



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

June 27, 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 May 30, 2017 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
 - A. Personnel
 1. To accept the resignation of Justin Paquette, Automotive Collision Repair Instructor, effective June 2, 2017
 2. To accept the resignation of Sarah Adams, Adult Education Cosmetology Instructor, effective July 4, 2017
 3. To accept the resignation of Charles Muller, Secondary Monitor, effective June 30, 2017
 4. To accept the resignation of Marc Ramey, Mechanic, effective, June 20, 2017

5. To employ Lynn Penrose as Custodian, one (1) year limited contract, Step 2 on the Custodian Salary Schedule, at the annual rate of \$34,692.00, for the 2017-2018 school year
6. To accept the resignation of Lynn Penrose, Building Monitor, effective June 30, 2017
7. To employ Tommy Pullem as Machine Assembly Instructor/Coordinator for Adult Education's Ariel Partnership on the Instructor/Coordinator Salary Schedule, Step 0, at \$57,181.00 for the 2017-2018 school year
8. To employ Nancy Austin as substitute STNA Instructor for the Senior Only Credential Summer Pilot Program, on an as needed basis at the rate of \$23.00 per hour, pending background check
9. To approve the following substitute Administrative Assistants, on an as needed basis, for the 2017-2018 school year at the rate of \$14.00 per hour

Sue Burnette
Pamela Hall
William Hatfield

10. To approve the following substitute Boulevard Receptionists, on an as needed basis, for the 2017-2018 school year at the rate of \$14.00 per hour

Mary Ann Bethel
Pamela Hall
William Hatfield

11. To approve a stipend of \$40.00 per individual for the Substitute Teacher Orientation, not to exceed 20 individuals, at a total cost of \$800.00
12. To approve a \$2,000.00 stipend for the 2017-2018 school year for the following personnel

Mark Baker – Custodial Lead, 2nd shift
Paul Stickdorn – Custodial Lead, 3rd shift

13. To approve an increase in hours from 4 to 6 per day for Ryan Johnston as a Senior Only Summer Pilot Program Instructor

14. To approve the following substitute Cafeteria Workers, on an as needed basis for the 2017-2018 school year, at the rate of \$10.60 per hour

Mary Ann Bethel
Susan England
Jessica Freytag
Pamela Hall
Kyra Koski
Marsha Paul

15. To approve the following as Event Supervisors at the rate of \$18.00 per hour, on an as needed basis for the 2017-2018 school year

Laura Atherton	Becky Hensley
Mary Bebout	Kathy Owens
Ken Fehrman	Ginger Rife
Matt Frischen	Brian Wilfong
Lin Funk	Barb Wolfe
Kris Hall	

16. To approve the following Adult Education Center part-time personnel, on an as needed basis, for the 2017-2018 school year

Adult Basic and Literacy Education

Allen Schwartz	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Gillian Lobkowitz *	\$19.00 per hour
Joanne Stout	\$19.00 per hour
Libby Chaffee	\$19.00 per hour
Tamara Claggett	\$19.00 per hour
Zachary Snider	\$19.00 per hour

Adult Basic and Literacy Education – Professional Development

Allen Schwartz	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Gillian Lobkowitz *	\$19.00 per hour

Adult Basic and Literacy Education, continued

Joanne Stout	\$19.00 per hour
Libby Chaffee	\$19.00 per hour
Manuel Martinez	\$19.00 per hour
Monica Martinez *	\$19.00 per hour
Tamara Claggett	\$19.00 per hour
Zachary Snider	\$19.00 per hour

Adult Basic and Literacy Education – OMJ

Ellen Izor	\$28.00 per hour
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Adult Basic and Literacy Education ESOL Instructors

Gillian Lobkowitz *	\$19.00 per hour
Manuel Martinez	\$19.00 per hour
Monica Martinez *	\$19.00 per hour
Tamara Claggett	\$19.00 per hour
Zachary Snider	\$19.00 per hour

Adult ESOL Customized Instruction-KDC

Tammy Claggett	\$28.00 per hour
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Adult Basic and Literacy Education – Tech Coordinator

Zachary Snider	\$19.00 per hour
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Administrative Assistants

Jeanne Scott	\$13.00 per hour
June Nash	\$14.00 per hour
Kathleen Roderick	\$18.00 per hour
Laura Atherton	\$14.00 per hour
Lori Swihart	\$16.00 per hour
Pam Hoffman	\$16.00 per hour
Pamela Hall	\$14.00 per hour
Shawntazsha Barlow	\$13.00 per hour

Ariel

Brittany Eichorn	\$28.00 per hour
Dave McNabb	\$27.00 per hour
Dennis Rine	\$25.00 per hour
Jeff Jones	\$30.00 per hour
John Mazzone	\$30.00 per hour

Ariel, continued

Larry Crothers	\$25.00 per hour
Lori Mazzone	\$28.00 per hour
Ron Simpson	\$20.00 per hour
Tamara Claggett	\$28.00 per hour
Thomas Pullen	\$25.00 per hour

Ariel- Night-Time Premium

Dennis Rine	\$28.00 per hour
Thomas Pullem	\$28.00 per hour

Business and Industrial Training Instructors

Brian Broseus	\$25.00 per hour
Donald Beers	\$25.00 per hour
Fred Hartman	\$25.00 per hour
Jack Ransom	\$23.00 per hour
John Daugherty	\$25.00 per hour
Jon Holbrook	\$23.00 per hour
Karey Broseus	\$23.00 per hour
Leo Collins	\$25.00 per hour
Lyle Hager	\$25.00 per hour
Mark Bishop	\$23.00 per hour
Mark Bruns	\$25.00 per hour
Michael Black	\$25.00 per hour
Micheal Giffen	\$25.00 per hour
Ron Simpson	\$20.00 per hour
Tim Severt	\$20.00 per hour

Building Supervisors

Derek Fry *	\$18.00 per hour
Jack Ransom	\$18.00 per hour
Laura Atherton	\$18.00 per hour
Lori Swihart	\$18.00 per hour
Ron Simpson	\$18.00 per hour
Sheila Wood	\$18.00 per hour

Career Planning & Placement

Christine Greetham	\$23.00 per hour
Jim Davis	\$23.00 per hour
June Nash	\$14.00 per hour

Career Planning, continued

Pam Hall	\$14.00 per hour
Sheila Wood	\$20.00 per hour

Career Enhancement Instructors

Amparo Betancourt-Saladino	\$18.00 per hour
Everett McKee	\$18.00 per hour
Joyce Powell	\$18.00 per hour
Karey Broseus	\$23.00 per hour
Loren Brosie	\$18.00 per hour
Mark Bruns	\$25.00 per hour
Richard Downs	\$30.00 per hour

Cosmetology

Diann Caudill	\$17.50 per hour
Helen Beck *	\$22.00 per hour
Shelby Cannon	\$20.00 per hour

Full-Time Programs

Janet Fletcher	\$21.50 per hour
Sheila Thompson	\$28.00 per hour

General CNC Machining

William Newsom	\$25.00 per hour
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Heavy Truck and Heavy Equipment Instructor

David McNabb	\$23.00 per hour
John White	\$28.00 per hour
Karey Broseus	\$23.00 per hour
Ron Simpson	\$20.00 per hour
Terry Teagarden	\$22.00 per hour

Heating, Ventilation, and Air Conditioning (HVAC)

Jack Ransom	\$23.00 per hour
Jeff Nelson	\$23.00 per hour
John Daugherty	\$25.00 per hour

Heating, Ventilation, and Air Conditioning (HVAC) –Employability

Sheila Thompson	\$28.00 per hour
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Healthcare

Paul Gaulke \$20.00 per hour

Healthcare Assistant

Laura Droke \$13.00 per hour

Healthcare-Medical Coding

Debra Graham \$23.00 per hour

Kathy Watters \$21.00 per hour

Marie Shuttleworth \$21.00 per hour

Nancy Lang \$22.00 per hour

Healthcare – STNA Classroom

Barbara McKee \$22.00 per hour

Lisa Pierce-Burger \$24.00 per hour

Patricia Goslin \$23.00 per hour

Shirley Crabtree \$23.00 per hour

Diann Caudill \$18.00 per hour

Marsha Gerdman \$22.00 per hour

Kari Vradenburg \$22.00 per hour

Traci Wilson \$22.00 per hour

Healthcare – STNA Clinical

Barbara McKee \$23.00 per hour

Lisa Pierce-Burger \$24.00 per hour

Patricia Goslin \$23.00 per hour

Shirley Crabtree \$23.00 per hour

Diann Caudill \$19.00 per hour

Marsha Gerdman \$23.00 per hour

Kari Vradenburg \$23.00 per hour

Traci Wilson \$23.00 per hour

Information Technologies

Catherine McKinley \$28.00 per hour

Susan Devendorf \$35.00 per hour

Licensed Massage Therapist

Carolyn Carter \$19.00 per hour

Lynda Duck \$22.00 per hour

Paige McCorkle \$25.00 per hour

Multicraft Maintenance

Brian Broseus	\$25.00 per hour
David Buena	\$25.00 per hour
Jack Ransom	\$25.00 per hour
Jeff Jardell	\$25.00 per hour
John Daugherty	\$25.00 per hour
Karey Broseus	\$23.00 per hour
Leo Collins	\$25.00 per hour
Lyle Hager	\$25.00 per hour
Mark Bishop	\$23.00 per hour
Mark Bruns	\$25.00 per hour
Michael Black	\$25.00 per hour
Michael Giffen	\$25.00 per hour
Ron Simpson	\$20.00 per hour
Steve Strelecky	\$25.00 per hour
Tim Severt	\$23.00 per hour
Jeff Nelson	\$23.00 per hour
Don Beers	\$25.00 per hour
Fred Hartman	\$25.00 per hour
Nathanial Bryant	\$20.00 per hour

Network Technician

Catherine McKinley	\$28.00 per hour
Shawn Decker	\$22.00 per hour
Jarrold Herbert	\$20.00 per hour

Office Technology

Priscilla Dixon	\$17.50 per hour
Rick Pease	\$19.00 per hour

Power Lineman Training

Donald Tackett	\$30.00 per hour
David Seel	\$30.00 per hour

Public Safety

Adam Gottfried	\$20.00 per hour
Alan Ashcraft	\$20.00 per hour
Andy Baughman	\$20.00 per hour
Anita Stickle	\$20.00 per hour
Bradley Hill	\$20.00 per hour

Public Safety, continued

Brandon Reece	\$20.00 per hour
Brian Hoffman	\$20.00 per hour
Bruce Gottfried	\$20.00 per hour
Chad Deal	\$20.00 per hour
Christopher Ferris	\$20.00 per hour
Christopher Redd	\$20.00 per hour
David Blair	\$20.00 per hour
David Vermaaten	\$20.00 per hour
Dirk Futral	\$20.00 per hour
Douglass Brown	\$20.00 per hour
Eric Burgess	\$20.00 per hour
Ginger Wortman	\$20.00 per hour
Greg Ecleberry	\$20.00 per hour
Harold Williams	\$20.00 per hour
Heath Kempton	\$20.00 per hour
James Glover	\$20.00 per hour
James Mickey	\$20.00 per hour
Jan Boring	\$20.00 per hour
Jan Futral	\$20.00 per hour
John Antol	\$20.00 per hour
Joseph Jones	\$20.00 per hour
Joshua Harrison	\$20.00 per hour
Lindsey Matheny	\$20.00 per hour
Mark Huggins	\$20.00 per hour
Michael Bailey	\$20.00 per hour
Pamela Price	\$20.00 per hour
Paul Dubeck	\$20.00 per hour
Samantha Simpson	\$20.00 per hour
Scott Baker	\$20.00 per hour
Terry Hughes	\$20.00 per hour
Theodore McNamara	\$20.00 per hour
Thomas Bowman	\$20.00 per hour
Thomas O'Brien	\$20.00 per hour
Todd Magers	\$20.00 per hour
Todd Smith	\$20.00 per hour
Warren McCord	\$20.00 per hour

Public Safety- CPR

Chad Deal	\$20.00 per hour
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Public Safety – CPR, continued

Bruce Gottfried	\$20.00 per hour
Anthony Haas	\$20.00 per hour
Sheila Thompson	\$20.00 per hour
Shelia Wood	\$20.00 per hour

Public Safety- Customized

Adam Gottfried	\$23.00 per hour
Alan Ashcraft	\$23.00 per hour
Andy Baughman	\$23.00 per hour
Anita Stickle	\$23.00 per hour
Bradley Hill	\$23.00 per hour
Brandon Reece	\$23.00 per hour
Brian Hoffman	\$23.00 per hour
Bruce Gottfried	\$23.00 per hour
Chad Deal	\$23.00 per hour
Christopher Ferris	\$23.00 per hour
Christopher Redd	\$23.00 per hour
David Blair	\$23.00 per hour
David Vermaaten	\$23.00 per hour
Dirk Futral	\$23.00 per hour
Douglass Brown	\$23.00 per hour
Eric Burgess	\$23.00 per hour
Ginger Wortman	\$23.00 per hour
Greg Ecleberry	\$23.00 per hour
Harold Williams	\$23.00 per hour
Heath Kempton	\$23.00 per hour
James Glover	\$23.00 per hour
James Mickey	\$23.00 per hour
Jan Boring	\$23.00 per hour
Jan Futral	\$23.00 per hour
John Antol	\$23.00 per hour
Joseph Jones	\$23.00 per hour
Joshua Harrison	\$23.00 per hour
Lindsey Matheny	\$23.00 per hour
Mark Huggins	\$23.00 per hour
Michael Bailey	\$23.00 per hour
Pamela Price	\$23.00 per hour
Paul DuBeck	\$23.00 per hour
Samantha Simpson	\$23.00 per hour

Public Safety – Customized, continued

Scott Baker	\$23.00 per hour
Terry Hughes	\$23.00 per hour
Theodore McNamara	\$23.00 per hour
Thomas Bowman	\$23.00 per hour
Thomas O'Brien	\$23.00 per hour
Todd Magers	\$23.00 per hour
Todd Smith	\$23.00 per hour
Warren McCord	\$23.00 per hour

Public Safety Assistant

Tony Haas	\$13.00 per hour
Laura Droke	\$13.00 per hour
Gerald McDaniel	\$13.00 per hour

Public Safety Instructor/Coordinator

Earl Miller	\$26.00 per hour
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Registered Medical Assisting

Priscilla Dixon	\$17.50 per hour
Diann Caudill	\$18.00 per hour
Laura Droke *	\$20.00 per hour
Rick Pease	\$19.00 per hour

Structural and Pipe Welding/Fabrication

Brian Broseus	\$25.00 per hour
Jack Ransom	\$23.00 per hour
Jeff Jardell	\$23.00 per hour
John Daugherty	\$25.00 per hour
Karey Broseus	\$23.00 per hour
Leo Collins	\$25.00 per hour
Mark Bishop	\$23.00 per hour
Mark Bruns	\$25.00 per hour
Michael Black	\$25.00 per hour
Ron Simpson	\$20.00 per hour
Steve Strelecky	\$23.00 per hour
Tim Severt	\$23.00 per hour
Don Beers	\$25.00 per hour
Nathanial Bryant	\$20.00 per hour

*pending background check

- B. To approve the Satellite Center’s fees for the 2017-2018 school year
- C. To approve the external group rental rates for the 2017-2018 school year, effective July 1, 2017
- D. To approve the Secondary Center’s fees for the 2017-2018 school year
- E. To approve the Secondary Center’s textbook like for the 2017-2018 school year
- F. To approve the Adult Education Catalog valid July 1, 2017–December 31, 2017
- G. Informational: In compliance with Ohio Revised Code 3313.66 and Board Policy 5517.01, C-TEC Secondary Education Center submits the following report:

There were a total of 12 reported incidences of bullying, harassment, intimidation, with 0 being substantiated, as of June 9, 2017

- H. To hold the first read of the following Board Policies

8305	Information Security
8600.04	Bus Driver Certification
8650	Transportation by School Van
8660	Incidental Transportation of Students by Private Vehicle

- I. To approve the following Board Policies

0140	Bylaws
5111.01	Homeless Students
5111.03	Children and Youth in Foster Care
8452	Automated External Defibrillators (AED)

7. Treasurer's Recommendations

- A. To approve the financial reports for May, 2017
- B. To approve the FY17 Final Appropriation Resolution 2017-04 (to be finalized prior to the Board meeting)

- C. To approve the FY18 Temporary Appropriation Resolution 2017-05 (to be finalized prior to the Board meeting)

- D. To authorize the Treasurer to make the following transfers: (amounts to be finalized prior to the Board meeting)

From 001 0000 General Fund to 012 0000 Adult Education \$
From 001 0000 General Fund to 009 0000 Uniform School Supplies \$

- E. To authorize the Treasurer to make the following year-end advances and subsequent return advances when funds are available (amounts to be finalized prior to the Board meeting)

From 001 0000 General Fund to 019 9000 Wellness \$

- F. To approve the following Purpose Statement and Budgets for the 2017-2018 school year

Architectural and Engineering Design
Automotive Collision Repair
Automotive Technologies
Building Trades
Clinical Care
Cosmetology
Criminal Justice
Culinary Arts
Dental Assisting
Diesel & Power Equipment Mechanic
Digital Design and Interactive Media
Educators Rising
Electrical Trades
Family, Career and Community Leaders of America (FCCLA)
Firefighting/EMS/SkillsUSA
HOSA
Medical Office Assisting
Physical Therapy & Exercise Science
Positive Achievement in Career Education (PACE)
Robotics and Automated Manufacturing
SkillsUSA Chapter

Purpose Statement & Budgets, continued
Student Assistance Fund
Welding and Metal Fabrication

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

Adjournment: Next Meeting: July 25, 2017



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

May 30, 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, Director of Secondary
4. Minutes of April 25, 2017 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
 - A. Personnel
 1. To accept the resignation of Gretchen Griffith, Career Connections Instructor at Utica Jr. High School, effective August 14, 2017
 2. To accept the resignation of Elizabeth Winer, Science Instructor, effective July 31, 2017
 3. To employ Mark Baker as Custodian, on a continuing contract, Step 10 on the Custodian Salary Schedule, effective July 1, 2017
 4. To employ Rommey Stiteler as Science Instructor, Class II, Step 0 on the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$35,875.00 for the 2017-2018 school year, pending background check

5. To employ Kristan Blackledge as Career Connections Instructor at Utica Middle School, Class V, Step 11 on the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$62,960.00 for the 2017-2018 school year, pending background check
6. To approve the following administrative contracts

One-Year Limited Contract

Alyssa Johnston	Career Development Coordinator
Lauren Massie	Adult Education Director
Mike McNicol	Assistant Director
Windy Murphy	Business, Industry & Manufacturing Coordinator
Jennifer Rehm	Dean of Students

Two-Year Limited Contract

Erin Wheeler	ABLE Coordinator
Jason Whitlatch	Facilities Manager

Three-Year Limited Contract

Anne Bowman	Assessment & Talent Coordinator
Christine Westbrook	Financial Aide Coordinator

Five-Year Limited Contract

Timothy Broseus	Business & Industry Training Coordinator
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7. To approve the following licensed personnel contracts

One-Year Limited Contract

Maison Evans	Architectural & Engineering Design
Dale Fife	Engineering & Science Technology
Kyle Fulton	CNC Machining & Ariel Corporation
Taylor Gingery	Career Connections
Jared Lucas	Social Studies
Ryan Johnston	Information Technology
Michelle Miller	Office Technology

Two-Year Limited Contract

Leo Collins	Structural & Pipe Welding/Fabrication
Shawn Decker	Information Technology
Roger Elliott	Network Technician

Two-Year contracts, continued

Matthew Frischen	Information Technology
Bradley Hager	Heavy Truck & Heavy Equipment
Timothy Jacobs	Mathematics
Ryan Wheeler	School Counselor

Three-Year Limited Contract

Jon Holbrook	HVAC
Scott Karr	English

Five-Year Limited Contract

Steve Gentil	Mathematics
David McNabb	Diesel & Power Equipment Mechanics
Michelle McNeely	School Counselor
Bruce Piper	ITEC
Julie Ulery	Cosmetology

Continuing Contract

Kristine Hall	Dental Assisting
John Kerschner	Robotics & Automated Manufacturing
Mark Vukovic	Information Technology
Adam Wallick	Career Connections

8. To approve the following classified contracts

One-Year Limited Contract

Jim Bishop	Building Operator
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Two-Year Limited Contract

Adam Brannon	Custodian
Eileen Hudson	Administrative Assistant
Ryan Miskell	Building Operator

Continuing Contract

Ginger Rife	Administrative Assistant
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9. To approve the following Secondary Center part-time personnel for the 2017-2018 school year

<u>Employee</u>	<u>Position</u>	<u>Rate</u>	<u>Average Hours</u>
Tessa Hughes	Aide: Cosmetology	salary schedule	25 hours/week
Barb Wolfe	Aide: Preschool	salary schedule	27.5 hours/week
Destiny Needles	Aide: Restaurant	salary schedule	25 hours/week
Patricia Burnett	Boulevard Receptionist	\$14.00/hour	27.5 hours/week
Lynn Penrose	Building Monitor	\$14.00/hour	27.5 hours/week
Sheila Hoy	Cafeteria Worker	salary schedule	28 hours/week
Jessica Romine	Cafeteria Worker	salary schedule	28 hours/week
Charles Muller	Center Monitor	\$12.00/hour	20 hours/week
Dale Buckland	FACTS Tutor	\$20.00/hour	25 hours/week
Elizabeth Betts	FACTS Tutor	\$20.00/hour	25 hours/week
Ann Thum	FACTS Tutor	\$20.00/hour	25 hours/week
Jennifer Wilkes	FACTS Tutor	\$20.00/hour	25 hours/week
Linda Thornton	Free & Reduced Lunch Coordinator	salary schedule	28 hours/week
Eydie Koski	Kitchen Manager	salary schedule	28 hours/week
Gayle Cronin	Saturday School Supervisor *	\$18.00/hour	3.5 hours/week
Matt Darrah	Saturday School Supervisor *	\$18.00/hour	3.5 hours/week
Heather Salva	Saturday School Supervisor *	\$18.00/hour	3.5 hours/week
Andrea Scott	Saturday School Supervisor *	\$18.00/hour	3.5 hours/week
Ryan Wheeler	Saturday School Supervisor *	\$18.00/hour	3.5 hours/week
Vicki Reed	School-to-Work	\$25.00/hour	25 hours/week
Laura Atherton	Wednesday School Supervisor *	\$18.00/hour	1 hour/week
Matt Darrah	Wednesday School	\$18.00/hour	1 hour/week
Ryan Wheeler	Wednesday School Supervisor	\$18.00/hour	1 hour/week

*This is a shared position on an as needed basis

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

Customized Business Training	
Lyle Hager	\$25.00 per hour
Multicraft Maintenance	
Lyle Hager	\$25.00 per hour
Network Technician	
Jarrold Herbert	\$20.00 per hour
Structural Welding & Fabrication	
Lyle Hager	\$25.00 per hour

11. To approve the following personnel for supplemental positions at the rate of \$2,400.00 for the 2017-2018 school year

Andrea Scott	English Department Head
Bev Chopin	Educators Rising Advisor (shared position)
Andrea Dickerson	Educators Rising Advisor (shared position)
Jessica Karr	FCCLA Advisor
Laura Atherton	HOSA Local Advisor
Chad Deal	HOSA Local Advisor
Keri Vradenburg	HOSA Local Advisor
Laura Atherton	Math Department Head
Ellen Nixon	National Technical Honor Society Advisor (shared)
Brian Wilfong	National Technical Honor Society Advisor (shared)
Nicholas Hancock	Middle School Robotics Competition Advisor
Matt Darrah	Science Department Head
Scott Karr	SkillsUSA Advisor
Steve Strelecky	SkillsUSA Advisor
Julie Ulery	SkillsUSA Advisor
Heather Salva	Social Studies Department Head
Scott Karr	Student Activity Advisor: Student Council
Heather Salva	Student Activity Advisor: Student Council
Andrea Scott	Student Activity Advisor: Student Council
Bev Chopin	Teacher Mentor – Lead

12. To approve the following as substitute teachers, on an as needed basis, for the 2017-2018 school year at the rate of \$95.00 per day

David Able	Career Tech/Precision Mach.
Ann Campbell	Academics
Robert Carson	General Education
Rebecca Friesz	Academics
David Geiger	Career-Tech/Automotive
Karen Gill	Homemaking-Consumer Education
Donald Henne	Academics
Marcia Henne**	Academics
Cherie Holland**	Academics
Tessa Hughes	Cosmetology
Jordan Raugh	Academics
Eric Ricketts	Academics
Edna Ridenbaugh	Academics
James Wiblin	Vocational Education

** pending annual license renewal and background check

13. To approve the following teachers to be paid, at their per diem rate, additional days beyond the 184 day contract, to align C-TEC's calendar to the Associate School's calendar; payment will occur in June, 2018

Dale Fife, Engineering & Science Technologies (Watkins)	2 days
Taylor Gingery, Career Connections (Licking Heights)	1 day
Ryan Johnston, Information Technology (Granville)	1 day
Jennifer Kinsley, Visual Design & Imaging (Granville)	1 day

14. To approve a one-year additional duty contract for Kay Holton, Library Media Specialist, as co-chair of the Professional Development Committee in the amount of \$500.00 for the 2017-2018 school year

15. To approve a one-year additional duty contract for Jessica Karr for Cafeteria Management in the amount of \$2,200.00 for the 2017-2018 school year

16. To approve the following teachers to receive payment (to be billed to outside vendors) for catering events that take place outside of the regular work day, at the rate of \$20.00 per hour, for the 2017-2018 school year

Michael Carnahan
Jessica Karr

17. To approve an extension of nineteen (19) days to the 2016-2017 Dean of Students contract, at the current per diem rate

- B. To modify the Dean of Student Services contract to 260 days, effective beginning the 2017-2018 school year
- C. To approve the Culinary Arts students to be paid the current minimum wage for catering events held outside of the school day for events for the 2017-2018 school year
- D. To commend and thank the following Digital Design & Interactive Media students for their hard work and professionalism as unpaid interns for C-TEC's Public Relations & Marketing Department

Kaylin Francis (Newark)
Makayla Powell (Johnstown)

- E. To approve the 2017-2018 Satellite Center Student Handbook
- F. To approve the C-TEC Employee Handbook
- G. To approve the 2017-2018 Secondary Center Student Handbook (with additional changes from the first read)
- H. To hold the first read of the following Board Policies

140	Bylaws
5111.01	Homeless Students
5111.03	Children and Youth in Foster Care
8452	Automated External Defibrillators (AED)

I. To approve the following Board Policies

2430	District-Sponsored Clubs and Activities
2623	Student Assessment and Academic Intervention Services
3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
5200	Attendance
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5630.01	Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
6320	Purchases
6423	Use of Credit Cards
8210	School Calendar
8310	Public Records
8320	Personnel Files
8330	Student Records
8510	Wellness

J. Donations

Kim Heddleson
Licking Memorial Health Systems
1320 West Main Street
Newark, OH 43055
Multiple Event Recorder to be used by the Healthcare Programs

Charlie Hancock
10803 Pine Bluff Road NE
Frazeyburg, OH 43822
4 hand-painted pictures

7. Treasurer's Recommendations

- A. To approve the financial reports for April, 2017
- B. To approve the revised Five-Year Forecast for the FY17 May Submission
- C. To approve amended Appropriation Resolution 2017-03

- D. To offer student accident insurance through N. Carol Insurance Agency (National Guardian Life Insurance Company) for the 2017-2018 school year at the following cost:

School Time Plan	\$31.51
Twenty-four Hour Plan	\$96.00

- E. To approve a lease agreement between C-TEC and Rebecca Hensley to maintain the grounds not currently being mowed
- F. To approve a contract between C-TEC and Cotterman & Company, Inc. for the purpose of roof repairs/replacement with a contract cost of \$348,676.00
- G. To approve the Fiscal Agent Agreement with LACA for fiscal year 2017-2018 in the amount of \$15,000.00 and the retention of all interest earned on the Associate's funds
- H. To approve the renewal premium for liability, fleet, and property insurance through Southwestern Ohio Educational Purchasing Council at the rate of \$45,940.00 for the 2017-2018 school year
- I. To approve a one (1) year benefit consulting agreement, effective January 1, 2017, with Gallagher Benefit Services, Inc.
- J. To approve the following Then and Now purchase orders

74831	Misty McKee	\$4,107.50
74890	Jill LeMaster	\$5,000.00

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

Adjournment: Next Meeting June 27, 2017



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

April 25, 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. Stephanie Priestnal, Director of District Services
4. Minutes of March 21, 2017 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
 - A. Personnel
 1. To employ Charles Muller as part-time Building Monitor for the 2016-2017 school year at the rate of \$12.00 per hour, not to exceed an average of 20 hours per week, with a start date of April 4, 2017, pending background check
 2. To employ Aaron Stewart as Information Technology Coordinator, Step 7 on the Coordinator's Salary Schedule, one (1) year limited contract, at the annual rate of \$77,069.00 prorated for the 2016-2017 school year, with a start date as soon as May 1, 2017, pending background check

3. To approve a \$100 per day stipend, not to exceed 4 days, for teachers to provide instruction to students participating in the 2017 Summer Manufacturing Camp
4. To approve the following as C-TEC van drivers for the 2017-2018 school year

David Abel	Substitute van driver; \$11.77 per hour, as needed
Sean Kern	Van Driver
Greg King	Van Driver
Bruce Piper	Van Driver
Rex Wilson	Van Driver

5. To employ the following part-time Custodians, during the summer months, on an as needed basis, at the rate of \$14.00 per hour, not to exceed 28 hours per week

Eydie Koski
Lynn Penrose

6. To approve the following extended service contracts for the 2017-2018 school year

Tina Hummel, FACTS Coordinator	5 days
Bruce Piper, ITEC Coordinator	5 days
Michelle McNeely, School Counselor	10 days
Ryan Wheeler, School Counselor	10 days

7. To approve the following instructors to develop a course of study for Applied Mathematics

Laura Atherton	\$450.00
Jamie Reynolds	\$450.00

- B. To approve the Educators Rising out of state field trip to Phoenix, AZ June 23-26, 2017. The students will be competing in the EdRising National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents

- C. To approve the C-TEC Board of Education support for \$200.00 per student for the following students from Educators Rising student organization who will be attending the National Leadership and Skills Conference in Phoenix, AZ June 23-26, 2017

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Teagan Baker	Johnstown	Children’s Literature Pre-K
Kaitlynn Ferrell	Northridge	Children’s Literature Pre-K

- D. To approve the SkillsUSA out of state field trip to Louisville, KY June 19-24, 2017. The student will be competing in the SkillsUSA National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and student/parents

- E. To approve the C-TEC Board of Education support for \$200.00 for the following student from SkillsUSA student organization who will be attending the National Leadership and Skills Conference in Louisville, KY June 19–24, 2017

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Duncan Freeman	Licking Valley	Carpentry

- F. To approve the HOSA out of state field trip to Orlando, FL June 21-25, 2017. The students will be competing in the National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents

- G. To approve ACE Digital Academy, as the on-line provider for C-TEC at an annual fee of \$1,000.00 per year for the 2017-2018 school year

- H. To commend all Administrative and Support Staff for Administrative Professionals’ Week, April 24 through April 28, 2017

- I. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 1 through May 5, 2017

- J. To commend the following C-TEC Staff who have served the District for ten (10), twenty (20), and thirty (30) years

Ten Years

Mark Baker, Custodial Team Leader
Jessica Karr, Culinary Arts I Instructor
Diane Scott, Administrative Assistant to the Superintendent and Treasurer
Paul Stickdorn, Custodian

Twenty Years

Erna Holland, Adult Education Coordinator
Philip Zitricki, Mathematics Instructor

Thirty Years

Tim Broseus, Adult Education Coordinator
Rebecca Hensley, Administrative Assistant to Facilities and Technology

- K. To hold the first reading of the Employee Handbook for the 2017-2018 school year
- L. To hold the first reading of the Secondary Center Student Handbook for the 2017-2018 school year
- M. To hold the first reading of the Satellite Center Student Handbook for the 2017-2018 school year
- N. To approve the Satellite Center's textbook list for the 2017-2018 school year
- O. To approve an Adult Education Course Tuition Discount for C-TEC Employees
- P. To approve the Office Technology Medical Office Specialist Course of Study
- Q. To approve a name change for the following program:

Office Technology Medical Office Assistant to Office Technology Medical Office Specialist
- R. To close the Adult Education PLANT Program, effective April, 2017

S. To hold the first read of the following Board Policies:

2430	District-Sponsored Clubs and Activities
2623	Student Assessment and Academic Intervention Services
3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
5200	Attendance
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5630.01	Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
6320	Purchases
6423	Use of Credit Cards
8210	School Calendar
8310	Public Records
8320	Personnel Files
8330	Student Records
8510	Wellness

T. Informational: In compliance with Ohio Revised Code 3313.814, Public Law 111-296 and the Healthy, Hunger-Free Kids Act of 2010, the Current Cafeteria Standards and Updates have been submitted to the Board of Education

7. Treasurer's Recommendations

- A. To approve the financial reports for March 2017
- B. To approve the LACA Technical Services Contract in an amount not to exceed \$26,000.00, from July 1, 2017 to June 30, 2018
- C. To approve the LACA Service Agreement in the amount of \$71,542.50, from July 1, 2017 to June 30, 2018
- D. To approve the revision of the HOSA Purpose Statement and Budget
- E. To approve the following Then and Now purchase orders

74719	Misty McKee	\$5,301.00
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8. Hearing of the public (non-agenda items)

Page 6
Agenda – C-TEC Board of Education
April 25, 2017

9. Board Members' Comments
10. Superintendent's Comments
11. Treasurer's Comments

Adjournment: Next Meeting May 23, 2017



Board of Education Minutes

Newark, Ohio

April 25, 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 April 25, 2017

The meeting was called to order at 5:31 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Matthew Clark, Dr. Jennifer Cornman, Mr. Freddie Latella, Mr. Forest Yocum and Ms. Bev Niccum

17:018

Mr. Freddie Latella moved and Mr. Tim Carr seconded the approval of the Board of Education meeting minutes of March 21, 2017

YEA: LATELLA, CARR, CLARK, CORNMAN, and NICCUM

ABSTAIN: YOCUM

The President advised the motion carried

17:019

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

A. Personnel

1. To employ Charles Muller as part-time Building Monitor for the 2016-2017 school year at the rate of \$12.00 per hour, not to exceed an average of 20 hours per week, with a start date of April 4, 2017, pending background check
2. To employ Aaron Stewart as Information Technology Coordinator, Step 7 on the Coordinator's Salary Schedule, one (1) year limited contract, at the annual rate of \$77,069.00 prorated for the 2016-2017 school year, with a start date as soon as May 1, 2017, pending background check
3. To approve a \$100 per day stipend, not to exceed 4 days, for teachers to provide instruction to students participating in the 2017 Summer Manufacturing Camp

4. To approve the following as C-TEC van drivers for the 2017-2018 school year

David Abel	Substitute van driver; \$11.77 per hour, as needed
Sean Kern	Van Driver
Greg King	Van Driver
Bruce Piper	Van Driver
Rex Wilson	Van Driver

5. To employ the following part-time Custodians, during the summer months, on an as needed basis, at the rate of \$14.00 per hour, not to exceed 28 hours per week

Eydie Koski
Lynn Penrose

6. To approve the following extended service contracts for the 2017-2018 school year

Tina Hummel, FACTS Coordinator	5 days
Bruce Piper, ITEC Coordinator	5 days
Michelle McNeely, School Counselor	10 days
Ryan Wheeler, School Counselor	10 days

7. To approve the following instructors to develop a course of study for Applied Mathematics

Laura Atherton	\$450.00
Jamie Reynolds	\$450.00

- B. To approve the Educators Rising out of state field trip to Phoenix, AZ June 23-26, 2017. The students will be competing in the EdRising National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents

- C. To approve the C-TEC Board of Education support for \$200.00 per student for the following students from Educators Rising student organization who will be attending the National Leadership and Skills Conference in Phoenix, AZ June 23-26, 2017

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Teagan Baker	Johnstown	Children's Literature Pre-K
Kaitlynn Ferrell	Northridge	Children's Literature Pre-K

- D. To approve the SkillsUSA out of state field trip to Louisville, KY June 19-24, 2017. The student will be competing in the SkillsUSA National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and student/parents
- E. To approve the C-TEC Board of Education support for \$200.00 for the following student from SkillsUSA student organization who will be attending the National Leadership and Skills Conference in Louisville, KY June 19–24, 2017

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Duncan Freeman	Licking Valley	Carpentry

- F. To approve the HOSA out of state field trip to Orlando, FL June 21-25, 2017. The students will be competing in the National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents
- G. To approve ACE Digital Academy, as the on-line provider for C-TEC at an annual fee of \$1,000.00 per year for the 2017-2018 school year
- H. To commend all Administrative and Support Staff for Administrative Professionals' Week, April 24 through April 28, 2017
- I. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 1 through May 5, 2017
- J. To commend the following C-TEC Staff who have served the District for ten (10), twenty (20), and thirty (30) years

Ten Years

Mark Baker, Custodial Team Leader
Jessica Karr, Culinary Arts I Instructor
Diane Scott, Administrative Assistant to the Superintendent and Treasurer
Paul Stickdorn, Custodian

Twenty Years

Erna Holland, Adult Education Coordinator
Philip Zitricki, Mathematics Instructor

Thirty Years

Tim Broseus, Adult Education Coordinator
Rebecca Hensley, Administrative Assistant to Facilities and Technology

- K. To hold the first reading of the Employee Handbook for the 2017-2018 school year
- L. To hold the first reading of the Secondary Center Student Handbook for the 2017-2018 school year
- M. To hold the first reading of the Satellite Center Student Handbook for the 2017-2018 school year
- N. To approve the Satellite Center’s textbook list for the 2017-2018 school year
- O. To approve an Adult Education Course Tuition Discount for C-TEC Employees
- P. To approve the Office Technology Medical Office Specialist Course of Study
- Q. To approve a name change for the following program:

Office Technology Medical Office Assistant to Office Technology Medical Office Specialist
- R. To close the Adult Education PLANT Program, effective April, 2017
- S. To hold the first read of the following Board Policies:

2430 District-Sponsored Clubs and Activities
2623 Student Assessment and Academic Intervention Services
3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities
5200 Attendance
5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5630.01 Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
6320 Purchases
6423 Use of Credit Cards
8210 School Calendar
8310 Public Records
8320 Personnel Files
8330 Student Records
8510 Wellness
- T. Informational: In compliance with Ohio Revised Code 3313.814, Public Law 111-296 and the Healthy, Hunger-Free Kids Act of 2010, the Current Cafeteria Standards and Updates have been submitted to the Board of Education

- U. To approve the C-TEC Board of Education support for \$200.00 per student for the following students from HOSA student organization who will be attending the National Leadership Conference in Orlando, FL June 21-24, 2017

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Tyler Baer	Northridge	CERT Skills
Elena Best	Northridge	Emergency Medical Technician
Garrett Boudinot	Northridge	Emergency Medical Technician
Drew Cella	Northridge	Emergency Medical Technician
Lincoln Eash	Utica	CERT Skills
Noah Jorge	Licking Heights	CERT Skills
Payton McKinney	Heath	CERT Skills
Brendyn Ratcliff	Watkins	Emergency Medical Technician
Zoey Sheese	Newark	CERT Skills
Justin Simpson	Northridge	CERT Skills

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

17:020

Dr. Jennifer Cornman moved and Mr. Matthew Clark seconded the approval of the Treasurer’s Recommendations

- A. To approve the financial reports for March 2017
- B. To approve the LACA Technical Services Contract in an amount not to exceed \$26,000.00, from July 1, 2017 to June 30, 2018
- C. To approve the LACA Service Agreement in the amount of \$71,542.50, from July 1, 2017 to June 30, 2018
- D. To approve the revision of the following Purpose Statement and Budget

HOSA
Medical Assisting

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

74719	Misty McKee	\$5,301.00
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Page 6
Minutes – C-TEC Board of Education
April 25, 2017

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

17:021

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

YEA: CORNMAN, CARR, CLARK, LATELLA, YOCUM, and NICCUM
President advised the meeting be adjourned at 6:16 p.m.

President

Treasurer/CFO



**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



Board of Education Minutes

Newark, Ohio

March 21, 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 March 21, 2017

The meeting was called to order at 5:35 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Matthew Clark, Dr. Jennifer Cornman, Mr. Freddie Latella, and Ms. Bev Niccum

17:014

Dr. Jennifer Cornman moved and Mr. Matthew Clark seconded the approval of the Board of Education meeting minutes of February 22, 2017

YEA: CORNMAN, CLARK, CARR, LATELLA, and NICCUM

The President advised the motion carried

17:015

Dr. Jennifer Cornman moved and Mr. Tim Carr seconded the approval of the 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 Building Operator 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

7. To accept the resignation of Tina M. Trombley, Information Technology Coordinator, effective May 5, 2017

- 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	

Commendation, continued

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

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

17:016

Mr. Freddie Latella moved and Mr. Matthew Clark seconded the approval of the 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

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

17:017

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

YEA: CORNMAN, CARR, CLARK, LATELLA, and NICCUM
President advised the meeting be adjourned at 6:21 p.m.

President

Treasurer/CFO



**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
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

Licensed Massage Therapy Instructor
Paige McCorkle \$25.00 per hour

Adult Education part-time, continued

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

- A. 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.
- 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
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

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.

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. 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
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Customized Business & Industry Instructor Donald Beers	\$25.00 per hour
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Multicraft Maintenance Instructor Donald Beers	\$25.00 per hour
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STNA Classroom Instructor Keri Vradenburg	\$22.00 per hour
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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