



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

April 24, 2018

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 Center & Mrs. Alyssa Johnston, Career Development Coordinator
4. Minutes of March 20, 2018 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Ellen Izor Adult Education ASPIRE teacher for the purpose of retirement, effective April 26, 2018
    2. To approve Eydie Koski as part-time Custodian, during the summer months, on an as needed basis, at the rate of \$14.00 per hour not to exceed 28 hours per week

3. To approve the following C-TEC van drivers for the 2018-2019 school year

David Able	Substitute van driver, as needed	\$11.77 per hour
Dave Geiger	Substitute van driver, as needed	\$11.77 per hour
Sean Kern		
Greg King		
Bruce Piper		
Stephanie Priestnal		

4. To approve the assignment and transfer of the following instructors into the following positions beginning the 2018-2019 school year

Kristan Blackledge – Pre-Engineering at Heath Middle School  
Beverly Chopin – Teaching Professions at Licking Heights High School  
Nicholas Hancock – Pre-Engineering at Licking Valley Middle School

5. To approve the following extended service contracts for the 2018-2019 school year

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

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

Ariel – Instructor	
Fred Hartman	\$25.00 per hour

Customized Business Training – Instructor	
Ryan Haught	\$25.00 per hour

Public Safety – CPR Customized Instructor	
Mark Dixon *	\$23.00 per hour
Mitchel Stanley *	\$23.00 per hour

Public Safety – CPR Instructor	
Mark Dixon *	\$20.00 per hour
Mitchel Stanley *	\$20.00 per hour

Adult Education part-time, continued

Public Safety – Customized – Instructor

Mark Dixon *	\$23.00 per hour
Tristan Shoults *	\$23.00 per hour
Mitchel Stanley *	\$23.00 per hour

Public Safety – EMT Instructor

Mark Dixon *	\$20.00 per hour
Mitchel Stanley *	\$20.00 per hour

Public Safety – EMT/FMS – Instructor

Mark Dixon *	\$20.00 per hour
Mitchel Stanley *	\$20.00 per hour

Public Safety – Fire 1 Instructor

Tristan Shoults *	\$20.00 per hour
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Public Safety – Fire 2 Instructor

Tristan Shoults *	\$20.00 per hour
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Public Safety – Fire/FMS – Instructor

Tristan Shoults *	\$20.00 per hour
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7. To approve the compensation of Anthony Haas, Public Safety Assistant, at the rate of \$13.50 per hour retroactively from July 1, 2016 to June 30, 2018
- B. To approve a contract with the Newark Division of Police, Licking County, for the purpose of retaining a School Resource Officer, not to exceed the amount of \$45,000.00, for the 2018-2019 school year
- C. To commend all Administrative and Support Staff for Administrative Professionals' Week, April 23 through April 27, 2018
- D. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 7 through May 11, 2018

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

Ten Years

Thomas Gamertsfelder, School Improvement Coordinator  
Steve Gentil, Mathematics Instructor

Twenty Years

James Boorn, Automotive Technologies Instructor  
Tina Hummel, FACTS Coordinator

Thirty Years

Kay Holton, Library Media Specialist

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

Building Trades to Construction Technology

- G. To hold the first reading of the Secondary Center Student Handbook for the 2018-2019 school year
- H. To approve the Satellite Center's textbook list for the 2018-2019 school year
- I. To hold the first reading of the Satellite Center Student Handbook for the 2018-2019 school year
- J. 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 2018-2019 school year
- K. To hold the first read of the following Board Policies

4121	Criminal History Record Check
4162	Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions
7530	Lending of Board-Owned Equipment
7530.02	Staff Use of Personal Communication Devices
7542	Access to District Technology Resources and/or Information Resources From Personal Communication Devices
8400	School Safety

L. Donations

Mr. Mike Wolf  
Wolf Meats  
1625 W. Mound Street  
Columbus, OH 43223  
Steel and aluminum to be used by the Welding & Metal Fabrication program

Mr. Robert Neff, Inc.  
1955 James Pkwy  
Heath, OH 43056  
2007 International CF-500 Truck and 2009 Mack CXU-613 Truck

Anthony Judd  
MPW Industrial Services  
9711 Lancaster Road, SE  
Hebron, OH 43025  
Cisco devices: ASA 5510, SG300, CAT3560g PO, and 2960g to be used by the  
Technology Department and the Adult Education Net Tech program

7. Treasurer's Recommendations

- A. To approve the financial reports for March 2018
- B. To approve an amendment to the lease agreement between C-TEC and Licking Memorial Health Systems for the Wellness Center
- C. To approve the Social Studies Purpose Statement & Budget
- D. To approve revisions to the following Purpose Statement & Budgets

Automotive Collision Repair  
Automotive Technology  
FCCLA  
Medical Assisting

- 8. Hearing of the public (non-agenda items)
- 9. Board Members' Comments

10. Superintendent's Comments

11. Treasurer's Comments

**Adjournment:** Next Meeting May 22, 2018



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

March 20, 2018

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. Request for an Executive Session to discuss and consider matters required to be kept confidential by federal law or regulations, or state statutes, with possible action to follow (tentative)
4. Presentation: Mrs. Lauren Massie, Director of Adult Education
5. Minutes of February 26, 2018 Board of Education Meeting
6. Hearing of the public (agenda items)
7. Superintendent's Recommendations
  - A. To approve the Teaching Professions Program, to be housed at Licking Heights High School, beginning the 2018-2019 school year
  - B. Personnel
    1. To accept the resignation of Harold E. (Gene) Richardson, Custodian, for the purpose of retirement, effective May 15, 2018

2. To employ Kyra Schumaker as Cafeteria Worker, Step 0 on the Cafeteria Worker Salary Schedule, for the 2017-2018 school year at the rate of \$10.82 per hour, not to exceed 28 hours per week
3. To approve the following instructor to develop a course of study for Advanced Placement Computer Science Principles

Ryan Johnston                 \$900.00

4. To approve Ryan Johnston, Information Technology Instructor, to attend Advanced Placement Computer Science Training for the 2018-2019 school year, to be held June 18 – 22, 2018 at Florida A&M University in Tallahassee, Florida, to be paid at the daily work-service rate of \$100.00 per day, with travel and expenses to be paid by the Granville Exempted Village School District
5. To approve the assignment and transfer of the following instructors into the following positions beginning the 2018-2019 school year

Kristan Blackledge – Pre-Engineering at Heath Middle School  
Beverly Chopin – Teaching Professions at Licking Heights High School  
Nicholas Hancock – Pre-Engineering at Licking Valley Middle School

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

Healthcare – Medical Coding	
Kyna McKempson *	\$21.00 per hour

Healthcare – STNA Class	
Melissa Scott *	\$21.00 per hour

Healthcare – STNA Clinical	
Melissa Scott *	\$22.00 per hour

Massage Therapy	
Melissa Scott *	\$21.00 per hour



Adult Education part-time, continued

Medical Assistant Melissa Scott *	\$21.00 per hour
Office Technology – Medical Office Specialist Kyna McKempson *	\$21.00 per hour
Melissa Scott *	\$21.00 per hour
Shelia Wood	\$20.00 per hour

\*pending background check

C. To approve an Adult Education Course Tuition Discount for C-TEC Employees

D. To commend and thank the following Culinary Arts students and staff for showing professionalism, pride and dedication preparing the Coughlin “You Made a Difference” Award Dinner

Laura Gray	Culinary Arts I (Licking Valley)
Daisy Hurst	Culinary Arts I (Newark)
Amber Moran	Culinary Arts I (Lakewood)
Alyssa Smith	Culinary Arts I (Licking Heights)
Branson Umensetter	Culinary Arts II (Newark)
Chef Jessica Karr	Culinary Arts I Instructor
Eydie Koski	Cook
Jessica Romine	Head Cook
Linda Thornton	Free & Reduced Lunch Coordinator

E. To approve the following Board Policy

0150      Organization

8. Treasurer's Recommendations

A. To approve the financial reports for February 2018

B. To approve amended Appropriation Resolution 2018-02

C. To approve the Licking Area Computer Association service provider contract internet agreement, at the annual rate of \$28,548.00. This service agreement shall be for the period beginning July 1, 2018 and ending June 30, 2023

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Agenda – C-TEC Board of Education  
March 20, 2018

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

**Adjournment:** Next Meeting April 24, 2018



## **Board of Education Minutes**

**Newark, Ohio**

March 20, 2018

The audio recording, resolutions passed, any attachments, and the following constitute an accurate record of the C-TEC Board of Education Proceedings at the above dated meeting as determined by the Treasurer/CFO.

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 20, 2018.

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, Mrs. Jennifer McDonald, Mr. Forest Yocum, and Ms. Bev Niccum

Mr. Freddie Latella entered the meeting at 5:37 p.m.

### **18:011**

Dr. Jennifer Cornman moved and Mr. Freddie Latella seconded the approval of the Board of Education meeting minutes of February 26, 2018

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

The President advised the motion carried

### **18:012**

Mr. Forest Yocum moved and Mr. Tim Carr seconded the approval of the Superintendent's Recommendations

- A. To approve the Teaching Professions Program, to be housed at Licking Heights High School, beginning the 2018-2019 school year
- B. Personnel
  - 1. To accept the resignation of Harold E. (Gene) Richardson, Custodian, for the purpose of retirement, effective May 15, 2018
  - 2. To employ Kyra Schumaker as Cafeteria Worker, Step 0 on the Cafeteria Worker Salary Schedule, for the 2017-2018 school year at the rate of \$10.82 per hour, not to exceed 28 hours per week

3. To approve the following instructor to develop a course of study for Advanced Placement Computer Science Principles

Ryan Johnston            \$900.00

4. To approve Ryan Johnston, Information Technology Instructor, to attend Advanced Placement Computer Science Training for the 2018-2019 school year, to be held June 18 – 22, 2018 at Florida A&M University in Tallahassee, Florida, to be paid at the daily work-service rate of \$100.00 per day, with travel and expenses to be paid by the Granville Exempted Village School District

5. To approve the assignment and transfer of the following instructors into the following positions beginning the 2018-2019 school year

Kristan Blackledge – Pre-Engineering at Heath Middle School  
 Beverly Chopin – Teaching Professions at Licking Heights High School  
 Nicholas Hancock – Pre-Engineering at Licking Valley Middle School

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

Healthcare – Medical Coding	
Kyna McKempson *	\$21.00 per hour

Healthcare – STNA Class	
Melissa Scott *	\$21.00 per hour

Healthcare – STNA Clinical	
Melissa Scott *	\$22.00 per hour

Massage Therapy	
Melissa Scott *	\$21.00 per hour

Medical Assistant	
Adrienne Fleetwood *	\$20.00 per hour
Melissa Scott *	\$21.00 per hour

Office Technology – Medical Office Specialist	
Adrienne Fleetwood *	\$20.00 per hour
Kyna McKempson *	\$21.00 per hour
Melissa Scott *	\$21.00 per hour

Adult Education part-time, continued

Shelia Wood

\$20.00 per hour

\*pending background check

C. To approve an Adult Education Course Tuition Discount for C-TEC Employees

D. To commend and thank the following Culinary Arts students and staff for showing professionalism, pride and dedication preparing the Coughlin "You Made a Difference" Award Dinner

Laura Gray	Culinary Arts I (Licking Valley)
Daisy Hurst	Culinary Arts I (Newark)
Amber Moran	Culinary Arts I (Lakewood)
Alyssa Smith	Culinary Arts I (Licking Heights)
Branson Umensetter	Culinary Arts II (Newark)
Chef Jessica Karr	Culinary Arts I Instructor
Eydie Koski	Cook
Jessica Romine	Head Cook
Linda Thornton	Free & Reduced Lunch Coordinator

E. To approve the following Board Policy

0150      Organization

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

**18:013**

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

A. To approve the financial reports for February 2018

B. To approve amended Appropriation Resolution 2018-02

C. To approve the Licking Area Computer Association service provider contract internet agreement, at the annual rate of \$28,548.00. This service agreement shall be for the period beginning July 1, 2018 and ending June 30, 2023

Page 4  
Minutes – C-TEC Board of Education  
March 20, 2018

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

**18:014**

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 6:23 p.m.

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President

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Treasurer/CFO



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

February 26, 2018

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. Request for an Executive Session to discuss matters required to be kept confidential by federal law or regulations, or state statutes, with possible action to follow (tentative)
4. Presentation: Mrs. Stephanie Priestnal, Director of District Services
5. Minutes of January 11, 2018 Regular and Organizational Board of Education Meetings
6. Hearing of the public (agenda items)
7. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Sheila Hoy, Cafeteria Worker, effective March 2, 2018
    2. To employ Noah Cooksey as Adult Education CNC Machining and Ariel Corporation Instructor/Coordinator, Step 0 on the Instructor/Coordinator Salary Schedule, seventeen (17) month contract from March 1, 2018-July 31, 2019, at the annual rate of \$57,181.00, pending background check

3. To approve Charles Hill, Intervention Specialist, to provide tutoring services for students on an as needed basis, at the rate of \$25.00 per hour for 5 hours per week for the 2017-2018 school year
4. To approve Andrea Scott, English Instructor, to provide tutoring services for students on an as needed basis, at the rate of \$25.00 per hour for 5 hours per week, for the 2017-2018 school year
5. To approve Julie Wolfe as substitute teacher, on an as needed basis, for the 2017-2018 school year at the rate of \$95.00 per day, pending background check
6. To approve the Adult Education Center’s part-time personnel, on an as needed basis, for the 2017-2018 school year

Aspire	
Brooklin Bowers *	\$19.00 per hour
CP&P – Instructor	
Lori Mazzone	\$28.00 per hour
Healthcare – STNA	
June Nicodemus *	\$18.00 per hour
Massage Therapy	
Tricia Davis *	\$17.00 per hour
Jackie Sullivan *	\$18.00 per hour
Medical Assistant	
Patricia Goslin	\$23.00 per hour
June Nicodeumus *	\$18.00 per hour
Office Technology – Medical Specialist	
Diann Caudill	\$18.00 per hour
June Nicodemus *	\$20.00 per hour
Public Safety – Administrative	
Neil (Bruce) Gottfried	\$23.00 per hour
David McBride *	\$20.00 per hour
Public Safety – Customized Training	
David McBride *	\$23.00 per hour



Adult Education part-time, continued

Public Safety – EMT	
David McBride *	\$20.00 per hour
Public Safety – EMT FMS (High School)	
David McBride *	\$20.00 per hour
Public Safety – Fire EMS (High School)	
David McBride *	\$20.00 per hour
Public Safety – FMS (High School) Administrative	
Neil (Bruce) Gottfried	\$23.00 per hour
David McBride *	\$20.00 per hour

- B. To approve an out-of-state field trip to Asheville, North Carolina for Architectural & Engineering Design students on April 26 and April 27, 2018. The trip will be paid for by fundraisers, class funds and student/parent personal funds
- C. To approve the Business Program, to be housed at Granville High School, beginning the 2018-2019 school year, contingent upon funding agreement
- D. To approve the Pre-Engineering Program, to be housed at Licking Valley Middle School, beginning the 2018-2019 school year
- E. To approve the Pre-Engineering Program, to be housed at Licking Heights Middle School, beginning the 2018-2019 school year
- F. To hold the first read of the following Board Policy

0150      Organization

- G. Donations  
Mr. Scott Cox  
8300 Creekstone Lane  
Blacklick, OH 43004  
1998 Ford Explorer to be used by the Automotive Technicians Program

Rotary Club of Newark Ohio  
PO Box 145  
Newark, OH 43058-0145  
\$1,000.00 for the CareerXpress Junior Conference Keynote Speaker

Donations, continued

John Fisher  
Licking County Job & Family Services  
74 S. 2<sup>nd</sup> Street  
Newark, OH 43055  
Up to \$11,500.00 for CareerExpress Junior Conference student lunches

8. Treasurer's Recommendations

- A. To approve the financial reports for January 2018
- B. To approve Resolution 2018-01 Accepting Amount and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- C. To approve a lease agreement with Licking Memorial Health Systems to utilize the C-TEC Greenhouse as well as a mutually agreed upon portion of outdoor greenspace adjacent to the Greenhouse at the rate of \$125.00 per month, effective March 1, 2018 through February 28, 2019 subject to one (1) year automatic renewals
- D. To approve revisions to the following Purpose Statement & Budgets

Adult Cosmetology  
Diesel Power Equipment Mechanics  
SkillsUSA

- 9. Hearing of the public (non-agenda items)
- 10. Board Members' Comments
- 11. Superintendent's Comments
- 12. Treasurer's Comments
- 13. Request for an Executive Session to consider the employment of a public employee

**Adjournment:** Next Meeting March 20, 2018



## **Board of Education Minutes**

**Newark, Ohio**

February 26, 2018

The audio recording, resolutions passed, any attachments, and the following constitute an accurate record of the C-TEC Board of Education Proceedings at the above dated meeting as determined by the Treasurer/CFO.

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 26, 2018.

The meeting was called to order at 5:32 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

### **18:005**

Dr. Jennifer Cornman moved and Mr. Matthew Clark seconded the approval of the Board of Education Regular and Organizational meeting minutes of January 11, 2018

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

The President advised the motion carried

### **18:006**

Mr. Forest Yocum moved and Mrs. Jennifer McDonald seconded the approval of the Superintendent's Recommendations

#### A. Personnel

1. To accept the resignation of Sheila Hoy, Cafeteria Worker, effective March 2, 2018
2. To employ Noah Cooksey as Adult Education CNC Machining and Ariel Corporation Instructor/Coordinator, Step 0 on the Instructor/Coordinator Salary Schedule, seventeen (17) month contract from March 1, 2018-July 31, 2019, at the annual rate of \$57,181.00, pending background check
3. To approve Charles Hill, Intervention Specialist, to provide tutoring services for students on an as needed basis, at the rate of \$25.00 per hour for 5 hours per week for the 2017-2018 school year

4. To approve Andrea Scott, English Instructor, to provide tutoring services for students on an as needed basis, at the rate of \$25.00 per hour for 5 hours per week, for the 2017-2018 school year
5. To approve Julie Wolfe as substitute teacher, on an as needed basis, for the 2017-2018 school year at the rate of \$95.00 per day, pending background check
6. To approve the Adult Education Center's part-time personnel, on an as needed basis, for the 2017-2018 school year

Aspire Brooklin Bowers *	\$19.00 per hour
CP&P – Instructor Lori Mazzone	\$28.00 per hour
Healthcare – STNA June Nicodemus *	\$18.00 per hour
Massage Therapy Tricia Davis *	\$17.00 per hour
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Public Safety – Administrative Neil (Bruce) Gottfried	\$23.00 per hour
David McBride *	\$20.00 per hour
Public Safety – Customized Training David McBride *	\$23.00 per hour

Adult Education part-time, continued

Public Safety – EMT David McBride *	\$20.00 per hour
Public Safety – EMT FMS (High School) David McBride *	\$20.00 per hour
Public Safety – Fire EMS (High School) David McBride *	\$20.00 per hour
Public Safety – FMS (High School) Administrative Neil (Bruce) Gottfried	\$23.00 per hour
David McBride *	\$20.00 per hour

\*pending background check

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

**18:007**

Mr. Tim Carr moved and Dr. Jennifer Cornman seconded the approval of the Superintendent's Recommendations

- B. To approve an out-of-state field trip to Asheville, North Carolina for Architectural & Engineering Design students on April 26 and April 27, 2018. The trip will be paid for by fundraisers, class funds and student/parent personal funds
- C. To approve the Business Program, to be housed at Granville High School, beginning the 2018-2019 school year, contingent upon funding agreement
- D. To approve the Pre-Engineering Program, to be housed at Licking Valley Middle School, beginning the 2018-2019 school year
- E. To approve the Pre-Engineering Program, to be housed at Licking Heights Middle School, beginning the 2018-2019 school year
- F. To hold the first read of the following Board Policy

0150      Organization

G. Donations

Mr. Scott Cox

8300 Creekstone Lane

Blacklick, OH 43004

1998 Ford Explorer to be used by the Automotive Technicians Program

Rotary Club of Newark Ohio

PO Box 145

Newark, OH 43058-0145

\$1,000.00 for the CareerXpress Junior Conference Keynote Speaker

John Fisher

Licking County Job & Family Services

74 S. 2<sup>nd</sup> Street

Newark, OH 43055

Up to \$11,500.00 for CareerExpress Junior Conference student lunches

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

**18:008**

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

- A. To approve the financial reports for January 2018
- B. To approve Resolution 2018-01 Accepting Amount and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- C. To approve a lease agreement with Licking Memorial Health Systems to utilize the C-TEC Greenhouse as well as a mutually agreed upon portion of outdoor greenspace adjacent to the Greenhouse at the rate of \$125.00 per month, effective March 1, 2018 through February 28, 2019 subject to one (1) year automatic renewals
- D. To approve revisions to the following Purpose Statement & Budgets  
Adult Cosmetology  
Diesel Power Equipment Mechanics  
SkillsUSA

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

**18:009**

Dr. Jennifer Cornman moved and Mr. Tim Carr seconded the motion to enter into Executive Session to consider the employment of a public employee

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

The Board Members entered into Executive Session at 6:08 p.m.

The Board Members returned to Regular Session at 6:30 p.m.

**18:010**

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

YEA: YOCUM, CORNMAN, CARR, CLARK, LATELLA, MCDONALD, and NICCUM  
President advised the meeting be adjourned at 6:30 p.m.

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President

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Treasurer/CFO

**AGENDA**  
**CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY**  
**BOARD OF EDUCATION**  
**ORGANIZATIONAL MEETING**  
JANUARY 11, 2018  
5:00 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:
  - \$ 200.00 for Treasurer
18. Request to authorize the following change funds:
  - \$ 50.00 Adult Education Office
  - \$150.00 Bistro
  - \$400.00 Cafeteria
  - \$100.00 Cosmetology Lab
  - \$ 50.00 Maintenance Department
  - \$100.00 Student Fees
  - \$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 Minutes  
Newark, Ohio**

January 11, 2018

The audio recording, resolutions passed, any attachments, and the following constitute an accurate record of the C-TEC Board of Education Proceedings at the above dated meeting as determined by the Treasurer/CFO.

The Career and Technology Education Centers of Licking County, Board of Education, met in an organizational meeting in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on January 11, 2018.

The meeting was called to order at 5:03 p.m.

Ms. Bev Niccum was administered the Oath of Office by Benjamin R. Streby, Treasurer/CFO prior to the meeting.

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

**18:001**

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

ABSTAIN: NICCUM

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

**18:002**

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, CORNMAN, MCDONALD, YOCUM, and NICCUM  
The President confirmed that Dr. Jennifer Cornman was elected to the office of Vice President

**18:003**

Mr. Matthew Clark moved and Mrs. Jennifer McDonald seconded the approval of items 5-20

5. Appoint Ohio School Boards Association Delegate and Legislative Liaison, Mr. Forest Yocum
6. Appoint Ohio School Boards Association Delegate and Legislative Liaison Alternate, Mr. Freddie Latella
7. Appoint Ohio School Boards Association Student Achievement Liaison, Matthew Clark
8. Appointment of Bricker and Eckler as legal consultants, as needed
9. Designation of The Advocate as official newspaper for notification
10. Designation the fourth Tuesday of each month at 5:30 p.m., as the regular Board 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. 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:

\$ 200.00 for Treasurer

18. Request to authorize the following change funds:

\$ 50.00 Adult Education Office

\$150.00 Bistro

\$400.00 Cafeteria

\$100.00 Cosmetology Lab

\$ 50.00 Maintenance Department

\$100.00 Student Fees

\$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

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

**18:004**

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  
The President advised the Organizational Meeting be adjourned at 5:09 p.m.

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President

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Treasurer/CFO



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

January 11, 2018

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 19, 2017 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent’s Recommendations

A. Personnel

1. To accept the resignation of Mary Bebout, Administrative Assistant, for the purpose of retirement, effective March 23, 2018
2. To approve the Adult Education Center’s part-time personnel, on an as needed basis, for the 2017-2018 school year

General & CNC Machining

David Abel	\$25.00 per hour
Noah Cooksey *	\$25.00 per hour

Healthcare – STNA & Medical Coding

Anthony Burger *	\$20.00 per hour
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Massage Therapy Anthony Burger *	\$20.00 per hour
Medical Assistant Anthony Burger *	\$20.00 per hour
Public Safety Anthony Burger *	\$20.00 per hour

\* pending background check

B. To approve the following Board Policy

5200 Attendance

6. Treasurer's Recommendations

A. To approve the financial reports for December 2017

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 11, 2018

The audio recording, resolutions passed, any attachments, and the following constitute an accurate record of the C-TEC Board of Education Proceedings at the above dated meeting as determined by the Treasurer/CFO.

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 11, 2018.

The meeting was called to order at 5:09 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

**18:005**

Mrs. Jennifer McDonald moved and Mr. Matthew Clark seconded the approval of the Board of Education meeting minutes of December 19, 2017

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

ABSTAIN: LATELLA

The President advised the motion carried

**18:006**

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

A. Personnel

1. To accept the resignation of Mary Bebout, Administrative Assistant, for the purpose of retirement, effective March 23, 2018
2. To approve the Adult Education Center’s part-time personnel, on an as needed basis, for the 2017-2018 school year

General & CNC Machining

David Abel \$25.00 per hour

Noah Cooksey \* \$25.00 per hour

Healthcare – STNA & Medical Coding

Anthony Burger \* \$20.00 per hour

Massage Therapy Anthony Burger *	\$20.00 per hour
Medical Assistant Anthony Burger *	\$20.00 per hour
Public Safety Anthony Burger *	\$20.00 per hour

\* pending background check

B. To approve the following Board Policy

5200 Attendance

C. To approve a revision to the 2017-2018 school calendar

D. To rescind approval of the lease/purchase agreement between C-TEC and Cardiac Science Capital for three (3) new Automatic External Defibrillator (AED) machines

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

**18:007**

Mr. Tim Carr moved and Mr. Matthew Clark seconded the approval of the Treasurer's Recommendations

A. To approve the financial reports for December 2017

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



**18:008**

Dr. Jennifer Cornman moved and Mrs. Jennifer McDonald seconded the motion that the meeting be adjourned

YEA: CORNMAN, MCDONALD, CARR, CLARK, LATELLA, YOCUM, and NICCUM  
President advised the meeting be adjourned at 5:31 p.m.

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President

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Treasurer/CFO