



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

May 22, 2018

5:30 p.m.

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

1. Roll Call
2. Pledge of Allegiance
3. Minutes of April 24, 2018 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent's Recommendations
 - A. Personnel
 1. To accept the resignation of Kay Holton, Media Center Specialist, for the purpose of retirement, effective May 31, 2018
 2. To Employ Ashley Bauer as Career Connections Instructor at Utica Middle School, Class IV, Step 7 on the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$52,540.00 for the 2018-2019 school year, pending background check
 3. To employ Eileen Hudson as Administrative Assistant, Step 15 on the Administrative Assistant I Salary Schedule for 210 days, at the annual rate of \$35,220.23 for the 2018-2019 school year

4. To approve the following administrative contracts

One-Year Limited Contract

| | |
|---------------|---|
| Ryan Haught | HVAC Instructor/Coordinator |
| Tommy Pullem | Machine Assembly Instructor/Coordinator |
| Aaron Stewart | Adult Education Coordinator |

Two-Year Limited Contract

| | |
|-----------------|--|
| Kyle Fulton | CNC/Ariel Instructor/Coordinator |
| Alyssa Johnston | Career Development Coordinator |
| Lauren Massie | Director of Adult Education |
| Mike McNicol | Assistant Director |
| Michelle Miller | Office Technology Instructor/Coordinator |
| Windy Murphy | Business, Industry & Mfg. Coordinator |
| Jennifer Rehm | Dean of Students |

Three-Year Limited Contract

| | |
|----------------------|-------------------------------------|
| Thomas Gamertsfelder | School Improvement Coordinator |
| Michelle Snow | Director of Secondary Center |
| Brian Wilfong | Marketing & Recruitment Coordinator |

Five-Year Limited Contract

| | |
|---------------------|---|
| Erna Holland | Healthcare/Public Safety Services Coordinator |
| Stephanie Priestnal | Director of District Services |

5. To approve the following licensed personnel contracts

One-Year Limited Contract

| | |
|--------------------|-----------------------------|
| Kristan Blackledge | Career Connections |
| Chad Lees | Automotive Collision Repair |
| Rommey Stiteler | Science |

Two-Year Limited Contract

| | |
|----------------|-----------------------------------|
| Maison Evans | Architecture & Engineering Design |
| Dale Fife | Engineering & Science Technology |
| Taylor Gingery | Career Connections |
| Ryan Johnston | Information Technology |
| Jared Lucas | Social Studies |

Three-Year Limited Contract

| | |
|------------------|------------------------------------|
| Michael Carnahan | Culinary Arts II |
| Candace Collins | Criminal Justice |
| Nick Hancock | Gateway to STEM |
| Gillian Hopson | Intervention Specialist |
| Darren Kennedy | Digital Design & Interactive Media |
| Melanie Lamb-Lee | English |
| Jamie Reynolds | Intervention Specialist |
| Heather Salva | Social Studies |

Five-Year Limited Contract

| | |
|-----------------|-------------------------|
| Jim Boorn | Automotive Technologies |
| Bev Chopin | Teaching Careers |
| Chad Deal | Firefighting/EMS |
| Jennifer Glover | Intervention Specialist |
| Kim Hood | Intervention Specialist |

6. To approve the following classified contracts

One-Year Limited Contract

| | |
|------------|-------------------|
| Jim Bishop | Building Operator |
|------------|-------------------|

Two-Year Limited Contract

| | |
|--------------|-------------------|
| Lynn Penrose | Custodian |
| Casey Woods | Building Operator |

Continuing

| | |
|---------|-------------------------|
| Don Orr | IT Technology Assistant |
|---------|-------------------------|

7. To approve the following Secondary Center part-time personnel for the 2018-2019 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 | 28 hours/week |
| Patricia Burnett | Boulevard Receptionist | \$14.00/hour | 27.5 hours/week |
| Jennifer Merrill | Building Monitor | \$13.00/hour | 27.5 hours/week |
| Laura Moore | Building Monitor | \$13.00/hour | 27.5 hours/week |
| Eydie Koski | Cafeteria Worker | salary schedule | 28 hours/week |

Secondary Center Part-time, continued

| | | | |
|-----------------|-------------------------------------|-----------------|------------------|
| Kyra Schumaker | Cafeteria Worker | salary schedule | 28 hours/week |
| Dale Buckland | FACTS Tutor | \$20.00/hour | 25 hours/week |
| Elizabeth Betts | FACTS Tutor | \$20.00/hour | 25 hours/week |
| Ann Thum | FACTS Tutor | \$20.00/hour | 25 hours/week |
| Jennifer Wilkes | FACTS Tutor | \$20.00/hour | 25 hours/week |
| Linda Thornton | Free & Reduced Lunch Coordinator | salary schedule | 28 hours/week |
| Jessica Romine | Kitchen Manager | salary schedule | 28 hours/week |
| Gayle Cronin | Saturday School Supervisor * | \$18.00/hour | 4 hours/week |
| Matt Darrah | Saturday School Supervisor * | \$18.00/hour | 4 hours/week |
| Heather Salva | Saturday School Supervisor * | \$18.00/hour | 4 hours/week |
| Vicki Reed | School-to-Work | \$25.00/hour | 25-29 hours/week |
| Laura Atherton | Wednesday School Supervisor * | \$18.00/hour | 1 hour/week |
| Matt Darrah | Wednesday School | \$18.00/hour | 1 hour/week |

*This is a shared position on an as needed basis

8. To approve the following personnel for supplemental positions at the rate of \$2,400.00 for the 2018-2019 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 |
| Scott Karr | National Technical Honor Society Advisor |
| Nicholas Hancock | Middle School Robotics Competition Advisor |
| Matt Darrah | Science Department Head |
| Steve Strelecky | SkillsUSA Advisor |
| Julie Ulery | SkillsUSA Advisor |
| Heather Salva | Social Studies Department Head |
| Scott Karr | Student Activity Advisor: Student Council |

Supplemental, continued

| | |
|--------------|---|
| Jared Lucas | Student Activity Advisor: Student Council |
| Andrea Scott | Student Activity Advisor: Student Council |
| Bev Chopin | Teacher Mentor – Lead |

9. To approve the following as substitute teachers, on an as needed basis, for the 2018-2019 school year at the rate of \$95.00 per day

| | |
|--------------------|--------------------------------|
| David Abel | Career Tech/Precision Mach. |
| Rebecca Friesz | Academics |
| David Geiger | Career-Tech/Automotive |
| Marcia Henne | Academics |
| Cherie Holland | Academics |
| Kimberly McCartney | Academics |
| Edna Ridenbaugh | Academics |
| Dan Toderan | Academics/Vocational Education |
| Barbara Weigner | Academics |
| James Wiblin | Vocational Education |
| Julie Wolfe | Academics/Vocational Education |

10. To approve Jennifer Merrill as substitute Administrative Assistant, on an as needed basis, for the 2017-2018 school year at the rate of \$14.00 per hour
11. To approve Dale Fife, Engineering and Science Technologies Instructor to be paid a stipend of \$100.00 per day for attending CNC Mill Training June 18 – 20, 2018 at Vincennes University in Vincennes, IN. Expenses, travel and lodging to be paid according to C-TEC Board Policy
12. To employ Kyra Schumaker as part-time Custodian, June 4 through August 10, 2018, on an as needed basis, at the rate of \$14.00 per hour, not to exceed 28 hours per week
13. To amend the April recommendation of Eydie Koski as part-time Custodian, June 4 through August 10, 2018, on an as needed basis, at the rate of \$14.00 per hour, not to exceed 28 hours per week
14. To approve a one-year additional duty contract for Jessica Karr for additional duties as assigned outside of the school day in the amount of \$2,200.00 for the 2018-2019 school year

15. 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, 2019

| | |
|---|--------|
| Donald Carducci, Pre-Engineering (Licking Heights) | 1 day |
| Bev Chopin, Teaching Professions (Licking Heights) | 1 day |
| Shawn Decker, Information Technology (Northridge) | 1 day |
| Dale Fife, Engineering & Science Technology (Watkins) | 3 days |
| Taylor Gingery, Career Connections (Licking Heights) | 1 day |
| Ryan Johnston, Information Technology (Granville) | 1 day |
| Jennifer Kinsley, Visual Communication (Granville) | 1 day |
| Stefanie Stanton, Business (Granville) | 1 day |

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

| | |
|--|------------------|
| Administrative Assistant June Nicodemus | \$14.00 per hour |
| Aspire – Instructor-OMJ Allen Schwartz | \$28.00 per hour |
| Career Planning & Placement-Counselor Dan Donegan * | \$23.00 per hour |
| Multicraft Maintenance-Instructor Ryan Haught | \$25.00 per hour |

*pending background check

- B. To approve the 2018-2019 Satellite Center Student Handbook (with an additional change from the first read)
- C. To approve the 2018-2019 Secondary Center Student Handbook (with an additional change from the first read)
- D. To approve the Secondary Center's textbook list for the 2018-2019 school year
- E. To hold the first read of the 2018-2019 C-TEC Employee Handbook

- F. To approve Culinary Arts students to be paid the current minimum wage for catering events held outside of the school day for the 2018-2019 school year
- G. To approve the SkillsUSA out of state field trip to Louisville, KY June 25-29, 2018. The students will be competing in the SkillsUSA National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents
- H. To approve C-TEC Board of Education support of \$200.00 per student for the following students from SkillsUSA student organization who will be attending the National Leadership Conference in Louisville, KY June 25-29, 2018

| Student | Home School | Competition |
|-----------------|----------------|---------------|
| Mason Grady | Utica | Automated MFG |
| Hunter Shumaker | Licking Valley | Carpentry |
| Sam Sowers | Heath | Automated MFG |
| Mark Starner | Licking Valley | Automated MFG |

- I. To approve the creation of a Career Readiness Course
- J. To approve the creation of a Business Operations and 21st Century Skills Course
- K. To approve a one year contract with Frontline – AESOP to provide substitute fulfillment for the 2018-2019 school year at the cost of \$3,000.00
- L. To approve a three (3) year contract with ACE Digital Academy, as the on-line provider for C-TEC effective July 1, 2018 (this replaces the one (1) year contract approved in April thus eliminating the annual fee)
- M. 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

Alexandra Robertson (Granville)
Ashley Wireman (Licking Valley)

N. To approve the following Board Policies

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

6. Treasurer's Recommendations

- A. To approve the financial reports for April 2018
- B. To approve the revised Five-Year Forecast for the FY18 May Submission
- C. To approve the revision of the HOSA Purpose Statement & Budget
- D. To offer student accident insurance through Student Protective Agency (Guarantee Trust Life Insurance Company) for the 2018-2019 school year at the following cost:

| | |
|-----------------------|---------|
| School Time Plan | \$37.00 |
| Twenty-four Hour Plan | \$91.00 |

- E. To approve a lease agreement between C-TEC and Rebecca Hensley to maintain the grounds not currently being mowed
- F. To approve the renewal premium for liability, fleet, and property insurance through Southwestern Ohio Educational Purchasing Council at the rate of \$42,957.00 for the 2018-2019 school year
- G. To approve the LACA Service Agreement in the amount of \$43,940.87, from July 1, 2018 to June 30, 2018

H. To approve the following Then and Now purchase order

| | | |
|-------|------------------|------------|
| 76625 | Before USA Group | \$3,764.51 |
|-------|------------------|------------|

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Agenda – C-TEC Board of Education
May 22, 2018

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

Adjournment: Next Meeting June 26, 2018



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

April 24, 2018

5:30 p.m.

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

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

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

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

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

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

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

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

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

| | |
|--------------------|------------------|
| Ariel – Instructor | |
| Fred Hartman | \$25.00 per hour |

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

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

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

Adult Education part-time, continued

Public Safety – Customized – Instructor

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

Public Safety – EMT Instructor

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

Public Safety – EMT/FMS – Instructor

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

Public Safety – Fire 1 Instructor

| | |
|-------------------|------------------|
| Tristan Shoults * | \$20.00 per hour |
|-------------------|------------------|

Public Safety – Fire 2 Instructor

| | |
|-------------------|------------------|
| Tristan Shoults * | \$20.00 per hour |
|-------------------|------------------|

Public Safety – Fire/FMS – Instructor

| | |
|-------------------|------------------|
| Tristan Shoults * | \$20.00 per hour |
|-------------------|------------------|

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

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

Ten Years

Thomas Gamertsfelder, School Improvement Coordinator
Steve Gentil, Mathematics Instructor

Twenty Years

James Boorn, Automotive Technologies Instructor
Tina Hummel, FACTS Coordinator

Thirty Years

Kay Holton, Library Media Specialist

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

Building Trades to Construction Technology

- G. To hold the first reading of the Secondary Center Student Handbook for the 2018-2019 school year
- H. To approve the Satellite Center's textbook list for the 2018-2019 school year
- I. To hold the first reading of the Satellite Center Student Handbook for the 2018-2019 school year
- J. To approve ACE Digital Academy as the on-line provider for C-TEC at an annual fee of \$1,000.00 per year for the 2018-2019 school year
- K. To hold the first read of the following Board Policies

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

L. Donations

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

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

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

7. Treasurer's Recommendations

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

Automotive Collision Repair
Automotive Technology
FCCLA
Medical Assisting

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

10. Superintendent's Comments

11. Treasurer's Comments

Adjournment: Next Meeting May 22, 2018



**Board of Education Minutes
Newark, Ohio**

April 24, 2018

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

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on April 24, 2018.

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

Dr. Jennifer Cornman entered the meeting at 5:36 p.m.

18:015

Dr. Jennifer Cornman moved and Mr. Matthew Clark seconded the approval of the Board of Education meeting minutes of March 20, 2018

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

18:016

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

A. Personnel

1. To accept the resignation of Ellen Izor Adult Education ASPIRE teacher for the purpose of retirement, effective April 26, 2018
2. To approve Eydie Koski as part-time Custodian, during the summer months, on an as needed basis, at the rate of \$14.00 per hour not to exceed 28 hours per week
3. To approve the following C-TEC van drivers for the 2018-2019 school year

| | | |
|-------------|----------------------------------|------------------|
| David Able | Substitute van driver, as needed | \$11.77 per hour |
| Dave Geiger | Substitute van driver, as needed | \$11.77 per hour |
| Sean Kern | | |

Van Drivers, continued

Greg King
Bruce Piper
Stephanie Priestnal

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

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

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

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

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

| | |
|--------------------|------------------|
| Ariel – Instructor | |
| Fred Hartman | \$25.00 per hour |

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

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

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

| | |
|---|------------------|
| Public Safety – Customized – Instructor | |
| Mark Dixon * | \$23.00 per hour |
| Tristan Shoults * | \$23.00 per hour |
| Mitchel Stanley * | \$23.00 per hour |

Adult Education part-time, continued

Public Safety – EMT Instructor

Mark Dixon * \$20.00 per hour

Mitchel Stanley * \$20.00 per hour

Public Safety – EMT/FMS – Instructor

Mark Dixon * \$20.00 per hour

Mitchel Stanley * \$20.00 per hour

Public Safety – Fire 1 Instructor

Tristan Shoults * \$20.00 per hour

Public Safety – Fire 2 Instructor

Tristan Shoults * \$20.00 per hour

Public Safety – Fire/FMS – Instructor

Tristan Shoults * \$20.00 per hour

7. To approve the compensation of Anthony Haas, Public Safety Assistant, at the rate of \$13.50 per hour retroactively from July 1, 2016 to June 30, 2018
8. To accept the resignation of Christine Westbrook, Adult Education Financial Aid Coordinator, for the purpose of retirement, effective August 31, 2018
9. To employ Donald Carducci as Pre-Engineering Instructor at Licking Heights Middle School, Class V, Step 8 on the Teacher Salary Schedule, one (1) year limited contract, at the annual rate of \$57,615.00, for the 2018-2019 school year, pending background check
10. To employ Tyler Adams as Custodian, Step 3 of the Custodian Salary Schedule, one (1) year limited contract, at the annual rate of \$35,826.00, prorated for the remainder of the contract year, through June 30, 2018, pending background check
11. To employ Stefanie Stanton as Business Instructor at Granville High School, Class I, Step 6 on the Teacher Salary Schedule, one (1) year limited contract, at the rate of \$43,845.00 for the 2018-2019 school year, pending background check
12. To approve Matt Darrah, Math Instructor, to provide tutoring services for students on an as needed basis, at the rate of \$25.00 per hour for 5 hours per week, for the 2017-2018 school year

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

Bruce Piper, ITEC Job Training Coordinator 5 days

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

18:017

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

- B. To approve a contract with the Newark Division of Police, Licking County, for the purpose of retaining a School Resource Officer, not to exceed the amount of \$45,000.00, for the 2018-2019 school year
- C. To commend all Administrative and Support Staff for Administrative Professionals' Week, April 23 through April 27, 2018
- D. To commend the C-TEC Teaching Staff for National Teacher Appreciation Week, May 7 through May 11, 2018
- E. To commend the following C-TEC Staff who have served the District for ten (10), twenty (20), and thirty (30) years

Ten Years

Thomas Gamertsfelder, School Improvement Coordinator
Steve Gentil, Mathematics Instructor

Twenty Years

James Boorn, Automotive Technologies Instructor
Tina Hummel, FACTS Coordinator

Thirty Years

Kay Holton, Library Media Specialist

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

Building Trades to Construction Technology

- G. To hold the first reading of the Secondary Center Student Handbook for the 2018-2019 school year

- H. To approve the Satellite Center’s textbook list for the 2018-2019 school year
- I. To hold the first reading of the Satellite Center Student Handbook for the 2018-2019 school year
- J. To approve ACE Digital Academy as the on-line provider for C-TEC at an annual fee of \$1,000.00 per year for the 2018-2019 school year
- K. To hold the first read of the following Board Policies

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

L. Donations

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

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

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

- M. To approve the Educators Rising out of state field trip to Orlando, FL June 21-24, 2018. The students will be competing in the EdRising National Leadership Conference; the trip will be paid for by fundraisers, student activity funds, and students/parents

- N. To approve the C-TEC Board of Education support of \$200.00 per student for the following student from Educators Rising student organization who will be attending the National Leadership and Skills Conference in Orlando, FL June 21-24, 2018

| <u>Student</u> | <u>Home School</u> | <u>Competition</u> |
|----------------|--------------------|--------------------|
| Kenna Holt | Watkins Memorial | Impromptu Teaching |

- O. To approve the HOSA out of state field trip to Dallas, TX June 27-30, 2018. 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
- P. To approve the C-TEC Board of Education support of \$200.00 per student for the following students from HOSA student organization who will be attending the National Leadership Conference in Dallas, TX June 27-30, 2018

| <u>Student</u> | <u>Home School</u> | <u>Competition</u> |
|-----------------|--------------------|--------------------|
| Tyler Baer | Northridge | EMT |
| Brandon Bynorth | Watkins | EMT |
| Eowyn Frail | Granville | CERT |
| Daniel Hect | Granville | CERT |
| Noah Jorge | Licking Heights | EMT |
| Haley Knoefel | Utica | Medical Assisting |
| Austin McLellan | Newark | EMT |

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

18:018

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

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

D. To approve revisions to the following Purpose Statement & Budgets

Automotive Collision Repair
Automotive Technology
FCCLA
Medical Assisting

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

18:019

Mr. Matthew Clark moved and Mr. Forest Yocum seconded the motion to approve the rate of \$8.60 per credit hour for full time Adult Education programs and the ability modify the cost per hour for part time Adult Education programs

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

18:020

Dr. Jennifer Cornman moved and Mr. Tim Carr seconded the motion to enter into executive session to discuss security matters

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

The Board Members entered into Executive Session at 6:20 p.m.

The Board Members returned to Regular Session at 6:44 p.m.

18:021

Mr. Tim Carr moved and Mr. Matthew Clark seconded the motion to approve supplemental legal services through Mullen Coughlin, LLC and through Subashi and Wildermuth

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

18:022

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

YEA: CORNMAN, YOCUM, CARR, CLARK, LATELLA, and NICCUM
President advised the meeting be adjourned at 6:45 p.m.

President

Treasurer/CFO



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

March 20, 2018

5:30 p.m.

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

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

Adult Education part-time, continued

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

*pending background check

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

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

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

E. To approve the following Board Policy

0150 Organization

8. Treasurer's Recommendations

A. To approve the financial reports for February 2018

B. To approve amended Appropriation Resolution 2018-02

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

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

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

Adjournment: Next Meeting April 24, 2018



Board of Education Minutes

Newark, Ohio

March 20, 2018

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

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on March 20, 2018.

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

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

18:011

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

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

18:012

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

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

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

Ryan Johnston \$900.00

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

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

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

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

| | |
|---|------------------|
| Healthcare – Medical Coding Kyna McKempson * | \$21.00 per hour |
| Healthcare – STNA Class Melissa Scott * | \$21.00 per hour |
| Healthcare – STNA Clinical Melissa Scott * | \$22.00 per hour |
| Massage Therapy Melissa Scott * | \$21.00 per hour |
| Medical Assistant Adrienne Fleetwood * | \$20.00 per hour |
| Melissa Scott * | \$21.00 per hour |
| Office Technology – Medical Office Specialist Adrienne Fleetwood * | \$20.00 per hour |
| Kyna McKempson * | \$21.00 per hour |
| Melissa Scott * | \$21.00 per hour |

Adult Education part-time, continued

Shelia Wood

\$20.00 per hour

*pending background check

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

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

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

E. To approve the following Board Policy

0150 Organization

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

18:013

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

A. To approve the financial reports for February 2018

B. To approve amended Appropriation Resolution 2018-02

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

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

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

18:014

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

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

President

Treasurer/CFO



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

February 26, 2018

5:30 p.m.

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

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

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

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

Adult Education part-time, continued

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

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

0150 Organization

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

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

Donations, continued

John Fisher

Licking County Job & Family Services

74 S. 2nd Street

Newark, OH 43055

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

8. Treasurer's Recommendations

A. To approve the financial reports for January 2018

B. To approve Resolution 2018-01 Accepting Amount and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

C. To approve a lease agreement with Licking Memorial Health Systems to utilize the C-TEC Greenhouse as well as a mutually agreed upon portion of outdoor greenspace adjacent to the Greenhouse at the rate of \$125.00 per month, effective March 1, 2018 through February 28, 2019 subject to one (1) year automatic renewals

D. To approve revisions to the following Purpose Statement & Budgets

Adult Cosmetology

Diesel Power Equipment Mechanics

SkillsUSA

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

10. Board Members' Comments

11. Superintendent's Comments

12. Treasurer's Comments

13. Request for an Executive Session to consider the employment of a public employee

Adjournment: Next Meeting March 20, 2018



Board of Education Minutes

Newark, Ohio

February 26, 2018

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

The Career and Technology Education Centers of Licking County, Board of Education, met in a regular session in the Board of Education Conference Room at 222 Price Road, Newark, Ohio on February 26, 2018.

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

18:005

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

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

The President advised the motion carried

18:006

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

A. Personnel

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

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

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

Adult Education part-time, continued

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

*pending background check

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

18:007

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

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

0150 Organization

G. Donations

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

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

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

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

18:008

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

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

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

18:009

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

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

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

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

18:010

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

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

President

Treasurer/CFO

AGENDA
CAREER AND TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
JANUARY 11, 2018
5:00 p.m.

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

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



Board of Education Minutes

Newark, Ohio

January 11, 2018

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

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

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

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

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

18:001

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

Dr. Jennifer Cornman nominated Ms. Bev Niccum

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

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

ABSTAIN: NICCUM

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

18:002

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

Mr. Freddie Latella nominated Dr. Jennifer Cornman

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

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

18:003

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

5. Appoint Ohio School Boards Association Delegate and Legislative Liaison, Mr. Forest Yocum
6. Appoint Ohio School Boards Association Delegate and Legislative Liaison Alternate, Mr. Freddie Latella
7. Appoint Ohio School Boards Association Student Achievement Liaison, Matthew Clark
8. Appointment of Bricker and Eckler as legal consultants, as needed
9. Designation of The Advocate as official newspaper for notification
10. Designation the fourth Tuesday of each month at 5:30 p.m., as the regular Board Meeting date to take place at 222 Price Road, Newark, Ohio 43055, for the maximum number of meetings, per board policy
11. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent, as Purchasing Agent
12. Appoint Joyce L. Malainy, Ed.D., C-TEC Superintendent, as Federal Administrator
13. Request for authorization of the Superintendent to employ personnel, as needed, pending Board approval at its next regular meeting
14. Request for authorization of the Superintendent, on behalf of the Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.
15. Request for authorization of the Superintendent to make application for appropriate local, state, and/or federal funds and grants
16. Request to authorize \$5,000.00 for Board Service Fund

17. Request to Authorize the Following Petty Cash Funds:

\$ 200.00 for Treasurer

18. Request to authorize the following change funds:

\$ 50.00 Adult Education Office

\$150.00 Bistro

\$400.00 Cafeteria

\$100.00 Cosmetology Lab

\$ 50.00 Maintenance Department

\$100.00 Student Fees

\$150.00 Treasurer's Office

19. Request for authorization of the Treasurer to invest inactive monies

20. Request for authorization of the Treasurer to approve bills for payment

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

18:004

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

YEA: CORNMAN, CARR, CLARK, LATELLA, MCDONALD, YOCUM, and NICCUM
The President advised the Organizational Meeting be adjourned at 5:09 p.m.

President

Treasurer/CFO



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

January 11, 2018

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

1. Roll Call
2. Pledge of Allegiance
3. Minutes of December 19, 2017 Board of Education Meeting
4. Hearing of the public (agenda items)
5. Superintendent’s Recommendations

A. Personnel

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

General & CNC Machining

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

Healthcare – STNA & Medical Coding

| | |
|------------------|------------------|
| Anthony Burger * | \$20.00 per hour |
|------------------|------------------|

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

* pending background check

B. To approve the following Board Policy

5200 Attendance

6. Treasurer's Recommendations

A. To approve the financial reports for December 2017

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

8. Board Members' Comments

10. Superintendent's Comments

11. Treasurer's Comments

Adjournment: Next Meeting: TBD



Board of Education Minutes

Newark, Ohio

January 11, 2018

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

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

The meeting was called to order at 5:09 p.m. The following Board Members were present at roll call: Mr. Tim Carr, Mr. Matthew Clark, Dr. Jennifer Cornman, Mr. Freddie Latella, Mrs. Jennifer McDonald, Mr. Forest Yocum and Ms. Bev Niccum

18:005

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

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

ABSTAIN: LATELLA

The President advised the motion carried

18:006

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

A. Personnel

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

General & CNC Machining

David Abel \$25.00 per hour

Noah Cooksey * \$25.00 per hour

Healthcare – STNA & Medical Coding

Anthony Burger * \$20.00 per hour

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

* pending background check

B. To approve the following Board Policy

5200 Attendance

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

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

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

18:007

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

A. To approve the financial reports for December 2017

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

18:008

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

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

President

Treasurer/CFO