

# PORTAGE LAKES JOINT VOCATIONAL SCHOOL DISTRICT REGULAR MEETING

## Board Meeting

**\*Revised\***

Portage Lakes Career Center  
4401 Shriver Rd. Uniontown, OH 44685  
Thursday, June 15, 2023  
6:00pm

### 1 Call to Order

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### 2 Roll Call

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### 3 Pledge of Allegiance

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### 4 Visitor's Comments

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### 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 18, 2023, as presented.

#### 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 May 2023, as presented, subject to audit.

#### 5.3 Final FY23 Appropriations

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Recommend approval of the Final Amended Appropriations for Fiscal Year 2023, as presented. The legal level of control shall be fund-level.

## 5.4 Temporary FY24 Appropriations

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Recommend approval of the FY24 Temporary Appropriations, as presented. The legal level of control shall be fund-level.

## 5.5 FY24 Fund Transfer

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Recommend approval of a \$108,763.13 transfer from General Fund 001 to Debt Service Fund 002, in order to make the 2024 fiscal year payments toward the LTGO School Improvement Bonds (Series 2021).

## 5.6 Fiscal 2024 Insurance Package

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Recommend approval of a contract extension with the Ohio School Plan, in the amount of \$36,256, effective July 1, 2023 – June 30, 2024, for the district's liability, pollution, auto, violence, and property insurance. Cyber Insurance shall be placed with CFC/State National Insurance Company, Inc. at an additional premium of \$5,285. Excess Crime insurance shall be placed with Travelers Casualty & Surety Company at an additional premium of \$1,370.

## 5.7 Donations

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Recommend approval of the following scholarship donation:

Patricia N. Vargo Scholarship

Sue Kunas - \$2,000.00

## 6 Superintendent's Reports and Recommendations

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

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### 6.2 Extended Time and Supplemental Contracts for 2023-2024 School Year

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#### Extended Time

Ilario Cursaro-- 10 days

Allyson Himmelright-- 10 days

Jason Toth-- 6 days

#### Supplemental Contracts

Allyson Himmelright-- Student Activities Advisor

Sarah Murphy-- Skills USA

Maureen Paczak-- Nursing Services

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

### 6.3 Employment

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#### Support Staff (One Year Limited Contract)

Eric McCown, Custodian/Maintenance, Salary Group III, Step 4, 260 days, effective 6/20/23-6/30/23, with benefits (pending completion of necessary paperwork)

#### Support Staff (One Year Limited Contract)

Eric McCown, Custodian/Maintenance, Salary Group III, Step 4, 260 days, effective 7/1/23-6/30/24, with benefits (pending completion of necessary paperwork)

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

### 6.4 Substitute Lists

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#### **2022-2023 School Year**

Matthew McAvinew--Custodian/Maintenance

## 2023-2024 School Year

Michael Haigh-- Custodian/Maintenance

Matthew McAviney-- Custodian/Maintenance

Charles Parke-- Custodian/Maintenance

Terry Rick-- Custodian/Maintenance

Vic Vaccani-- Custodian/Maintenance

**It is recommended that the board approve the employees listed above and add them to the respective substitute list.**

## 6.5 Construction and Design Services Contract

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Shook Construction has submitted a proposal for design services, estimating services, bidding services, construction and construction management services for Portage Lakes Career Center's Lower Lecture Hall renovation, at a cost not to exceed \$115,000.00

**It is recommended that the Board approve the Construction and Design Services proposal between Shook Construction and the Portage Lakes Career Center Board of Education, as presented.**

## 6.6 Construction

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**It is recommended that the Board approve to award the Tiered Classroom bid to Beaver Construction, Inc., in the amount of \$65,000.00, and to authorize change orders not to exceed five percent (5%).**

## 6.7 2023-2024 Handbooks (Adult and High School)

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2023-2024 Adult Education Practical Nursing Handbook

2023-2024 Student Handbook (Code of Conduct)

**It is recommended that the board approve the attached 2023-2024 Adult and High School Handbooks as presented.**

## 6.8 High School Student Fees for 2023-2024 School Year

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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 2023-2024 school year as presented.**

## 6.9 Donations

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BWXT-- Various sized micrometers, estimated value \$300.00

Linglong Americas, Inc.--8 215/55R16 Atlas Tires valued at \$640.00

**It is recommended that the board approve the above listed donations to be used in the ERMA and Auto Technology Labs.**

## 7 New Business

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## 8 Board Recommendations

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### 8.1 Employment of the Treasurer

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**It is recommended that the board approve a 5-year contract for Christopher Wright as Treasurer, effective 8/1/2023-7/31/2028, per the contract as presented.**

### 8.2 Superintendent Contract Amendment

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**It is recommended that the board approve a 3% salary increase for the 2023-2024 school year.**

## 9 Board Members--Informal

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## 10 Adjournment

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Next Meeting  
Thursday, July 20, 2023  
6:00 p.m.

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.