

**CUYAHOGA VALLEY CAREER CENTER
BOARD OF EDUCATION
6:30 P.M.
THURSDAY, DECEMBER 11, 2014
CONFERENCE ROOM A**

**MINUTES OF THE REGULAR MEETING
CUYAHOGA VALLEY CAREER CENTER
BOARD OF EDUCATION
Thursday, November 6, 2014 – 7:00 p.m.**

The meeting was called to order at 7:15 p.m. with the Pledge of Allegiance to the flag.

The following members answered roll call: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mr. Shebeck and Mr. Virost. Mr. Mahnic, Jr. was absent, and Mrs. Mack entered the meeting at 7:20 p.m.

Because of the combined board dinner and program, there was no Superintendent's or President's report given.

Moved by Mr. Shebeck and seconded by Mrs. Mack to approve the minutes of the regular meeting of September 25, 2014.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

Moved by Mrs. Hower and seconded by Mr. Curtis to approve the minutes of the Special Meeting/Work Session of October 23, 2014.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck
Abstained: Mr. Virost
Noes: None. **Motion Carried**

RESOLUTION NO. 2014-64 ROUTINE ITEMS

Moved by Mrs. Mack and seconded by Mrs. Laski to accept the following routine financial items as recommended by the Treasurer and handled as one motion.

Resolution No. 64 (1) Financial Report

Treasurer's Report: Accepted the Financial Reports for the month of September and October 2014.

Resolution No. 64 (2) Appropriations

Revised Appropriations Measure: Adopted the revised appropriation resolution as presented for fiscal year 2015. (Exhibit 3)

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

RESOLUTION NO. 2014-65 NEW BUSINESS

Moved by Mr. Shebeck and seconded by Mr. Curtis 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.

ADMINISTRATIVE SUPPORT

Resolution No. 65 (1) Retirement/Resignation

Retirement/Resignation: Accepted the retirement/resignation of Kathleen Grubb, Assistant Principal, effective at the end of the day June 30, 2015.

Resolution No. 65 (2) Retirement/Resignation

Retirement/Resignation: Accepted the retirement/resignation of Aloysius Marcinek, Assistant Principal, effective at the end of the day June 30, 2015.

CERTIFICATED

Resolution No. 65 (3) Addition – Adult Education Instructors

Addition – Adult Education Instructors: Approved the addition of Joyce Drsek (Cosmetology) and Melissa Munro (Graphic Design) to the part-time Adult Education Instructors' List for the 2014-15 school year.

Resolution No. 65 (4) Retirement/Resignation

Retirement/Resignation: Accepted the retirement/resignation of Barbara Hummer, Culinary Arts Instructor, effective at the end of the day June 30, 2015.

Resolution No. 65 (5) Retirement/Resignation

Retirement/Resignation: Accepted the resignation of Alice Symons, Hotel and Resorts Instructor, effective at the end of the day June 30, 2015.

Resolution No. 65 (6) Retirement/Resignation

Retirement/Resignation: Accepted the retirement/resignation of Nancy Woodruff, VoSE Instructor, effective at the end of the day June 30, 2015.

Resolution No. 65 (7) Retirement/Resignation

Retirement/Resignation: Accepted the retirement/resignation of William Delgado, Graphic Imaging Technology Instructor, effective at the end of the day June 30, 2015.

Resolution No. 65 (8) Professional Growth Days/Out-of-State Trips

Professional Growth Days/Out-of-State-Trips: In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approved 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.

<u>Staff Member</u>	<u>Professional Growth Days</u>	<u>Professional Meeting Days</u>	<u>Activity</u>
{ Melissa Munro Diane Ellis	1 1		Internationalizing High School CTE Programs in Ohio, Kent State University, November 15, 2014
Victoria Vachon	1	2	National Association of Biology Teachers Professional Development Conference, Cleveland, November 13-15, 2014
{ Charles Russo Rick Pinkava Julie Jakubczak	1 1 1		School Improvement/Teacher Evaluation Committee, C/CC, November 26, 2014

CLASSIFIED

Resolution No. 65 (9) Unpaid Medical Leave

Unpaid Medical Leave: Approved the employee requested unpaid medical leave of absence for Pamela Mrugacz, Cafeteria Cook, effective October 28, 2014 through the remainder of the 2014-15 school year.

Resolution No. 65 (10) Classified Substitutes' List

Classified Substitutes' List – 2014-15 School Year: Approved Joseph Rhea to the Classified Substitutes' List for the 2014-15 school year

CAREER DEVELOPMENT

Resolution No. 65 (11) Exploration Assistants

Exploration Assistants: Approved part-time employment of up to six Exploration Assistants for the purpose of assisting with the 8th grade Career Exploration Program at Cuyahoga Valley Career Center in February and March 2015 at the rate of \$15.00 per hour. Total amount for all Exploration Assistants not to exceed \$4,000.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
 Noes: None. **Motion Carried**

RESOLUTION NO. 2014-66 NEW BUSINESS (Continued)

Moved by Mr. Virost and seconded by Mrs. Kitson to accept all of the following routine items, as recommended by the Superintendent.

Resolution No. 66 (1) Donations

Donations: Accepted donations as per resolution #1976-167. (Exhibit 4)

Resolution No. 66 (2) Disposal of Inventory Items

Disposal of Inventory Items: Approved the disposal of varied inventory items as listed on Exhibit 5.

Resolution No. 66 (3) Out-of-State Field Trip

Out-of-State Field Trip: Approved an out-of-state field trip by Germaine Polensek Instructor, chaperones and the Senior Marketing Technology students to the DECA International Development Conference being held in Orlando, Florida in April of 2015. (Date TBD) Students', instructor's and chaperones' expenses will be paid through student activity. Any costs incurred not covered by fundraisers to be borne by each individual. Trip subject to cancellation by Superintendent dependent upon world events.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

OTHER BUSINESS

RESOLUTION NO. 2014-67

2015-16 Course Catalogs for Eight Associate District High Schools: Moved by Mr. Curtis and seconded by Mrs. Laski to approve the printing of the 2015-16 course catalogs by Master Printing in the amount not to exceed \$29,000 for eight associate high school course catalogs to integrate academic and career and technical education course offerings in each school district. Partially funded by Carl Perkins Secondary Grant.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

RESOLUTION NO. 2014-68

Permission to Bid: Moved by Mr. Shebeck and seconded by Mrs. Laski to authorize the Treasurer to seek bids for the following projects:

- A. RAMTEC Center
- B. Auxiliary Learning Center

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

Moved by Mrs. Hower and seconded by Mrs. Laski for the Board to recess the Regular Meeting and go into Executive Session at 7:32 p.m. to discuss "the appointment,

employment, dismissal, discipline, promotion, demotion or compensation of an employee or the investigation of charges or complaints against an employee....”

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

The Board reconvened the Regular Meeting following Executive Session at 8:32 p.m. The following Board members answered roll call: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

Moved by Mr. Shebeck and seconded by Mrs. Mack to adjourn the Regular Meeting of November 6, 2014 at 8:33 p.m.

Roll Call: Ayes: Mr. Curtis, Mrs. Dolezal, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Shebeck and Mr. Virost
Noes: None. **Motion Carried**

APPROVED: _____

ATTESTED: _____

DATE _____

PENDING

Cuyahoga Valley Career Center			
Permanent Appropriations			
Fiscal Year 2014-15			
6-Nov-14			
	Fund Number	Description	Permanent Appropriation
Total for fund	001	General Fund	\$ 14,907,306.00
Total for fund	003	Permanent Improvement	\$ 1,120,769.96
Total for fund	006	Food Service	\$ 144,150.00
Total for fund	007	Special Trust	
Total for fund	008	Endowment	
Total for fund	009	Uniform School Supplies	\$ 59,000.00
Total for fund	011	Rotary-Special Service	\$ 43,700.00
Total for fund	012	Adult Education	\$ 1,823,317.00
Total for fund	014	Rotary-Internal Services	
Total for fund	018	School Support	\$ 459,120.00
Total for fund	019	Other Grants	\$ 10,000.00
Total for fund	022	District Agency	\$ 968,000.00
Total for fund	200	Student Managed Activities	\$ 131,295.00
Total for fund	413	Post Secondary Vocational Ed.	
Total for fund	420	Vocational Education Equipment	
Total for fund	432	Management Information	
Total for fund	440	Entry Year Program	
Total for fund	451	Connectivity	\$ 1,800.00 *
Total for fund	452	E-Tech	
Total for fund	458	IVDL	
Total for fund	461	Tech Prep	\$ 4,000.00
Total for Fund	466	Straight A Grant - RAMTEC	\$ 1,487,144.00 *
Total for fund	499	Miscellaneous State Grants	
Total for fund	514	Title II	
Total for fund	524	Carl Perkins Grants	\$ 389,085.87
Total for fund	573	Title VI	
Total for fund	584	Drug Free School	
Total for fund	590	Improving Teacher Quality	\$ 1,129.00
Total for fund	599	Miscellaneous Federal Grants	
Total all Funds			\$ 21,549,816.83

November 2014

4

Removal of Equipment from Inventory

Program/Area

Item

Graphic Imaging

2-Drawer Lateral File Cabinet
Tag # 4178

Lobby

LG 42" LED TV
Tag # 9317

Health Careers

(5) Hospital Beds
Tag #'s 10166, 10167, 10168, 10169, 10171

Public Health & Safety

(1) Hospital Bed
Tag # 9579

Technology

Voice Mail Server
Ser. # 100104
Tag # 9231

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

DONATIONS-November 2014		
NAME	PROGRAM	ITEM(S)
The Master Products Co. 6400 Park Ave. Cleveland, OH 44105	Math Students	Calendars with Fractions-Decimals-Millimeters
Cuyahoga County Farm Bureau 8460 Ridge Rd. North Royalton, OH 44133	Culinary Program	\$675
David Putnam 11708 McCracken Rd. Garfield Hts., OH 44125	Transition to Work Program	\$300
The Following Donations Were Made to the Perfect Attendance Award Sponsorship 2014-15		
Sohar's All Season Mower - \$250 The Sherwin Williams Co.- \$250 CCG Automation, Inc. - \$250		

2

**CUYAHOGA VALLEY
CAREER CENTER**

**NOVEMBER
2014
FINANCIAL REPORT**

**Paul Smith
Treasurer**



2014-15

**CUYAHOGA VALLEY CAREER CENTER
CASH RECONCILIATION
NOVEMBER 30, 2014**



GROSS DEPOSITORY BALANCES:

<u>FIRST MERIT BANK</u>	
BUSINESS INCOME CHECKING ACCT.	1,000,596.26
<u>HUNTINGTON NAT'L. BANK</u>	
BUSINESS INCOME CHECKING ACCT.	624,620.05
<u>PNC BANK</u>	
BUSINESS INCOME CHECKING ACCT.	800.00
	<hr/>

TOTAL DEPOSITORY BALANCES **1,626,016.31**

ADJUSTMENTS TO DEPOSITORY BALANCES

SUBTRACT: OUTSTANDING CHECKS	(123,009.26)
ADD: MONIES IN TRANSIT	(50.00)

TOTAL RECONCILED BANK BALANCES **(123,059.26)**

INVESTMENTS

FIRST MERIT - SWEEP ACCT.	3,345,000.00
USB: BAIRD PORTFOLIO MANAGER	6,500,063.65
KEY BANK - MAIN	3,599,472.93
PNC - MONEY MARKET	952,179.43

TOTAL INVESTMENTS **14,396,716.01**

PETTY CASH/CHANGE ON HAND **1,500.00**

TOTAL RECONCILED CASH BALANCE **15,901,173.06**

LESS: OUTSTANDING ENCUMBRANCES **923,670.68**

TOTAL RECONCILED UNENCUMBERED CASH BALANCE **14,977,502.38**



CUYAHOGA VALLEY CAREER CENTER INVESTMENT REPORT NOVEMBER 30, 2014

INVESTMENT PORTFOLIO

	PURCHASE DATE	MATURITY DATE	AMOUNT	YIELD TO TERM	COST BASIS
FIRST MERIT BANK - SWEEP					
KEY BANK - SWEEP			3,345,000.00		
PNC BANK - MONEY MARKET			3,599,472.93		
			952,179.43		
BAIRD PORTFOLIO MANAGER:					
MONEY MARKET FUND - FIRST AMER. TREASURY	11/14		12,246.75	0.01%	12,246.75
FEDERAL HOME LOAN MORTGAGE	5/13	11/25/16	415,000.00	0.63%	415,000.00
FEDERAL HOME LOAN MORTGAGE	11/13	5/13/16	329,858.10	0.52%	329,858.10
FEDERAL HOME LOAN MORTGAGE	9/14	9/29/17	637,920.00	1.11%	637,920.00
FEDERAL HOME LOAN MORTGAGE	11/14	11/03/17	650,000.00	1.12%	650,000.00
FEDERAL HOME LOAN BANK	5/14	11/28/16	239,285.71	0.75%	239,285.71
FEDERAL HOME LOAN BANK	6/14	6/24/16	274,554.10	0.46%	274,554.10
FEDERAL HOME LOAN BANK	10/14	5/11/16	469,421.90	0.40%	469,421.90
FEDERAL NATL. MORTGAGE ASSOC.	2/13	3/30/16	389,871.30	0.51%	389,871.30
FEDERAL NATL. MORTGAGE ASSOC.	11/12	11/21/16	675,000.00	0.70%	675,000.00
FEDERAL NATL. MORTGAGE ASSOC.	4/13	4/30/18	324,675.00	1.02%	324,675.00
FEDERAL NATL. MORTGAGE ASSOC.	6/14	6/28/17	288,302.05	1.06%	288,302.05
FEDERAL NATL. MORTGAGE ASSOC.	10/14	2/8/18	649,022.29	1.20%	649,022.29
FEDERAL NATL. MORTGAGE ASSOC.	11/14	2/8/14	489,906.45	1.20%	489,906.45
U.S. TREASURY NOTES	7/14	10/31/15	655,000.00	0.25%	655,000.00

TOTAL INVESTMENT PORTFOLIO

DISTRIBUTION OF INTEREST

	NOVEMBER INTEREST	FYTD 2015 INTEREST
GENERAL FUND (001)	4,504.42	16,765.80
ENDOWMENT FUND (008)	10.60	54.05
CELL TOWER (018-9606)	3.22	27.81
OIL WELL (018-9607)	8.88	32.30
OCASEK SCHOLARSHIP (018-9610)	0.45	2.34

TOTAL INTEREST POSTED

4,527.57 16,882.30



CUYAHOGA VALLEY CAREER CENTER
FINANCIAL REPORT BY FUND
NOVEMBER 30, 2014

DESCRIPTION	BEGINNING BALANCE	FYTD REVENUES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCES	UNENCUMBERED FUND BALANCE
total for fund 001	GENERAL					
total for fund 003	13,386,800.35	6,478,769.78	6,269,334.41	13,596,235.72	661,893.78	12,934,341.94
total for fund 006	PERMANENT IMPROVEMENT					
total for fund 008	200,378.13	1,000,000.00	183,227.28	1,017,150.85	92,514.20	924,636.65
total for fund 009	FOOD SERVICE					
total for fund 010	4,305.98	50,824.52	49,088.88	6,041.62	11,732.50	(5,690.88)
total for fund 011	ENDOWMENT					
total for fund 012	257,201.68	54.05	0.00	257,255.73	0.00	257,255.73
total for fund 013	UNIFORM SCHOOL SUPPLIES					
total for fund 014	23,823.81	38,008.68	47,623.64	14,208.85	12,153.63	2,055.22
total for fund 015	ROTARY-SPECIAL SERVICES					
total for fund 016	73,306.95	13,321.60	7,623.71	79,004.84	14,841.09	64,163.75
total for fund 017	ADULT EDUCATION					
total for fund 018	103,775.60	591,030.73	672,103.34	22,702.99	35,365.50	(12,662.51)
total for fund 019	PUBLIC SCHOOL SUPPORT					
total for fund 020	443,054.31	156,214.27	117,521.12	481,747.46	8,030.60	473,716.86
total for fund 021	OTHER GRANT					
total for fund 022	10,023.51	0.00	10,000.00	23.51	0.00	23.51
total for fund 023	DISTRICT AGENCY					
total for fund 024	11,607.00	242,579.12	239,311.90	14,874.22	0.00	14,874.22
total for fund 025	UNDERGROUND STORAGE TANK FUND					
total for fund 026	33,000.00	0.00	0.00	33,000.00	0.00	33,000.00
total for fund 027	STUDENT MANAGED ACTIVITY					
total for fund 028	59,289.47	53,911.75	36,409.57	76,791.65	7,184.14	69,607.51
total for fund 029	DATA COMMUNIATION FUND					
total for fund 030	900.00	900.00	0.00	1,800.00	0.00	1,800.00
total for fund 031	VOCATIONAL EDUC. ENHANCEMENTS					
total for fund 032	0.00	4,000.00	4,000.00	0.00	0.00	0.00
total for fund 033	MISCELLANEOUS STATE GRANT FUND					
total for fund 034	2,760.44	0.00	2,725.80	34.64	0.00	34.64
total for fund 035	VOC ED:CARL D. PERKINS - 198					
total for fund 036	110.48	389,085.88	97,805.68	291,390.68	79,955.24	211,435.44
total for fund 037	DRUG FREE SCHOOL GRANT FUND					
total for fund 038	8,910.30	0.00	0.00	8,910.30	0.00	8,910.30
total for fund 039	IMPROVING TEACHER QUALITY					
total for fund 040	0.00	1,129.00	1,129.00	0.00	0.00	0.00
RAND TOTALS		9,019,829.38	7,737,904.33	15,901,173.06	923,670.68	14,977,502.38

2015 Summer Camps

Weeks of: June 8-11, 2015, June 15-18, 2015, and June 22-25, 2015

Camp	Week(s) Offered	# Counselors/ Week (contingent on enrollment)	Counselor Names
Dental, Health Careers & PHS <i>(Crime Solvers)</i>	2	2	Kevin Mauser (Polaris) Mary Ellen Mauser (BBH MS)
Digital Design/Graphic Imagine <i>(Picture This!)</i>	2	2	Melissa Munro (CVCC) Paulette Colantone (Revere)
Construction Trades <i>(Tool Time)</i>	2	2	Paul Yuravak (CVCC) Mike Foor (Independence)
Cosmetology <i>(Beautiful You)</i>	1, 2, and 3	2	Tina DeSantis (CVCC) weeks 1-3 Marilyn Mormile (CVCC) weeks 1 & 2 Laura DeSantis (John Carroll University) week 3
Culinary <i>(Chef for a Week)</i>	1 and 2	2	April Sherick (Garfield Hts.) TBD
Media Technology <i>(Movie Makers)</i>	1 and 3	2	Bernie VanTilburg (CVCC) Jeff Cunningham (Garfield Hts) week 1 Todd Goodman (BBH HS) week 3
Media Technology <i>(Rock Star)</i>	2	2	Bernie VanTilburg (CVCC) Jeff Cunningham (Garfield Hts)
Programming & Software Development <i>(Video Game Design)</i>	1 and 3	2	Cheryl McConnell (Children's Technology Workshop) Joyce Pushpak (Revere MS)
Programming & Software Development <i>(Advanced Video Game Design)</i>	2	2	Cheryl McConnell (Children's Technology Workshop) Tim Bader (Shawnee State University)
Digital Design/Graphic Imaging <i>(Create It! Print It! Wear It!)</i>	2 and 3	2	Lia Fernandez (Twinsburg) Cheryl Kozak (Twinsburg) week 2 Paulette Colantone (Revere) week 3
Machine/Engineering Technology <i>(LEGO® Robotics)</i>	2 and 3	2	Richard Nestoff (North Royalton) Jeff Rhodes (North Royalton)
Engineering Technology <i>(Engineering)</i>	1, 2 and 3	2	Alec Byrum (North Royalton) TBD (CSU Student)
Computer Network Academy <i>(Programming)</i>	2 and 3	2	Jami Little (CVCC) Scott Kinkoph (BBH)

All camps are subject to enrollment.

DONATIONS –December 2014

NAME	PROGRAM	ITEM(S)
Bath Township Fire Department 3864 W. Bath Rd. Akron, OH 44333	Public Health & Safety	(3) 1 ½" Akron Brass Turbo Jet Nozzles (1) Siamese Appliance (1) 2 ½" x 2 ½" Gated Wye (1) Water Thief Appliance (1) Set of Spanner (1) Pic Ax (1) Spalari Tool (1) Hose Clamp (1) Storz Adapter (3) Sections of 4" Hose (13) Sections of 1 ¾" hose
Creative Designs & Impressions 26405 Broadway Ave. Oakwood Village, OH 44148	Graphic Communications	(20) Pre-Meshed Screen Printing Screens
Fairlawn Area Chamber of Commerce	Career Development	\$100
Mr. Stephen Ondrus 5060 Arch St. Maple Hts., OH 44137	Auto Technology	2003 Subaru SW VIN JFIGG29683G810359

***Removal of Equipment from Inventory
December 2014***

5

Program/Area

Item

Technology

Voice Mail Server
Ser. # 100104
Tag #9231

Auto Technology

Television and Cart
Tag # 4368

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



6

CUYAHOGA VALLEY CAREER CENTER

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

CONTRACTUAL AGREEMENT BETWEEN THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER AND MIDDLEFIELD CARE CENTER DECEMBER 2014 – DECEMBER 2016

- I. Middlefield Care Center agrees to:
- A. Accept a maximum of four (4) adult students from December through June for OB experience.
 - B. Specific dates to be confirmed by office designee
 - C. Hours will be 8:00 - 3:00 pm, Sunday through Saturday (the student may leave at 3:00) (hours consistent with office hours and clinical scheduled hours).
 - D. Middlefield Care Center and Supervisor of Nursing Program/designee will plan the student experience.
 - E. **The focus of this student learning experience will be:**
 - 1. **Observe the assessment of a woman in labor, a postpartum woman and neonate**
 - F. Comply with the Rules and Regulations consistent with OBN guidelines in an observational capacity.
 - G. Complete the appropriate evaluation form on each student.
- II. A. Provide an opportunity for a preceptor experience consistent with the OBN Rules and Regulations, accepting 2 enrollees under OBN preceptor rules (attached), if available, and if requested by Cuyahoga Valley Career Center School of Nursing.
- B. Exact number of adult enrollees to be determined at a later date.
 - C. This internship experience typically occurs in December through June.
 - D. Faculty available on call during internship/preceptor opportunity.
 - E. Director (designee) may visit at any time during this clinical opportunity.
- III. The School of Nursing at Cuyahoga Valley Career Center (CVCC) agrees to:
- A. Send student on dates mutually agreed upon during each educational term.
 - B. Provide a listing of students at least two weeks before planned clinical experience.
 - C. Notify Middlefield Care Center if there is a change in the planned schedule.
 - D. Work closely with Middlefield Care Center in selection of student's learning experiences.
 - E. All enrollees have been drug screened and fingerprinted prior to planned clinical experience. Documentation remains in the school files and may be reviewed on the premises by authorized officials.
- III. It is mutually agreed that:
- A. The facility will be duly notified if for any reason students will be unable to attend on a specific date or will be absent due to illness.
 - B. Each student is responsible to notify the facility and The School of Nursing at CVCC at least 1/2 hour before assigned duty time if unable to report.
 - C. Students will wear the complete uniform of the school while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair (See Student Handbook).
 - D. Each enrollee is covered by a \$2,000,000/\$5,000,000 liability insurance policy in compliance with Ohio Board of Nursing regulations.
 - E. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.

8001 Brecksville • 44114 • Phone: 440.746.5200 • Fax: 440.746.8298 • www.cvccworks.com

- F. Indemnify and hold harmless the facility, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the students' actions or activities.
- G. Incidents resulting in personal injury are to be recorded abiding by facility requirements. A copy is to be provided to the "potentially injured" student who is to release said report to The School of Nursing at CVCC before the next clinical day.
- H. Emergency treatment may be offered if appropriate; however, student is responsible for cost of medical-surgical and follow up care.
- I. Student behavior while representing The School of Nursing at CVCC and gaining experience in the facility must be in keeping with expected behaviors of the facility and the Student Handbook and consistent with 4723-5-12, Section 1-23 of the Ohio Administration Code.
- J. Each adult enrollee has signed a confidentiality agreement and is cognizant of HIPAA regulations – documentation of same is maintained in the permanent file of each enrollee (attached).

This agreement will continue in effect until canceled by either party and in the event either party desires to cancel said agreement, written notices of each intent shall be served upon the other party at least six (6) months prior to said cancellation date. This agreement shall be revised at any time during its duration.

Jaime A Fisher, RN/DON 11-26-14
 Middlefield Care Center Date

 Superintendent Date
 Cuyahoga Valley Career Center

E. Walter 12/1/14
 Director of Adult Education Date
 Cuyahoga Valley Career Center

Patricia Mendez RN 12/1/14
 Supervisor Date
 The School of Nursing at
 Cuyahoga Valley Career Center