



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

December 13, 2016

5:00 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 November 15, 2016 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Jim Bishop, Facilities Mechanic, for the purpose of retirement, effective January 1, 2017 and re-employ Jim Bishop as Facilities Mechanic, Step 7 of the Mechanic Salary Schedule, minus five (5) mandatory furlough days for an annual salary of \$52,055.31 pro-rated for the remainder of the 2016-2017 contract year (130 days \$26,538.00)
    2. To employ Taylor Gingery as Career Connections Instructor at Licking Heights Middle School, Class II, Step 2 of the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$38,720.00 prorated for the remainder of the contract year, through August, 2017, pending background check

3. To employ Dale Bucklund as part-time FACTS Social Studies Tutor for the 2016-2017 school year at the rate of \$20.00 per hour, not to exceed 25 hours per week, pending background check
4. To employ Ann Thum as part-time FACTS English tutor for the 2016-2017 school year at the rate of \$20.00 per hour, not to exceed 25 hours per week
5. To approve Ann Campbell (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 as Event Supervisors at the rate of \$18.00 per hour, on an as needed basis for the 2016-2017 school year

Laura Atherton  
Mary Bebout  
Beth Bronkar  
Ken Fehrman  
Matt Frischen  
Lin Funk

Kris Hall  
Becky Hensley  
Kathy Owens  
Ginger Rife  
Brian Wilfong  
Barb Wolfe

- B. To approve the Adult Education Student Catalog valid January 1, 2017- June 30, 2017
- C. Information: 2016-2017 mid-year bullying incidents, for C-TEC Secondary Center, being reported in compliance with Ohio Revised Code 3313.66 and Board Policy 5517.01, are 8 reported incidences of bullying, harassment and intimidation, 0 were substantiated as bullying

D. Donation

Outville Presbyterian Church  
Pastor Kae Merold  
6463 Outville Road  
Pataskala, OH 43062-9394  
Monetary donation for the Student Assistant Fund

6. Treasurer's Recommendations

- A. To approve the financial reports for November 2016

- B. To authorize the Treasurer to request advances of Tax Revenue, as it becomes available, from the Licking County Auditor
- C. To approve a two (2) year contract with the Auditor of the State of Ohio, Dave Yost Local Government Services Section, for the purpose of compiling the District's GAAP financial statements at a rate of \$50.00 per hour with a total cost not anticipated to exceed \$9,000.00 for each fiscal year
- D. To approve the revision of the following Purpose Statement & Budgets
  - Building Trades
  - Electronic & Computer Technology
  - HOSA
  - National Technical Honor Society
  - Robotics & Automated Manufacturing
- E. To approve the renewal of the District's membership in the Ohio School Boards Association (\$2,917.00), as well as, the annual subscription to the OSBA Briefcase (\$0.00 electronic copy) and the School Management News (150.00 electronic copy) for January 1, 2017 to December 31, 2017
- F. To authorize the Treasurer to make the following transfer:
  - \$343,739.15      From: General Fund 001 0000
  - To:    \$3.4 Million Refunding and Judgment Bonds 002 9010

- 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

December 13, 2016

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session at the Licking County Educational Service Center, 154 North Quentin Road, Newark, Ohio on December 13, 2016.

The meeting was called to order at 5:05 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Freddie Latella, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

#### **16:068**

Mrs. Jennifer McDonald moved and Mr. Freddie Latella seconded the approval of the Board of Education meeting minutes of November 15, 2016

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

The President advised the motion carried

#### **16:069**

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

##### A. Personnel

1. To accept the resignation of Jim Bishop, Facilities Mechanic, for the purpose of retirement, effective January 1, 2017 and re-employ Jim Bishop as Facilities Mechanic, Step 7 of the Mechanic Salary Schedule, minus five (5) mandatory furlough days for an annual salary of \$52,055.31 pro-rated for the remainder of the 2016-2017 contract year (130 days \$26,538.00)
2. To employ Taylor Gingery as Career Connections Instructor at Licking Heights Middle School, Class II, Step 2 of the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$38,720.00 prorated for the remainder of the contract year, through August, 2017, pending background check and release from her current contract
3. To employ Dale Backlund as part-time FACTS Social Studies Tutor for the 2016-2017 school year at the rate of \$20.00 per hour, not to exceed 25 hours per week, pending background check

4. To employ Ann Thum as part-time FACTS English tutor for the 2016-2017 school year at the rate of \$20.00 per hour, not to exceed 25 hours per week
5. To approve Ann Campbell (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 as Event Supervisors at the rate of \$18.00 per hour, on an as needed basis for the 2016-2017 school year

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

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

Administrative Assistant	
Priscilla Dixon	\$13.00 per hour
Network Technician Instructor	
John Lehr	\$25.00 per hour

- B. To approve the Adult Education Student Catalog valid January 1, 2017- June 30, 2017
- C. Information: 2016-2017 mid-year bullying incidents, for C-TEC Secondary Center, being reported in compliance with Ohio Revised Code 3313.66 and Board Policy 5517.01, are 8 reported incidences of bullying, harassment and intimidation, 0 were substantiated as bullying
- D. Donation

Outville Presbyterian Church  
Pastor Kae Merold  
6463 Outville Road  
Pataskala, OH 43062-9394  
Monetary donation for the Student Assistant Fund



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

**16:071**

Mr. Forest Yocum moved and Mrs. Jennifer McDonald seconded the motion that the meeting be adjourned

YEA: YOCUM, MCDONALD, CARR, LATELLA, MANN, and NICCUM  
President advised the meeting be adjourned at 5:22 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**

November 15, 2016

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. Public Meeting on the issue of the re-employment of Jim Bishop, Facilities Mechanic, during his SERS service retirement:

Members of the public are invited to provide input to the Board of Education on the issue of re-employing Jim Bishop during his service retirement. Speakers are limited to five (5) minutes each, and all public comments will be closed after thirty (30) minutes. A sign-up sheet will be used, if necessary, to determine the order in which persons will address the Board of Education

5. Minutes of October 25, 2016 Board of Education Meeting
6. Hearing of the public (agenda items)
7. Superintendent's Recommendations

A. Personnel

1. To accept the resignation of Ashley Reed, FACTS Lab English Tutor, effective October 29, 2016



2. To accept the resignation of Jeffrey W. Miller, FACTS Lab Social Students Tutor, effective November 16, 2016
3. To employ Michelle Miller as Office Technology Instructor/Coordinator, effective November 28, 2016, on the Instructor/Coordinator Salary Schedule Step 5, at \$65,107.00 prorated for the remainder of the contract year, through July 31, 2017
4. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

Multicraft Maintenance Nathanial Bryant *	\$20.00 per hour
Structural & Pipe Welding/Fabrication Nathanial Bryant *	\$20.00 per hour

\*pending background check

- B. To approve the following staff members to be identified as certified OTES evaluators for the District for the 2016-2017 school year, meeting requirements of Board Policy 3220-Professional Staff-Standards Based Teacher Evaluation

Laura Bowers  
Thomas Gamertsfelder  
Joyce Malainy  
Mike McNichol  
Shirley Migliore  
Stephanie Priestnal  
Michelle Snow

- C. To approve the following Board Policies

2452	Program-Disclosure of Security Policy and Crime Statistics (Cleary Act)
3220	Professional Staff-Standards Based Teacher Evaluation

D. Donations

Truck One  
140 Everett Avenue  
Newark, OH 43055  
2001 Navistar Model 9100 Semi Truck to be used by Diesel & Power Mechanic program

Dave & MaryAnn Bethel  
109 Wicklow Drive  
Granville, OH 43023  
Monetary donation to Architectural & Engineering Design program

8. Treasurer's Recommendations

A. To approve the financial reports for October, 2016

B. To approve a lease agreement between C-TEC and Richmond W. Rauch for the purpose of farming 30 acres of agriculture land, owned by the Thomas J. Evans Foundation, for the amount of \$2,700.00 (\$90.00 per acre/per year), for the crop years 2017-2019

C. To approve Resolution 2016-10, Waiving Notice Requirements for Southgate Community Reinvestment Area

D. To approve the revision of the Criminal Justice Purpose Statement and Budget

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

10. Board Members' Comments

10. Superintendent's Comments

11. Treasurer's Comments

**Adjournment:** Next Meeting December 13, 2016 at 5:00 p.m. at Roosevelt Building



## **Board of Education Minutes**

**Newark, Ohio**

November 15, 2016

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 November 15, 2016.

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

A public meeting was held on the issue of the re-employment of Jim Bishop, Facilities Mechanic, during his SERS service retirement. At this public meeting, there were no members of the public that spoke in favor or against retire/rehire in general

### **16:064**

Mr. Forest Yocum moved and Dr. Jennifer Cornman seconded the approval of the Board of Education meeting minutes of October 25, 2016

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

The President advised the motion carried

### **16:065**

Mr. Bill Mann moved and Mr. Tim Carr seconded the approval of the Superintendent's Recommendations

#### **A. Personnel**

1. To accept the resignation of Ashley Reed, FACTS Lab English Tutor, effective October 29, 2016
2. To accept the resignation of Jeffrey W. Miller, FACTS Lab Social Studies Tutor, effective November 16, 2016
3. To employ Michelle Miller as Office Technology Instructor/Coordinator, effective November 28, 2016, on the Instructor/Coordinator Salary Schedule Step 5, at \$65,107.00 prorated for the remainder of the contract year, through July 31, 2017

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

Multicraft Maintenance  
Nathanial Bryant \* \$20.00 per hour

Structural & Pipe Welding/Fabrication  
Nathanial Bryant \* \$20.00 per hour

\*pending background check

- B. To approve the following staff members to be identified as certified OTES evaluators for the District for the 2016-2017 school year, meeting requirements of Board Policy 3220-Professional Staff-Standards Based Teacher Evaluation

Laura Bowers  
Thomas Gamertsfelder  
Joyce Malainy  
Mike McNichol  
Shirley Migliore  
Stephanie Priestnal  
Michelle Snow

- C. To approve the following Board Policies

2452 Program-Disclosure of Security Policy and Crime Statistics (Cleary Act)  
3220 Professional Staff-Standards Based Teacher Evaluation

- D. Donations

Truck One  
140 Everett Avenue  
Newark, OH 43055  
2001 Navistar Model 9100 Semi Truck to be used by Diesel & Power Mechanic program

Dave & MaryAnn Bethel  
109 Wicklow Drive  
Granville, OH 43023  
Monetary donation to Architectural & Engineering Design program

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

**16:066**

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

- A. To approve the financial reports for October, 2016
- B. To approve a lease agreement between C-TEC and Richmond W. Rauch for the purpose of farming 30 acres of agriculture land, owned by the Thomas J. Evans Foundation, for the amount of \$2,700.00 (\$90.00 per acre/per year), for the crop years 2017-2019
- C. To approve Resolution 2016-10, Waiving Notice Requirements for Southgate Community Reinvestment Area
- D. To approve the revision of the Criminal Justice Purpose Statement and Budget

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

**16:067**

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

YEA: CORNMAN, YOCUM, CARR, LATELLA, MANN, MCDONALD, and NICCUM  
President advised the meeting be adjourned at 6:14 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**

October 25, 2016

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 September 27, 2016 Board of Education Meeting and Minutes of October 12, 2016 Special Board Meeting
5. Hearing of the public (agenda items)
6. 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

Ariel Instructor	
Tamara Claggett	\$28.00 per hour
Leo Collins	\$28.00 per hour
John Mazzone	\$25.00 per hour
    - B. To approve a Memorandum of Understanding with the following

Northridge Local Schools	Information Technology
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C. To hold the first reading of the following board policies

- |      |   |
|------|---|
| 2452 | Program – Disclosure of Security Policy and Crime Statistics<br>(Clery Act) |
| 3220 | Professional Staff – Standards Based Teacher Evaluation                     |

D. Donation

Chapel Grove  
1400 Chapel Way  
Heath, OH 43056  
Sit and Stand to be used by the STNA Program

7. Treasurer's Recommendations

A. To approve the financial reports for September 2016

B. To approve the Five-Year Forecast for the October Submission

C. To approve Resolution 2016-07, Authorizing the Purchase of Competitive Retail Electronic Service

D. To approve Resolution 2016-08, Waiving Statutory Notice Periods and Providing Related Authorizations

E. To approve the following Then and Now purchase orders

73915	Fire Safety Services, Inc.	\$3,098.00
73972	Christine R. Jameson	\$3,075.00
73954	Gordon Food Service	\$5,697.88

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

9. Board Members' Comments

10. Superintendent's Comments

11. Treasurer's Comments

**Adjournment:** Next Meeting November 15, 2016  
December Meeting – December 13, 2016 @ 5:00 p.m. Roosevelt Building



**Board of Education Minutes  
Newark, Ohio**

October 25, 2016

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 October 25, 2016.

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

**16:059**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the approval of the Board of Education meeting minutes of September 27, 2016 and the Special Board Meeting minutes of October 12, 2016

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

**16:060**

Mrs. Jennifer McDonald moved and Mr. Bill Mann 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

Ariel Instructor	
Tamara Claggett	\$28.00 per hour
Leo Collins	\$28.00 per hour
John Mazzone	\$25.00 per hour

- B. To approve a Memorandum of Understanding with the following

Northridge Local Schools	Information Technology
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C. To hold the first reading of the following board policies

- 2452 Program – Disclosure of Security Policy and Crime Statistics (Clery Act)
- 3220 Professional Staff – Standards Based Teacher Evaluation

D. Donation

Chapel Grove  
1400 Chapel Way  
Heath, OH 43056  
Sit and Stand to be used by the STNA Program

E. To approve the following to attend the Business Community Advisory Council's Summer Externship Program with the Licking County Educational Service Center. The ESC will reimburse the District for the salary and related expenses

- Matt Frischen \$400.00
- Gretchen Griffith \$800.00

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

**16:061**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the approval of the Treasurer's Recommendations

- A. To approve the financial reports for September 2016
- B. To approve the Five-Year Forecast for the October Submission
- C. To approve Resolution 2016-07, Authorizing the Purchase of Competitive Retail Electric Service
- D. To approve Resolution 2016-08, Waiving Statutory Notice Periods and Providing Related Authorizations for the Etna enterprise zone area tax exemption
- E. To approve the following Then and Now purchase orders

- 73915 Fire Safety Services, Inc. \$3,098.00
- 73972 Christine R. Jameson \$3,075.00
- 73954 Gordon Food Service \$5,697.88

- F. To approve a two year contract with Anthem Life to provide life insurance coverage effective January 1, 2017 through December 31, 2019, at a cost of \$.0115 per \$1,000.00 per month per covered employee

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

**16:062**

Mr. Freddie Latella moved and Mr. Bill Mann seconded the motion to approve Resolution 2016-09, Waiving Statutory Notice Periods and Providing Related Authorizations for the Kroger tax increment financing ordinance

YEA: LATELLA, MANN, CARR, CORNMAN, YOCUM, and NICCUM  
ABSTAIN: MCDONALD  
President advised the motion carried

**16:063**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the motion that the meeting be adjourned

YEA: LATELLA, CORNMAN, CARR, MANN, MCDONALD, YOCUM, and NICCUM  
President advised the meeting be adjourned at 6:58 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**

October 12, 2016

5:30 p.m.

1. Roll Call
2. Pledge of Allegiance
3. Superintendent's Recommendations
  - A. Personnel
    1. To employ Alyssa Johnston as Career Development Coordinator, effective January 2, 2017 on the Coordinator's Salary Schedule, Step 0, at \$63,693.00 prorated for the remainder of the contract year, through July 31, 2017
    2. To employ Windy Murphy as Coordinator of Business, Industry and Manufacturing, on the Coordinator's Salary Schedule, Step 5, at \$73,247.00 prorated for the remainder of the contract year, through July 31, 2017, pending background check
4. Treasurer's Recommendations
  - A. To approve the revision of the following Purpose Statement and Budget  
  
Physical Therapy & Exercise Science

**Adjournment:** Next Meeting October 25, 2016



**Board of Education Minutes  
Newark, Ohio**

October 12, 2016

The Career and Technology Education Centers of Licking County, Board of Education, met in a special session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on October 12, 2016.

The meeting was called to order at 5:36 p.m. The following Board Members were present at roll call: Dr. Jennifer Cornman, Mr. Bill Mann, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

**16:056**

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

A. Personnel

1. To employ Alyssa Johnston as Career Development Coordinator, effective January 2, 2017 on the Coordinator's Salary Schedule, Step 0, at \$63,693.00 prorated for the remainder of the contract year, through July 31, 2017
2. To employ Windy Murphy as Coordinator of Business, Industry and Manufacturing, on the Coordinator's Salary Schedule, Step 5, at \$73,247.00 prorated for the remainder of the contract year, through July 31, 2017, pending background check

YEA: CORNMAN, MCDONALD, MANN, YOCUM, and NICCUM  
The President advised the motion carried

Mr. Freddie Latella entered the meeting at 5:39 p.m.

**16:057**

Mr. Bill Mann moved and Mr. Forest Yocum seconded the approval of the Treasurer's Recommendations

A. To approve the revision of the following Purpose Statement and Budget

Physical Therapy & Exercise Science

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

**16:058**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the motion that the meeting be adjourned

YEA: LATELLA, CORNMAN, MANN, MCDONALD, YOCUM, and NICCUM  
President advised the meeting be adjourned at 5:40 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**

September 27, 2016

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 August 23, 2016 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
  - A. Personnel
    1. To approve Jordan Raugh (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
    2. To approve Pamela Hall as substitute Administrative Assistant, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour
    3. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

Ariel Instructor

Kathy Gamertsfelder

\$25.00 per hour

Part-time Adult Education, continued

Kathy Roderick	\$25.00 per hour
Thomas Pullum	\$28.00 per hour

Continuing Education-Basic Welding Instructor

Brian Broseus	\$25.00 per hour
Jack Ransom	\$25.00 per hour

Cosmetology Instructor

Kristi Adams	\$18.00 per hour
Shelby Cannon*	\$18.00 per hour

Customized Business & Industry Instructor

Michael Black	\$25.00 per hour
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Healthcare-Medical Coding Instructor

Michelle Miller	\$22.00 per hour
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HVAC-Employability Instructor

Sheila Thompson	\$28.00 per hour
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Medical Coding Instructor

Nancy Lang	\$22.00 per hour
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Multicraft Maintenance Assistant

Dwight Reynolds	\$13.00 per hour
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Multicraft Maintenance Instructor

Michael Black	\$25.00 per hour
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Power Lineman Instructor

Rick Pease	\$19.00 per hour
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Structural & Pipe Welding

Michael Black	\$25.00 per hour
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\*pending background check

- B. To approve a Memorandum of Understanding with each of the following associate schools

Granville Exempted Village School	Information Technology
Heath City Schools	Gateway to STEM
Lakewood Local Schools	Information Technology
Licking Heights Local Schools	Career Connections
North Fork Local Schools	Career Connections
Southwest Licking Local Schools	Pre-Engineering

- C. To hold the first reading of the following board policy

3220 – Professional Staff – Standards Based Teacher Evaluation

7. Treasurer's Recommendations

- A. To approve the financial reports for August, 2016
- B. To approve the following Purpose Statement & Budgets for the 2016-2017 school year

Cosmetology (revision)  
Educators Rising

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

73780	School Datebook	\$4,232.52
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- D. To approve the FY17 Annual Appropriation Resolution 2016-06
- E. To approve a one year contract with Met Life to provide dental insurance coverage effective January 1, 2017 through December 31, 2017, at a cost of \$86.57 per month per covered employee
- F. To approve a one year contract with Anthem to provide health insurance coverage effective January 1, 2017 through December 31, 2017, at a cost of \$1,647.92 per month for family coverage and at a cost of \$610.34 per month for single coverage



8. To request Executive Session to discuss compensation of a public employee, with possible action to follow
9. Hearing of the public (non-agenda items)
10. Board Members' Comments
11. Superintendent's Comments
12. Treasurer's Comments

**Adjournment:** Next Meeting November 15, 2016



**Board of Education Minutes  
Newark, Ohio**

September 27, 2016

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 September 27, 2016.

The meeting was called to order at 5:33 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Dr. Jennifer Cornman, Mr. Freddie Latella, Mr. Bill Mann, Mr. Forest Yocum and Ms. Bev Niccum

**16:049**

Mr. Bill Mann moved and Dr. Jennifer Cornman seconded the approval of the Board of Education meeting minutes of August 23, 2016

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

**16:050**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To approve Jordan Raugh (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
2. To approve Pamela Hall as substitute Administrative Assistant, on an as needed basis, for the 2016-2017 school year at the rate of \$14.00 per hour
3. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2016-2017 school year

Ariel Instructor	
Kathy Gamertsfelder	\$25.00 per hour
Kathy Roderick	\$25.00 per hour
Thomas Pullum	\$28.00 per hour

Part-time Adult Education, continued

Continuing Education-Basic Welding Instructor

Brian Broseus	\$25.00 per hour
Jack Ransom	\$25.00 per hour

Cosmetology Instructor

Kristi Adams	\$18.00 per hour
Shelby Cannon*	\$18.00 per hour

Customized Business & Industry Instructor

Michael Black	\$25.00 per hour
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Healthcare-Medical Coding Instructor

Michelle Miller	\$22.00 per hour
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HVAC-Employability Instructor

Sheila Thompson	\$28.00 per hour
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Medical Coding Instructor

Nancy Lang	\$22.00 per hour
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Multicraft Maintenance Assistant

Dwight Reynolds	\$13.00 per hour
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Multicraft Maintenance Instructor

Michael Black	\$25.00 per hour
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Power Lineman Instructor

Rick Pease	\$19.00 per hour
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Structural & Pipe Welding

Michael Black	\$25.00 per hour
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\*pending background check

4. To approve a continuous contract for Kate Ryan, Adult Education Coordinator Support/Payroll Administrative Assistant, effective July 1, 2016

- B. To approve a Memorandum of Understanding with each of the following associate schools

Granville Exempted Village School	Information Technology
Heath City Schools	Career Connections & Gateway to STEM
Lakewood Local Schools	Information Technology
Licking Heights Local Schools	Career Connections
North Fork Local Schools	Career Connections
Southwest Licking Local Schools	Pre-Engineering

- C. To hold the first reading of the following board policy

3220 – Professional Staff – Standards Based Teacher Evaluation

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

**16:051**

Mr. Forest Yocum moved and Mr. Bill Mann seconded the approval of the Treasurer's Recommendations

- A. To approve the financial reports for August, 2016
- B. To approve the following Purpose Statement & Budgets for the 2016-2017 school year

Cosmetology (revision)  
Educators Rising  
FCCLA (revision)

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

73780	School Datebook	\$4,232.52
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- D. To approve the FY17 Annual Appropriation Resolution 2016-06

- E. To approve a one year contract with Met Life to provide dental insurance coverage effective January 1, 2017 through December 31, 2017, at a cost of \$86.57 per month per covered employee

- F. To approve a one year contract with Anthem to provide health insurance coverage effective January 1, 2017 through December 31, 2017, at a cost of \$1,647.92 per month for family coverage and at a cost of \$610.34 per month for single coverage

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

**16:052**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the motion to enter into Executive Session to discuss compensation of public employees

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

The Board Members entered into Executive Session at 6:16 p.m.

The Board Members returned to Regular Session at 7:33 p.m.

**16:053**

Mr. Freddie Latella moved and Mr. Forest Yocum seconded to approve a five year contract for Joyce L. Malainy, Ed.D., Superintendent, effective August 1, 2016 through July 31, 2021

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

**16:054**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded to approve a five year contract for Benjamin R. Streby, Treasurer/CFO, effective August 1, 2016 through July 31, 2021

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

**16:055**

Mr. Freddie Latella moved and Mr. Tim Carr seconded the motion that the meeting be adjourned

YEA: LATELLA, CARR, CORNMAN, MANN, YOCUM, and NICCUM  
President advised the meeting be adjourned at 7:35 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**

August 23, 2016

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
4. Minutes of July 26, 2016 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Brenda Grady, cafeteria worker, effective the end of the 2015-2016 school year
    2. To accept the resignation of Beverly Bronkar, Office Technology Instructor/Coordinator, for the purpose of retirement, effective December 31, 2016
    3. To employ Kyle Fulton as CNC Machining and Ariel Corporation Instructor/Coordinator, on a one (1) year limited contract, Step 0 on the Instructor/Coordinator Schedule, at the annual salary rate of \$56,615 for the 2016-2017 school year, pending approval of the Ariel contract

4. To employ Sheila Hoy as part-time Cafeteria Worker for the 2016-2017 school year at the rate of \$13.47 per hour, not to exceed 28 hours per week, pending background check
5. To approve the following administrative contracts, effective August 1, 2016

One-Year Limited Contract

Leo Collins                      Welding Instructor/Coordinator

Three-Year Limited Contract

Don Dean                      Manufacturing, Oil & Gas, Heavy Truck Coordinator

6. To approve the following Secondary Center part-time personnel for the 2016-2017 school year

<u>Employee</u>	<u>Position</u>	<u>Rate</u>
Laura Atherton	Wednesday School Supervisor	\$18.00/hour
Matt Darrah	Wednesday School Supervisor	\$18.00/hour
Charlie Hill	Wednesday School Supervisor	\$18.00/hour
Gillian Hopson	Wednesday School Supervisor	\$18.00/hour
Jill LeMaster	Wednesday School Supervisor	\$18.00/hour
Lucinda Parker	Wednesday School Supervisor	\$18.00/hour
Heather Salva	Wednesday School Supervisor	\$18.00/hour
Keri Vradenburg	Wednesday School Supervisor	\$18.00/hour

(Wednesday School is from 2:40 p.m. – 4:10 p.m. which is 1 hour beyond contracted teacher work day)

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

Administrative Assistant Shawntazsha Barlow *	\$13.00 per hour
Medical Coding Instructor Deborah Graham	\$23.00 per hour
Network Technician Instructor Jackson Hanks	\$20.00 per hour



Adult Education part-time, continued

Public Safety-Welding Instructor	
Karey Broseus	\$23.00 per hour
Lyle Hager	\$23.00 per hour
Ron Simpson	\$20.00 per hour

STNA-Classroom	
Marsha Gerdman	\$22.00 per hour
Deborah Kelly	\$22.00 per hour
Traci Wilson	\$22.00 per hour

STNA-Clinical	
Marsha Gerdman	\$23.00 per hour
Deborah Kelly	\$23.00 per hour
Traci Wilson	\$23.00 per hour

\*pending background check

- B. To approve a Resolution of Commendation for Howard Hill, Social Studies Instructor, for C-TEC Teacher of the year for the 2016-2017 school year
- C. To commend Howard Hill, Social Studies Instructor, for being the winner of the 2016 Dow Excellence in Education Award
- D. To approve the revised job description for Business, Industry and Manufacturing Coordinator
- E. To approve the following board policy  
5517.02 Sexual Violence
- F. To approve the following staff members to be identified as certified School Counselor evaluators for the District for the 2016-2017 school year, meeting requirements of Board Policy 3233, Professional Staff-Standard Based School Counselor Evaluation

Stephanie Priestnal  
Michelle Snow

- G. To recommend that the Board require the position of Adult Education Director to hold an administrative license from Ohio Department of Education, the position currently held by Lauren Massie

7. Treasurer's Recommendations

- A. To approve the financial reports for July 2016
- B. To authorize an increase to the Bistro change fund from \$100.00 to \$150.00
- C. To approve the following Purpose Statement and Budgets

Cosmetology (revision)  
Student Assistance Fund

- D. To approve the transfer of \$500,000.00 from the General Fund 001 into the Permanent Improvement Fund 003 for the purpose of remodeling, improving, and making additions to buildings for school purposes, furnishings, and equipping buildings for school purposes, and acquiring, clearing, equipping, landscaping, and otherwise improving school grounds
- E. To approve an agreement with American Fidelity Administrative Services for hour tracking services (\$.55 per employee per month), reporting service (\$995.00), and IRS Form 1095 generation (\$3.50 per employee for whom a form is generated) in accordance with the Affordable Care Act
- F. To authorize and direct the Treasurer/CFO to place a notice in the Newark Advocate, no later than October 1, 2016, which reads substantially as follows:

PUBLIC NOTICE

The Career and Technology Education Centers of Licking County Board of Education hereby gives public notice in accordance with Section 3309.345 of the Ohio Revised Code that James Bishop, who is currently employed by the Board of Education as a mechanic, will be retired and seeking re-employment with the Career and Technology Education Centers of Licking County in the same position following his service retirement. The Board of Education will hold a public meeting on the issue of re-employing the above named person at a meeting to be held on November 15, 2016 at 5:30 p.m. at the Board of Education Conference Room, located at 222 Price Road, Newark, Ohio

G. To approve the following Then and Now purchase orders

73419	Lorain County Community College	\$3,053.50
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8. Hearing of the public (non-agenda items)
9. Board Members' Comments
10. Superintendent's Comments
11. Treasurer's Comments

**Adjournment:** Next Meeting September 27, 2016



## Board of Education Minutes

Newark, Ohio

August 23, 2016

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 August 23, 2016.

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

### **16:043**

Mrs. Jennifer McDonald moved and Dr. Jennifer Cornman seconded the motion to enter into Executive Session to consider the employment of public employees

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

The President advised the motion carried

The Board Members entered into Executive Session at 5:36 p.m.

The Board Members returned to Regular Session at 6:06 p.m.

Mrs. Jennifer McDonald left the meeting at 6:06 p.m.

### **16:044**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the approval of the Board of Education meeting minutes of July 26, 2016

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

The President advised the motion carried

### **16:045**

Mr. Bill Mann moved and Mr. Forest Yocum seconded the approval of the Superintendent's Recommendations

#### A. Personnel

1. To accept the resignation of Brenda Grady, cafeteria worker, effective the end of the 2015-2016 school year

2. To accept the resignation of Beverly Bronkar, Office Technology Instructor/Coordinator, for the purpose of retirement, effective December 31, 2016
3. To employ Kyle Fulton as CNC Machining and Ariel Corporation Instructor/Coordinator, on a one (1) year limited contract, Step 0 on the Instructor/Coordinator Schedule, at the annual salary rate of \$56,615 for the 2016-2017 school year, pending approval of the Ariel contract
4. To employ Sheila Hoy as part-time Cafeteria Worker for the 2016-2017 school year at the rate of \$13.47 per hour, not to exceed 28 hours per week, pending background check
5. To approve the following administrative contracts, effective August 1, 2016

One-Year Limited Contract

Leo Collins                      Welding Instructor/Coordinator

Three-Year Limited Contract

Don Dean                      Manufacturing, Oil & Gas, Heavy Truck Coordinator

6. To approve the following Secondary Center part-time personnel for the 2016-2017 school year

<u>Employee</u>	<u>Position</u>	<u>Rate</u>
Laura Atherton	Wednesday School Supervisor	\$18.00/hour
Matt Darrah	Wednesday School Supervisor	\$18.00/hour
Charlie Hill	Wednesday School Supervisor	\$18.00/hour
Gillian Hopson	Wednesday School Supervisor	\$18.00/hour
Jill LeMaster	Wednesday School Supervisor	\$18.00/hour
Lucinda Parker	Wednesday School Supervisor	\$18.00/hour
Heather Salva	Wednesday School Supervisor	\$18.00/hour
Andrea Scott	Wednesday School Supervisor	\$18.00/hour
Keri Vradenburg	Wednesday School Supervisor	\$18.00/hour

(Wednesday School is from 2:40 p.m. – 4:10 p.m. which is 1 hour beyond contracted teacher work day)

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

Administrative Assistant  
 Shawntazsha Barlow \*                      \$13.00 per hour

Adult Education part-time, continued

Medical Coding Instructor  
Deborah Graham \$23.00 per hour

Network Technician Instructor  
Jackson Hanks \$20.00 per hour

Public Safety-Welding Instructor  
Karey Broseus \$23.00 per hour  
Lyle Hager \$23.00 per hour  
Ron Simpson \$20.00 per hour

STNA-Classroom  
Marsha Gerdman \$22.00 per hour  
Deborah Kelly \$22.00 per hour  
Traci Wilson \$22.00 per hour

STNA-Clinical  
Marsha Gerdman \$23.00 per hour  
Deborah Kelly \$23.00 per hour  
Traci Wilson \$23.00 per hour

\*pending background check

8. To employ Jennifer Wilkes as part-time FACTS Tutor for the 20016-2017 school year at the rate of \$20.00 per hour, not to exceed 25 hours per week, pending background check
  9. To approve the following as C-TEC van drivers for the 2016-2017 school year  
Greg King  
Rex Wilson
  10. To employ Kari Snyder as part-time Assistant to the Treasurer – Payroll at the rate of \$27.28 per hour for the 2016-2017 school year, on an as needed basis
- B. To approve a Resolution of Commendation for Howard Hill, Social Studies Instructor, for C-TEC Teacher of the year for the 2016-2017 school year
  - C. To commend Howard Hill, Social Studies Instructor, for being the winner of the 2016 Dow Excellence in Education Award

- D. To approve the revised job description for Business, Industry and Manufacturing Coordinator
- E. To approve the following board policy  
5517.02 Sexual Violence
- F. To approve the following staff members to be identified as certified School Counselor evaluators for the District for the 2016-2017 school year, meeting requirements of Board Policy 3233, Professional Staff-Standard Based School Counselor Evaluation  
  
Stephanie Priestnal  
Michelle Snow
- G. To recommend that the Board require the position of Adult Education Director to hold an administrative license from Ohio Department of Education, the position currently held by Lauren Massie

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

**16:046**

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

- A. To approve the financial reports for July 2016
- B. To authorize an increase to the Bistro change fund from \$100.00 to \$150.00
- C. To approve the following Purpose Statement and Budgets  
  
Cosmetology (revision)  
Student Assistance Fund
- D. To approve the transfer of \$500,000.00 from the General Fund 001 into the Permanent Improvement Fund 003 for the purpose of remodeling, improving, and making additions to buildings for school purposes, furnishings, and equipping buildings for school purposes, and acquiring, clearing, equipping, landscaping, and otherwise improving school grounds

- E. To approve an agreement with American Fidelity Administrative Services for hour tracking services (\$.55 per employee per month), reporting service (\$995.00), and IRS Form 1095 generation (\$3.50 per employee for whom a form is generated) in accordance with the Affordable Care Act
- F. To authorize and direct the Treasurer/CFO to place a notice in the Newark Advocate, no later than October 1, 2016, which reads substantially as follows:

PUBLIC NOTICE

The Career and Technology Education Centers of Licking County Board of Education hereby gives public notice in accordance with Section 3309.345 of the Ohio Revised Code that James Bishop, who is currently employed by the Board of Education as a mechanic, will be retired and seeking re-employment with the Career and Technology Education Centers of Licking County in the same position following his service retirement. The Board of Education will hold a public meeting on the issue of re-employing the above named person at a meeting to be held on November 15, 2016 at 5:30 p.m. at the Board of Education Conference Room, located at 222 Price Road, Newark, Ohio

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

73419	Lorain County Community College	\$3,053.50
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YEA: CORNMAN, YOCUM, CARR, LATELLA, MANN, and NICCUM  
The President advised the motion carried

**16:047**

Dr. Jennifer Cornman moved and Mr. Forest Yocum seconded the motion to enter into Executive Session to consider the employment of public employees

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

The Board Members entered into Executive Session at 6:32 p.m.

The Board Members returned to Regular Session at 6:58 p.m.



**16:048**

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

YEA: CORNMAN, CARR, LATELLA, MANN, YOCUM, and NICCUM  
President advised the meeting be adjourned at 6:58 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**

July 26, 2016

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. Minutes of June 28, 2016 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations

A. Personnel

1. To employ Maison Evans as the Architecture & Engineering Design Instructor on a one (1) year limited contract, Class I, Step 4 at the annual rate of \$39,995.00 for the 2016-2017 school year, pending background check
2. To approve the following Secondary Center part-time personnel for the 2016-2017 school year

<u>Employee</u>	<u>Position</u>	<u>Rate</u>	<u>Average Hours</u>
Elizabeth Betts	FACTS Tutor	\$20.00/hour	25 hours/week
Cris Martin	FACTS Tutor	\$20.00/hour	25 hours/week
Jeff Miller	FACTS Tutor	\$20.00/hour	25 hours/week
Ashley Reed	FACTS Tutor	\$20.00/hour	25 hours/week



Adult Education part-time, continued

Public Safety – Assistant

Gerarld McDaniel

\$13.00 per hour

\*Pending background check

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 \$42,000.00, for the 2016-2017 school year

C. To approve the Adult Education Catalog/Handbook July 2016 - December 2016

D. To hold the first read of the following Board Policy

5517.02 Sexual Violence

E. To approve the following Board Policy

3223 Professional Staff – Standard Based School Counselor Evaluation

6. Treasurer's Recommendations

A. To approve the financial reports for June 2016

B. To approve the following Purpose Statement and Budget for the 2016-2017 school year

Cosmetology (Adult Education)

Social Studies

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

72871 American Electric Power \$14,288.41

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

8. Request Executive Session to consider the employment of a public employee, no action likely to follow

9. Board Members' Comments

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Agenda – C-TEC Board of Education  
Page 4

10. Superintendent's Comments

11. Treasurer's Comments

**Adjournment:** Next Meeting August 23, 2016



**Board of Education Minutes  
Newark, Ohio**

July 26, 2016

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 July 26, 2016.

The meeting was called to order at 5:33 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Dr. Jennifer Cornman, Mr. Bill Mann, Mrs. Jennifer McDonald, Mr. Forest Yocum, and Ms. Bev Niccum

**16:038**

Mrs. Jennifer McDonald moved and Dr. Jennifer Cornman seconded approval of the Board of Education meeting minutes of June 28, 2016

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

Mr. Freddie Latella entered the meeting at 5:36

**16:039**

Mr. Forest Yocum moved and Mr. Bill Mann seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To employ Maison Evans as the Architecture & Engineering Design Instructor on a one (1) year limited contract, Class I, Step 4 at the annual rate of \$39,995.00 for the 2016-2017 school year, pending background check
2. To approve the following Secondary Center part-time personnel for the 2016-2017 school year

<u>Employee</u>	<u>Position</u>	<u>Rate</u>	<u>Average Hours</u>
Elizabeth Betts	FACTS Tutor	\$20.00/hour	25 hours/week
Cris Martin	FACTS Tutor	\$20.00/hour	25 hours/week
Jeff Miller	FACTS Tutor	\$20.00/hour	25 hours/week
Ashley Reed	FACTS Tutor	\$20.00/hour	25 hours/week



Adult Education part-time, continued

Public Safety – Assistant

Gerarld McDaniel

\$13.00 per hour

\*Pending background check

10. To employ Adam Brannon as Custodian, Step 5, one (1) year limited contract, at the annual rate of \$37,719.00 for the 2016-2016 school year, pending background check

11. To approve Kris Hall as an instructor to instruct CPR classes to C-TEC staff members for the 2016-2017 school year at the rate of \$18.00 per hour

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 \$42,000.00, for the 2016-2017 school year

C. To approve the Adult Education Catalog/Handbook July 2016 - December 2016

D. To hold the first read of the following Board Policy

5517.02 Sexual Violence

E. To approve the following Board Policy

3223 Professional Staff – Standard Based School Counselor Evaluation

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

The President advised the motion carried

**16:040**

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

A. To approve the financial reports for June 2016

B. To approve the following Purpose Statement and Budget for the 2016-2017 school year

Cosmetology (Adult Education)  
Social Studies



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

72871	American Electric Power	\$14,288.41
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YEA: CARR, CORNMAN, LATELLA, MANN, MCDONALD, YOCUM, and NICCUM  
The President advised the motion carried

**16:041**

Mr. Tim Carr moved and Dr. Jennifer Cornman seconded the motion to enter into Executive Session to consider the employment of a public employee, with no action likely to follow

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

The Board Members entered into Executive Session at 6:21 p.m.

The Board Members returned to Regular Session at 6:38 p.m.

**16:042**

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

YEA: YOCUM, CORNMAN, CARR, LATELLA, MANN, MCDONALD, and NICCUM  
President advised the meeting be adjourned at 6:38 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**

June 28, 2016

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: Mr. Tom Applegate
4. Minutes of May 31, 2016 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Darin Prince, Dean of Students, effective June 10, 2016
    2. To accept the resignation for the purpose of retirement of Elizabeth Bronkar, effective December 30, 2016
    3. To employ Lauren Massie as Adult Education Director, on a one (1) year limited contract, Step 4 of the Director's Salary Schedule, at the annual salary rate of \$91,048.00 for the 2016-2017 school year
    4. To employ Tina Hummel as FACTS Coordinator, Class V, Step 25, at the annual salary rate of \$77,970.00 for the 2016-2017 school year.

5. To approve 5 days extended service contract for Tina Hummel, FACTS Coordinator, for the 2016-2017 school year
6. To employ Jared Lucas as Social Studies Instructor, Class I, Step 0, one (1) year limited contract, at the annual rate of \$34,030.00 for the 2016-2017 school year, pending background check
7. To employ Eileen Hudson, Administrative Assistant, Class I, Step 13 , one (1) year contract, on the Administrative Assistant Salary Schedule for 200 days, at the annual rate of \$31,238.00 for the 2016-2017 school year
8. To approve the following personnel for supplemental positions at the rate of \$2,400.00 for the 2016-2017 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
Nicholas Hancock	Middle School Robotics Competition Advisor
Matt Darrah	Science Department Head
Tina Hummel	SkillsUSA Advisor
Scott Karr	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

9. To approve the following instructors to instruct CPR classes to C-TEC staff members at the rate of \$18.00 per hour

Tina Hummel  
Greg King  
Keri Vradenburg

10. To approve the following substitute cafeteria workers, on an as needed basis, for the 2016-2017 school year at the rate of \$10.60 per hour

Susan England  
Jessica Freytag  
Pamela Hall  
Marsha Paul

11. To approve an increase for substitute teachers pay rate to \$95.00 per day to begin August 17, 2016

12. 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

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

Adult Basic and Literacy Education

Allen Schwartz	\$19.00 per hour
Joanne Stout	\$19.00 per hour
Assata Barry	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Curtis West	\$19.00 per hour
Dale Bowman	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Rachel Garrett	\$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
Joanne Stout	\$19.00 per hour
Assata Barry	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Curtis West	\$19.00 per hour
Dale Bowman	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Rachel Garrett	\$19.00 per hour
Tamara Claggett	\$19.00 per hour

Adult Basic and Literacy Education – Professional Development, continued

Zachary Snider \$19.00 per hour

Adult Basic and Literacy Education – OMJ

Ellen Izor \$28.00 per hour

Adult Basic and Literacy Education ESOL Instructors

Assata Barry \$19.00 per hour

Curtis West \$19.00 per hour

Rachel Garrett \$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

Adult Basic and Literacy Education – Tech Coordinator

Zachary Snider \$19.00 per hour

Administrative Assistants

Jeanne Scott \$13.00 per hour

June Nash \$13.50 per hour

Kathleen Roderick \$18.00 per hour

Laura Atherton \$14.00 per hour

Laura Droke \$14.00 per hour

Lori Swihart \$16.00 per hour

Lynn Holliday \$13.00 per hour

Pam Hoffman \$16.00 per hour

Pamela Hall \$14.00 per hour

Tina Roley \$13.50 per hour

Ariel

Dave McNabb \$27.00 per hour

Dennis Rine \$25.00 per hour

Douglas Vickers \$25.00 per hour

Jeff Jones \$30.00 per hour

Kyle Fulton \$25.00 per hour

Larry Crothers \$25.00 per hour

Lori Mazzone \$28.00 per hour

Lyle Hager \$25.00 per hour

Ariel, continued

Micheal O'Quin	\$25.00 per hour
Rick Sutterfield	\$25.00 per hour
Robert Bronkar	\$25.00 per hour
Ron Simpson	\$20.00 per hour
Steve Dunn	\$25.00 per hour
Travis White	\$25.00 per hour

Ariel- Night-Time Premium

Dennis Rine	\$28.00 per hour
Kyle Fulton	\$28.00 per hour
Lyle Hager	\$28.00 per hour
Micheal O'Quinn	\$28.00 per hour
Rick Sutterfield	\$28.00 per hour
Robert Bronkar	\$28.00 per hour
Steve Dunn	\$25.00 per hour
Travis White	\$25.00 per hour

Business and Industrial Training Instructors

Brian Broseus	\$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	\$23.00 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
Robert Bronkar	\$23.00 per hour
Ron Simpson	\$20.00 per hour
Tim Severt	\$20.00 per hour
Justin Paquette	\$25.00 per hour
Dave McNabb	\$25.00 per hour

Building Supervisors

Ginger Miller	\$20.00 per hour
Jack Ransom	\$19.00 per hour
Laura Atherton	\$20.00 per hour
Lori Swihart	\$18.00 per hour
Lyle Hager	\$19.00 per hour
Ron Simpson	\$18.00 per hour
Sheila Wood	\$19.00 per hour
Tony Haas	\$13.00 per hour

Career Planning & Placement

June Nash	\$13.50 per hour
Lori Mye	\$21.00 per hour
Christine Greetham	\$23.00 per hour
Jim Davis	\$23.00 per hour
Sheila Wood	\$20.00 per hour
Pam Hall	\$14.00 per hour

Career Enhancement Instructors

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

Cosmetology

Elizabeth Vidourek	\$18.00 per hour
Kristi Winland	\$18.00 per hour
Rick Pease	\$19.00 per hour
Sarah Adams	\$23.00 per hour

Full-Time Programs

Janet Fletcher	\$21.00 per hour
Sheila Thompson	\$28.00 per hour

General CNC Machining

Kyle Fulton	\$25.00 per hour
Lyle Hager	\$23.00 per hour
Robert Bronkar	\$23.00 per hour

Heavy Truck and Heavy Equipment Instructor

Brian Broseus	\$25.00 per hour
David McNabb	\$23.00 per hour
Jon White	\$28.00 per hour
Karey Broseus	\$23.00 per hour
Lyle Hager	\$23.00 per hour
Mark Bishop	\$23.00 per hour
Ron Simpson	\$20.00 per hour

Heating, Ventilation, and Air Conditioning (HVAC)

Jack Ransom	\$23.00 per hour
Jody Litten	\$23.00 per hour
John Daugherty	\$25.00 per hour

Healthcare

Paul Gaulke	\$20.00 per hour
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Healthcare Assistant

Laura Droke	\$13.00 per hour
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Healthcare-Medical Coding

Debra Graham	\$21.00 per hour
Kathy Watters	\$21.00 per hour
Kimberly Petro	\$21.00 per hour
Marie Shuttleworth	\$21.00 per hour
Shawn Ford	\$22.00 per hour

Healthcare – STNA Classroom

Barbara McKee	\$22.00 per hour
Grace Marston	\$26.00 per hour
Lisa Pierce-Burger	\$22.00 per hour
Lynn Holliday	\$25.50 per hour
Margaret Jensen	\$22.00 per hour
Patricia Goslin	\$23.00 per hour
Shawn Ford	\$22.00 per hour



Healthcare – STNA Classroom

Shirley Crabtree \$23.00 per hour

Healthcare – STNA Clinical

Barbara McKee \$23.00 per hour

Grace Marston \$26.00 per hour

Lisa Pierce-Burger \$23.00 per hour

Lynn Holliday \$25.50 per hour

Margaret Jensen \$23.00 per hour

Patricia Goslin \$23.00 per hour

Shawn Ford \$23.00 per hour

Shirley Crabtree \$23.00 per hour

Susan Ward \$23.00 per hour

Information Technologies

Belinda Ohlinger \$25.00 per hour

Catherine McKinley \$28.00 per hour

Roger Elliott \$25.00 per hour

Licensed Massage Therapist

Carolyn Carter \$19.00 per hour

Jonathan Duck \$18.00 per hour

Lynda Duck \$22.00 per hour

Paige McCorkle \$22.00 per hour

Rick Pease \$19.00 per hour

Multicraft Maintenance

Andy Taylor \$25.00 per hour

Brian Broseus \$25.00 per hour

Charles Hubble \$25.00 per hour

David Buena \$25.00 per hour

Jack Ransom \$25.00 per hour

Jeff Jardell \$25.00 per hour

Jody Litten \$23.00 per hour

John Daugherty \$25.00 per hour

Karey Broseus \$23.00 per hour

Leo Collins \$25.00 per hour

Lyle Hager \$23.00 per hour

Mark Bishop \$23.00 per hour

Mark Bruns \$25.00 per hour

Multicraft Maintenance, continued

Michael Black **	\$25.00 per hour
Michael Giffen	\$25.00 per hour
Robert Bronkar	\$23.00 per hour
Ron Simpson	\$20.00 per hour
Steve Strelecky	\$25.00 per hour
Tim Severt	\$23.00 per hour
Vivian Gluzinski	\$23.00 per hour

Network Technician

Bryan McGeary	\$22.00 per hour
Catherine McKinley	\$28.00 per hour
Mark Vukovic	\$23.00 per hour
Shawn Decker	\$22.00 per hour
Lori Mazzone	\$28.00 per hour

Office Technology

Lynn Holliday	\$25.50 per hour
Priscilla Dixon	\$17.50 per hour
Rick Pease	\$19.00 per hour
Roger Elliott	\$25.00 per hour

Power Lineman Training

Donald Tackett	\$30.00 per hour
Lyle Hager	\$23.00 per hour
Richard Creeks	\$30.00 per hour

Professional Landscape and Nursery Training

Angela Wharton	\$17.00 per hour
Jennifer Cook	\$17.00 per hour
Lawrence Ward	\$17.00 per hour
Lori Swihart	\$20.00 per hour
Vivian Gluzinski	\$17.00 per hour

Public Safety

Adam Gottfried	\$20.00 per hour
Alan Ashcraft	\$20.00 per hour
Amanda Hite	\$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 Miller	\$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
Jason Wells	\$20.00 per hour
Jay Louks	\$20.00 per hour
John Antol	\$20.00 per hour
Joseph Jones	\$20.00 per hour
Joseph Krouse	\$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
Nicholas Garver	\$20.00 per hour
Pamela Price (New)	\$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
Timothy Cooperrider	\$20.00 per hour
Timothy Warner	\$20.00 per hour

Public Safety, continued

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
Bruce Gottfried	\$20.00 per hour
Anthony Haas	\$20.00 per hour
Lyle Hager	\$20.00 per hour
Grace Marston	\$20.00 per hour
Sheila Thompson	\$20.00 per hour
Shelia Wood	\$20.00 per hour
Lynn Holliday	\$20.00 per hour

Public Safety- Customized

Adam Gottfried	\$23.00 per hour
Alan Ashcraft	\$23.00 per hour
Amanda Hite	\$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 Miller	\$23.00 per hour
Greg Ecleberry	\$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

Public Safety – Customized, continued

Jan Boring	\$23.00 per hour
Jan Futral	\$23.00 per hour
Jason Wells	\$23.00 per hour
Jay Louks	\$23.00 per hour
John Antol	\$23.00 per hour
Joseph Jones	\$23.00 per hour
Joseph Krouse	\$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
Nicholas Garver	\$23.00 per hour
Pamela Price (New)	\$23.00 per hour
Paul Dubeck	\$23.00 per hour
Samantha Simpson	\$23.00 per hour
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
Timothy Cooperrider	\$23.00 per hour
Timothy Warner	\$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

Registered Medical Assisting

Rick Pease	\$19.00 per hour
Lynn Holliday	\$25.50 per hour
Grace Marston	\$26.00 per hour
Shawn Ford	\$22.00 per hour
Priscilla Dixon	\$17.50 per hour

Structural and Pipe Welding/Fabrication

Andy Taylor	\$23.00 per hour
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
Lyle Hager	\$23.00 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

\*\* Pending background check

- B. To approve the Satellite Center’s fees for the 2016-2017 school year
- C. To approve the Satellite Center’s textbook list for the 2016-2017 school year
- D. To approve the Secondary Center’s fees for the 2016-2017 school year
- E. To approve the Secondary Center’s textbook list for the 2016-2017 school year
- F. To approve the external group rental rates for the 2016-2017 school year, effective July 1, 2016
- G. To hold the first read of the following Board Policy  
3223 Professional Staff – Standard Based School Counselor Evaluation
- H. To approve the C-TEC Employee Handbook
- I. To approve the updated job description for Custodian
- J. To approve Resolution 2016-03, Adopting a Calamity Day Alternative Make-Up Plan

- K. Informational: In compliance with Ohio Revised Code 3313.66 and Board Policy 5517.01, C-TEC Secondary Education Center, I submit the following report for the C-TEC Secondary Center:

We had a total of 12 reported incidences of bullying, harassment, intimidation, with 0 being substantiated, as of June 6, 2016

- L. 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 May 2016
- B. To approve the renewal premium for liability, fleet, and property insurance Through Southwestern Ohio Educational Purchasing Council at the rate of \$45,622 for the 2016-2017 school year.
- C. To approve a one (1) year benefit consultant agreement, effective January 1, 2016, with Gallagher Benefit Services, Inc.
- D. To approve the FY16 Final Appropriation Resolution 2016-04 (to be finalized prior to the Board Meeting)
- E. To approve the FY17 Temporary Appropriation Resolution 2016-05 (to be finalized prior to the Board Meeting)
- F. 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 \$\_\_\_\_\_

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

From 001 0000 General Fund to 019 9000 Wellness \$\_\_\_\_\_  
From 001 0000 General Fund to 019 9016 FY16 Summer Youth \$\_\_\_\_\_  
From 001 0000 General Fund to 019 FY16 Credit Recovery \$\_\_\_\_\_

- H. To approve, effective July 1, 2016, the Career and Technology Education Centers of Licking County (C-TEC) Board of Education “pick up” the total amount of employee contributions required by Section 3307.26 of the Ohio Revised Code to be contributed by administrative staff (Directors and Assistant Directors) to STRS Ohio. The C-TEC Board of Education is permitted to pick up employee contributions pursuant to Section 33707.27 of the Ohio Revised Code Section 414(h) (2) of the Internal Revenue Code

4.5% of these picked-up contributions, although designated as employee contributions, are being paid by the C-TEC Board of Education in lieu of employee contributions and shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee

9.5% of these picked-up contributions, although designated as employee contributions, are being paid by the C-TEC Board of Education in lieu of employee contributions and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee

These contributions shall not be treated as additional compensation for retirement purposes

Employees in the group may not opt out of the “picked-up” contributions or elect to receive the contributed amounts directly instead of having them picked up by the C-TEC Board of Education and paid to STRS Ohio

- I. To approve the following Purpose Statements and Budgets for the 2016-2017 school year

Secondary Center Purpose Statements and Budgets

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



Secondary Center Purpose Statements and Budgets, continued

Educators Rising  
Electrical Trades  
Electronic and Computer Technology  
Family, Career and Community Leaders of America (FCCLA)  
Firefighting/EMS  
Health Occupations Students of America (HOSA)  
Medical Assisting  
National Technical Honor Society  
Physical Therapy/Exercise Science  
Positive Achievement in Career Education (PACE)  
Robotics and Automated Manufacturing  
SkillsUSA Chapter  
Student Council  
Welding & Metal Fabrication

J. To approve the following Then and Now purchase orders:

72524	Lorain county Community College	\$ 5,993.50
72773	Hall's Safety Equipment	\$16,957.45
72828	Bricker & Eckler	\$ 5,677.00
72832	The Davey Tree Expert	\$13,000.00

8. Hearing of the public (non-agenda items)
9. Request Executive Session to consider the employment of a public employee, no action likely to follow
10. Board Members' Comments
11. Superintendent's Comments
12. Treasurer's Comments

**Adjournment:** Next Meeting July 26,2016



**Board of Education Minutes  
Newark, Ohio**

June 28, 2016

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 June 28, 2016.

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

**16:034**

Mr. Forest Yocum moved and Mrs. Jennifer McDonald seconded approval of the Board of Education meeting minutes of May 31, 2016

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

**16:035**

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

A. Personnel

1. To accept the resignation of Darin Prince, Dean of Students, effective June 10, 2016
2. To accept the resignation for the purpose of retirement of Elizabeth Bronkar, effective December 30, 2016
3. To employ Lauren Massie as Adult Education Director, on a one (1) year limited contract, Step 4 of the Director's Salary Schedule, at the annual salary rate of \$91,048.00 for the 2016-2017 school year
4. To employ Tina Hummel as FACTS Coordinator, Class V, Step 25, at the annual salary rate of \$77,970.00 for the 2016-2017 school year.
5. To approve 5 days extended service contract for Tina Hummel, FACTS Coordinator, for the 2016-2017 school year

6. To employ Jared Lucas as Social Studies Instructor, Class I, Step 0, one (1) year limited contract, at the annual rate of \$34,030.00 for the 2016-2017 school year, pending background check
7. To employ Eileen Hudson, Administrative Assistant, Class I, Step 13 , one (1) year contract, on the Administrative Assistant Salary Schedule for 200 days, at the annual rate of \$31,238.00 for the 2016-2017 school year
8. To approve the following personnel for supplemental positions at the rate of \$2,400.00 for the 2016-2017 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
Nicholas Hancock	Middle School Robotics Competition Advisor
Matt Darrah	Science Department Head
Tina Hummel	SkillsUSA Advisor
Scott Karr	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

9. To approve the following instructors to instruct CPR classes to C-TEC staff members at the rate of \$18.00 per hour

Tina Hummel  
Greg King  
Keri Vradenburg

10. To approve the following substitute cafeteria workers, on an as needed basis, for the 2016-2017 school year at the rate of \$10.60 per hour

Susan England  
Jessica Freytag  
Pamela Hall  
Marsha Paul

11. To approve an increase for substitute teachers pay rate to \$95.00 per day to begin August 17, 2016

12. 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

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

Adult Basic and Literacy Education

Allen Schwartz	\$19.00 per hour
Joanne Stout	\$19.00 per hour
Assata Barry	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Curtis West	\$19.00 per hour
Dale Bowman	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Rachel Garrett	\$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
Joanne Stout	\$19.00 per hour
Assata Barry	\$19.00 per hour
Christopher Ramsey	\$19.00 per hour
Curtis West	\$19.00 per hour
Dale Bowman	\$19.00 per hour
Ellen Izor	\$19.00 per hour
Evelyn Hauck	\$19.00 per hour
Rachel Garrett	\$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

Adult Basic and Literacy Education ESOL Instructors

Assata Barry \$19.00 per hour

Curtis West \$19.00 per hour

Rachel Garrett \$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

Adult Basic and Literacy Education – Tech Coordinator

Zachary Snider \$19.00 per hour

Administrative Assistants

Jeanne Scott \$13.00 per hour

June Nash \$13.50 per hour

Kathleen Roderick \$18.00 per hour

Laura Atherton \$14.00 per hour

Laura Droke \$14.00 per hour

Lori Swihart \$16.00 per hour

Lynn Holliday \$13.00 per hour

Pam Hoffman \$16.00 per hour

Pamela Hall \$14.00 per hour

Tina Roley \$13.50 per hour

Ariel

Dave Mcnabb \$27.00 per hour

Dennis Rine \$25.00 per hour

Douglas Vickers \$25.00 per hour

Jeff Jones \$30.00 per hour

Kyle Fulton \$25.00 per hour

Larry Crothers \$25.00 per hour

Lori Mazzone \$28.00 per hour

Lyle Hager \$25.00 per hour

Micheal O'Quin \$25.00 per hour

Rick Sutterfield \$25.00 per hour

Robert Bronkar \$25.00 per hour

Ron Simpson \$20.00 per hour

Steve Dunn \$25.00 per hour

Travis White \$25.00 per hour

Ariel- Night-Time Premium

Dennis Rine	\$28.00 per hour
Kyle Fulton	\$28.00 per hour
Lyle Hager	\$28.00 per hour
Micheal O'Quinn	\$28.00 per hour
Rick Sutterfield	\$28.00 per hour
Robert Bronkar	\$28.00 per hour
Steve Dunn	\$25.00 per hour
Travis White	\$25.00 per hour

Business and Industrial Training Instructors

Brian Broseus	\$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	\$23.00 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
Robert Bronkar	\$23.00 per hour
Ron Simpson	\$20.00 per hour
Tim Severt	\$20.00 per hour
Justin Paquette	\$25.00 per hour
Dave McNabb	\$25.00 per hour

Building Supervisors

Ginger Miller	\$20.00 per hour
Jack Ransom	\$19.00 per hour
Laura Atherton	\$20.00 per hour
Lori Swihart	\$18.00 per hour
Lyle Hager	\$19.00 per hour
Ron Simpson	\$18.00 per hour
Sheila Wood	\$19.00 per hour
Tony Haas	\$13.00 per hour

Career Planning & Placement

June Nash	\$13.50 per hour
Lori Mye	\$21.00 per hour
Christine Greetham	\$23.00 per hour
Jim Davis	\$23.00 per hour

Career Planning & Placement, continued

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

Career Enhancement Instructors

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

Cosmetology

Elizabeth Vidourek	\$18.00 per hour
Kristi Winland	\$18.00 per hour
Rick Pease	\$19.00 per hour
Sarah Adams	\$23.00 per hour

Full-Time Programs

Janet Fletcher	\$21.00 per hour
Sheila Thompson	\$28.00 per hour

General CNC Machining

Kyle Fulton	\$25.00 per hour
Lyle Hager	\$23.00 per hour
Robert Bronkar	\$23.00 per hour

Heavy Truck and Heavy Equipment Instructor

Brian Broseus	\$25.00 per hour
David McNabb	\$23.00 per hour
Jon White	\$28.00 per hour
Karey Broseus	\$23.00 per hour
Lyle Hager	\$23.00 per hour
Mark Bishop	\$23.00 per hour
Ron Simpson	\$20.00 per hour

Heating, Ventilation, and Air Conditioning (HVAC)

Jack Ransom	\$23.00 per hour
Jody Litten	\$23.00 per hour
John Daugherty	\$25.00 per hour

Healthcare

Paul Gaulke \$20.00 per hour

Healthcare Assistant

Laura Droke \$13.00 per hour

Healthcare-Medical Coding

Debra Graham \$21.00 per hour

Kathy Watters \$21.00 per hour

Kimberly Petro \$21.00 per hour

Marie Shuttleworth \$21.00 per hour

Shawn Ford \$22.00 per hour

Healthcare – STNA Classroom

Barbara McKee \$22.00 per hour

Grace Marston \$26.00 per hour

Lisa Pierce-Burger \$22.00 per hour

Lynn Holliday \$25.50 per hour

Margaret Jensen \$22.00 per hour

Patricia Goslin \$23.00 per hour

Shawn Ford \$22.00 per hour

Healthcare – STNA Classroom

Shirley Crabtree \$23.00 per hour

Healthcare – STNA Clinical

Barbara McKee \$23.00 per hour

Grace Marston \$26.00 per hour

Lisa Pierce-Burger \$23.00 per hour

Lynn Holliday \$25.50 per hour

Margaret Jensen \$23.00 per hour

Patricia Goslin \$23.00 per hour

Shawn Ford \$23.00 per hour

Shirley Crabtree \$23.00 per hour

Susan Ward \$23.00 per hour

Information Technologies

Belinda Ohlinger \$25.00 per hour

Catherine McKinley \$28.00 per hour

Roger Elliott \$25.00 per hour



Licensed Massage Therapist

Carolyn Carter	\$19.00 per hour
Jonathan Duck	\$18.00 per hour
Lynda Duck	\$22.00 per hour
Paige McCorkle	\$22.00 per hour
Rick Pease	\$19.00 per hour

Multicraft Maintenance

Andy Taylor	\$25.00 per hour
Brian Broseus	\$25.00 per hour
Charles Hubble	\$25.00 per hour
David Buena	\$25.00 per hour
Jack Ransom	\$25.00 per hour
Jeff Jardell	\$25.00 per hour
Jody Litten	\$23.00 per hour
John Daugherty	\$25.00 per hour
Karey Broseus	\$23.00 per hour
Leo Collins	\$25.00 per hour
Lyle Hager	\$23.00 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
Robert Bronkar	\$23.00 per hour
Ron Simpson	\$20.00 per hour
Steve Strelecky	\$25.00 per hour
Tim Severt	\$23.00 per hour
Vivian Gluzinski	\$23.00 per hour

Network Technician

Bryan McGeary	\$22.00 per hour
Catherine McKinley	\$28.00 per hour
Mark Vukovic	\$23.00 per hour
Shawn Decker	\$22.00 per hour
Lori Mazzone	\$28.00 per hour

Office Technology

Lynn Holliday	\$25.50 per hour
Priscilla Dixon	\$17.50 per hour
Rick Pease	\$19.00 per hour
Roger Elliott	\$25.00 per hour

Power Lineman Training

Donald Tackett	\$30.00 per hour
Lyle Hager	\$23.00 per hour
Richard Creeks	\$30.00 per hour

Professional Landscape and Nursery Training

Angela Wharton	\$17.00 per hour
Jennifer Cook	\$17.00 per hour
Lawrence Ward	\$17.00 per hour
Lori Swihart	\$20.00 per hour
Vivian Gluzinski	\$17.00 per hour

Public Safety

Adam Gottfried	\$20.00 per hour
Alan Ashcraft	\$20.00 per hour
Amanda Hite	\$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 Miller	\$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
Jason Wells	\$20.00 per hour
Jay Louks	\$20.00 per hour
John Antol	\$20.00 per hour
Joseph Jones	\$20.00 per hour

Joseph Krouse	\$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
Nicholas Garver	\$20.00 per hour
Pamela Price (New)	\$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
Timothy Cooperrider	\$20.00 per hour
Timothy Warner	\$20.00 per hour

Public Safety, continued

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
Bruce Gottfried	\$20.00 per hour
Anthony Haas	\$20.00 per hour
Lyle Hager	\$20.00 per hour
Grace Marston	\$20.00 per hour
Sheila Thompson	\$20.00 per hour
Shelia Wood	\$20.00 per hour
Lynn Holliday	\$20.00 per hour

Public Safety- Customized

Adam Gottfried	\$23.00 per hour
Alan Ashcraft	\$23.00 per hour
Amanda Hite	\$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

Public Safety- Customized, continued

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 Miller	\$23.00 per hour
Greg Ecleberry	\$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

Public Safety – Customized, continued

Jan Boring	\$23.00 per hour
Jan Futral	\$23.00 per hour
Jason Wells	\$23.00 per hour
Jay Louks	\$23.00 per hour
John Antol	\$23.00 per hour
Joseph Jones	\$23.00 per hour
Joseph Krouse	\$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
Nicholas Garver	\$23.00 per hour
Pamela Price (New)	\$23.00 per hour
Paul Dubeck	\$23.00 per hour
Samantha Simpson	\$23.00 per hour
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
Timothy Cooperrider	\$23.00 per hour
Timothy Warner	\$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

Registered Medical Assisting

Rick Pease	\$19.00 per hour
Lynn Holliday	\$25.50 per hour
Grace Marston	\$26.00 per hour
Shawn Ford	\$22.00 per hour
Priscilla Dixon	\$17.50 per hour

Structural and Pipe Welding/Fabrication

Andy Taylor	\$23.00 per hour
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
Lyle Hager	\$23.00 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

\*\* Pending background check

14. To employ Mike McNicol as Assistant Director, on a one (1) year limited contract, Step 2 of the Assistant Director Salary Schedule, at the annual rate of \$70,367.00 for the 2016-2017 school year, pending background check
15. To employ Jennifer Rehm as Dean of Students, on a one (1) year limited contract, Step 0 of the Dean of Students Salary Schedule, at the annual rate of \$43,453.00 for the 2016-2017 school year, pending background check
16. To approve 15 days extended service contract at her per diem rate for Jennifer Rehm, Dean of Students, for the 2016-2017 school year

17. To employ Lori Swihart as Part-Time Adult Education Night Shift Administrative Assistant, on an as needed basis, at the rate of \$16.00 per hour, to begin June 27, 2016
- B. To approve the Satellite Center's fees for the 2016-2017 school year
- C. To approve the Satellite Center's textbook list for the 2016-2017 school year
- D. To approve the Secondary Center's fees for the 2016-2017 school year
- E. To approve the Secondary Center's textbook list for the 2016-2017 school year
- F. To approve the external group rental rates for the 2016-2017 school year, effective July 1, 2016
- G. To hold the first read of the following Board Policy  
3223 Professional Staff – Standard Based School Counselor Evaluation
- H. To approve the C-TEC Employee Handbook
- I. To approve the updated job description for Custodian
- J. To approve Resolution 2016-03, Adopting a Calamity Day Alternative Make-Up Plan
- K. Informational: In compliance with Ohio Revised Code 3313.66 and Board Policy 5517.01, C-TEC Secondary Education Center, I submit the following report for the C-TEC Secondary Center:  
  
We had a total of 12 reported incidences of bullying, harassment, intimidation, with 0 being substantiated, as of June 6, 2016
- L. 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

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

**16:036**

Mrs. Jennifer McDonald moved and Mr. Tim Carr seconded the approval of the Treasurer's Recommendations

- A. To approve the financial reports for May 2016
- B. To approve the renewal premium for liability, fleet, and property insurance Through Southwestern Ohio Educational Purchasing Council at the rate of \$45,622 for the 2016-2017 school year.
- C. To approve a one (1) year benefit consultant agreement, effective January 1, 2016, with Gallagher Benefit Services, Inc.
- D. To approve the FY16 Final Appropriation Resolution 2016-04 (to be finalized prior to the Board Meeting)
- E. To approve the FY17 Temporary Appropriation Resolution 2016-05 (to be finalized prior to the Board Meeting)
- F. 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 \$178,340.66
  - From 001 0000 General Fund to 009 0000 Uniform School Supplies \$1,634.36
- G. To authorize the Treasurer to make the following year-end advances and subsequent return advances when funds are available (amounts to finalized prior to the Board Meeting)
  - From 001 0000 General Fund to 019 9000 Wellness \$2,606.45
  - From 001 0000 General Fund to 019 9016 FY16 Summer Youth \$18,958.76
  - From 001 0000 General Fund to 019 FY16 Credit Recovery \$4,790.95
- H. To approve, effective July 1, 2016, the Career and Technology Education Centers of Licking County (C-TEC) Board of Education "pick up" the total amount of employee contributions required by Section 3307.26 of the Ohio Revised Code to be contributed by administrative staff (Directors and Assistant Directors) to STRS Ohio. The C-TEC Board of Education is permitted to pick up employee contributions pursuant to Section 33707.27 of the Ohio Revised Code Section 414(h) (2) of the Internal Revenue Code

4.5% of these picked-up contributions, although designated as employee contributions, are being paid by the C-TEC Board of Education in lieu of employee contributions and shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee

9.5% of these picked-up contributions, although designated as employee contributions, are being paid by the C-TEC Board of Education in lieu of employee contributions and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee

These contributions shall not be treated as additional compensation for retirement purposes

Employees in the group may not opt out of the “picked-up” contributions or elect to receive the contributed amounts directly instead of having them picked up by the C-TEC Board of Education and paid to STRS Ohio

- I. To approve the following Purpose Statements and Budgets for the 2016-2017 school year

Secondary Center Purpose Statements and Budgets

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

Electronic and Computer Technology

Family, Career and Community Leaders of America (FCCLA)

Firefighting/EMS

Health Occupations Students of America (HOSA)

Medical Assisting

National Technical Honor Society

Physical Therapy/Exercise Science

Positive Achievement in Career Education (PACE)



Secondary Center Purpose Statements and Budgets, continued  
Robotics and Automated Manufacturing  
SkillsUSA Chapter  
Student Council  
Welding & Metal Fabrication

J. To approve the following Then and Now purchase orders:

72524	Lorain county Community College	\$ 5,993.50
72773	Hall's Safety Equipment	\$16,957.45
72828	Bricker & Eckler	\$ 5,677.00
72832	The Davey Tree Expert	\$13,000.00

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

**16:037**

Mr. Tim Carr moved and Mrs. Jennifer McDonald seconded the motion that the meeting be adjourned

YEA: CARR, MCDONALD, YOCUM, and NICCUM  
President advised the meeting be adjourned at 5:53 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**

May 31, 2016

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. Minutes of April 26, 2016 and May 20, 2016 Board of Education Meetings
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of David L. Mangas, School Improvement Coordinator , effective July 31, 2016
    2. To accept the resignation for the purpose of retirement of Robert Huff, Custodian, effective September 1, 2016
    3. To employ Thomas Gamertsfelder as the School Improvement Coordinator, on a two (2) year limited contract, Step 12 on the Assistant Director's Salary Schedule, at the annual salary rate of \$90,282.00 for the 2016-2017 school year
    4. To employ Michelle Snow as Secondary Director, on a two (2) year limited contract, Step 5 of the Director's Salary Schedule, at the annual salary rate of \$93,487.00 for the 2016-2017 school year

5. To approve the following administrative contracts

One-Year Limited Contract

Roger Elliott	Network Technician Instructor/Coordinator
Brad Hager	Heavy Truck & Heavy Equipment Instructor/Coordinator
Darin Prince	Dean of Students
Erin Wheeler	ABLE Coordinator
Jason Whitlatch	Facilities Manager

Two-Year Limited Contract

Brian Wilfong	Public Relations, Marketing & Recruitment Coordinator
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6. To approve the following certified personnel contracts

One-Year Limited Contract

Shawn Decker	Information Technology
Matthew Frischen	Information Technology
Gretchen Griffith	Career Connections
Tim Jacobs	Mathematics
Adam Wallick	Career Connections
Ryan Wheeler	School Counselor
Elizabeth Winer	Science

Two-Year Limited Contract

Candace Collins	Criminal Justice
Nick Hancock	Gateway to STEM
Gillian Hopson	VOSE
Alyssa Johnston	Career Connections
Jamie Reynolds	VOSE
Heather Salva	Social Studies

Three-Year Contract

Justin Paquette	Automotive Collision Repair
Andrea Scott	English

Five-Year Contract

Gayle Cronin	Medical Assisting
Jessica Karr	Culinary Arts I

Five-Year Contract, continued

Steve Strelecky      Welding & Metal Fabrication  
 Rex Wilson            Building Trades

Continuing Contract

Ellen Nixon            English

7. To approve the following classified contracts

Two-Year Limited Contract

Don Orr                IT Technician

Continuing

Cathy DelCecato      Administrative Assistant

8. To approve the following Secondary Center part-time personnel for the 2016-2017 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
Eileen Hudson	Boulevard Receptionist	\$14.00/hour	27.5 hours/week
Lynn Penrose	Building Monitor	\$14.00/hour	25 hours/week
Brenda Grady	Cafeteria Worker	salary schedule	28 hours/week
Jessica Strelecky	Cafeteria Worker	salary schedule	28 hours/week
Kellie Hill	Center Monitor	\$12.00/hour	20 hours/week
Linda Thornton	Free & Reduced Lunch Coordinator	salary schedule	28 hours/week
Eydie Koski	Kitchen Manager	salary schedule	28 hours/week
Laura Atherton	Saturday School Supervisor *	\$18.00/hour	3.5 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

Part-time, continued  
 Vicki Reed      School to Work      \$25.00/hour      25 hours/week  
                          Coordinator

\*this is a shared position on an as needed basis

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

Ariel  
 Michael O’Quin      \$25.00 per hour  
 Dennis Rine      \$25.00 per hour

Career Planning & Placement  
 Lori Mye      \$21.00 per hour  
 June Nash      \$13.50 per hour

Office Technology  
 Priscilla Dixon      \$17.50 per hour  
 Lynn Holliday      \$25.50 per hour

10. To approve the following as substitute teachers, on an as needed basis, for the 2016-2017 school year at the rate of \$85.00 per day

Dave Able	Career Tech/Precision Mach.
Betty Betts	Academics
Rebecca Friesz	Academics
Robert Carson	General Education
David Geiger	Career-Tech/Automotive
Karen Gill	Homemaking-Consumer Education
Don Henne	Academics
Marcia Henne**	Academics
Cherie Holland**	Academics
Tessa Hughes	Cosmetology
Joe Myers	Academics
Roseanne Parkinson	Academics
Eric Ricketts	Academics
Ann Thum	English
Jim Wiblin	Vocational Education

Substitutes, continued

Judy Williams

Early Childhood Education

\*\*pending background check

11. To approve 15 days extended service contracts for Darin Prince, Dean of Students, for the 2016-2017 school year
12. To approve a one-year additional duty contract for Jessica Karr for Cafeteria Management in the amount of \$2,200.00 for the 2016-2017 school year
13. 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 2016-2017 school year

Michael Carnahan, Culinary Arts II  
Jessica Karr, Culinary Arts I

14. To approve a one-year additional duty contract for Jessica Karr, Culinary Arts I Instructor, as co-chair of the Professional Development Committee in the amount of \$500.00 for the 2016-2017 school year
15. To approve a one-year additional duty contract for the following members of the Local Professional Development committee for the 2016-2017 school year

Jim Boorn, Chairperson	\$1,750.00
Laura Bowers, member	\$1,000.00
Andrea Dickerson, Secretary	\$1,750.00
Jill LeMaster, member	\$1,000.00
Stephanie Priestnal, member	\$1,000.00

16. 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, 2017

Shawn Decker, Computer Information Systems (Northridge)	1 day
Dale Fife, Engineering & Science Technologies (Watkins)	2 days

17. To approve the following as C-TEC van drivers for the 2016-2017 school year

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

18. To approve the following part-time personnel to conduct the 2016 C-TEC TANF Summer Youth Employment Program conducted by the Licking County Department of Job and Family services

Tim Hampton	\$25.00 per hour	Total amount \$6,125.00
Brianna Stout	\$25.00 per hour	Total amount \$5,125.00
Joanne Stout	\$25.00 per hour	Total amount \$3,375.00

19. To approve various participants, youth ages 16 to 24, for the 2016 C-TEC TANF Summer Youth Employment Program conducted by the Licking County Department of Job and Family Services, at the rate of \$10.00 per hour, maximum of 23 hours per week

B. 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 2016-2017 school year

C. 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

Skylar Chapman (Watkins)  
Hannah Gearhart (Licking Valley)

D. To approve the Middle School Career Connections Course of Study

E. To approve the 2016-2017 Secondary Center Student Handbook

F. To approve the 2016-2017 Secondary Center Student Activity Calendar

G. To approve the 2016-2017 Satellite Center Student Handbook

- H. To hold the first read of the C-TEC Employee Handbook
- I. To recommend the deletion of the following Board Policy (contents are contained in the C-TEC Employee Handbook)

4434 Holidays

- J. To approve the following Board Policies

3440	Job Related Expenses (Professional Staff)
4440	Job Related Expenses (Classified Staff)
6110	Grant Funds
6111	Internal Controls
6112	Cash Management of Grants
6114	Cost Principles – Spending Federal Funds
6116	Time and Effort Reporting
6325	Procurement – Federal Grants/Funds
7310	Disposition of Surplus Property
7450	Property Inventory

- K. Donation  
Paul Garner  
4188 Outville Road  
Granville, OH 43023  
Tool box and strut compressor to be used by Automotive Collision Repair

6. Treasurer's Recommendations

- A. To approve the financial reports for April, 2016
- B. To approve the revised Five-Year Forecast for the FY16 May Submission
- C. To offer student accident insurance through N. Carol Insurance Agency (National Guardian Life Insurance Company) for the 2016-2017 school year at the following cost:

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



D. To approve a lease agreement between C-TEC and Rebecca Hensley to maintain the grounds not currently being mowed.

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

**Adjournment:** Next Meeting June 28, 2016



**Board of Education Minutes**

**Newark, Ohio**

May 31, 2016

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 May 31, 2016.

The meeting was called to order at 5:30 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Freddie Latella, Mr. Bill Mann, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

**16:030**

Mr. Forest Yocum moved and Mr. Tim Carr seconded approval of the Board of Education meeting minutes of April 26, 2016 and May 20, 2016

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

**16:031**

Mr. Bill Mann moved and Mrs. Jennifer McDonald seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To accept the resignation of David L. Mangas, School Improvement Coordinator , effective July 31, 2016
2. To accept the resignation for the purpose of retirement of Robert Huff, Custodian, effective August 31, 2016
3. To employ Thomas Gamertsfelder as the School Improvement Coordinator, on a two (2) year limited contract, Step 12 on the Assistant Director's Salary Schedule, at the annual salary rate of \$90,282.00 for the 2016-2017 school year
4. To employ Michelle Snow as Secondary Director, on a two (2) year limited contract, Step 5 of the Director's Salary Schedule, at the annual salary rate of \$93,487.00 for the 2016-2017 school year

5. To approve the following administrative contracts

One-Year Limited Contract

Roger Elliott	Network Technician Instructor/Coordinator
Brad Hager	Heavy Truck & Heavy Equipment Instructor/Coordinator
Darin Prince	Dean of Students
Erin Wheeler	ABLE Coordinator
Jason Whitlatch	Facilities Manager

Two-Year Limited Contract

Brian Wilfong	Public Relations, Marketing & Recruitment Coordinator
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6. To approve the following certified personnel contracts

One-Year Limited Contract

Shawn Decker	Information Technology
Matthew Frischen	Information Technology
Gretchen Griffith	Career Connections
Tim Jacobs	Mathematics
Adam Wallick	Career Connections
Ryan Wheeler	School Counselor
Elizabeth Winer	Science

Two-Year Limited Contract

Candace Collins	Criminal Justice
Nick Hancock	Gateway to STEM
Gillian Hopson	VOSE
Alyssa Johnston	Career Connections
Jamie Reynolds	VOSE
Heather Salva	Social Studies

Three-Year Contract

Justin Paquette	Automotive Collision Repair
Andrea Scott	English

Five-Year Contract

Gayle Cronin	Medical Assisting
Jessica Karr	Culinary Arts I
Steve Strelecky	Welding & Metal Fabrication
Rex Wilson	Building Trades

Continuing Contract

Ellen Nixon                      English

7. To approve the following classified contracts

Two-Year Limited Contract

Don Orr                              IT Technician

Continuing

Cathy DelCecato              Administrative Assistant

8. To approve the following Secondary Center part-time personnel for the 2016-2017 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
Eileen Hudson	Boulevard Receptionist	\$14.00/hour	27.5 hours/week
Lynn Penrose	Building Monitor	\$14.00/hour	25 hours/week
Brenda Grady	Cafeteria Worker	salary schedule	28 hours/week
Jessica Strelecky	Cafeteria Worker	salary schedule	28 hours/week
Kellie Hill	Center Monitor	\$12.00/hour	20 hours/week
Linda Thornton	Free & Reduced Lunch Coordinator	salary schedule	28 hours/week
Eydie Koski	Kitchen Manager	salary schedule	28 hours/week
Laura Atherton	Saturday School Supervisor *	\$18.00/hour	3.5 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
Vicki Reed	School to Work Coordinator	\$25.00/hour	25 hours/week

\*this is a shared position on an as needed basis

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

Ariel	
Michael O'Quin	\$25.00 per hour
Dennis Rine	\$25.00 per hour
Career Planning & Placement	
Lori Mye	\$21.00 per hour
June Nash	\$13.50 per hour
Office Technology	
Priscilla Dixon	\$17.50 per hour
Lynn Holliday	\$25.50 per hour

10. To approve the following as substitute teachers, on an as needed basis, for the 2016-2017 school year at the rate of \$85.00 per pay

Dave Able	Career Tech/Precision Mach.
Betty Betts	Academics
Rebecca Friesz	Academics
Robert Carson	General Education
David Geiger	Career-Tech/Automotive
Karen Gill	Homemaking-Consumer Education
Don Henne	Academics
Marcia Henne**	Academics
Cherie Holland**	Academics
Tessa Hughes	Cosmetology
Joe Myers	Academics
Roseanne Parkinson	Academics
Eric Ricketts	Academics
Ann Thum	English
Jim Wiblin	Vocational Education
Judy Williams	Early Childhood Education

\*\*pending background check

11. To approve 15 days extended service contracts for Darin Prince, Dean of Students, for the 2016-2017 school year

12. To approve a one-year additional duty contract for Jessica Karr for Cafeteria Management in the amount of \$2,200.00 for the 2016-2017 school year

13. 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 2016-2017 school year

Michael Carnahan, Culinary Arts II  
Jessica Karr, Culinary Arts I

14. To approve a one-year additional duty contract for Jessica Karr, Culinary Arts I Instructor, as co-chair of the Professional Development Committee in the amount of \$500.00 for the 2016-2017 school year

15. To approve a one-year additional duty contract for the following members of the Local Professional Development committee for the 2016-2017 school year

Jim Boorn, Chairperson	\$1,750.00
Laura Bowers, Member	\$1,000.00
Andrea Dickerson, Secretary	\$1,750.00
Jill LeMaster, Member	\$1,000.00
Stephanie Priestnal, Member	\$1,000.00

16. 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, 2017

Shawn Decker, Computer Information Systems (Northridge)	1 day
Dale Fife, Engineering & Science Technologies (Watkins)	2 days

17. To approve the following as C-TEC van drivers for the 2016-2017 school year

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

18. To approve the following part-time personnel to conduct the 2016 C-TEC TANF Summer Youth Employment Program conducted by the Licking County Department of Job and Family services

Tim Hampton	\$25.00 per hour	Total amount \$6,125.00
Brianna Stout	\$25.00 per hour	Total amount \$5,125.00
Joanne Stout	\$25.00 per hour	Total amount \$3,375.00

19. To approve various participants, youth ages 16 to 24, for the 2016 C-TEC TANF Summer Youth Employment Program conducted by the Licking County Department of Job and Family Services, at the rate of \$10.00 per hour, maximum of 23 hours per week

- B. 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 2016-2017 school year
- C. 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  
  
Skylar Chapman (Watkins)  
Hannah Gearhart (Licking Valley)
- D. To approve the Middle School Career Connections Course of Study
- E. To approve the 2016-2017 Secondary Center Student Handbook
- F. To approve the 2016-2017 Secondary Center Student Activity Calendar
- G. To approve the 2016-2017 Satellite Center Student Handbook
- H. To hold the first read of the C-TEC Employee Handbook
- I. To recommend the deletion of the following Board Policy (contents are contained in the C-TEC Employee Handbook)

4434 Holidays

J. To approve the following Board Policies

3440	Job Related Expenses (Professional Staff)
4440	Job Related Expenses (Classified Staff)
6110	Grant Funds
6111	Internal Controls
6112	Cash Management of Grants
6114	Cost Principles – Spending Federal Funds
6116	Time and Effort Reporting
6325	Procurement – Federal Grants/Funds
7310	Disposition of Surplus Property
7450	Property Inventory

K. Donation

Paul Garner

4188 Outville Road

Granville, OH 43023

Tool box and strut compressor to be used by Automotive Collision Repair

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

**16:032**

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

A. To approve the financial reports for April, 2016

B. To approve the revised Five-Year Forecast for the FY16 May Submission

C. To offer student accident insurance through N. Carol Insurance Agency (National Guardian Life Insurance Company) for the 2016-2017 school year at the following cost:

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

D. To approve a lease agreement between C-TEC and Rebecca Hensley to maintain the grounds not currently being mowed.



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

**16:033**

Mr. Tim Carr moved and Mrs. Jennifer McDonald seconded the motion that the meeting be adjourned

YEA: CARR, MCDONALD, LATELLA, MANN, YOCUM, and NICCUM  
President advised the meeting be adjourned at 6:00 p.m.

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President

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Treasurer/CFO



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

May 20, 2016

5:00 p.m.

1. Roll Call
2. Pledge of Allegiance
3. Executive Session to consider the employment of a public employee, with possible Board action to follow

**Adjournment:** Next Meeting May 31, 2016



**Board of Education Minutes**

**Newark, Ohio**

May 20, 2016

The Career and Technology Education Centers of Licking County, Board of Education, met in a special session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on May 20, 2016.

The meeting was called to order at 5:00 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Dr. Jennifer Cornman, Mr. Freddie Latella, Mr. Bill Mann, Mrs. Jennifer McDonald, Mr. Forest Yocum, and Ms. Bev Niccum

**16:027**

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

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

The President advised the motion carried

The Board Members entered into Executive Session at 5:01 p.m.

The Board Members returned to regular session at 5:05 p.m.

**16:028**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded to accept the resignation of Kelly Wallace, Director of Adult Education, effective July 31, 2016

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

ABSTAIN: MCDONALD

The President advised the motion carried

**16:029**

Mr. Freddie Latella moved and Mr. Tim Carr seconded the motion that the meeting be adjourned

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

President advised the meeting be adjourned at 5:06 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**

April 26, 2016

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: Mr. Kelly Wallace, Director of Adult Education
4. Presentation: Joyce L. Malainy, Ed.D. and Keri Vradenburg, TEA President
5. Minutes of March 22, 2016 Board of Education Meeting
6. Hearing of the public (agenda items)
7. Superintendent's Recommendations
  - A. To approve the C-TEC TEA Collective Bargaining Agreement for a period of three (3) years, effective July 1, 2016
  - B. Personnel
    1. To employ Dale Fife as Engineering and Science Technologies Instructor at Watkins High School, Class V, Step 15, one (1) year limited contract, at the annual rate of \$70,155.00 for the 2016-2017 school year, pending background check
    2. To approve Jeffrey Evans for Field Trip Bus Driver, on an as needed basis, for the 2016-2017 school year at the rate of \$14.24 per hour

3. To approve David Able as substitute van driver, on an as needed basis, for the 2016-2017 school year at the rate of \$11.77 per hour
4. 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

5. To approve the following extended service contracts for the 2016-2017 school year

Bruce Piper	5 days
Michelle McNeely, School Counselor	10 days
Ryan Wheeler, School Counselor	10 days

6. To accept the resignation of Ruth Ziegler, Social Studies Instructor, effective June 6, 2016
- C. To approve the Pre-Engineering Course of Study for the Gateway to Technology Course housed at Heath Middle School
  - D. 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 2016-2017 school year
  - E. To approve a name change for the following program:  
  
Early Childhood Education to Teaching Careers Program
  - F. To approve a change to the Teaching Careers Program's career technical student organization from Family, Career and Community Leaders of America (FCCLA) to Educators Rising
  - G. To approve the revised job title and job description for the Dean of Students' Administrative Assistant to Administrative Assistant (200-Day contract)
  - H. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 2 through 6, 2016

- I. To commend all Administrative and Support Staff for Administrative Professionals' Week, April 24 through April 30, 2016
- J. To approve the HOSA out of state field trip to Nashville, Tennessee June 22-26, 2016. The students will be competing in the HOSA National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents
- K. To approve the C-TEC Board of Education support for \$200.00 per student for the following 10 students from the HOSA student organization who will be attending the National Leadership Conference in Nashville, Tennessee June 22-26, 2016

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Wesley Walters	Northridge	CERT Skills
Jared Ryan	Licking Heights	CERT Skills
Brendyn Ratcliff	Watkins	CERT Skills
Elena Best	Northridge	CERT Skills
Trenton Lucas	Watkins	Emergency Medical Technician
David McNelley	Northridge	Emergency Medical Technician
Logan Huffman	Heath	Epidemiology
Rebecca Hansen	Newark	Medical Assisting
Maxine McCampell	Heath	MRC Partnership
Nicole Turos	Licking Heights	MRC Partnership

- L. To hold the first reading of the Secondary Center Student Handbook for the 2016-2017 school year
- M. To hold the first reading of the Satellite Center Student Handbook for the 2016-2017 school year
- N. To hold the first read of the following Board Policies:
  - 3440 Job Related Expenses (Professional Staff)
  - 4440 Job Related Expenses (Classified Staff)
  - 6110 Grant Funds
  - 6111 Internal Controls
  - 6112 Cash Management of Grants
  - 6114 Cost Principles – Spending Federal Funds
  - 6116 Time and Effort Reporting

Board Policies, continued

6325	Procurement – Federal Grants/Funds
7310	Disposition of Surplus Property
7450	Property Inventory

O. To approve the following Board Policies

4162	Drug and Alcohol Testing of CDL License Holders
5200	Attendance
5320	Immunization
7300	Disposition of Real Property/Personal Property

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

Ten Years

John Kerschner	Robotics & Automated Manufacturing Instructor
Jennifer Kinsley	Visual Communications through Art Instructor
Ryan Paisie	Electronics & Computer Technology Instructor

Twenty Years

Michael Carnahan	Culinary Arts II Instructor
David McNabb	Diesel & Power Equipment Mechanics Instructor
Rex Wilson	Building Trades Instructor

Thirty Years

Laura Atherton	Math Instructor
Karen Oberlander	FACTS Coordinator

8. Treasurer's Recommendations

A. To approve the financial reports for March, 2016

B. To approve a lease agreement between C-TEC and H. Steven Rauch and Richmond W. Rauch for the purpose of farming 30 acres of agriculture land, owned by the Thomas J. Evans Foundation, for the amount of \$2,700.00 (\$90 per acre), for the crop year of 2016

C. To approve the revision of the Dental Assisting Purpose Statement and Budget

- D. To approve the amended Internal Revenue Service Section 125 Premium Conversion Plan for Health Insurance Premiums
- E. To approve the LACA Technical Services Contract in an amount not to exceed \$26,000.00, from July 1, 2016 to June 30, 2017
- F. To approve the LACA Service Agreement in the amount of \$63,409.40, from July 1, 2016 to June 30, 2017
- G. To approve the following Then and Now purchases

72445	Mitchell Repair	\$3,019.00
72432	Tel/Logic	\$4,500.00
72492	Gordon Food Service	\$4,809.73

- 9. Hearing of the public (non-agenda items)
- 10. Request for an Executive Session to consider the compensation of public employees, with possible Board action to follow
- 11. Board Members' Comments
- 12. Superintendent's Comments
- 13. Treasurer's Comments

**Adjournment:** Next Meeting May 31, 2016





## Board of Education Minutes

Newark, Ohio

April 26, 2016

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 26, 2016.

The meeting was called to order at 5:33 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

### 16:019

Mr. Freddie Latella moved and Mr. Tim Carr seconded approval of the Board of Education meeting minutes of March 22, 2016

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

The President advised the motion carried

### 16:020

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

- A. To approve the C-TEC TEA Collective Bargaining Agreement for a period of three (3) years, effective July 1, 2016

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

The President advised the motion carried

### 16:021

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

#### B. Personnel

1. To employ Dale Fife as Engineering and Science Technologies Instructor at Watkins High School, Class V, Step 15, one (1) year limited contract, at the annual rate of \$70,155.00 for the 2016-2017 school year, pending background check

2. To approve Jeffrey Evans for Field Trip Bus Driver, on an as needed basis, for the 2016-2017 school year at the rate of \$14.24 per hour
3. To approve David Able as substitute van driver, on an as needed basis, for the 2016-2017 school year at the rate of \$11.77 per hour
4. 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

5. To approve the following extended service contracts for the 2016-2017 school year

Bruce Piper	5 days
Michelle McNeely, School Counselor	10 days
Ryan Wheeler, School Counselor	10 days

6. To accept the resignation of Ruth Ziegler, Social Studies Instructor, effective June 6, 2016
- C. To approve the Pre-Engineering Course of Study for the Gateway to Technology Course housed at Heath Middle School
  - D. 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 2016-2017 school year
  - E. To approve a name change for the following program:  
  
Early Childhood Education to Teaching Careers Program
  - F. To approve a change to the Teaching Careers Program's career technical student organization from Family, Career and Community Leaders of America (FCCLA) to Educators Rising
  - G. To approve the revised job title and job description for the Dean of Students' Administrative Assistant to Administrative Assistant (200-Day contract)
  - H. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 2 through May 6, 2016

- I. To commend all Administrative and Support Staff for Administrative Professionals’ Week, April 24 through April 30, 2016
- J. To approve the HOSA out of state field trip to Nashville, Tennessee June 22-26, 2016. The students will be competing in the HOSA National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents
- K. To approve the C-TEC Board of Education support for \$200.00 per student for the following 10 students from the HOSA student organization who will be attending the National Leadership Conference in Nashville, Tennessee June 22-26, 2016

<u>Student</u>	<u>Home School</u>	<u>Competition</u>
Wesley Walters	Northridge	CERT Skills
Jared Ryan	Licking Heights	CERT Skills
Brendyn Ratcliff	Watkins	CERT Skills
Elena Best	Northridge	CERT Skills
Trenton Lucas	Watkins	Emergency Medical Technician
David McNelley	Northridge	Emergency Medical Technician
Logan Huffman	Heath	Epidemiology
Rebecca Hansen	Newark	Medical Assisting
Maxine McCampell	Heath	MRC Partnership
Nicole Turos	Licking Heights	MRC Partnership

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

- L. To hold the first reading of the Secondary Center Student Handbook for the 2016-2017 school year
- M. To hold the first reading of the Satellite Center Student Handbook for the 2016-2017 school year

**16:022**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the approval of the Superintendent’s Recommendations

- N. To hold the first read of the following Board Policies:
  - 3440 Job Related Expenses (Professional Staff)
  - 4440 Job Related Expenses (Classified Staff)
  - 6110 Grant Funds

Board Policies, continued

6111	Internal Controls
6112	Cash Management of Grants
6114	Cost Principles – Spending Federal Funds
6116	Time and Effort Reporting
6325	Procurement – Federal Grants/Funds
7310	Disposition of Surplus Property
7450	Property Inventory

O. To approve the following Board Policies

4162	Drug and Alcohol Testing of CDL License Holders
5200	Attendance
5320	Immunization
7300	Disposition of Real Property/Personal Property

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

Ten Years

April Calesaric	Physical Therapy & Exercise Science Instructor
John Kerschner	Robotics & Automated Manufacturing Instructor
Jennifer Kinsley	Visual Communications through Art Instructor
Ryan Paisie	Electronics & Computer Technology Instructor

Twenty Years

Michael Carnahan	Culinary Arts II Instructor
David McNabb	Diesel & Power Equipment Mechanics Instructor
Rex Wilson	Building Trades Instructor

Thirty Years

Laura Atherton	Math Instructor
Karen Oberlander	FACTS Coordinator

Q. To approve a tuition increase of \$.10 per hour for all Adult Education occupational programs, effective July 1, 2016

R. Personnel

1. To employ Ryan Johnston as Information Technologies Instructor at Granville High School, Class II, Step 5, one (1) year limited contract, at the annual rate of \$43,515.00 for the 2016-2017 school year, pending background check

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

**16:023**

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

- A. To approve the financial reports for March, 2016
- B. To approve a lease agreement between C-TEC and H. Steven Rauch and Richmond W. Rauch for the purpose of farming 30 acres of agriculture land, owned by the Thomas J. Evans Foundation, for the amount of \$2,700.00 (\$90 per acre), for the crop year of 2016
- C. To approve the revisions of the Dental Assisting and Architectural & Engineering Design Purpose Statement and Budget
- D. To approve the amended Internal Revenue Service Section 125 Premium Conversion Plan for Health Insurance Premiums
- E. To approve the LACA Technical Services Contract in an amount not to exceed \$26,000.00, from July 1, 2016 to June 30, 2017
- F. To approve the LACA Service Agreement in the amount of \$63,409.40, from July 1, 2016 to June 30, 2017
- G. To approve the following Then and Now purchases

72445	Mitchell Repair	\$3,019.00
72432	Tel/Logic	\$4,500.00
72492	Gordon Food Service	\$4,809.73

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

**16:024**

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

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

The Board Members entered into Executive Session at 6:52 p.m.

The Board Members returned to regular session at 7:04 p.m.

**16:025**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded the motion to extend the increase on the base approved in the TEA collective bargaining agreement to all 260 day employees with the exception of the Superintendent and Treasurer

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

**16:026**

Mr. Freddie Latella moved and Mrs. Jennifer McDonald seconded the motion that the meeting be adjourned

YEA: LATELLA, MCDONALD, CARR, CORNMAN, YOCUM, and NICCUM  
The President advised the meeting be adjourned at 7:05 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**

March 22, 2016

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 February 23, 2016 Board of Education Meeting
5. Hearing of the public (agenda items)
6. Superintendent's Recommendations
  - A. Personnel
    1. To accept the resignation of Karen Oberlander, FACTS Coordinator, for the purpose of retirement, effective June 6, 2016
    2. To employ Destiny Needles as Culinary Arts II Aide for the 2015-2016 school year at the rate of \$15.91 per hour, not to exceed 28 hours per week, pending background check
    3. To approve the following Adult Education Center part-time personnel, on an as needed basis, for the 2015-2016 school year

Ariel Instructor

Kyle Fulton

\$25.00 per hour

Adult Education part-time, continued

Ariel Instructor, continued

Douglas Vickers \$25.00 per hour  
Travis White \* \$25.00 per hour

Heavy Truck & Equipment Instructor

Lyle Hager \$23.00 per hour

Public Safety-Customized

Todd Smith \$23.00 per hour

Public Safety-Fire Instructor

Todd Smith \$20.00 per hour

B. To commend Fred Paul, Adult Education Business & Industry Partnership Coordinator, for being selected as the Ohio ACTE 2016 Ambassador of the Year recipient

C. To approve the purchase of 40 new portable radios, 1 new repeater, and 1 new rooftop antenna to replace the district's current radio system from R.E.M. Communications at the cost of \$27,700.95

D. To hold the first read of the following Board Policies

4162 Drug and Alcohol Testing of CDL License Holders  
5200 Attendance  
5320 Immunization  
7300 Disposition of Real Property/Personal Property

E. To approve the following Board Policies

1130 Conflict of Interest (Administration)  
3113 Conflict of Interest (Professional Staff)  
4113 Conflict of Interest (Classified Staff)  
8500 Food Service

F. To approve revisions to the 2016-2017 school calendar



7. Treasurer's Recommendations

- A. To approve the Financial Reports for February 2016
- B. To approve the revision of the SkillsUSA Purpose Statement and Budget
- C. To approve amended Appropriation Resolution 2016-02
- D. To approve the following Then and now purchases

72257	Time Clock Plus	\$5,458.03
72334	ACCSC	\$3,987.53

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

**Adjournment:** Next Meeting April 26, 2016



**Board of Education Minutes**

**Newark, Ohio**

March 22, 2016

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 22, 2016.

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

**16:014**

Dr. Jennifer Cornman moved and Mr. Bill Mann seconded approval of the Board of Education meeting minutes of February 23, 2016

YEA: CORNMAN, MANN, MCDONALD, YOCUM, and NICCUM

ABSTAINED: LATELLA

The President advised the motion carried

**16:015**

Mr. Freddie Latella moved and Mrs. Jennifer McDonald seconded the approval of the Superintendent's Recommendations

**A. Personnel**

1. To accept the resignation of Karen Oberlander, FACTS Coordinator, for the purpose of retirement, effective June 6, 2016
2. To employ Destiny Needles as Culinary Arts II Aide for the 2015-2016 school year at the rate of \$15.91 per hour, not to exceed 28 hours per week, pending background check
3. To approve the following Adult Education Center part-time personnel, on an as needed basis, for the 2015-2016 school year

Ariel Instructor

Kyle Fulton

\$25.00 per hour

Adult Education part-time, continued

Ariel Instructor, continued

Douglas Vickers \$25.00 per hour  
Travis White \* \$25.00 per hour

Heavy Truck & Equipment Instructor

Lyle Hager \$23.00 per hour

Public Safety-Customized

Todd Smith \$23.00 per hour

Public Safety-Fire Instructor

Todd Smith \$20.00 per hour

B. To commend Fred Paul, Adult Education Business & Industry Partnership Coordinator, for being selected as the Ohio ACTE 2016 Ambassador of the Year recipient

C. To approve the purchase of 40 new portable radios, 1 new repeater, and 1 new rooftop antenna to replace the district's current radio system from R.E.M. Communications at the cost of \$27,700.95

D. To hold the first read of the following Board Policies

4162	Drug and Alcohol Testing of CDL License Holders
5200	Attendance
5320	Immunization
7300	Disposition of Real Property/Personal Property

E. To approve the following Board Policies

1130	Conflict of Interest (Administration)
3113	Conflict of Interest (Professional Staff)
4113	Conflict of Interest (Classified Staff)
8500	Food Service

F. To approve revisions to the 2016-2017 school calendar

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

**16:016**

Dr. Jennifer Cornman moved and Mr. Bill Mann seconded the approval of the Treasurer's Recommendations

- A. To approve the Financial Reports for February 2016
- B. To approve the revision of the SkillsUSA Purpose Statement and Budget
- C. To approve amended Appropriation Resolution 2016-02
- D. To approve the following Then and now purchases

72257	Time Clock Plus	\$5,458.03
72334	ACCSC	\$3,987.53

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

**16:017**

Mr. Forest Yocum moved and Dr. Jennifer Cornman seconded the motion to enter into Executive Session for the purpose of preparing for, conducting or reviewing negotiations with public employees

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

The Board Members returned to regular session at 6:31 p.m.

**16:018**

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

YEA: CORNMAN, MCDONALD, LATELLA, MANN, YOCUM, and NICCUM  
President advised the meeting be adjourned at 6:31 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 23, 2016

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: Mr. Thomas Gamertsfelder, Director of Secondary
4. Minutes of January 12, 2016 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 Karen Wyscarver, Math Instructor, effective April 1, 2016
    2. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2015-2016 school year

Ariel Instructor Ken Decker	\$25.00 per hour
Building Supervisor Jack Ransom	\$19.00 per hour

Adult Education Part-Time, continued

Customized Business & Industry	
John Daugherty	\$25.00 per hour
Tim Severt	\$23.00 per hour
General & CNC Instructor	
Kyle Fulton *	\$25.00 per hour
HVAC Instructor	
Jack Ransom	\$23.00 per hour
Medical Coding Instructor	
Marie Shuttleworth *	\$20.00 per hour
Public Safety – Customized	
Thomas O’Brien	\$23.00 per hour
Warren McCord	\$23.00 per hour
Public Safety – Fire Instructor	
Thomas O’Brien	\$20.00 per hour
Warren McCord	\$20.00 per hour

\*pending background check

B. To approve an out-of-state field trip to Asheville, North Carolina for Architectural & Engineering Design students on April 21 and April 22, 2016. The trip will be paid for by fundraisers, class funds and student/parent personal funds.

C. To hold the first read of the following Board Policies

1130	Conflict of Interest (Administration)
3113	Conflict of Interest (Professional Staff)
4113	Conflict of Interest (Classified Staff)
8500	Food Services 1130 Conflict of Interest (Administration)

D. To approve the following Board Policies

5517.02	Sexual Violence
8420	Emergency Situations

E. Donations

Kellie Hill  
5375 Marion Road  
Newark, OH 43055  
67 young adult books

Licking County Rescue Team  
155 E. Main Street  
Newark, OH 43055  
Rescue trailer to be used by Secondary and Adult Firefighting/EMS  
Programs

Outville Presbyterian Church  
Pastor M. Stephen Merold  
6463 Outville Road SW  
Pataskala, OH 43062  
Monetary donation to the student assistance fund

James Stanford  
Joel Standord  
1764 Fir Court  
Heath, OH 43056  
1994 Lincoln and 1997 Pontiac, to be used by the Automotive Collision &  
Repair Program

7. Treasurer's Recommendations

A. To approve the Financial Reports for January 2016

B. To approve the following Then and Now purchases

71892	Bricker & Eckler	\$ 5,061.80
72008	Grow Licking County	\$ 3,000.00
71985	Licking County Educational Service Center	\$ 4,847.33
71954	Lorain County Community College	\$ 3,196.25
72040	Michael H. Chow/Metro CD Engineering LLC	\$ 3,000.00
72085	Brad Schneider Coaching	\$ 7,495.00
72095	Licking Area Computer Association	\$13,000.00

C. To approve the following Purpose Statement and Budget

National Technical Honor Society  
Social Studies Club (revision)

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

**Adjournment:** Next Meeting March 22, 2016





**Board of Education Minutes**

**Newark, Ohio**

February 23, 2016

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 23, 2016.

The meeting was called to order at 5:31 p.m. The following Board Members were present at roll call: Dr. Jennifer Cornman, Mr. Bill Mann, Mrs. Jennifer McDonald, Mr. Forest Yocum, and Ms. Bev Niccum

Mr. Tim Carr entered the meeting at 5:36 p.m.

**16:010**

Dr. Jennifer Cornman moved and Mrs. Jennifer McDonald seconded approval of the Board of Education Organizational and Regular meeting minutes of January 12, 2016

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

The President advised the motion carried

**16:011**

Mr. Bill Mann moved and Mr. Tim Carr seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To accept the resignation of Karen Wyscarver, Math Instructor, effective April 1, 2016
2. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2015-2016 school year

Ariel Instructor

Ken Decker

\$25.00 per hour

Building Supervisor

Jack Ransom

\$19.00 per hour

Adult Education Part-Time, continued

Customized Business & Industry	
John Daugherty	\$25.00 per hour
Tim Severt	\$23.00 per hour
General & CNC Instructor	
Kyle Fulton *	\$25.00 per hour
HVAC Instructor	
Jack Ransom	\$23.00 per hour
Medical Coding Instructor	
Marie Shuttleworth *	\$20.00 per hour
Network Technician	
Shawn Decker	\$22.00 per hour
Public Safety – Customized	
Thomas O'Brien	\$23.00 per hour
Warren McCord	\$23.00 per hour
Public Safety – Fire Instructor	
Thomas O'Brien	\$20.00 per hour
Warren McCord	\$20.00 per hour

\*pending background check

B. To approve an out-of-state field trip to Asheville, North Carolina for Architectural & Engineering Design students on April 21 and April 22, 2016. The trip will be paid for by fundraisers, class funds and student/parent personal funds.

C. To hold the first read of the following Board Policies

1130	Conflict of Interest (Administration)
3113	Conflict of Interest (Professional Staff)
4113	Conflict of Interest (Classified Staff)
8500	Food Services

D. To approve the following Board Policies

5517.02	Sexual Violence
8420	Emergency Situations

E. Donations

Kellie Hill  
5375 Marion Road  
Newark, OH 43055  
67 young adult books

Licking County Rescue Team  
155 E. Main Street  
Newark, OH 43055  
Rescue trailer to be used by Secondary and Adult Firefighting/EMS Programs

Outville Presbyterian Church  
Pastor M. Stephen Merold  
6463 Outville Road SW  
Pataskala, OH 43062  
Monetary donation to the student assistance fund

James Stanford  
Joel Standord  
1764 Fir Court  
Heath, OH 43056  
1994 Lincoln and 1997 Pontiac, to be used by the Automotive Collision & Repair Program

- F. To approve the purchase of an HVAC Preventative Maintenance Service Agreement with Air Force One in the amount of \$9,282.00 from July 1, 2016 to June 30, 2017

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

**16:012**

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

- A. To approve the Financial Reports for January 2016

B. To approve the following Then and Now purchases

71892	Bricker & Eckler	\$ 5,061.80
72008	Grow Licking County	\$ 3,000.00
71985	Licking County Educational Service Center	\$ 4,847.33
71954	Lorain County Community College	\$ 3,196.25
72040	Michael H. Chow/Metro CD Engineering LLC	\$ 3,000.00
72085	Brad Schneider Coaching	\$ 7,495.00
72095	Licking Area Computer Association	\$13,000.00

C. To approve the following Purpose Statement and Budget

National Technical Honor Society  
Social Studies Club (revision)

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

**16:013**

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

YEA: CORNMAN, YOCUM, CARR, MANN, MCDONALD and NICCUM  
President advised the meeting be adjourned at 6:09 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 12, 2016  
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. \$100.00 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 12, 2016**

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 12, 2016

The meeting was called to order at 6:10 p.m.

The following Board of Education Members were administered the Oath of Office by Judge David Branstool, Licking County Common Pleas Court

Mrs. Jennifer McDonald, Heath City Schools  
Mr. Forest Yocum, Licking County ESC

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

**16.001**

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, LATELLA, MANN, MCDONALD, and YOCUM

ABSTAINED: NICCUM

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

**16.002**

President Ms. Bev 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, MANN, MCDONALD, YOCUM and NICCUM

ABSTAINED: CORNMAN

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

**16.003**

Mr. Tim Carr moved and Mr. Bill Mann 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: CARR, MANN, CORMAN, LATELLA, MCDONALD, YOCUM, and NICCUM

**16.004**

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

8. Appoint Bricker and Eckler 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. \$100.00 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, LATELLA, MANN, YOCUM, and NICCUM  
The President advised the motion carried

**16.005**

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

YEA: CARR, CORNMAN, LATELLA, MANN, MCDONALD, YOCUM, and NICCUM  
President advised the Organizational Meeting be adjourned at 6:20 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 12, 2016

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 15, 2015 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations
  - A. Personnel
    1. To employ Shelly Blubaugh as part-time EMIS Coordinator at the rate of \$20.00 per hour for the 2015-2016 school year, on an as needed basis, beginning January 19, 2016
    2. To approve Andrea Scott to provide tutoring services for a student in the Medical Assisting program, for four weeks, up to five hours per week beginning February 1, 2016, at the rate of \$25.00 per hour
    3. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2015-2016 school year

ABLE-OMJ Instructor Ellen Izor	\$28.00 per hour
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Adult Education part-time, continued

Cosmetology Instructor Rick Pease	\$19.00 per hour
Customized Business and Industry Dave McNabb	\$25.00 per hour
Justin Paquette	\$25.00 per hour
Medical Assistant Instructor Priscilla Dixon *	\$17.50 per hour
Jamison Heinzman	\$21.50 per hour
Network Technician Instructor Michael Cooper *	\$23.00 per hour
Public Safety – Customized Lewis Bailey	\$23.00 per hour
Jason Wells *	\$23.00 per hour
Public Safety – EMT Jamison Heinzman	\$20.00 per hour
Public Safety – Fire Instructor Lewis Bailey	\$20.00 per hour
Jason Wells *	\$20.00 per hour

\*pending background check

B. To hold the first read of the following Board Policy

1130	Conflict of Interest (Administration)
3113	Conflict of Interest (Professional Staff)
4113	Conflict of Interest (Classified Staff)
5517.02	Sexual Violence
8420	Emergency Situations at School
8500	Food Services

C. To approve the Engineering and Science Technologies Pathway Program, to be housed at Watkins High School, beginning the 2016-2017 school year

D. Donations

Steve Hummel  
Holophane  
Granite Surface Plate and Stand to be used by the Robotics & Advanced  
Manufacturing Program

Jeff Amo  
Cummins Bridgeway LLC  
21810 Clessie Court  
New Hudson, MI 48165  
3 Cummins engines to be used by the Adult Education Heavy Truck &  
Equipment Program

Jeff Emery  
R & R Pipeline  
155 Dayton Road  
Newark, OH 43055  
Employee's time and use of a tractor and lowboy trailer to haul donated  
equipment

Steve Cohen  
The Screen Machine Industries, Inc.  
10685 Columbus Parkway  
Pataskala, OH 43062  
Lincoln Electric Linconditioner; Brilliant Abrasive Wheel Cut-Off Saw; Gates  
Hydraulic Hose Crimping Machine w/Dies; 2 Milwaukee 7" Electric Grinders;  
Ratchet Binder "New" to be used by the Adult Education Welding & Heavy  
Equipment /Tier 4 Diesel Engine Program

6. Treasurer's Recommendations

- A. To approve the Financial Reports for December 2015
- B. To approve Resolution 2016-01 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 following Purpose Statement and Budgets  
  
Advanced Machining (Adult Education)

Page 4  
Agenda – C-TEC Board of Education  
January 12, 2016

Purpose Statement and Budget, continued  
Criminal Justice (revised)  
Heavy Truck Mechanic (Adult Education)

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 12, 2016

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session at the Licking County Educational Service Center, 145 N. Quentin Road, Newark, Ohio on January 12, 2016.

The meeting was called to order at 6:20p.m. The following Board Members were present at roll call: Mr. Tim Carr, Dr. Jennifer Cornman, Mr. Freddie Latella, Mr. Bill Mann, Mrs. Jennifer McDonald, Ms. Bev Niccum, and Mr. Forest Yocum

**16:006**

Mr. Freddie Latella moved and Dr. Jennifer Cornman seconded approval of the Board of Education meeting minutes of December 15, 2015

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

ABSTAIN: YOCUM

The President advised the motion carried

**16:007**

Mrs. Jennifer McDonald moved and Mr. Bill Mann seconded the approval of the Superintendent's Recommendations

A. Personnel

1. To employ Shelly Blubaugh as part-time EMIS Coordinator at the rate of \$20.00 per hour for the 2015-2016 school year, on an as needed basis, beginning January 19, 2016
2. To approve Andrea Scott to provide tutoring services for a student in the Medical Assisting program, for four weeks, up to five hours per week beginning February 1, 2016, at the rate of \$25.00 per hour
3. To approve the following Adult Education Center's part-time personnel, on an as needed basis, for the 2015-2016 school year

ABLE-OMJ Instructor  
Ellen Izor

\$28.00 per hour

Adult Education part-time, continued

Cosmetology Instructor Rick Pease	\$19.00 per hour
Customized Business and Industry Dave McNabb	\$25.00 per hour
Justin Paquette	\$25.00 per hour
Medical Assistant Instructor Priscilla Dixon *	\$17.50 per hour
Jamison Heinzman	\$21.50 per hour
Network Technician Instructor Michael Cooper *	\$23.00 per hour
Public Safety – Customized Lewis Bailey	\$23.00 per hour
Jason Wells *	\$23.00 per hour
Public Safety – EMT Jamison Heinzman	\$20.00 per hour
Public Safety – Fire Instructor Lewis Bailey	\$20.00 per hour
Jason Wells *	\$20.00 per hour

\*pending background check

4. To accept the resignation of Cheryl Woltjen, Culinary Arts II Aide, effective January 11, 2016

B. To hold the first read of the following Board Policy

1130	Conflict of Interest (Administration)
3113	Conflict of Interest (Professional Staff)
4113	Conflict of Interest (Classified Staff)
5517.02	Sexual Violence
8420	Emergency Situations at School
8500	Food Services

- C. To approve the Engineering and Science Technologies Pathway Program, to be housed at Watkins High School, beginning the 2016-2017 school year

D. Donations

Steve Hummel  
Holophane

Granite Surface Plate and Stand to be used by the Robotics & Advanced  
Manufacturing Program

Jeff Amo

Cummins Bridgeway LLC  
21810 Clessie Court  
New Hudson, MI 48165

3 Cummins engines to be used by the Adult Education Heavy Truck &  
Equipment Program

Jeff Emery

R & R Pipeline  
155 Dayton Road  
Newark, OH 43055

Employee's time and use of a tractor and lowboy trailer to haul donated  
equipment

Steve Cohen

The Screen Machine Industries, Inc.  
10685 Columbus Parkway  
Pataskala, OH 43062

Lincoln Electric Linconditioner; Brilliant Abrasive Wheel Cut-Off Saw; Gates  
Hydraulic Hose Crimping Machine w/Dies; 2 Milwaukee 7" Electric Grinders;  
Ratchet Binder "New" to be used by the Adult Education Welding & Heavy  
Equipment /Tier 4 Diesel Engine Program

Mr. Arnold Shaheen, Jr.

Attorney at Law

1652 Moncks Corner  
The Villages, FL 32162

Various office equipment

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



**16:008**

Dr. Jennifer Cornman moved and Mr. Freddie Latella seconded the approval of the Treasurer's Recommendations

- A. To approve the Financial Reports for December 2015
- B. To approve Resolution 2016-01 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 following Purpose Statement and Budgets
  - Advanced Machining (Adult Education)
  - Criminal Justice (revised)
  - Heavy Truck Mechanic (Adult Education)

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

**16:009**

Dr. Jennifer Cornman moved and Mr. Bill Mann seconded the motion that the meeting be adjourned

YEA: CORNMAN, MANN, CARR, LATELLA, MCDONALD, YOCUM, and NICCUM  
President advised the meeting be adjourned at 6:37 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer/CFO