

PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT ORGANIZATIONAL/REGULAR MEETING

Board Meeting Minutes
Portage Lakes Career Center
4401 Shriver Rd. Uniontown, OH 44685
Thursday, January 19, 2023
6:00pm

Present: Bob Campbell, President, Pro-Tem (Green); Eric Chojnacki, Green; David Cohen, Green; Dan Fouser, Coventry; Joe Hercules, Manchester; Dave Hofer, Springfield; Jason Jividen, Manchester; Laura McGraw, Coventry; Miranda Terry, Springfield

1 Call to Order

Minutes:

Meeting called to order at 6:00 PM.

2 Pledge of Allegiance

3 Oath of Office

Minutes:

The oath of office was administered to all Board members. Each member began a new three-year term in office, except for Mr. Chojnacki, who will be serving a one-year term.

4 Roll Call

Minutes:

Mr. Campbell, President Pro-Tem, asked the Treasurer to call the roll. All members were present.

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.

Minutes:

Mr. Cohen nominated Mr. Campbell for Board President. No other candidates were brought forth.

Result: Approved

Resolution: 23-001

Motioned: David Cohen

Voter	Yes	No	Abstaining
Bob Campbell, President, Pro-Tem (Green)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield	X		

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.

Minutes:

Mr. Hercules nominated Mr. Jividen for Board Vice President. No other candidates were brought forth.

Result: Approved

Resolution: 23-002

Motioned: Joe Hercules

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		

Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield	X		

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 will be the 3rd Thursday of each month at 6:00 p.m.

Result: Approved

Resolution: 23-003

Motioned: Dave Hofer

Seconded: Eric Chojnacki

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield	X		

8 OSBA Legislative Liaison & Student Achievement Liaison

Minutes:

President Campbell appointed Mr. Hofer as the 2023 OSBA Legislative Liaison of the Board, and Mr. Chojnacki as the 2023 OSBA Student Achievement Liaison of the Board.

9 Consent Calendar (a-v)

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 \$10,000.00

c. 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.

d. 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.

e. 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.

f. 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.

g. 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 2023.

NOW, THEREFORE BE IT RESOLVED, that the Superintendent be granted permission to excuse school employees to attend professional and/or in service meetings for 2023.

h. 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.

i. 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.

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

k. 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.

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

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

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

o. 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.

p. 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.

q. Ohio School Boards Association Membership - Authorizes Board membership in the Ohio School Board Association for the calendar year 2023 and renewal of the Board's subscription to "Briefcase" and School Management News.

r. 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.

s. 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.

t. Substitute Employee Compensation - Authorizes the Superintendent to set the rate of pay for Classified, Custodial, and Certified substitute employees as necessary. Treasurer's Office to be updated as rates are amended.

u. Petty Cash Funds - Authorizes the establishment of imprest (revolving type) petty cash funds in the care of the Treasurer's Office Staff.

v. Homeless Student District Liaison - Authorizes the superintendent to appoint a Homeless Student District Liaison.

Result: Approved

Resolution: 23-004

Motioned: Jason Jividen

Seconded: Dave Hofer

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield	X		

10 Visitor's Comments

Minutes:

There were no Visitor's Comments. The Organizational portion of the meeting concluded at 6:07 PM, and the Regular portion of the meeting commenced.

11 Treasurer's Reports and Recommendations

11.1 Minutes

Recommend approval of the minutes of the regular meeting of December 15, 2022, as presented.

Result: Approved

Resolution: 23-005

Motioned: Laura McGraw

Seconded: Dan Fouser

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green			X
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester			X
Dave Hofer, Springfield	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield			X

11.2 Financial Reports

Recommend approval of the financial reports, check register, bank reconciliation, quarterly investment report, and comparative financial report for the month of December 2022, as presented, subject to audit.

Result: Approved

Resolution: 23-006

Motioned: Dave Hofer
Seconded: Jason Jividen

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green			X
David Cohen, Green			X
Dan Fouser, Coventry	X		
Joe Hercules, Manchester			X
Dave Hofer, Springfield	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield			X

11.3 FY24 Alternative Tax Budget (No Action)

The Treasurer provided an opportunity to discuss the purpose and function of filing the annual tax budget.

12 Superintendent's Reports and Recommendations

12.1 Highlights of this past month's activities

The Career Center Students of the Month are:
 Avaiya Totten, Senior, Culinary Arts--Coventry
 Mark Danner, Senior, Engineering, Robotics and Manufacturing Academy--Green
 Mason Morris, Junior, Welding--Manchester
 Anna (Gray) Kincaid, Junior, Cosmetology--Springfield

Minutes:

Mr. Clark provided an update of high school activity, since returning from the holiday break. Mr. Clark then acknowledged each Student of the Month. The Med Tech teacher (Mrs. Paczak), as well as three selected students, provided a tour of the PLCC pharmacy for the Board.

Mrs. Tripney provided updates related to COE approval, March career fairs, and Adult Education recruiting.

Mrs. Redmond recognized School Board Member Appreciation Month, mentioned the progress being made with 10th grade enrollment, and invited Board members to a February 16th exhibition of student artwork.

12.2 Employment

Adult Education Contract

Cynthia Humbert, Adult Education Practical Nursing Clerical Assistant, \$15.00 per hour, not to exceed 15 hours per week, effective 1/16/2023-6/30/2023, no benefits (pending completion of required paperwork)

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

Result: Approved

Resolution: 23-007

Motioned: David Cohen

Seconded: Dave Hofer

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Laura McGraw, Coventry	X		
Miranda Terry, Springfield	X		

12.3 Board Policy Updates

GBCB- Staff Conduct (Update Legal References)

JFE- Student Pregnancy and Related Conditions/Required (Revision)

KGB- Public Conduct on District Property (Update Legal References)

KKA- Recruiters in the Schools (Revision)

It is recommended that the board approve the board policy updates listed above.

Minutes:

Prior to the vote, Mrs. McGraw departed the meeting at 6:40 PM.

Result: Approved

Resolution: 23-008

Motioned: Dave Hofer

Seconded: David Cohen

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Miranda Terry, Springfield	X		

12.4 Equipment Donations

Carter Lumber Akron-- 44 bundles Woodland Woodberry Brown GAF shingles (Value \$1,836.48)

Industrial Tube and Steel Corporation-- 3,050 pounds Structural Tubing (Estimated Value \$1,102.65)

Ohio Gratings-- 1,148 pounds Steel Grate (Scrap Value \$156.42)

It is recommended that the board approve the equipment donations listed above to be used in the Building Trades and Welding programs.

Result: Approved

Resolution: 23-009

Motioned: Dave Hofer

Seconded: Dan Fouser

Voter	Yes	No	Abstaining
Bob Campbell, President (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		

Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Miranda Terry, Springfield	X		

13 New Business

Minutes:

Mr. Campbell requested that future Board meetings move into a paperless environment. Now that the district has been using the BlueSky online solution for several months, there is no longer a need to print materials for each meeting (unless requested to do so).

14 Board Members--Informal

15 Adjournment

Next meeting February 16, 2023

Minutes:

Meeting adjourned at 6:48 PM.

Result: Approved

Motioned: Jason Jividen

Seconded: Dave Hofer

Voter	Yes	No	Abstaining
Bob Campbell, President, (Green)	X		
Jason Jividen, Vice President (Manchester)	X		
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Dave Hofer, Springfield	X		
Miranda Terry, Springfield	X		

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200 or email: gclark@plcc.edu.