

# PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT REGULAR MEETING

**Board Meeting Minutes**  
Portage Lakes Career Center  
4401 Shriver Rd. Uniontown, OH 44685  
Thursday, June 20, 2024  
6:00pm

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

## 1 Call to Order

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**Minutes:**

Meeting called to order at 6:01 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:**

There were 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 May 16, 2024 and the special meetings

of May 29, June 3, and June 6, 2024 as presented.

**Result:** Approved

**Resolution:** 024-050

**Motioned:** Bob Campbell

**Seconded:** Donnie Furlong

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

## 5.2 Financial Reports

Recommend approval of the financial reports, check register, bank reconciliation, and comparative financial report for the month of May 2024, as presented, subject to audit.

**Result:** Approved

**Resolution:** 024-051

**Motioned:** Richard Sponseller

**Seconded:** Dan Fouser

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

Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		

### 5.3 Temporary FY25 Appropriations

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Recommend approval of the Fiscal Year 2025 Temporary Appropriations.

**Result:** Approved

**Resolution:** 024-052

**Motioned:** Dave Hofer

**Seconded:** Donnie Furlong

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

### 5.4 FY25 Fund Transfer

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Recommend approval of a \$112,003.26 transfer from General Fund 001 to Debt Service Fund 002, in order to make the 2025 fiscal year payments toward the LTGO School Improvement Bonds (Series 2021).

**Result:** Approved

**Resolution:** 024-053

**Motioned:** David Cohen

**Seconded:** Dave Hofer

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

## 5.5 Ohio School Plan Premiums

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New Policy Rates

**Result:** Approved

**Resolution:** 024-054

**Motioned:** Dave Hofer

**Seconded:** David Cohen

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

## 6 Superintendent's Reports and Recommendations

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**Minutes:**

Kim Redmond provided an update related to the construction project.

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

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### 6.2 Resignations

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*Melissa Baumhoer*, Adult Education Instructor, effective 6/30/2024

*Ida Daniels-Liedtke*, Adult Education Enrollment Specialist, effective 6/28/2024

*Marsha Keim*, Adult Education Instructor, effective 6/30/2024

*Laura McVay*, Adult Education Administrative Assistant, effective 6/30/2024

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

**Result:** Approved

**Resolution:** 024-055

**Motioned:** Dave Hofer

**Seconded:** Laura McGraw

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

## 6.3 Employment

### Adult Education Contracts (In accordance with the Adult Education Staff Handbook)

*Kimberle Fete*, Evening Administrator, \$50.00 per hour, as needed, effective 9/3/2024-6/30/2025, no benefits

*Leslie Hayman*, Emergency Dispatch Instructor, \$37.50 per hour, 250 hours maximum, effective 7/1/2024-6/30/2025, no benefits

*Lisa Johnson*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 1000 hours maximum, effective 7/1/2024-6/30/2025, no benefits

*Marsha Keim*, Interim Practical Nursing Coordinator, 220 days, effective 7/1/2024-6/30/2025, with benefits

*Cynthia Kubina*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 1000 hours maximum, effective 7/1/2024-6/30/2025, no benefits

*Laura McVay*, Enrollment and Partnerships Manager, 240 days, effective 7/1/2024-6/30/2025, with benefits

*Melissa Middleton*, Emergency Dispatch Instructor, \$37.50 per hour, 250 hours maximum, effective 7/1/2024-6/30/2025, no benefits

*Teaira Shabaya*, Dental Assisting Instructor, \$37.50 per hour, not to exceed 28 hours per week, 1000 hours maximum, effective 7/1/2024-6/30/2025, no benefits

### Contracted Training

*Jenna Cole*, Medical Technician Pharmacy Advisor, \$2,000.00, effective 2024-2025 school year

*Larry Lallathin*, Lineman Consultant, \$37.50 per hour, 400 hours maximum, effective 7/1/2024-6/30/2025

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

**Result:** Approved

**Resolution:** 024-056

**Motioned:** Laura McGraw

**Seconded:** David Cohen

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

## 6.4 Amended Contracts

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Adult Education Contract (In accordance with the Adult Education Staff Handbook)

*Laura Campriani*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 950 hours maximum, effective 8/21/2023-6/30/2024, no benefits

*Kent Swarny*, Part-Time Practical Nursing Clinical/Lab Instructor, \$37.50 per hour, not to exceed 28 hours per week, 1150 hours maximum, effective 7/1/2023-6/30/2024

*Charles Parke*, Evening Receptionist/Monitor, \$20.00 per hour, 750 hours maximum, effective 7/1/2024-6/30/2025, no benefits

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

**Result:** Approved

**Resolution:** 024-057

**Motioned:** Dave Hofer

**Seconded:** Richard Sponseller

## 6.5 Adult Education Extended Time

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*Melissa Baumhoer*, Adult Education Practical Nursing Instructor, \$37.50 per hour, not to exceed 40 hours, effective 4/1/2024-6/30/2024

*Marsha Keim*, Adult Education Practical Nursing Instructor, \$37.50 per hour, as needed, effective 4/1/2024-6/30/2024

**It is recommended that the board approve the Adult Education extended time listed above.**

**Result:** Approved

**Resolution:** 024-058

**Motioned:** Donnie Furlong

**Seconded:** Bob Campbell

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

Richard Sponseller, Manchester	X		
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## 6.6 Extended Time and Supplemental Contracts

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### Extended Time

Ilario Cursaro-- 10 days

Allyson Himmelright-- 10 days

Jason Toth-- 6 days

### Supplemental Contracts

Allyson Himmelright-- National Technical Honor Society Advisor

Allyson Himmelright-- Prom/Dance Advisor

Sarah Murphy-- Skills USA Advisor

Maureen Paczak-- Nursing Services

**It is recommended that the board approve the extended time and supplemental contracts listed above.**

**Result:** Approved

**Resolution:** 024-059

**Motioned:** Joe Hercules

**Seconded:** Dave Hofer

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

## 6.7 2024-2025 Substitute List

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Dan Jones-- Custodian/Maintenance  
 Charles Parke-- Custodian/Maintenance  
 Terry Rick-- Custodian/Maintenance

**It is recommended that the board approve the employees listed above for the 2024-2025 substitute list.**

**Result:** Approved

**Resolution:** 024-060

**Motioned:** Joe Hercules

**Seconded:** Richard Sponseller

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

## 6.8 2024-2025 Student Handbooks (Adult Education and High School)

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2024-2025 Adult Education Student Handbook  
 2024-2025 Adult Education Practical Nursing Handbook  
 2024-2025 Student Handbook (Code of Conduct)

**It is recommended that the board approve the attached 2024-2025 Adult and High School Student Handbooks as presented.**

**Result:** Approved

**Resolution:** 024-061

**Motioned:** Bob Campbell

**Seconded:** Donnie Furlong

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

## 6.9 High School Student Fees for 2024-2025 School Year

Student Program Fees (all students) \$100.00

Cosmetology \$400.00

Fire Academy \$150.00

Welding \$300.00

**It is recommended that the board approve the high school student program fees for the 2024-2025 school year as presented.**

**Result:** Approved

**Resolution:** 024-062

**Motioned:** Dave Hofer

**Seconded:** Laura McGraw

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

## 6.10 Emergency Closings Plan (EBCD and EBCD-R board policy)

**It is recommended that the board approve the attached Emergency Closings Plan for the 2024-2025 school year.**

**Result:** Approved

**Resolution:** 024-063

**Motioned:** Dan Fouser

**Seconded:** Dave Hofer

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

## 6.11 Equipment Donation

Michelle Truman-- Kenmore Refrigerator (Model #795.71603.012/Serial #108KR00072) Estimated value \$900.00

**It is recommended that the board approve the equipment donation listed above to be used in the HVAC program.**

**Result:** Approved

**Resolution:** 024-064

**Motioned:** David Cohen

**Seconded:** Dave Hofer

Voter	Yes	No	Abstaining
Jason Jividen, President (Manchester)	X		
Dave Hofer, Vice President (Springfield)	X		

Bob Campbell, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Donnie Furlong, Springfield	X		
Joe Hercules, Manchester	X		
Laura McGraw, Coventry	X		
Richard Sponseller, Manchester	X		

## 7 New Business

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## 8 Board Members--Informal

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## 9 Adjournment

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Next Meeting  
Thursday, August 15, 2024  
6:00 p.m.

**Minutes:**

Meeting adjourned at 6:19 PM.

**Result:** Approved

**Motioned:** Dan Fouser

**Seconded:** Laura McGraw

Voter	Yes	No	Abstaining
Jason Jividen, President (Manchester)	X		
Dave Hofer, Vice President (Springfield)	X		
Bob Campbell, Green	X		
David Cohen, Green	X		
Dan Fouser, Coventry	X		
Donnie Furlong, Springfield	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.