire Department or School at the addresses set forth below or to such addresses as either party may from time to time designate in writing.

To the Fire Department:

Aaron Lenart
Fire Chief
Rocky River Fire Department
21012 Hilliard Boulevard
Rocky River, Ohio 44116

To the School:

Marcy R. Green
Assistant Superintendent
Cuyahoga Valley Career Center
8001 Brecksville Road
Brecksville, Ohio 44141

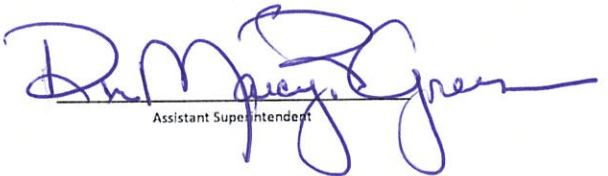
IN WITNESS WHEREOF, this Agreement has been entered into by the parties on the date first above written.

ROCKY RIVER FIRE DEPARTMENT



Chief of Fire

CUYAHOGA VALLEY CAREER CENTER



Assistant Superintendent