

# Portage Lakes Joint Vocational School District Organizational/Regular Meeting

**Board Meeting Minutes**  
Portage Lakes Career Center  
4401 Shriver Rd. Uniontown, OH 44685  
Thursday, January 15, 2026  
6:00pm

**Present:** Eric Chojnacki, Green; David Cohen, Green; Dan Fouser, Coventry; Dave Hofer, Springfield; Jason Jividen, Manchester; Parker Mason, Springfield; Laura McGraw, Coventry; Richard Sponseller, Manchester; John Sulek, Coventry

## 1 Call to Order

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**Minutes:**

Meeting called to order at 6:03 PM.

## 2 Pledge of Allegiance

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## 3 Oath of Office

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**Minutes:**

Laurel Young, Treasurer, issued the Oath of Office to new board member John Sulek.

## 4 Roll Call

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Eric Chojnacki  
Dave Cohen  
Dan Fouser  
Dave Hofer  
Jason Jividen  
Parker Mason  
Laura McGraw  
Richard Sponseller  
John Sulek

**Minutes:**

All members were present.

## 5 Election of President

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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. Fouser was nominated for President by Mrs. McGraw. There were no other nominations.

**Result:** Approved

**Resolution:** 26-001

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	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. Cohen nominated Mr. Chojnacki for Vice-President. There were no other nominations.

**Result:** Approved

**Resolution:** 26-002

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		

Voter	Yes	No	Abstained
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	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.

Recommend approval of the above mentioned time and date of regular meetings of the Board of Education.

**Result:** Approved

**Resolution:** 26-003

**Motioned:** Dave Hofer

**Seconded:** Parker Mason

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 8 OSBA Legislative Liaison & Student Achievement Liaison

The President appoints \_\_\_\_\_ as the 2026 OSBA Legislative Liaison of the Board and \_\_\_\_\_ as the 2026 OSBA Student Achievement Liaison of the Board.

**Minutes:**

The President appoints Mr. Hofer as the 2026 OSBA Legislative Liaison of the Board and Mrs. McGraw as the 2026 OSBA Student Achievement Liaison of the Board.

## 9 Consent Calendar (a-u)

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. 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.

### c. 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.

d. 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.

e. 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.

### f. 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 2026.

NOW, THEREFORE BE IT RESOLVED, that the Superintendent be granted permission to excuse school employees to attend professional and/or in service meetings for 2026.

### g. 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.

### h. 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.

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

j. 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.

k. Legal Consultants- Employ the firms of Roetzel & Andress, Bricker Graydon LLP, and Peters Kalail & Markakis Co., L.P.A., as legal and/or bond counsel as needed within the guidelines of the appropriations.

l. Ohio School Boards Association Policy Services- Authorizes the Superintendent to utilize OSBA's policy

services as needed.

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

n. 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.

o. 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.

p. Ohio School Boards Association Membership- Authorizes Board membership in the Ohio School Board Association for the calendar year 2026 and renewal of the Board's subscription to "Briefcase" and School Management News.

q. 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.

r. 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.

s. 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.

t. Petty Cash Funds- Authorizes the establishment of imprest (revolving type) petty cash funds in the care of the Treasurer's Office Staff.

u. 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:** 26-004

**Motioned:** Dave Hofer

**Seconded:** Jason Jividen

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 10 Visitor's Comments

**Minutes:**

No visitor comments.

# 11 Treasurer's Reports and Recommendations

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**Result:** Approved

## 11.1 Minutes

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Recommend approval of the minutes of the regular meeting of December 18, 2025, as presented.

**Result:** Approved

**Resolution:** 26-005

**Motioned:** Richard Sponseller

**Seconded:** Parker Mason

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry			X
Richard Sponseller, Manchester	X		
John Sulek, Coventry			X

## 11.2 Financial Reports

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Recommend approval of the financial reports, check register, bank reconciliation, and comparative financial report for the month of December 2025, as presented, subject to audit.

**Result:** Approved

**Resolution:** 26-006

**Motioned:** Dave Hofer

**Seconded:** Parker Mason

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		

Voter	Yes	No	Abstained
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry			X

### 11.3 Donation

Scholarship donation to the Patricia Nicol Vargo Excellence in Nursing Scholarship:  
Paul & Amy Vargo \$2,000.00

Recommend approval of the scholarship donation listed above.

**Result:** Approved

**Resolution:** 26-007

**Motioned:** Dave Hofer

**Seconded:** Jason Jividen

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 11.4 Tax Advances

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It is recommended the board approve the resolution requesting tax advances from the County Treasurer/Fiscal Officer, pursuant to ORC 321.24 (Tax Year 2025/ Payable in 2026), as presented.

**Result:** Approved

**Resolution:** 26-008

**Motioned:** Jason Jividen

**Seconded:** Richard Sponseller

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry			X

## 12 Superintendent's Reports and Recommendations

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### 12.1 Highlights of this past month's activities

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The Career Center Students of the Month are:

Gary (Ray) Bekelesky, Senior, Automotive Technology--Coventry

Zuriana Lester, Junior, Cosmetology--Green

Emily Lewis, Senior, Building Trades--Manchester

Madison Moody, Junior, HVAC--Springfield

**Minutes:**

Due to inclement weather, the December Students of the Month will be recognized at the February board meeting.

## 12.2 Holiday

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It is recommended that the board approve December 24, 2025 as a staff holiday per Executive Order of December 17, 2025.

**Result:** Approved

**Resolution:** 26-009

**Motioned:** Eric Chojnacki

**Seconded:** Dave Hofer

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry			X

## 12.3 Employment

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Support Staff Contract

Cole Haubert, Custodian/Maintenance, Salary Group III, Step 4, 260 days, effective 1/26/2026-6/30/2026, with benefits

Amended Contract

Dawn Tindell, Practical Nursing Instructor, 220 days per year, with benefits, effective 1/5/2026-6/30/2026

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

**Result:** Approved

**Resolution:** 26-010

**Motioned:** Laura McGraw

**Seconded:** David Cohen

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		

Voter	Yes	No	Abstained
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 12.4 Board Policy Updates (First Reading Waived)

DLC- Expense Reimbursement/ Required (Revision)

EBDE- Procurement and Administration of Overdose Reversal Drugs/ New Policy

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

**Result:** Approved

**Resolution:** 26-011

**Motioned:** Eric Chojnacki

**Seconded:** Jason Jividen

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 12.5 Equipment Donation

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Shaan Colyer--2014 Ford Escape [VIN IFMCUOGX8EUD78535] (estimated value \$2,000.00)

**It is recommended that the board approve the donation listed above to be used in the Automotive Technology lab.**

**Result:** Approved

**Resolution:** 26-012

**Motioned:** Richard Sponseller

**Seconded:** Dave Hofer

Voter	Yes	No	Abstained
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

## 13 New Business

**Minutes:**

No new business.

## 14 Board Members--Informal

## 15 Adjournment

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Next Meeting TBD

**Minutes:**

The next meeting will be on Thursday, February 19, 2026 at 6:00 PM.

Meeting was adjourned at 6:20 PM.

**Result:** Approved

**Resolution:** 26-013

**Motioned:** David Cohen

**Seconded:** Laura McGraw

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstained</b>
Eric Chojnacki, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Dave Hofer, Springfield	X		
Jason Jividen, Manchester	X		
Parker Mason, Springfield	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		
John Sulek, Coventry	X		

Portage Lakes Career Center (PLCC) is committed to equal opportunity for all governed by the protections of Title IX, IDEA, Title VI (Civil Rights), Title VII (Civil Rights) and the Americans with Disabilities Act (ADA). 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](mailto:gclark@plcc.edu).