

# PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT REGULAR MEETING

**Board Meeting Minutes**  
Portage Lakes Career Center  
4401 Shriver Rd. Uniontown, OH 44685  
Thursday, August 17, 2023  
6:00pm

**Present:** Bob Campbell, President (Green); Eric Chojnacki, Green; David Cohen, Green; Dan Fouser, Coventry; Joe Hercules, Manchester; Dave Hofer, Springfield; Jason Jividen, Vice President (Manchester); Laura McGraw, Coventry; Larry Petry, Springfield

## 1 Call to Order

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**Minutes:**

The regular meeting was called to order at 6:02 PM.

## 2 Roll Call

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**Minutes:**

All members were present.

## 3 Pledge of Allegiance

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## 4 Visitor's Comments

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**Minutes:**

Ms. Courtney Bennett (Wadsworth, OH) addressed the Board on the topic of "dismissal" from 6:04-6:11 PM.

## 5 Executive Session

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**Pursuant to ORC 121.22 to consider the dismissal of a public employee.**

**Minutes:**

Entered into Executive Session 6:12 PM

Exited Executive Session 7:01 PM

**Result:** Approved

**Motioned:** Dave Hofer

**Seconded:** Dan Fouser

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 6 Amendment to Meeting Agenda

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Recommend approval of the amended agenda for the Regular Meeting of August 17, 2023.

**Minutes:**

The President recommended the agenda be amended to reflect the addition of an agenda item approving a "Resolution to consider the termination of employment contract of teaching employee."

**Result:** Approved

**Motioned:** Dave Hofer

**Seconded:** Jason Jividen

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 7 Treasurer's Reports and Recommendations

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## 7.1 Minutes

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Recommend approval of the minutes of the regular meeting of June 15, 2023, as presented.

**Result:** Approved

**Resolution:** 23-064

**Motioned:** Jason Jividen

**Seconded:** Eric Chojnacki

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, Vice President (Manchester)	X		
Laura McGraw, Coventry			X
Larry Petry, Springfield	X		

## 7.2 Financial Reports

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Recommend approval of the financial reports, check register, bank reconciliation, quarterly investment report, and comparative financial report for the months of June and July 2023, as presented, subject to audit.

**Result:** Approved

**Resolution:** 23-065

**Motioned:** Laura McGraw

**Seconded:** Dave Hofer

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

### 7.3 Payment

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Recommend approval of a payment of \$34,748.42 to Stark State College for 2022-2023 Fire Academy Staffing, per the guidelines contained in the previously-approved MOU.

**Result:** Approved

**Resolution:** 23-066

**Motioned:** David Cohen

**Seconded:** Eric Chojnacki

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8 Superintendent's Reports and Recommendations

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

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**Minutes:**

Mrs. Redmond provided brief updates related to new student orientation and the first day of school.

Mrs. Tripney provided brief updates related to Adult Education program enrollment.

## 8.2 Retirement

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Gerald Patton, Teacher, retirement effective 5/24/2024

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

**Result:** Approved

**Resolution:** 23-067

**Motioned:** Dave Hofer

**Seconded:** Dan Fouser

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.3 Resignations

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Elizabeth Cadile, Adult Education Evening Nail Tech Instructor, effective 7/7/2023

Keith Francis, Adult Education Manufacturing Technologies Instructor and Consultant, effective 7/27/23

Jenna Lewis, Front of House, effective 8/5/2023

Sarah Murphy, Receptionist, effective 7/30/2023

Gerald Syme, Adult Education Welding Instructor, effective 7/10/2023

**It is recommended that the board approve the resignations listed above.**

**Result:** Approved

**Resolution:** 23-068

**Motioned:** Eric Chojnacki

**Seconded:** Jason Jividen

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.4 Employment

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### Adult Education

Aphdin Cadile, Evening Nail Tech Instructor, \$30.00 per hour, 600 hours maximum, effective 7/1/2023-6/30/2024, no benefits (pending completion of necessary paperwork)

Benedict Chouinard, HVAC Instructor, \$37.50 per hour, 400 hours maximum, effective 7/1/2023-6/30/2024, no benefits

Zachary Hamilton, Welding Instructor, \$37.50 per hour, 750 hours maximum, effective 7/1/2023-6/30/2024, no benefits

Angela Harper, Cosmetology Instructor, \$30.00 per hour, 120 hours maximum, effective 7/1/2023-6/30/2024, no benefits (pending completion of necessary paperwork)

Cynthia Humbert, Adult Education Practical Nursing Clerical Assistant, \$15.00 per hour, not to exceed 20 hours per week, effective 7/1/2023-6/30/2024, no benefits

Ray Owens, HVAC Instructor, \$37.50 per hour, 400 hours maximum, effective 7/1/2023-6/30/2024, no benefits

### Support Staff

Rebecca Beaver, Front of House (Classroom Aide), Salary Group IV, Step 4, 179 days, effective 8/21/2023-6/30/2024, with benefits (pending completion of necessary paperwork)

Matthew McAvinew, Custodian/Maintenance, Salary Group III, Step 1, 260 days, effective 7/1/2023-6/30/2024, with benefits

Sarah Murphy, High School Administrative Assistant, Salary Group I, Step 2, 219 days, effective 8/1/2023-6/30/2024, with benefits

### High School (One-Year Limited Contract)

Marissa Hoover, Social Studies Instructor, Bachelors Column, Step 0, with benefits, effective 2023-2024 school year

Jenna Lewis, Culinary Arts Instructor, Bachelors Column, Step 6, with benefits, effective 2023-2024 school year

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

**Result:** Approved

**Resolution:** 23-069

**Motioned:** Dave Hofer

**Seconded:** Laura McGraw

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.5 Adult Education Part Time LPN Compensation

**It is recommended that the board approve the compensation for Part-Time LPN instructors at \$37.50 per hour.**

**Result:** Approved

**Resolution:** 23-070

**Motioned:** David Cohen

**Seconded:** Larry Petry

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
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, Vice President (Manchester)	X		

Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.6 Adult Education Plans, Guidelines, and Procedures

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

**Result:** Approved

**Resolution:** 23-071

**Motioned:** Jason Jividen

**Seconded:** 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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.7 Design-Build Services Procurement

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Recommend approval of a resolution ratifying action taken to contract with Shook Construction Co. to serve as design builder on the Capital Improvements Project based on the existence of an emergency.

**Result:** Approved

**Resolution:** 23-072

**Motioned:** Dave Hofer

**Seconded:** Laura McGraw

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.8 Urgent Necessity Declaration - Tiered Classroom

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Recommend approval of a resolution to declare an urgent necessity, waive competitive bidding, and ratify an agreement with Beaver Constructors, Inc. for construction of tiered classrooms.

**Result:** Approved

**Resolution:** 23-073

**Motioned:** Larry Petry

**Seconded:** Dave Hofer

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.9 Board Policies

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BDDG- Minutes (Revision)- First Reading

EHA- Data and Records Retention/Required (Revision)- First Reading

IGCH (also LEC)- College Credit Plus/Required (Revision)- First Reading

JED- Student Absences and Excuses/Required (Revision)- First Reading

KJ-R- Advertising in the Schools (Second Reading for Approval)

**It is recommended that the board approve the board policy update KJ-R as listed above.**

**Result:** Approved

**Resolution:** 23-074

**Motioned:** Jason Jividen

**Seconded:** Laura McGraw

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

## 8.10 Termination of Employment Contract

Recommend approval of a resolution to consider termination of employment contract of teaching employee (ORC 3319.16), as presented.

**Result:** Approved

**Resolution:** 23-075

**Motioned:** Dave Hofer

**Seconded:** Dan Fouser

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, Springfield	X		

**Attachments:**

[Resolution\\_23-075.pdf](#)

9 New Business

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10 Board Members--Informal

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11 Adjournment

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Next Meeting  
Thursday, September 21, 2023  
6:00 p.m.

**Minutes:**

Meeting adjourned at 7:21 PM.

**Result:** Approved

**Motioned:** Dave Hofer

**Seconded:** Dan Fouser

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, Vice President (Manchester)	X		
Laura McGraw, Coventry	X		
Larry Petry, 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.