

# PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT REGULAR MEETING

**Board Meeting Minutes**  
Portage Lakes Career Center  
4401 Shriver Rd. Uniontown, OH 44685  
Thursday, December 21, 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:**

Called to order at 6:00 PM.

## 2 Roll Call

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**Minutes:**

All Members Present.

## 3 Pledge of Allegiance

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## 4 Visitor's Comments

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**Minutes:**

No Visitor Comments.

## 5 Treasurer's Reports and Recommendations

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### 5.1 Minutes

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Recommend approval of the minutes of the regular meeting of November 16, 2023, as presented.

**Result:** Approved

**Resolution:** 23-098

**Motioned:** Dave Hofer

**Seconded:** Jason Jividen

Voter	Yes	No	Abstaining
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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		

## 5.2 Financial Reports

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

**Result:** Approved

**Resolution:** 23-099

**Motioned:** Eric Chojnacki

**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		

### 5.3 2024 Organizational Meeting

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Recommend that the Board of Education set the Organizational and Regular Meeting for January 18, 2024.

**Result:** Approved

**Resolution:** 23-100

**Motioned:** David Cohen

**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		

### 5.4 Elect President Pro-Tem

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Recommend the Board of Education approve Jason Jividen as President Pro-Tem for Portage Lakes Career Center from January 1, 2024 through the election of officers at the 2024 Organizational Meeting.

**Result:** Approved

**Resolution:** 23-101

**Motioned:** Dave Hofer

**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		

## 5.5 Donations

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Donation to the George Garman Scholarship:

Todd Pren Family \$500.00

**Recommend approval of the above mentioned donation.**

**Result:** Approved

**Resolution:** 23-102

**Motioned:** Joe Hercules

**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		

## 5.6 Corrective Action

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Recommend the Board of Education approve the Resolution to Correct Practice to Address Audit Deficiencies, as follows:

WHEREAS, the Ohio Auditor of State's office performs vital financial audits of the accounts, financial reports, records and files of all public entities to ensure that public funds are spent appropriately and lawfully; and

WHEREAS, the Portage Lakes Career Center is currently undergoing its FY23 financial audit by the Ohio Auditor of State; and

WHEREAS, in the course of the audit, a concern was raised that a Board-approved incentive program

violates CFR 668.14(22)(i) which broadly prohibits an institution accepting Title IV funds from providing incentive pay based in any part, directly or indirectly, upon success in securing enrollments to any person who is engaged in any student recruitment or admission activity; and

WHEREAS, the Board is committed to exceptional fiscal responsibility and transparency, and maintains a profound desire to comply with all local, State and Federal obligations; and

WHEREAS, while the Board was unaware that its incentive strategy was problematic, it nevertheless appreciates the diligence and integrity of the Financial Audit Group undertaking the audit and the opportunity to rectify its policies, procedures and practices to demonstrate its unwavering commitment to financial integrity and to ensure immediate compliance.

NOW THEREFORE BE IT RESOLVED that effective immediately, the Board hereby revokes the Enrollment Specialist Performance Incentive contained in the 2022-2023 Adult Education Employee Handbook and the 2023-2024 Adult Education Employee Handbook.

BE IT FURTHER RESOLVED that effective immediately, the Board amends the base salary scale of the Enrollment Specialist as follows:

Enrollment Specialist:

BE IT FURTHER RESOLVED that the Board intends its approval of this payment schedule to retroactively cover the inclusion of this schedule in the Adult Education Staff Handbook for the 2021-2022, 2022-2023, and 2023-2024 program years.

BE IT FURTHER RESOLVED that the Treasurer is authorized to take any additional action deemed reasonably necessary to bring the Career Center into compliance with federal and state regulations.

**Result:** Approved

**Resolution:** 23-103

**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		

## 6 Superintendent's Reports and Recommendations

## 6.1 Highlights of this past month's activities

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## 6.2 Disability Leave

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Approve *Michael Kapas*, Instructor, for STRS Disability Leave of Absence effective 12/1/2023, and terminating 11/30/2028.

**Result:** Approved

**Resolution:** 23-104

**Motioned:** Dave Hofer

**Seconded:** David Cohen

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		

## 6.3 Resignations

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*Tyler Easter*, Custodian/Maintenance, effective 12/22/2023

*Roman Schultheis*, Adult Education Instructor, effective 12/5/2023

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

**Result:** Approved

**Resolution:** 23-105

**Motioned:** Eric Chojnacki

**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		

## 6.4 Employment

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### Adult Education

*Ederica Andrade*, Substitute Evening Coordinator of Safety & Security, \$35.00 per hour, as needed, no benefits, effective 12/11/2023-6/30/2024

*Daniel Bickett*, Substitute Evening Coordinator of Safety & Security, \$35.00 per hour, as needed, no benefits, effective 12/4/2023-6/30/2024

*Victoria Crawl*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 750 hours maximum, effective 1/3/2024-6/30/2024

*Rose Daniels*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 750 hours maximum, effective 12/11/2023-6/30/2024

*Lisa Johnson*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 750 hours maximum, effective 12/18/2023-6/30/2024

*J'Mon Wells*, Substitute Evening Coordinator of Safety & Security, \$35.00 per hour, as needed, no benefits, effective 1/3/2024-6/30/2024 (pending completion of necessary paperwork)

### High School One-Year Limited Contract

*Ederica Andrade*, Substitute Daytime Coordinator of Safety & Security, \$280.00 per day, as needed, no

benefits, effective 12/11/2023-6/30/2024

*Daniel Bickett*, Substitute Daytime Coordinator of Safety & Security, \$280.00 per day, as needed, no benefits, effective 12/4/2023-6/30/2024

*J'Mon Wells*, Substitute Daytime Coordinator of Safety & Security, \$280.00 per day, as needed, no benefits, effective 1/3/2024-6/30/2024 (pending completion of necessary paperwork)

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

**Result:** Approved

**Resolution:** 23-106

**Motioned:** Larry Petry

**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		

## 6.5 2024-2025 School Calendar

It is recommended that the board approve the attached calendar for the 2024-2025 school year.

**Result:** Approved

**Resolution:** 23-107

**Motioned:** Dave Hofer

**Seconded:** David Cohen

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		

## 6.6 Board Policy Updates

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BBFA- Board Member Conflict of Interest (Revision)

EBCD- Emergency Closings/**Required** (Revision)

EBCD-R- Emergency Closings (Revision)

KGB- Public Conduct on District Property (Revision) **First Reading Waived**

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

**Result:** Approved

**Resolution:** 23-108

**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		

## 6.7 Emergency Closings Plan (EBCD and EBCD-R Board Policy)

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It is recommended that the board approve the attached Emergency Closings Plan for the 2023-2024 school year.

**Result:** Approved

**Resolution:** 23-109

**Motioned:** Laura McGraw

**Seconded:** Larry Petry

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		

## 6.8 Authorize OSBA to Review Policies

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It is recommended that the board approve a resolution to authorize OSBA to review policies in light of HB 33 Legislative changes impacting ODE and State Board of Education, as presented.

**Result:** Approved

**Resolution:** 23-110

**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		

## 6.9 Festival of Lights

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### **Sponsorships**

A1 Background Check \$100.00

ANR Electric \$200.00

The K Company \$200.00

Operative Plasterers & Cement Masons Local Union 109 \$200.00

Redmonds Parts & Supply \$200.00

### **Donations**

Alpha Media 2- Cleveland Cavaliers Tickets

Anonymous \$50 gift card

DCI \$25 gift card

Data Dames 2- \$25.00 gift cards

General Commercial OGIO Backpack

Paragraphics \$50.00 gift card

Sugar Brook Natural Pet Dog and Cat Treat Samples

The Uniform Guy 5- \$25.00 gift cards

Yoders Bulk Foods Hot Chocolate Mix and Sprinkles (valued at \$150.00)

**It is recommended that the board approve the Festival of Lights sponsorships and donations listed above.**

**Result:** Approved

**Resolution:** 23-111

**Motioned:** David Cohen

**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		

## 6.10 Equipment Donations

FormFire, LLC-- Computers, power supply, servers and phones

Myers Tire Supply-- 7 Torque wrenches

**It is recommended that the board approve the equipment donations listed above to be used in the Cyber Academy and Automotive Technology programs.**

**Result:** Approved

**Resolution:** 23-112

**Motioned:** Eric Chojnacki

**Seconded:** Larry Petry

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 New Business

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## 8 Board Members--Informal

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## 9 Adjournment

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Next Meeting:

Organizational Meeting followed by Regular Meeting

January 18, 2023

6:00 p.m.

**Minutes:**

Meeting adjourned at 6:26 PM.

**Result:** Approved

**Motioned:** Laura McGraw

**Seconded:** Joe Hercules

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.