



**CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY
BOARD OF EDUCATION MEETING AGENDA**

March 21, 2017

5:30 p.m.

Visitors are welcome to our Board Meeting. You may address the Board during the public comments portion of the agenda action items. This means you are permitted to make comments on items that appear on the agenda during the first public comments portion of the agenda and you are permitted to make comments on non-agenda items during the second public comments portion of the agenda. In order to permit the fair and orderly expression of such comments, your comments will be limited to no more than five minutes. The total public comment time permitted on a single issue will be twenty minutes. Before and after the meeting you may furnish the Board with a written synopsis of your remarks and any supporting information.

1. Roll Call
2. Pledge of Allegiance
3. Presentation: Mrs. Lauren Massie, Director of Adult Education
4. Minutes of February 22, 2017 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
 - A. Personnel
 1. To accept the resignation of Sue Ward, STNA Clinical Instructor, effective February 23, 2017
 2. To accept the resignation of Lynn Holiday, Registered Medical Assistant Instructor, effective March 23, 2017. Lynn will stay on payroll, on an as needed basis, until June 30, 2017
 3. To accept the resignation of Kellie Hill, Building Monitor, effective March 9, 2017

4. To employ Ryan Miskell as Building Operator, Step 5 of the Mechanic Salary Schedule, one (1) year limited contract, at the annual rate of \$49,759.00 prorated for the remainder of the contract year, through June, 30, 2017, pending background check
5. To employ Rommey Stiteler (Academics) as substitute teacher, on an as needed basis, for the 2016-2017 school year at the rate of \$95.00 per day, pending background check
6. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

Ariel Instructor Brittany Eichorn	\$28.00 per hour
General & CNC Machining Instructor William Newsom	\$25.00 per hour
HVAC Instructor Jeffery Nelson	\$23.00 per hour

- B. To approve a name change for the following program:

Visual Communication through Art at Granville to Visual Design and Imaging

- C. To approve the following Board Policies

0100	Definitions
0160	Meetings
1530	Evaluation of Directors and Other Administrators
2460	Special Education
7540	Technology
7540.01	Technology Privacy
7540.02	Web Content, Services and Apps
8330	Student Records
9700	Relations with Special Interest Groups

- D. To commend the following for their assistance at the Coughlin “You Made a Difference” Award Dinner

Casey Day	Culinary Arts 1	Northridge
Alex Hubbard	Culinary Arts 1	Lakewood
Kelsey Metcalf	Culinary Arts 1	Licking Valley
Jade Ramsey	Culinary Arts 1	Lakewood
Branson Umensetter	Culinary Arts 1	Newark
Chef Jessica Karr	Culinary Arts Instructor	
Eydie Koski	Head Cook	
Jessica Romine	Cook	

- E. Donation

Megan Hancock
Denison University, Denison Museum
100 West College Street
Granville, OH 43023
Canon EOS Rebel G-11 Film Camera and various accessories

7. Treasurer's Recommendations

- A. To approve the financial reports for February, 2017
- B. To approve the revisions to the following Purpose Statement & Budgets

National Technical Honor Society
SkillsUSA

- C. To approve the following Then and Now purchase orders

74519	Presidio Holdings, Inc.	\$13,375.92
74623	Licking Area Computer Association	\$13,000.00

8. Hearing of the public (non-agenda items)
9. Board Members' Comments
10. Superintendent's Comments
11. Treasurer's Comments

Adjournment: Next Meeting April 25, 2017



**CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY
BOARD OF EDUCATION MEETING AGENDA**

February 22, 2017

5:30 p.m.

Visitors are welcome to our Board Meeting. You may address the Board during the public comments portion of the agenda action items. This means you are permitted to make comments on items that appear on the agenda during the first public comments portion of the agenda and you are permitted to make comments on non-agenda items during the second public comments portion of the agenda. In order to permit the fair and orderly expression of such comments, your comments will be limited to no more than five minutes. The total public comment time permitted on a single issue will be twenty minutes. Before and after the meeting you may furnish the Board with a written synopsis of your remarks and any supporting information.

1. Roll Call
2. Pledge of Allegiance
3. Presentation: Ms. Michelle Snow, Secondary Director
4. Minutes of January 10, 2017 Organizational and Regular Board of Education Meetings
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
 - A. Personnel
 1. To accept the resignation of Robert Bronkar, Adult Education Instructor, for the purpose of retirement, effective April 1, 2017
 2. To accept the resignation of Lyle Hager, Adult Education Building Supervisor, for the purpose of retirement, effective February 28, 2017
 3. To accept the resignation of Arthur Welch, Custodian, for the purpose of retirement, effective July 28, 2017
 4. To accept the resignation of Vikki Wise, Boulevard Receptionist, effective January 27, 2017

5. To employ Patricia S. Burnett as part-time Boulevard Receptionist for the 2016-2017 school year at the rate of \$14.00 per hour, not to exceed 27.5 hours per week, effective February 21, 2017, pending background check
6. To employ Lynn Penrose as part-time Custodian, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour, not to exceed 28 hours per week
7. To approve the following as substitute Boulevard Receptionist, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour

Mary Ann Bethel *
 Pamela Hall
 William Hatfield

*pending background check

8. To approve Mary Ann Bethel as substitute Cafeteria Worker, on an as needed basis, for the 2016-2017 school year at the rate of \$10.60 per hour, pending background check
9. To approve Mary Ann Bethel as substitute Administrative Assistant, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour, pending background check
10. To approve Andrea Scott, English Teacher, to provide tutoring services for a student in Digital Design and Interactive Media, at the rate of \$25.00 per hour for 5 hours per week, beginning February 20, 2017 through the end of the 2016-2017 school year
11. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

Ariel	
John Mazzone	\$30.00 per hour

Career Enhancement – Solar Energy Instructor	
Richard Downs	\$30.00 per hour

ESOL Instructor	
Manuel Martinez *	\$19.00 per hour

Adult Education part-time, continued

Licensed Massage Therapy Instructor Paige McCorkle	\$25.00 per hour
Multicraft Maintenance Instructor Jeffrey Nelson *	\$23.00 per hour
Power Lineman Instructor David Seel	\$30.00 per hour
Public Safety Customized Instructor Andy Baughman	\$23.00 per hour
Public Safety Instructor Andy Baughman	\$20.00 per hour
STNA Instructor Diane Caudill	\$17.50 per hour
Lisa Pierce-Burger	\$24.00 per hour

*pending background check

- B. To approve Steve Strelecky, Welding Instructor, and Christian Bolin, AED II student, to attend Regional Officer Training Institute in Washington, D.C. and the National Leadership Conference Center in Leesburg, VA from January 15 thru 20, 2017. This will be at no cost to the Board.
- C. To approve an out-of-state field trip to Pittsburgh and Mill Run, Pennsylvania, for Architectural & Engineering Design students on April 20 and April 21, 2017. The trip will be paid for by student fundraisers.
- D. To approve revisions to the 2017-2018 school calendar
- E. To hold the first read of the following Board Policies

0100	Definitions
0160	Meetings
1530	Evaluation of Directors and Other Administrators
2460	Special Education
7540	Technology
7540.01	Technology Privacy

Board Policies, continued

7540.02 Web Content, Services and Apps
8330 Student Records
9700 Relations with Special Interest Groups

F. Donation

Mary E. Benney
6732 Fallen Timber Drive
Dublin, OH 43017
2000 Chevrolet to be used by Automotive Collision Repair

7. Treasurer's Recommendations

- A. To approve the financial reports for January, 2017
- B. To approve amended Appropriation Resolution 2017-02
- C. To approve the following Then and Now

74424	Fifth Third	\$9,980.23
74425	Fifth Third	\$3,585.49

- 8. Hearing of the public (non-agenda items)
- 9. Board Members' Comments
- 10. Superintendent's Comments
- 11. Treasurer's Comments

Adjournment: Next Meeting March 21, 2017



Board of Education Minutes

Newark, Ohio

February 22, 2017

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on February 22, 2017.

The meeting was called to order at 5:32 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Dr. Jennifer Cornman, Mr. Freddie Latella, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

17:010

Mrs. Jennifer Cornman moved and Mr. Forest Yocum seconded the approval of the Board of Education Organizational and Regular meeting minutes of January 10, 2017

YEA: CORNMAN, YOCUM, CARR, LATELLA, MCDONALD, and NICCUM

The President advised the motion carried

Mr. Matthew Clark entered the meeting at 5:54 p.m.

17:011

Dr. Jennifer Cornman moved and Mrs. Jennifer McDonald seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To accept the resignation of Robert Bronkar, Adult Education Instructor, for the purpose of retirement, effective April 1, 2017
2. To accept the resignation of Lyle Hager, Adult Education Building Supervisor, for the purpose of retirement, effective February 28, 2017
3. To accept the resignation of Arthur Welch, Custodian, for the purpose of retirement, effective July 28, 2017
4. To accept the resignation of Vikki Wise, Boulevard Receptionist, effective January 27, 2017
5. To employ Patricia S. Burnett as part-time Boulevard Receptionist for the 2016-2017 school year at the rate of \$14.00 per hour, not to exceed 27.5 hours per week, effective February 21, 2017, pending background check

6. To employ Lynn Penrose as part-time Custodian, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour, not to exceed 28 hours per week
7. To approve the following as substitute Boulevard Receptionist, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour

Mary Ann Bethel *
Pamela Hall
William Hatfield

*pending background check

8. To approve Mary Ann Bethel as substitute Cafeteria Worker, on an as needed basis, for the 2016-2017 school year at the rate of \$10.60 per hour, pending background check
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John Mazzone \$30.00 per hour

Career Enhancement – Solar Energy Instructor
Richard Downs \$30.00 per hour

ESOL Instructor
Manuel Martinez * \$19.00 per hour

Licensed Massage Therapy Instructor
Paige McCorkle \$25.00 per hour

Adult Education part-time, continued

Multicraft Maintenance Instructor Jeffrey Nelson *	\$23.00 per hour
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Public Safety Instructor Andy Baughman	\$20.00 per hour
STNA Instructor Diane Caudill	\$17.50 per hour
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- B. To approve an out-of-state field trip to Pittsburgh and Mill Run, Pennsylvania, for Architectural & Engineering Design students on April 20 and April 21, 2017. The trip will be paid for by student fundraisers.
- C. To approve revisions to the 2017-2018 school calendar
- D. To hold the first read of the following Board Policies

0100	Definitions
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8330	Student Records
9700	Relations with Special Interest Groups

E. Donation

Mary E. Benney
6732 Fallen Timber Drive
Dublin, OH 43017
2000 Chevrolet to be used by Automotive Collision Repair

YEA: CORNMAN, MCDONALD, CARR, CLARK, LATELLA, YOCUM, and NICCUM
The President advised the motion carried

17:012

Mr. Freddie Latella moved and Mr. Forest Yocum seconded the approval of the Treasurer's Recommendations

- A. To approve the financial reports for January, 2017
- B. To approve amended Appropriation Resolution 2017-02
- C. To approve the following Then and Now

74424	Fifth Third	\$9,980.23
74425	Fifth Third	\$3,585.49

YEA: LATELLA, YOCUM, CARR, CLARK, CORNMAN, MCDONALD, and NICCUM
The President advised the motion carried

17:013

Dr. Jennifer Cornman moved and Mr. Forest Yocum seconded the motion that the meeting be adjourned

YEA: CORNMAN, YOCUM, CARR, CLARK, LATELLA, MCDONALD, and NICCUM
President advised the meeting be adjourned at 6:09 p.m.

President

Treasurer/CFO

AGENDA
CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY
BOARD OF EDUCATION
ORGANIZATIONAL MEETING

JANUARY 10, 2017

6:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Election of Officers
 - A. President
 - B. Vice President
5. Appoint Ohio School Boards Association Legislative Liaison
6. Appoint Ohio School Boards Association Legislative Liaison Alternate
7. Appoint Ohio School Boards Association Student Achievement Liaison
8. Appointment of Bricker and Eckler as legal consultants, as needed
9. Designation of The Advocate as official newspaper for notification
10. Designation of day, place, and time for regular Board Meetings, which shall be held at least once every two months
11. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent, as Purchasing Agent
12. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent, as Federal Administrator
13. Request for authorization of the Superintendent to employ personnel, as needed, pending Board approval at its next regular meeting
14. Request for authorization of the Superintendent, on behalf of the Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

15. Request for authorization of the Superintendent to make application for appropriate local, state, and/or federal funds and grants
16. Request to authorize \$5,000.00 for Board Service Fund
17. Request to Authorize the Following Petty Cash Funds:
 - A. \$ 200.00 for Treasurer
 - B. \$3,000.00 for Adult Education checking
18. Request to authorize the following change funds:
 - A. \$ 50.00 Adult Education Office
 - B. \$150.00 Bistro
 - C. \$400.00 Cafeteria
 - D. \$100.00 Cosmetology Lab
 - E. \$ 50.00 Maintenance Department
 - F. \$100.00 Student Fees
 - G. \$150.00 Treasurer's Office
19. Request for authorization of the Treasurer to invest inactive monies
20. Request for authorization of the Treasurer to approve bills for payment
21. Adjournment



**Board of Education Organizational Meeting Minutes
Newark, Ohio
January 10, 2017**

The Career and Technology Education Centers of Licking County, Board of Education, met in an organizational meeting at the Licking County Educational Service Center, 145 N. Quentin Road, Newark, Ohio on January 10, 2017

The meeting was called to order at 6:16 p.m.

The following Board of Education Members were administered the Oath of Office by Benjamin R. Streby, Treasurer/CFO prior to the meeting

Mr. Tim Carr, Newark
Mr. Matthew Clark, Licking County ESC
Dr. Jennifer Cornman, Granville
Mr. Freddie Latella, Licking County ESC

The following Board Members were present at roll call: Mr. Tim Carr, Mr. Matthew Clark, Dr. Jennifer Cornman, Mr. Freddie Latella, Mrs. Jennifer McDonald, Ms. Bev Niccum, and Mr. Forest Yocum

17.001

Ms. Niccum opened the floor for nominations for the office of President

Dr. Jennifer Cornman nominated Ms. Bev Niccum

Upon no further nominations Ms. Niccum closed nominations and a vote was taken

YEA: CORNMAN, CARR, CLARK, LATELLA, MCDONALD, and YOCUM

ABSTAINED: NICCUM

Ms. Niccum confirmed that Ms. Bev Niccum was elected to the office of President

17.002

Ms. Niccum opened the floor for nominations for the office of Vice President

Mr. Freddie Latella nominated Dr. Jennifer Cornman

Upon no further nominations President Niccum closed nominations and a vote was taken

YEA: LATELLA, CARR, CLARK, MCDONALD, YOCUM and NICCUM

ABSTAINED: CORNMAN

The President confirmed that Dr. Jennifer Cornman was elected to the office of Vice President

17.003

Mr. Forest Yocum moved and Mr. Tim Carr seconded the approval of items 5-7

5. Appoint Ohio School Boards Association Delegate and Legislative Liaison, Mrs. Jennifer McDonald
6. Appoint Ohio School Boards Association Delegate Alternate and Legislative Liaison Alternate, Mr. Freddie Latella
7. Appoint Ohio School Boards Association Student Achievement Liaison, Dr. Jennifer Cornman

YEA: YOCUM, CARR, CLARK, CORMAN, LATELLA, MCDONALD, and NICCUM

17.004

Dr. Jennifer Cornman moved and Mrs. Jennifer McDonald seconded the approval of items 8 - 20

8. Appoint Bricker and Eckler and Licking County Prosecutor as legal consultants as needed
9. Designate The Advocate as the official newspaper for notification
10. Designate the fourth Tuesday of each month at 5:30 p.m., as the regular Board of Education meeting date to take place at 222 Price Road, Newark, Ohio 43055, for the maximum number of meetings, per board policy
11. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent, as Purchasing Agent
12. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent as Federal Administrator
13. Authorize the Superintendent to employ personnel as needed, pending Board approval at its next regular meeting
14. Authorize the Superintendent, on behalf of the board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance
15. Authorize the Superintendent to make application for appropriate local, state, and/or federal funds and grants

16. Authorize \$5,000.00 for Board Service Fund
17. Authorize the Following Petty Cash Funds:
 - A. \$200.00 for Treasurer
 - B. \$3,000.00 for Adult Education checking
18. Authorize the following change funds:
 - A. \$ 50.00 Adult Education Office
 - B. \$150.00 Bistro
 - C. \$400.00 Cafeteria
 - D. \$100.00 Cosmetology Lab
 - E. \$ 50.00 Maintenance Department
 - F. \$100.00 Student Fees
 - G. \$150.00 Treasurer's Office
19. Authorize the Treasurer to invest inactive monies
20. Authorize the Treasurer to approve bills for payment

YEA: CORNMAN, MCDONALD, CARR, CLARK, LATELLA, YOCUM, and NICCUM
The President advised the motion carried

17.005

Mr. Tim Carr moved and Dr. Jennifer Cornman seconded the motion that the meeting be adjourned

YEA: CARR, CORNMAN, CLARK, LATELLA, MCDONALD, YOCUM, and NICCUM
President advised the Organizational Meeting be adjourned at 6:23 p.m.

President

Treasurer/CFO



**CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY
BOARD OF EDUCATION MEETING AGENDA**

January 10, 2017
6:00 p.m.

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1. Roll Call
2. Pledge of Allegiance
3. Minutes of December 13, 2016 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations

A. Personnel

1. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

ABLE Instructor Elizabeth Chaffee	\$19.00 per hour
Customized Business & Industry Instructor Donald Beers	\$25.00 per hour
Multicraft Maintenance Instructor Donald Beers	\$25.00 per hour
STNA Classroom Instructor Keri Vradenburg	\$22.00 per hour

Adult Education part-time, continued

STNA Clinical Instructor

Keri Vradenburg

\$23.00 per hour

6. Treasurer's Recommendations

A. To approve the Financial Reports for December 2016

B. To approve Resolution 2017-01 Accepting Amounts and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

C. To approve the revision following Purpose Statement and Budgets

Criminal Justice

7. Hearing of the public (non-agenda items)

8. Board Members' Comments

10. Superintendent's Comments

11. Treasurer's Comments

Adjournment: Next Meeting: TBD



Board of Education Minutes

Newark, Ohio

January 10, 2017

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on January 10, 2017.

The meeting was called to order at 6:23 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Matthew Clark, Dr. Jennifer Cornman, Mr. Freddie Latella, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

17:006

Mrs. Jennifer McDonald moved and Dr. Jennifer Cornman seconded the approval of the Board of Education meeting minutes of December 13, 2016

YEA: MCDONALD, CORNMAN, CARR, LATELLA, YOCUM, and NICCUM

ABSTAIN: CLARK

The President advised the motion carried

17:007

Dr. Jennifer Cornman moved and Mr. Forest Yocum seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

ABLE Instructor Elizabeth Chaffee	\$19.00 per hour
Customized Business & Industry Instructor Donald Beers	\$25.00 per hour
Multicraft Maintenance Instructor Donald Beers	\$25.00 per hour
STNA Classroom Instructor Keri Vradenburg	\$22.00 per hour
STNA Clinical Instructor Keri Vradenburg	\$23.00 per hour

YEA: CORNMAN, YOCUM, CARR, CLARK, LATELLA, MCDONALD, and NICCUM
The President advised the motion carried

17:008

Mr. Freddie Latella moved and Mr. Matthew Clark seconded the approval of the Treasurer's Recommendations

- A. To approve the Financial Reports for December 2016
- B. To approve Resolution 2017-01 Accepting Amounts and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- C. To approve the revision following Purpose Statement and Budgets

Criminal Justice

YEA: LATELLA, CLARK, CARR, CORNMAN, MCDONALD, YOCUM and NICCUM
The President advised the motion carried

17:009

Dr. Jennifer Cornman moved and Mr. Tim Carr seconded the motion that the meeting be adjourned

YEA: CORNMAN, CARR, CLARK, LATELLA, MCDONALD, YOCUM, and NICCUM
President advised the meeting be adjourned at 6:42 p.m.

President

Treasurer/CFO