

PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT ORGANIZATIONAL/REGULAR MEETING

Board Meeting Minutes
Portage Lakes Career Center
4401 Shriver Rd. Uniontown, OH 44685
Thursday, January 18, 2024
6:00pm

Present: Jason Jividen, President Pro Tem (Manchester); Dave Hofer, Springfield; Bob Campbell, Green; David Cohen, Green; Dan Fouser, Coventry; Joe Hercules, Manchester; Laura McGraw, Coventry; Richard Sponseller, Manchester

Absent: Donnie Furlong, Springfield

1 Call to Order

Minutes:

Meeting called to order at 6:02 PM.

2 Pledge of Allegiance

3 Oath of Office

Minutes:

The Treasurer administered the Oath of Office to Richard Sponseller, new Board Member.

4 Roll Call

Minutes:

All members were present, except for Mr. Furlong.

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. Hercules nominated Mr. Jividen for President.

Result: Approved

Motioned: Joe Hercules

Voter	Yes	No	Abstaining
Jason Jividen, President Pro Tem (Manchester)	X		
Dave Hofer, Springfield	X		
Bob Campbell, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	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. Campbell nominated Mr. Hofer for Vice President.

Result: Approved

Motioned: Bob Campbell

Voter	Yes	No	Abstaining
Jason Jividen, President Pro Tem (Manchester)	X		
Dave Hofer, Springfield	X		
Bob Campbell, Green	X		
David Cohen, Green	X		

Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		

7 Time, Date, and Location of 2024 Regular Meetings

Recommendation that the regular meetings of the Portage Lakes Joint Vocational School District Board of Education take place the 3rd Thursday of each month at 6:00 p.m. at Portage Lakes Career Center, 4401 Shriver Road Uniontown, Ohio.

Result: Approved

Resolution: 24-001

Motioned: Laura McGraw

Seconded: Joe Hercules

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

8 OSBA Legislative Liaison & Student Achievement Liaison

The President appoints _____ as the 2024 OSBA Legislative Liaison of the Board and _____ as the 2024 OSBA Student Achievement Liaison of the Board.

Minutes:

Mr. Jividen, Board President, appointed Mr. Hofer as 2024 OSBA Legislative Liaison and 2024 OSBA Student Achievement Liaison.

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 2024.

NOW, THEREFORE BE IT RESOLVED, that the Superintendent be granted permission to excuse school employees to attend professional and/or in service meetings for 2024.

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 Graydon LLP, Peters Kalail & Markakis Co., L.P.A., 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 Sedgwick, 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 2024 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.

Recommend approval of the above mentioned consent calendar.

Result: Approved

Resolution: 24-002

Motioned: Bob Campbell

Seconded: Joe Hercules

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

10 Visitor's Comments

Minutes:

There were no visitor comments.

11 Treasurer's Reports and Recommendations

Minutes:

Treasurer noted that the Regular business of the Board of Education commenced at 6:10 PM.

11.1 Minutes

Recommend approval of the minutes of the regular meeting of December 21, 2023, as presented.

Result: Approved

Resolution: 24-003

Motioned: Bob Campbell

Seconded: Jason Jividen

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

11.2 Financial Reports

Recommend approval of the financial reports, check register, bank reconciliation, investment report, and comparative financial report for the month of December 2023, as presented, subject to audit.

Result: Approved

Resolution: 24-004

Motioned: David Cohen

Seconded: Dave Hofer

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

11.3 Tax Advances

Recommend approval of a resolution requesting tax advances from the County Treasurer/Fiscal Officer, pursuant to ORC 321.24 (Tax Year 2023 / Payable in 2024), as presented.

Result: Approved

Resolution: 24-005

Motioned: Bob Campbell

Seconded: Joe Hercules

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

11.4 FY25 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:
Decklan Parvin, Senior, Design, Communication & Marketing--Coventry
Kias Adkins, Junior, Automotive Technology--Green
Anthony Adamson, Junior, Building Trades--Manchester
Shylah Swiger, Junior, Pre-Nursing--Springfield

Minutes:

Gregg Clark presented the Students of the Month. Lisa Triply provided a brief update regarding Adult Education Program enrollment and expansion. Tim Rusick (FMD Architects) provided updates related to the welding lab and dental assisting lab projects. Kim Redmond provided updates related to the upcoming solar eclipse, as well as acceptance bags for new students.

12.2 Settlement Agreement and Resignation

It is recommended that the board approve the attached settlement agreement and mutual release, and the resignation, effective June 30, 2023, of Courtney Bennett, teacher.

Result: Approved

Resolution: 24-006

Motioned: Laura McGraw

Seconded: Dave Hofer

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

Richard Sponseller, Manchester	X		
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12.3 Resignation

Sarah Smith, Administrative Assistant, effective 1/26/2024

It is recommended that the board approve the resignation listed above.

Result: Approved

Resolution: 24-007

Motioned: David Cohen

Seconded: Joe Hercules

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

12.4 Employment

Support Staff Contract

Gary Pepper, Maintenance/Custodial, Salary Group III, Step 4, with benefits, effective 1/17/2024-6/30/2024

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

Result: Approved

Resolution: 24-008

Motioned: Dave Hofer

Seconded: Bob Campbell

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

12.5 Amended Contract

Adult Education

Ron Balis, Automotive Service Technician Instructor, \$37.50 per hour, 750 hours maximum, effective 7/1/2023-6/30/2024

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

Result: Approved

Resolution: 24-009

Motioned: Laura McGraw

Seconded: Joe Hercules

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

12.6 Construction Documents

The Superintendent recommends approval of the program of requirements, schematic design, and design development phase submissions from Shook Construction Co. (the "Design-Builder") for the Capital Improvements Project (the "Project") and recommends authorizing the Design-Builder to proceed with the Construction Documents phase for the project.

Result: Approved

Resolution: 24-010

Motioned: Dave Hofer

Seconded: Bob Campbell

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

12.7 Equipment Donations

Klaben Ford-- 2 20" aluminum wheels

Graco Concrete-- 70 bags of Portland Cement (valued at \$1,260.00)

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

Result: Approved

Resolution: 24-011

Motioned: Dan Fouser

Seconded: Laura McGraw

Voter	Yes	No	Abstaining
Jason Jividen, President Pro Tem (Manchester)	X		
Dave Hofer, Springfield	X		
Bob Campbell, Green	X		

David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		

12.8 Festival of Lights

Donation

Rubber City Radio 2 Players Golf Cards

It is recommended that the board approve the Festival of Lights donation listed above.

Result: Approved

Resolution: 24-012

Motioned: Bob Campbell

Seconded: Joe Hercules

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

13 New Business

14 Board Members--Informal

15 Adjournment

Next Meeting:
February 15, 2024

Minutes:
The Board Meeting was adjourned at 6:59 PM.

Result: Approved

Motioned: Bob Campbell
Seconded: Laura McGraw

Voter	Yes	No	Abstaining
Jason Jividen, President Pro Tem (Manchester)	X		
Dave Hofer, Springfield	X		
Bob Campbell, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Joe Hercules, Manchester	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	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.