

**PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT  
PORTAGE LAKES CAREER CENTER  
Thursday, October 21, 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**

**Board of Education**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Visitors’ Comments
- V. Treasurer’s Reports and Recommendations
  - A. Reports & Recommendations
    - 1. Minutes
    - 2. Financial Reports
- VI. Superintendent’s Reports and Recommendations
  - A. Reports & Recommendations
    - 1. Highlights
    - 2. Retirement/Resignation
    - 3. Employment
    - 4. Supplemental Contract
    - 5. Adult Education Plans, Policies and Procedures
- VII. New Business
- VIII. Board Members – Informal
- IX. Adjournment

- D Hofer, President
- R. Reed, Vice President
- B. Campbell
- D. Cohen
- M. Dodson
- D. Fouser
- J. Hercules
- J. Jividen
- C. Lance

Next Meeting  
Thursday, November 18, 2021  
6:00 p.m.

V. Treasurer's Reports and Recommendations

A. Recommendations

1. Minutes

**Recommend approval of the minutes of the regular meeting of September 16, 2021, as presented.**

**Motion:          Second:          Roll Call:**

2. Financial Reports

**Recommend approval of the financial reports, check register, bank reconciliation, quarterly investment report and comparative financial report for the month of September 2021, as presented, subject to audit.**

**Motion:          Second:          Roll Call:**

VI. Superintendent's Reports and Recommendations

A. Reports and Recommendations

1. Highlights of this past month's activities.

The Career Center Students of the Month are:

Gabriella Franco-Ridenour – Law & Criminal Justice – Springfield

Madison Gee – Culinary Arts – Coventry

Andrew Kamsingh – Sports Medicine – Green

Quinn Marketich – Building Trades – Manchester

2. Retirement/Resignation

*Lori Coates*, Administrative Assistant, retirement, effective 1/1/2022

*Valarie Randall*, SkillsUSA Advisor (Supplemental Contract), resignation, effective 10/4/2021

**It is recommended that the board approve the retirement and resignation listed above.**

**Motion:            Second:            Roll Call:**

3. Employment

Adult Education (One-Year Limited Contract)

*Melissa Hill*, Part-Time Practical Nursing Clinical Instructor/Lab Instructor/Teaching Assistant, \$30.00 per hour, not to exceed 24 hours per week, 500 hours maximum, effective 9/13/2021-1/7/2022, no benefits

*Valarie Randall*, Evening Practical Nursing Clerical Specialist, \$20.00 per hour, 300 hours maximum, effective 9/20/2021 – 6/30/2022, no benefits

**It is recommended that the board approve the employment contract listed above.**

**Motion:            Second:            Roll Call:**

4. Supplemental Contract

*Sarah Murphy*, SkillsUSA Advisor (2021-2022 school year) - \$1552.56

**It is recommended that the board approve the supplemental contract listed above.**

**Motion:            Second:            Roll Call:**

VI. Superintendent's Reports and Recommendations

5. Adult Education Plans, Policies and Procedures

**PLANS**

- Default Management Plan*
- Facilities and Campus Improvement Plan*
- Health and Safety Plan*
- Job Placement Follow-Up Plan*
- Media Services Plan*
- Placement Services Plan*
- Plan for Maintaining and Replacing Equipment*
- Plan for Operation and Improvement of Physical Plant*
- Strategic Plan*
- Student Services Effectiveness Plan*
- Work-Based Activity Plan*

**POLICIES**

<i>Academic Grading Policy</i>	<i>Academic Probation Policy</i>
<i>Admission Requirements</i>	<i>Attendance</i>
<i>Career Passport &amp; Transcript Request</i>	<i>Civil Rights Compliance Statement</i>
<i>Confidentiality</i>	<i>Federal Return of Title IV Funds</i>
<i>Financial Aid SAP</i>	<i>Maintaining of Student Records</i>
<i>Previous Credit</i>	<i>Re-Admission</i>
<i>Refund and Cancellation</i>	<i>Staff Grievance</i>
<i>Standards of Satisfactory Academic Progress</i>	<i>Student Code of Ethics</i>
<i>Student Data Collection</i>	<i>Student Grievance</i>
<i>Student Teacher Ratio</i>	<i>Technology Acceptable Use</i>
<i>Transcript Request</i>	<i>Transfer</i>
<i>Weapons</i>	<i>Withdrawal</i>

**PROCEDURES**

<i>Access to Student Records</i>	<i>Emergency Purchase</i>
<i>Employee Evaluation</i>	<i>Federal Return of Title IV Funds</i>
<i>Inventory</i>	<i>Job Placement</i>
<i>New Staff Orientation</i>	<i>Staff Complaint and Grievance</i>
<i>Student Complaint and Grievance</i>	<i>Transcript Request</i>

**It is recommended that the board approve the Adult Education Plans, Policies and Procedures listed above, as presented.**

**Motion:            Second:            Roll Call:**