

**PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT  
PORTAGE LAKES CAREER CENTER  
ORGANIZATIONAL/REGULAR MEETING  
Thursday, January 14, 2021 – 6:00 p.m.**

“This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district’s business and is not considered a public community meeting. There is a time for public comments during the meeting as indicated in the agenda.”

**Agenda**

- I. Board’s Organizational Meeting
  - A. Organizational Meeting
    - 1. Call to Order
    - 2. Pledge of Allegiance
    - 3. Oath of Office
    - 4. Roll Call
    - 5. Election of President
    - 6. Election of Vice President
    - 7. Time, Date, and Location of Regular Meetings
    - 8. OSBA Legislative Liaison & Student Achievement Liaison
    - 9. Consent Calendar (a-w)
- II. Visitors’ Comments
- III. Treasurer’s Reports and Recommendations
  - A. Reports & Recommendations
    - 1. Minutes
    - 2. Financial Reports
    - 3. FY21 Appropriations Amendment
    - 4. Power4Schools Agreement
    - 5. Tax Budget
- IV. Superintendent’s Reports and Recommendations
  - A. Reports & Recommendations
    - 1. Highlights
    - 2. Resignations
    - 3. Resignation and Settlement Agreement
    - 4. Leave of Absence
    - 5. Employment
    - 6. Amended Employment Contracts
    - 7. Extended Time Contract
    - 8. Job Descriptions
    - 9. Equipment Donation
- V. New Business
- VI. Board Members Informal
- VII. Adjournment

Board of Education

- B. Campbell
- D. Cohen
- M. Dodson
- D. Fouser
- J. Hercules
- D. Hofer
- J. Jividen
- R. Reed

Next Meeting  
TBD

I. Board’s Organizational Meeting

A. Organizational Meeting

1. Call to Order

Meeting called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

2. Pledge of Allegiance

3. Oath of Office (newly elected and newly appointed)

4. Roll Call

5. Election of President

The Chair asks for nominations for President. (Nominations need not be seconded.)  
After repeating the name of the nominee, the Chair asks for further nominations. If  
no response, the Chair asks a second time, then declares the nominations are closed.

The Treasurer calls the roll to determine those in favor of the nominee for President.  
The Chair declares the nominee (who receives a majority vote) elected as President  
of the Board and turns the meeting over to the new President.

**Recommend Approval:    Motion:                  Second:                  Roll Call:**

6. Election of Vice President

The new President asks for nominations for Vice President. After repeating the name,  
the President asks for further nominations. If no response, the President asks a second  
time, then declares the nominations are closed.

The Treasurer calls the roll to determine those in favor of the nominee for Vice  
President. The President declares the nominee (who receives a majority vote) elected  
as Vice President of the Board.

**Recommend Approval:    Motion:                  Second:                  Roll Call:**

7. Time, Date, and Location of Regular Meetings

Be it resolved that the regular meetings of the Portage Lakes Joint Vocational School  
District Board of Education will be held at the Portage Lakes Career Center, 4401  
Shriver Road, Uniontown, Ohio. Time and date \_\_\_\_\_.

**Recommend Approval:    Motion:                  Second:                  Roll Call:**

I. Board's Organizational Meeting

A. Organizational Meeting (Continued)

8. OSBA Legislative Liaison

The President appoints \_\_\_\_\_ as the 2021 OSBA Legislative Liaison of the Board and \_\_\_\_\_ as the 2021 OSBA Student Achievement Liaison of the Board.

**Recommend Approval:**

**Motion:**

**Second:**

**Roll Call:**

9. Consent Calendar

Be it resolved that all the following items appearing in the agenda constitute the consent calendar and are adopted by one single motion unless a member of the Board or Superintendent requests that any such item be removed from the consent calendar and voted upon separately.

a. Board Member Compensation

Be it resolved that the per meeting compensation of each Portage Lakes JVSD board member and the compensation for attendance at approved training programs be fixed at the maximum allowed by law.

b. Service Fund

Be it resolved that in accordance with Ohio Revised Code 3315.15 which provides for the establishment of a Service Fund, the Portage Lakes JVSD does hereby appropriate for the purpose of said Service Fund the amount of \$10,000.

c. Tax Advance – Resolution to Advance Taxes

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to request an advance of tax monies from the County Treasurer, pursuant to the Ohio Revised Code Section 321.34; and

WHEREAS, that the Auditor of Summit County and the Auditor of Portage County are hereby requested to issue an order to the Treasurers of Summit/Portage County to pay the Treasurer of this Board of Education said funds as may be available for distribution by said County Treasurers;

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of the Board is hereby authorized and directed to certify and send a copy of this resolution to the County Auditor as may be necessary to make such other certifications and reports to the County Auditor as may be necessary to make this Resolution effective.

d. Investment of Funds - Resolution For Investment of Funds

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to invest funds that are not needed to meet current expenditures;

NOW, THEREFORE BE IT RESOLVED, that the Treasurer be granted permission to invest funds that are not needed to meet current expenditures at the highest rate of interest.

I. Board's Organizational Meeting

A. Organizational Meeting

9. Consent Calendar (Continued)

- e. Payment of Accounts Payable - Resolution to Dispense With Approval of Ordinary bills

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to dispense with approval of ordinary purchases made under the authority of the Annual Appropriations Resolution and permit payment as seems advantageous;

NOW, THEREFORE BE IT RESOLVED, that the Treasurer be given permission to make payment of ordinary bills for purchases made under the authority of the Annual Appropriations Resolution and permit payment as seems advantageous. Lists of bills paid since the last listing to be submitted with the agenda.

- f. Authority to Hire Staff – Authorizes the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or non-teaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

- g. Authority to Accept Resignations – Authorizes the Superintendent, on behalf of this 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.

- h. Resolution to Grant Authority to the Superintendent to Excuse Employees to Attend Meetings

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to excuse school employees to attend professional and/or in-service meetings in 2021;

NOW, THEREFORE BE IT RESOLVED, that the Superintendent be granted permission to excuse school employees to attend professional and/or in service meetings for 2021.

I. Board's Organizational Meeting

A. Organizational Meeting

9. Consent Calendar (Continued)

- i. Federal and State Projects - Resolution for Superintendent to File Applications for Federal and State projects.

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to participate in various federal and state projects;

NOW, THEREFORE BE IT RESOLVED that the Portage Lakes Joint Vocational School District Board of Education grants permission to the Superintendent to file application for federal and state projects considered desirable for the school district.

- j. Emergency Repairs/Supplies - Resolution Authorizing the Superintendent to Purchase Supplies and Equipment and Authorize Emergency Repairs

WHEREAS, the Portage Lakes Joint Vocational School District Board of Education desires to have the Superintendent have the authority to purchase supplies and equipment and authorize emergency repairs for the district;

NOW, THEREFORE BE IT RESOLVED, that the Superintendent has the authority to purchase supplies and equipment and authorize emergency repairs for the district.

- k. Purchasing Agent - Appoints the Treasurer, or an appointed designee, as Purchasing Agent for Portage Lakes Joint Vocational School District.

- l. Board Minutes – Dispenses with reading of the Board minutes each regular meeting providing that they are delivered to the Board members at least two days prior to the Board meeting.

- m. Legal Consultants – Employ the firms of Roetzel & Andress, Bricker & Eckler LLP, and Stark County Educational Service Center Legal Services, provided by Attorney Mary Jo Shannon Slick, as legal and/or bond counsel as needed within the guidelines of the appropriations.

- n. Ohio School Boards Association Policy Services – Authorizes the Superintendent to utilize OSBA's policy services as needed.

- o. Workers' Compensation/Unemployment Compensation Services – Authorizes the Superintendent to utilize CompManagement, Inc., as needed, to represent the Board in Unemployment and Workers' Compensation claims.

- p. Appeals Hearings - Designates the Superintendent to serve as hearing officer for suspension appeal hearings. Designates the Board President or board designee to serve as the hearing officer in expulsion appeal hearings.

I. Board's Organizational Meeting

A. Organizational Meeting

9. Consent Calendar (Continued)

- q. Memorial Flower Fund - Authorizes approval for continuation of a memorial flower fund for Board use administered by the Superintendent. Board to be updated when memorials are sent.
- r. Ohio School Boards Association Membership - Authorizes Board membership in the Ohio School Board Association for calendar year 2021 and renewal of the Board's subscription to "Briefcase" and School Management News.
- s. Public Records Training - Authorizes the Treasurer to attend public records training approved by the Ohio Attorney General as designee for the Portage Lakes Career Center Board of Education.
- t. Toxic and Asbestos Hazards - Authorizes the Superintendent to appoint a Toxic Hazard Preparedness (THP) Officer and a director of an Asbestos-Management Program to ensure compliance and instruction of staff and students.
- u. Substitute Employee Compensation – Sets the rate of pay for substitute employees as follows: Classified Employees - \$11.00 per hour; Custodial Employees - \$15.00 per hour; Certified Employees - \$90.00 per day/\$50.00 per half day.
- v. Petty Cash Funds - Authorizes the establishment of imprest (revolving type) petty cash funds in the care of the Treasurer's Office Staff.
- w. Homeless Student District Liaison - Authorizes the superintendent to appoint a Homeless Student District Liaison.

**Recommend Approval:**

**Motion:**

**Second:**

**Roll Call:**

II. Visitor's Comments

III. Treasurer's Reports and Recommendations

A. Reports & Recommendations

1. Minutes

**Recommend approval of the minutes of the regular meeting of November 19, 2020, as presented.**

**Motion:          Second:          Roll Call:**

2. Financial Reports

**Recommend approval of the financial reports, check register, bank reconciliation, comparative financial and quarterly investment reports for the months of November and December 2020 as presented, subject to audit.**

**Motion:          Second:          Roll Call:**

3. FY21 Appropriations Amendment

**Recommend increasing Fund 508 Governor's Emergency Education Relief by \$67,804.50. The legal level of control shall be fund level.**

**Motion:          Second:          Roll Call:**

4. Power4Schools Agreement

**Recommend approval of the renewal of the master Electric Energy Sales Agreement between PLCC and Power4Schools' endorsed electric supplier, Engie Resources, LLC, effective 1/1/2022 – 12/31/2023.**

**Motion:          Second:          Roll Call:**

4. Tax Budget (No action necessary)

Opportunity for discussion regarding purpose and submission of FY22 alternative tax budget.

IV. Superintendent's Reports and Recommendations

A. Reports & Recommendations

1. Highlights

The Career Center Students of the Month are:

**November**

Jayanna Bickley, Plumbing & Pipefitting – Springfield  
Veda Hughes, Visual Design & Imaging – Green  
Savannah Peck, Cosmetology – Coventry

**November Placement Student of the Month:**

Colin Ambriola, Welding – Manchester  
Employer: East Manufacturing

**December**

Mariam Abdelqader, Sports Medicine – Green  
Shelby Comisford, Cosmetology – Manchester  
Layne Gruber, Fire Academy – Coventry  
Zak Shively, Welding – Springfield

2. Resignations

*Karen Bailey*, Adult Education Secretary, effective 12/31/2020  
*Donald Ellesin*, Teacher, effective 5/28/2021  
*Fernando Wanton*, Adult Education Evening Receptionist/Monitor, effective 12/18/2020

**It is recommended that the board approve the resignations listed above.**

**Recommend Approval:                                      Motion:              Second:              Roll Call:**

3. Resignation and Settlement Agreement

**It is recommended that the board approve the resignation, effective at the end of the work day on February 26, 2021, and settlement agreement of Steven Kshywonis, teacher.**

**Recommend Approval:                                      Motion:              Second:              Roll Call:**

4. Leave of Absence

*Jacqueline Warrens*, Teacher, effective 1/4/2021 – 5/31/2021

**It is recommended that the board approve the above leave of absence in accordance with section 5.01(f) of the negotiated agreement.**

**Recommend Approval:                                      Motion:              Second:              Roll Call:**





IV. Superintendent’s Reports and Recommendations

A. Reports & Recommendations (Continued)

8. Job Descriptions

*Adult Education Enrollment Specialist (New)*

*Adult Education Program Manager – Data, Reporting, & Finances (Revised)*

*Engineering and Manufacturing Career Technical Education Program Teacher (Revised)*

**It is recommended that the board approve the new and revised job descriptions listed above.**

**Recommend Approval:**

**Motion:**

**Second:**

**Roll Call:**

9. Equipment Donation

**LabCorp – North Canton, OH**

2 Phlebotomy Chairs

1 Phlebotomy Table

**It is recommended that the board approve the equipment donation listed above.**

**Recommend Approval:**

**Motion:**

**Second:**

**Roll Call:**

V. New Business

VI. Board Members – Informal

VII. Adjournment