

Mrs. McDonald, Acting Chair, called the 2021 Organizational Meeting of the Portage Lakes Career Center Board of Education to order at 6:03 pm.

The Treasurer then called the roll (virtual) as follows: Mr. Campbell, present; Mr. Cohen, present; Mrs. Dodson, present; Mr. Fouser, present; Mr. Hercules, present; Mr. Jividen, present; Mr. Lance, present; Mr. Reed, present; Mr. Hofer, present. The Treasurer administered the Oath of Office to Mr. Lance.

**RESOLUTION 21-001**  
**ELECTION (PRES.)**

Mr. Cohen moved to nominate and appoint Mr. Hofer as President of the Board of Education. Mrs. Dodson seconded.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-002**  
**ELECTION (V.P.)**

Mr. Fouser moved to nominate and appoint Mr. Reed as Vice President of the Board of Education. Mr. Cohen seconded.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-003**  
**MEETINGS**

Mr. Campbell moved, seconded by Mrs. Dodson, to set all calendar year 2021 regular meetings of the Portage Lakes Career Center Board of Education for the third (3<sup>rd</sup>) Thursday of each month, at 6:00 PM.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-004**  
**2021 OSBA LIAISONS**

Mr. Campbell moved, seconded by Mr. Cohen, to appoint Mr. Hofer as the 2021 OSBA Legislative Liaison and Mr. Reed as the 2021 Student Achievement Liaison of the Board.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-005**  
**CONSENT AGENDA**

Mrs. Dodson moved, seconded by Mr. Jividen, to approve the following items related to the organizational meeting consent agenda:

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.

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 inservice meetings for 2021.

- 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 firm 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.
- 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.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

At 6:13 PM, the Treasurer announced the Organizational portion of the meeting had concluded, and the Board was now entering into the Regular portion of the agenda.

**Treasurer’s Recommendations**

**RESOLUTION 21-006**

**MINUTES**

Mr. Hercules moved, and Mr. Campbell seconded, to approve the minutes of the regular meeting of November 19, 2020.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	Abstain
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-007**

**FINANCIAL REPORTS**

Mr. Hofer moved, and Mr. Campbell seconded, to approve 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.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	Abstain
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-008**  
**FY21 APPROPRIATIONS**

Mrs. Dodson moved, and Mr. Jividen seconded, to approve a FY21 appropriation increase of \$67,804.50 in Fund 508 – Governor’s Emergency Education Relief. The legal level of control shall be fund level.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	Abstain
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-009**  
**POWER 4 SCHOOLS**

Mr. Campbell moved, and Mr. Cohen seconded, to approve 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.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**TAX BUDGET**

The Treasurer presented the Alternative Tax Budget for fiscal year 2022, and provided an opportunity for input, following a description of the document and its purpose. (No Action Necessary)

**Superintendent’s Recommendations**

**RESOLUTION 21-010**  
**RESIGNATIONS**

Mr. Campbell moved, and Mrs. Dodson seconded, to approve the following 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

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-011**  
**SETTLEMENT**

Mr. Campbell moved, and Mr. Reed seconded, to approve the resignation, effective at the end of the work day on February 26, 2021, and settlement agreement of *Steven Kshymonis*, teacher.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-012**  
**LEAVE**

Mr. Cohen moved, and Mr. Jividen seconded, to approve a leave of absence in accordance with section 5.01(f) of the negotiated agreement, for *Jacqueline Warrens*, Teacher, effective 1/4/2021-5/31/2021.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-013**  
**EMPLOYMENT**

Mr. Campbell moved, and Mr. Fouser seconded, to approve the following employment contracts:

Adult Education Staff (One Year Limited Contract)

*Shannon Heaton*, Adult Education Part-Time Phlebotomy/EKG Instructor, \$28.00 per hour, 450 hours maximum, effective 1/4/2021 – 6/30/2021, no benefits

*Charles Parke*, Adult Education Evening Receptionist/Monitor, \$15.00 per hour, 600 hours maximum, effective 1/4/2021 – 6/30/2021, no benefits

*Fernando Wanton*, Substitute Adult Education Evening Receptionist/Monitor, \$15.00 per hour, as needed, effective 1/4/2021 – 6/30/2021, no benefits

High School (One Year Limited Contracts)

*Benedict Chouinard*, Teacher, Bachelor column, Step 15, 2020-2021 school year, effective 1/4/2021, with benefits

*Matthew Derksen*, Teacher, Bachelor column, Step 0, 2020-2021 school year, effective 1/4/2021, with benefits

Support Staff (One Year Limited Contract)

*Matthew Miller*, Custodian/Maintenance, Salary Group 3, Step 4, 260 days, effective 12/21/2020, with benefits

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-014**  
**CONTRACTS**

Mrs. Dodson moved, and Mr. Hofer seconded, to approve the following employment contract amendments:

Adult Education Staff (One Year Limited Contracts)

*Wendy Bodenschatz*, Pharmacology Tutor, \$28.00 per hour, 450 hours yearly maximum, effective 7/1/2020 – 6/30/2021, no benefits

*Laura Campriani*, Part-time Clinical Lab Instructor, \$28.00 per hour, 800 hours yearly maximum, effective 7/1/2020 – 6/30/2021, no benefits

*Brenda Rickenbacker*, Part-time Clinical Lab Instructor, \$28.00 per hour, 800 hours yearly maximum, effective 7/1/2020 – 6/30/2021, no benefits

*Treva Heil*, Part-time Clinical Lab Instructor, \$28.00 per hour, 600 hours yearly maximum, effective 7/1/2020 – 6/30/2021, no benefits

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved



**RESOLUTION 21-015**  
**EXTENDED TIME**

Mr. Cohen moved, and Mr. Jividen seconded, to approve 10 extended days for *Kim Robinson*, Adult Education Program Manager.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-016**  
**JOB DESCRIPTION**

Mrs. Dodson moved, and Mr. Campbell seconded, to approve the following job descriptions:

*Adult Education Enrollment Specialist (New)*  
*Adult Education Program Manager – Data, Reporting, & Finances (Revised)*  
*Engineering and Manufacturing Career Technical Education Program Teacher (Revised)*

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**RESOLUTION 21-017**  
**DONATION**

Mr. Jividen moved, and Mr. Fouser seconded, to approve a donation from LabCorp (North Canton, OH) of 2 Phlebotomy Chairs and 1 Phlebotomy Table.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

**ADJOURNMENT**

Mr. Cohen moved that the January 14, 2020 regular/organizational meeting of the Portage Lakes Career Center be adjourned at 7:13 p.m. Mr. Campbell seconded the motion.

Mr. Campbell	YES
Mr. Cohen	YES
Mrs. Dodson	YES
Mr. Fouser	YES
Mr. Hercules	YES
Mr. Jividen	YES
Mr. Lance	YES
Mr. Reed	YES
Mr. Hofer	YES

Resolution Approved

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President

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Treasurer